

A decorative graphic consisting of a large blue circle on the left containing the text 'Access Panel Network'. To its right are three smaller circles: a purple one at the top, a green one in the middle, and a dark blue one at the bottom.

Access Panel Network

Training Guides

A guide to Membership

In this guide we will tell you about the different rules for membership within the Scottish Disability Equality Forum (SDEF). This will help Access Panels to think about the type of membership they would want and what rules they would set for their membership.

Membership Fees

Although the membership of the organisation could impose a charge for membership to SDEF; membership fees were abolished at the AGM of 2011, as recommended by the Board of Directors at that meeting. As such, there is no present charge for membership to SDEF. Any charge for membership must be considered by the members at the AGM. If SDEF did charge for membership, the Board of Director's would set this charge and a member could be charged more than the Board agreed.



All persons wishing to become members of SDEF must fill in the appropriate application form. This can be done in whatever format is best for the applicant.

Any person or organisation may join SDEF but all membership must be approved at a meeting of the Board of Directors.

Conditions of Membership

Where the activities, conduct or management structure of any member is considered by the Directors to be contrary to, or damage the aims and objectives of the Company, the Board of Directors may seek to cease their membership. A decision to withdraw membership would need to be approved at the SDEF Annual General Meeting. If the AGM agrees, the membership would cease immediately.

A member may resign their membership at any time by giving at least seven clear days notice in writing to the Company. This would be done in writing to the Company at its registered office. Membership is not transferable and shall cease on death or dissolution or, in the case of a nominated individual, the body or organisation which nominated

An Access Panel is a group of disabled people, carers and people with a genuine interest in equality for people with disabilities. Access Panels work towards improving equality in its widest sense for disabled people at a local and national level. Some of the earliest Access Panels have been operating for nearly thirty years, whilst new panels are being formed across Scotland on an ongoing basis.

Access Panels are often the first point of contact for Local Authorities and other Public Bodies on disability related issues in the area. They can be involved in issues such as reviewing Planning Applications and developments from an access perspective, improving services and providing a source for the views of disabled people to be heard on many other things. They are also often involved in providing feedback to Local and Central Government on policies and frameworks which affect disabled people and the wider community.

Access Panels publish guides, leaflets and posters to raise awareness about social inclusion and about their work. They also provide information to local businesses, organisations and tradesmen, and promote award schemes in recognition of good practice.

There are many benefits to having an Access Panel. These include raising awareness of equality issues, encouraging social inclusion and helping create an accessible environment for all. Access Panels also have a real input to the decisions and policies of statutory bodies and other organisations, concerning access and other issues which affect disabled people.

The amount of time that is spent on work for the Access Panel is entirely up to the individual, as each member of the Panel is a volunteer. Any time that you contribute to your Access Panel is greatly appreciated.

The Access Panel will always use the skills and experience that its volunteers are already in possession of. However, training and funding is available through the Scottish Disability Equality Forum to provide volunteers with the opportunity to fur-

the person for their membership can notify the Company in writing that they wish to revoke a nomination.

Types of Membership

In SDEF there are four different types of membership. The main difference in membership is the entitlement to vote at an Annual General or Additional General Meeting. The different types of membership are:

- Full Member
- Individual Member
- Associate Member
- Access Panel Member

Full Members

Full Members are eligible bodies whose membership comprises at least a majority of people who have a disability and have, or are working toward, majority representation of people with disabilities. Full members may vote on all matters at general meetings, excluding any matter that the Convener of the meeting rules is solely an Access Panel matter.

Individual Members

Individual Members are individual people who choose to be members of SDEF who support the aims and objectives of the organisation. Individual members are not eligible to vote on any matter at general meetings. Persons must be aged 18 or over.

Associate Members

Associate Members are eligible organisations with less than a majority of its members having a disability but which supports the aims and objectives of SDEF. Associate members are not eligible to vote on any matter at general meetings.

Access Panel Members

Access Panels have their own category of membership because SDEF is the umbrella organisation for all Access Panels in Scotland. Access Panels are 'full members'. They can also have an additional vote at General meetings because some of the Access Panel Directors are also SDEF Board Members. Three of the eight SDEF Board members are also Access Panel Directors.

Only Access Panels can vote for their own Access Panel Directors when nominations are due. Only Access Panels may vote on any matter which the Convener of the meeting rules is a matter exclusively for Access Panels.

Access Panels are also allowed to vote for the Directors of SDEF, who are not Access Panel Directors when nominations become due, and all other General meeting matters.

Access Panel Membership

The membership of Access Panels is a matter which is solely the responsibility of each individual panel. However, the membership criteria for all Access Panels must be detailed in the panel's constitution, which is the 'Governing Document' of the panel.

Access Panels can decide from its membership, at a General Meeting, if they want to charge for membership to the panel, or not. When a charge for membership is made it is often regarded as a barrier to increasing and developing the membership of the panel.

Most Access Panels will have three types of membership:

- **Individual Members** - individuals who have a disability, are Carers or people who have been affected by disability or/and have an interest in equality for Disabled People.

- **Organisational Members** - members who serve on the Access Panel as representatives of another organisation. That organisation may be a disability organisation or are interested in achieving improved equality for Disabled People in the area of Scotland that the Access Panel represents.
- **Ex Officio Members** - members of an Access Panel who would usually be representing another organisation that is a Public Body, such as, a Local Council, NHS, Elected Members, Architects, etc or may have a conflict of interest if voting on a panel matter. Ex Officio Members can also be individuals who the Access Panel have asked to carry out specific paid pieces of work for the Panel or anyone who would have a possible conflict of interest if taking part in any vote on the panel. Ex Officio members have no voting rights on the Access Panel because they may have a potential conflict of interest in any vote that may take place.

The constant need to increase membership on an Access Panel and the need to increase the knowledge of panel members through training and development is paramount for the Sustainability of all Access Panels.

Appendix 1 - SDEF Application Form

Application for Individual Membership

Please fill in the form below to apply for individual membership with SDEF

Contact Name	_____
Address	_____
	Postcode _____
Telephone	_____
Email	_____
Website	_____
Fax	_____

Please state any other groups/organisation of which you are member _____

Correspondence

Consultations and other correspondence will usually be sent by email. Please tell us if you would prefer a different format.

Yellow Paper	<input type="checkbox"/>	Large Print	<input type="checkbox"/>	Word	<input type="checkbox"/>
Audio Tape	<input type="checkbox"/>	CD	<input type="checkbox"/>	PDF	<input type="checkbox"/>

Interests

To make sure you receive consultations which you are interested in, please indicate areas by ticking the appropriate boxes below.

Housing	<input type="checkbox"/>	Transport	<input type="checkbox"/>
Health	<input type="checkbox"/>	Families	<input type="checkbox"/>
Social Care	<input type="checkbox"/>	Employment	<input type="checkbox"/>
Entertainment	<input type="checkbox"/>	Access	<input type="checkbox"/>
Safety	<input type="checkbox"/>	All	<input type="checkbox"/>

Are you a carer?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>
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Optional – this is for information purposes only

I have a disability	<input type="checkbox"/>	I do not have a disability	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>
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Signature: Date

Your application will be tabled at the next SDEF Board Meeting.

Please return your application to: Scottish Disability Equality Forum, Office 1/7,
The e-Centre, Cooperage Way, Alloa, FK10 3LP

Information provided will be retained within our system in accordance with the Data Protection Act 1998

Application for Organisational Membership

My organisation wishes to become a Full member of SDEF

Full member organisations of SDEF are bodies based in Scotland in which a majority of the Governing Committee or Board are people with a disability, or organisations which are working towards such a majority

My organisation wishes to become an Associate member of SDEF

Associate member organisations are bodies based in Scotland which do NOT have such a majority, but support the work of SDEF

Please include a copy of your Constitution with this application form.

Name of Organisation	_____
Contact Name	_____
Address	_____
	Postcode _____
Telephone	_____
Email	_____
Website	_____
Fax	_____

Please summarise the aims of your organisation in no more than 250 words

Please summarise what your organisation hopes to gain from joining SDEF.

Please state any other organisations of which you are a member

Correspondence

Consultations and other correspondence will usually be sent by email. Please tell us if you would prefer a different format.

Yellow Paper Large Print Word
Audio Tape CD PDF

Interests

To make sure you receive consultations which you are interested in, please indicate areas by ticking the appropriate boxes below.

Housing Transport
Health Families
Social Care Employment
Entertainment Access
Safety All

For Full Membership Applications Only

I certify that the above organisation has a majority of people with disabilities on its Governing Committee, or is working towards such a majority. At the date of signing there werepeople with disabilities on the Governing committee out of a total of Governing Committee Members.

Signature Date

For Associate Membership Applications Only

I certify that the above organisation supports the objects of SDEF

Signature Date

Information provided will be retained within our system in accordance with the Data Protection Act 1998

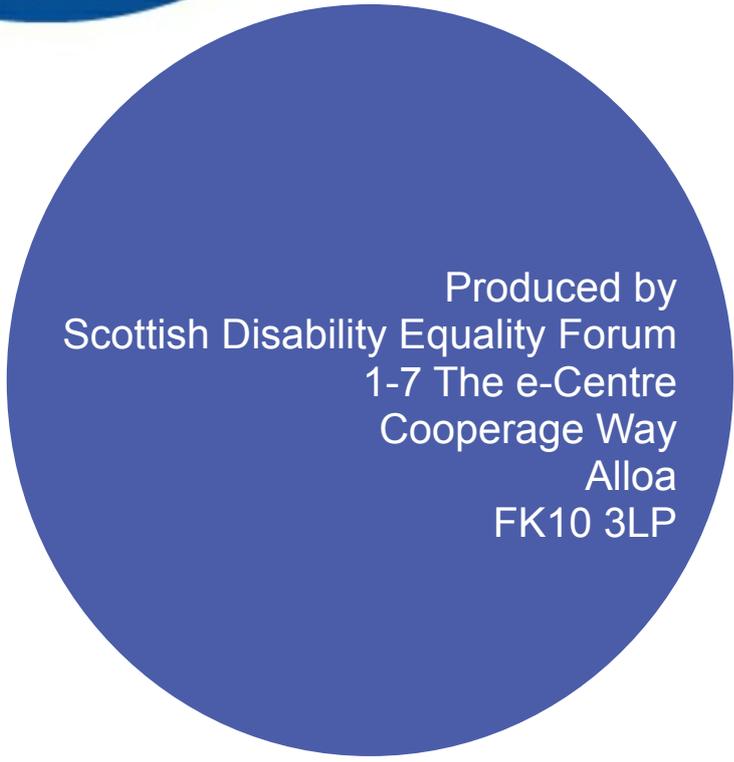
Your application will be tabled at the next SDEF Board Meeting

Please return your application to:

Scottish Disability Equality Forum, Office 1/7 The e-Centre, Cooperage Way, Alloa, FK10 3LP



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Produced by
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Cooperage Way
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