

Independent Living Scrutiny Group

INDEPENDENT LIVING SCRUTINY GROUP (ILSG) WORKING GUIDELINES

Purpose

1. This paper sets out some suggested guidelines for how the members of the ILSG work together.

Key Aims

2. The aim is to ensure that within the ILSG there is:
 - Clear understanding of how we work together,
 - Mutual trust and confidentiality; and
 - Openness in sharing information wherever possible.

Membership and representation

3. Whilst it is recognised each member brings with them valuable contributions and expertise from working in their respective specialised networks or employment, they have been appointed to the ILSG on a personal and individual basis, not as representatives of either existing networks or employment, or any other specific disabled people's groups or organisations.
4. If a member has any concerns about potential conflicts of interest between the ILSG's work and their day-to-day work, responsibilities or extraordinary activities, please raise these with the Secretariat.

Accessibility

5. We want all members to participate fully in the Group's work. Please let the Secretariat know if they can do anything to better meet your access needs.

Meetings

6. The Group will be most effective if all members are present at meetings. However, we have already canvassed members' availability and are aware of members' attendance dates for future ILSG meetings. If a member is not able to attend, please let the Secretariat know as soon as you can. It will of course be possible to let the Secretariat know if there are any points you would like raised, so that we can ensure all views are reflected in discussion.
7. Wherever possible, the Secretariat will circulate papers one week in advance of the next meeting. The Secretariat will discuss with each member their preferred format and means of delivery and adopt the most secure method of document transition in line with Departmental Security Guidance. This shall include electronic mail, by post and courier service as deemed appropriate and complicit with the guidance.

Confidentiality, the media & collective responsibility

8. The Group's meetings will be under the "Chatham House Rule". This means when a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.
9. The ILSG will report to the ODI's Disability Equality Delivery Board (DEDB) and the Life Chances Ministerial Group. The Group's conclusions, will be made public as part of the ODI's annual reporting cycle.
10. Members of the Group may be asked, for example, at seminars and conferences, about their personal involvement in the Group. It will be fine to talk in general terms about the Group's work, but members will need to respect the Chatham House Rule.
11. If a member receives any enquiries from the press about the Group, these should be referred, in the first instance, to the Secretariat to ensure a consistent, single point of contact and where a co-ordinated response can be formulated.

Minutes

12. The Government response to the Independent Living Strategy (ILS) consultation set out that minutes of meetings will be posted on the Office for Disability Issues (ODI) website. The minutes will record a summary of key points of discussion and actions agreed. Remarks and views will not be attributed to individual members. The Secretariat will send out the minutes for clearance a week after the meeting.

Decisions/Recommendations

13. The Group will take collective responsibility with actions agreed by the Group being jointly owned by the members of the Group.

Publicity

14. Information about the ILSG will be published on the website (www.officefordisability.gov.uk/national). This will include a list of Group members with a short biography of each person.

Document security

15. Members are responsible for storing ILSG papers securely, in either hard copy or electronic formats
16. If any papers are lost, or stolen, please let the Secretariat know immediately.

General queries

17. If you have any queries at any time please let the Secretariat know.