

National Advisory Panel: Terms of reference

Role of the National Advisory Panel

The National Advisory Panel (NAP) is a forum set up to provide opportunities for people with lived experience of disadvantages to influence national and local policy.

Purpose

The purpose of the NAP is to:

- Provide opportunities for people with lived experience of disadvantages to influence national and local policy
- Support national and local Government develop effective policies that address the issues faced by people experiencing multiple disadvantage
- Increase national and local Government and charitable organisations understanding of the effect of policies on people experiencing multiple disadvantages
- Improve services that work with people experiencing multiple disadvantages
- Give strategic advice to Expert Link on the development and impact of national and local Government policy on those experiencing multiple disadvantages
- Shape the national voice of Expert Link's responses to policy issues including feeding in the impact on people who are experiencing multiple disadvantages
- Comment on drafts of policy briefings, consultations and inquiries and respond to other requests from Expert Link (for example requested case studies/information)

Membership

Skills, talents and experiences

Members of the NAP will:

- Have lived experience of disadvantage
- Be connected to their community
- Have the ability to communicate a range of opinions
- Be digitally enabled

Membership should seek geographical coverage with members from each of the English regions.

Contributions

NAP members are expected to:

- Contribute items to the agenda
- Read communications and prepare for the meetings
- Fully participate in discussions at meetings
- Where relevant, to contribute to requests for information between meetings.

Where NAP members have not attended a meeting for over a month, Expert Link will reach out to offer any support that is possible. If there is no contact after two months, people will be advised that they will

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be removed from the email circulars, but are welcome to re-engage with Expert Link when they would like to do so. At this point there will then be a discussion about the best way for all to support each other.

Length of Membership

Members will remain part of the NAP for 3 years. At this point they will have the opportunity to be voted back in by the Panel for another 3 year term. This can continue until a person has been a member for a maximum of 9 years.

Recruitment

Members can be recruited should certain groups be under-represented, or should Expert Link want to bring in new skills, experience or perspectives.

Nominations to replace vacancies to the NAP will be sought where possible through open advertisement in Expert Link's mailings. Appointments will be made on an assessment of the skill composition of the current members of the NAP.

Candidates for membership will submit a nomination form. If appropriate, candidates are invited to an interview and meeting as a guest. Following the meeting the nominee may be invited back as a member if appointed.

Appointments will be made in collaboration between NAP members and Expert Link.

Meetings

Timings

NAP meetings will be held weekly on Thursdays 1:30 – 3:00 pm. Meetings will be held online via Zoom.

Chair

The NAP meetings will be chaired by Expert Link staff.

Agenda

The agenda will be set in collaboration between NAP members and Expert Link.

Chair of the NAP

The NAP meetings will be chaired by Expert Link staff.

Secretariat

The Policy and Communications Manager will deal with the administration of meetings and will take notes and circulate papers. The Terms of Reference will be reviewed every year by the group.