

Disability Equity Partnership (DEP) Membership Procedure

Guidance on Membership

The purpose of the guidance is to assist in the selection, appointment and the re-appointment of external members to the Disability Equity Partnership.

The Membership Procedure should be read in conjunction with the DEP constitution. If there are any inconsistencies, the DEP Constitution will prevail.

Application Procedure

The selection, appointment, re-appointment and review of membership will be carried out by the Equalities team.

Applications will be processed as follows:

- Invitation to apply to recruit members with the qualifying criteria and skills brought to DEP
- Acknowledge receipt applications within 5 working days
- Applications will be vetted by the Equalities team and any other appropriate external organisation to ensure impartiality through the process
- If required, applicants may be invited to an informal conversation as part of the membership application process.

Membership Reapplication

- Members will be invited to re-apply prior to the end of their membership
- Reapplications will be vetted in line with application procedures above.
- Successful applicants will be reappointed and begin a new three-year term.

Appointment

- Successful applicants will get a formal written notification from the Chief Officer – Early Intervention and Community Empowerment confirming their membership
- All members must have a commitment to the aim and objectives of the partnership
- Members are required to sign and adhere to the DEP Constitution and the Code of Conduct

Selection

- Qualifying criteria will be used to determine the applicants' eligibility
- The selection process will ensure that the membership is representative of people with various forms of disability and a wide range of knowledge or experience around disability issues
- Appointments will be merit-based on disability knowledge, experience and interest.

Criteria

- Experience disabling barriers that affect your choices and activities; or
- Have personal and / or operational expertise and demonstratable knowledge of disability issues; or
- Be an active advocate for someone who is disabled or may have a disabling condition; or
- Be a member of an organisation which represents disabled people.

Membership Role / Commitment

- Positive and consensual decision making
- Communicating with respect and integrity
- Negotiating and influencing towards partnership outcomes
- Respect and good working relations with officers, organisations and members of the public connected to DEP.

Membership Review

- An annual review of membership will be carried out by the Equalities team
- Failure to carry out your role as an external member of DEP, will result in a review of your eligibility to remain as a member
- Members must advise the Equalities team or Chairperson if you have any difficulties in maintaining your membership commitments
- If, at any time, a DEP member advises that they are having difficulties maintaining their membership commitments, or is identified as such, they will be invited to a confidential meeting to have an informal conversation around their circumstances. This will be conducted by the Equalities team
- If any member is absent from all DEP meetings for a period of six continuous months, the above will take effect.