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**Network Rail
Built Environment Accessibility
Panel: Terms of Reference**

These terms of reference are in draft; the final version will be agreed and signed off by the new Network Rail Built Environment Accessibility panel and Network Rail.

1. Scope

- 1.1 Network Rail Built Environment Accessibility Panel (Network Rail BEAP) will assist Network Rail, to deliver an inclusive and accessible built environment for disabled people, women and men of all cultures, faiths and ages.
- 1.2 The BEAP will offer technical advice on the design and management of Network Rail built environment proposals and plans.

2. Objectives

- 2.1 To comment upon accurate and timely information from Network Rail, and on occasion, other stakeholders (including Train Operating Companies) on the progress of the design of the built environment of both public buildings such as stations, footbridges and other Network Rail facilities and other projects associated with the rail industry including public realm.
- 2.2 To provide advice and information based on Inclusive Design Guidance for Network Rail built environment proposals for Network Rail built environment projects including any public realm improvements.
- 2.3 To form smaller workgroups, as and when required, to provide advice and support e.g. developing new standards for accessibility in areas not covered by the People of Restricted Mobility TSI.
- 2.4 To facilitate better Network Rail decision making by providing advice and input.
- 2.5 To provide advice, information and comments to Planning Authorities and other stakeholders when requested regarding proposals.
- 2.6 To work with Network Rail to develop solutions to access and inclusion issues raised, including those identified during any wider public or industry consultation.

3. Membership

- 3.1 The membership of the Network Rail BEAP will be technical experts involved in inclusion and access, with at least half of the members being disabled people. The panel will consist of no more than 12 people. The Panel will be reviewed every three years.

Current members are:

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Observers may include:

- ATOC
- DfT
- DPTAC
- MACS

- 3.2 The current membership list is attached as an appendix 1 (tbc).
- 3.3 The membership list will be varied as necessary by Network Rail.
- 3.4 Additional members including access experts or access consultants on Network Rail projects may be co-opted to the Network Rail BEAP, where particular expertise is required at the discretion of the Chair.

4. Chair

The chair of the Network Rail BEAP will be the Access and Inclusion Manager at Network Rail. The current post holder is Margaret Hickish. A deputy Chairperson will be sought from within the Group.

5. Meeting Frequency

- 5.1 The Network Rail BEAP will normally meet bi-monthly
- 5.2 Panel members may be asked to attend smaller working groups in addition to the bi-monthly meetings at the discretion of the Chair and subject to their own availability.
- 5.3 Network Rail will endeavour to circulate meeting minutes within 3 weeks of meetings. Invitations, agenda, minutes and other papers will be circulated at least one week in advance of the meetings wherever possible.

6. Authority

- 6.1 From time to time, as suits the needs of Network Rail particular information might be sought from members and any allied

organisations through structures deriving from or reporting initially to the Network Rail BEAP.

- 6.2 Any working groups deriving from the Network Rail BEAP shall report to the Network Rail BEAP in a timely manner.

7. Accountability and Reporting

- 7.1 Any meetings held under the provision of item 6.2 shall be reported to the next meeting of the Network Rail BEAP.
- 7.2 Network Rail representatives shall ensure that issues raised in meetings of the Network Rail BEAP are brought directly and quickly to the attention of the responsible staff in their projects or realms of responsibility.

Key Inputs

- 7.3 The NR BEAP will require the following inputs for its meetings:
- Minutes and action logs from previous meetings
 - Project presentations

8. Reasonable Adjustments

- 8.1 Reasonable adjustments are changes that Network Rail will make to policies and practices and to the physical features of premises, where they disadvantage the involvement of disabled people.
- 8.2 Network Rail recognises the duty to make reasonable adjustments as soon as practicable after they are made aware that someone needs an adjustment.
- 8.3 When organising meetings, Network Rail will ensure that reasonable adjustments are made to enable disabled people to be active members of the BEAP.

9. Expenses

- 9.1 The policy is to reimburse members for any reasonable expenses they incur when attending meetings of the Network Rail BEAP or its working groups.
- 9.2 Members are expected to neither gain nor lose financially from the expenses process.

- 9.3 Network Rail will reimburse a member of the Network Rail BEAP for legitimate expenses once the member has completed an official expenses claim form.
- 9.4 Members should normally only claim their own expenses, not those of colleagues.
- 9.5 Members must always submit receipts to support the expense claim or, where a receipt is not available an alternative appropriate proof of expenditure. Members must also explain the nature and purpose of the expense i.e. members must explain why an expense was incurred as well as what the expense was.
- 9.6 All rail travel and accommodation will be booked and paid for by Network Rail, it will be incumbent on each member to request such arrangements in a timely manner
- 9.7 Where receipts cannot be obtained (for example, when an Oyster Card is used for business travel), members should provide a description of the Network Rail BEAP related meeting attended when the expense form is submitted (such as a print out of journey from the registered Oyster).

10. Recognition Payment

- 10.1 Network Rail will make a payment of £xx (to be agreed) to members of the Built Environment Accessibility Panel for each Panel meeting they attend.
- 10.2 This is not intended as a payment to members attending as part of their full time employment unless this is a registered charity e.g. members employed by an organisation attending Network Rail BEAP to represent that organisation.
- 10.3 Payments should be claimed using the process as described in 9 above.

11. Confidentiality

- 11.1 In the course of the membership of the Network Rail BEAP members may be given access to confidential information in agreement to these Terms of Reference in addition to and separate from any other obligations that members may have to Network Rail or other rail industry partners.

- 11.2 This applies while a member of Network Rail BEAP and for as long as the confidential information remains confidential to Network Rail or other rail industry partners or to any third party to whom Network Rail or other rail industry partners owes a duty of confidentiality.
- 11.3 Members will not directly or indirectly for any purpose other than their membership of the Network Rail BEAP
 - i. except as expressly permitted, disclose any confidential information to any third party; or
 - ii. make any statement to, or communicate with, the media in respect of confidential information or in any way publish the same;
- 11.4 Members shall not, except as authorised by Network Rail or required by membership of the Network Rail BEAP, divulge to any persons, firm, company or other organisation whatsoever any confidential information.
- 11.5 Confidential information shall include all information which has been specifically designated as confidential by to Network Rail or other rail industry partners, or any other party contributing to Network Rail BEAP meetings.
- 11.6 This will not prevent Network Rail BEAP members from using or disclosing any confidential information which they are authorised to use or disclose in the course of carrying out their Network Rail BEAP membership, or which members are required to disclose by law.

12. Public statements/Press/Media

- 12.1 Members of the Network Rail BEAP must not make or participate in any public statements (including making any comment or statement or giving any interview to the press or other media) without the prior approval of Network Rail about the matter over which the Network Rail BEAP has jurisdiction.
- 12.2 If members are given prior approval to make a public statement they must comply with any reasonable requirements from time to time laid down by Network Rail relating to the making of public statements including press, radio and television statements or interviews.

Appendix 1 - Current BEAP membership:

Observers:

- DPTAC
- ATOC
- DfT
- MACS

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