**The People’s Partnership**

**Terms of Reference**

**Draft Version (002)**

**Purpose of the Terms of Reference**

The purpose of the Terms of Reference is to provide the wider membership of the People’s Partnership with clarity regarding everyone’s responsibilities and how the partnership operates.

**Aim of the People’s Partnership**

The People’s Partnership is about Community Engagement and developing a long term meaningful relationship between people with disabilities and hidden and hard to reach communities in Lincolnshire and organisations that impact on their lives.

We aim to:

* work with individuals and communities to help them understand what will impact their lives
* respond on behalf of communities to proposals from organisations
* support businesses in understanding community’s requirements
* make connections to help support communities and businesses

**Types of Communities, Groups and People We Support**

We support the following types of groups:

* age
* disability
* gender reassignment
* marriage or civil partnership (in employment only)
* pregnancy and maternity
* race
* religion or belief
* sex
* sexual orientation

**Areas of Work**

The People’s Partnership engages with communities and businesses through the following activities:

For individuals and communities:

1. Make individuals and communities aware of changes that might impact on them
2. Provide hidden and hard to reach groups and individuals with a voice through volunteering for access audits, mystery shopping or involvement in consultations

For organisations:

1. Provide advice and support on understanding and accessing hidden and hard to reach groups with consultations to organisations and commissioners
2. Mystery Shopping to help organisations understand how they impact on hidden and hard to reach people and how they can improve their customer or user experience with hidden and hard to reach groups
3. Access Audits is a systematic way to understand what they need to put in place for people with disabilities or hidden and hard to reach groups
4. Projects to improve the capacity of communities
5. Disability and equality awareness training to individuals, communities and organisations

**Terms of Reference**

* 1. Membership
     1. There are three types of membership:
* Leadership Team Member
* Affiliate Member
* Member
  + 1. Leadership Team Members
       1. Members of the Leadership Team assist in setting the direction of The People’s Partnership. Members are organisations or groups who have established links and networks with hidden and hard to reach communities and individuals as well as having experience of how to communicate information to people in their area. Organisations will be paid to deliver any of the work areas to fulfil the aims of The Peoples Partnership. New members are normally invited to join the Leadership Team. There is a separate Memorandum of Understanding for the Leadership Team
       2. The membership of the Leadership Team will be reviewed on a regular basis according to need at the Leadership Team Meeting.
    2. Affiliate Members
       1. Affiliate Members are paid to develop or deliver work on consultations, accessibility audit, mystery shopping, workshops or training.
       2. Affiliate Members are again organisations or groups who have established links and networks with hidden and hard to reach communities and individuals as well as having experience of how to communicate information to people in their area.
       3. Affiliate Members are normally by invitation only and there is no guaranteed level of work. In addition, organisations must demonstrate that there is no conflict of interest with other activities and work they undertake. There is a Terms of Reference for Members and Affiliate Members.
    3. Members
       1. Members are commissioners, organisations, communities, groups or individuals who want to be kept informed of changes that might impact them or would like to be supported in improving the way they are in contact with hidden and hard to reach groups.
       2. Members can be any type of organisation and is not restricted to Social, Health and Wellbeing sectors, or to the voluntary sector.
       3. Membership is free.
       4. You can apply to become a Member by contacting the People’s Partnership by email [peoplespartnership@every-one.org.uk](mailto:peoplespartnership@every-one.org.uk)
    4. Removal of Membership
       1. Membership status will be removed if an individual, group or organisation is not acting in the best interests of The People’s Partnership.
       2. Should your organisation be in a situation where membership status is under consideration, you will be offered every opportunity to resolve the issues however, if a mutually agreed resolve cannot be found then a majority decision (vote) by the Leadership Team will determine continuation of individual organisation membership, this decision will be final.
  1. Legal Structure
     1. The People’s Partnership has no legal structure. All work and contracts are managed through Every-One, who administers The People’s Partnership.
  2. Conflicts of Interest
     1. All will highlight any conflicts of interest they have with their involvement with work with The People’s Partnership at their first opportunity to the Leadership Team. The Leadership team will advise on how to proceed on a case by case basis.
  3. Meetings and Workshops
     1. Meetings and workshops will be held according to need to provide information about changes happening in Lincolnshire and provide opportunities to communities, organisations and individuals.
     2. All Members and Affiliate Members are invited to relevant meetings and workshops.
     3. There may be a charge for meetings to cover administration, room hire, food and refreshments.