

Driving Digital Inclusion Programme

Terms of Reference: Young People and Parents Advisory Panel

1. Purpose

The Young People and Parents Advisory Panel will share their real-life experiences to help shape the Driving Digital Inclusion programme. The panel will make sure the voices of disabled children, young people, and their families are at the heart of creating digital services, tools, and policies that include everyone.

2. Objectives

- To give advice on how the programme is planned, delivered, and reviewed.
- To help identify what makes digital inclusion easier or harder for disabled children and young people, and suggest ways to fix this.
- To work together to come up with ideas that meet the real needs and goals of young people and families.
- To raise any extra challenges faced by disabled children and young people with long-term health conditions and help the programme reach more people.

3. Membership

- **Young People:** Aged 13–25, with different disabilities and life experiences.
- **Parents/Carers:** Of children and young people with disabilities.
- **Diversity:** We will include people from a mix of backgrounds, regions, and experiences.
- **Size:** Up to 15 members, with a balance of young people and parents/carers.

4. Roles and Responsibilities

Panel members will:

- Join regular online meetings.
- Share ideas and experiences in a respectful way.
- Give feedback on plans, materials, and programme activities.
- Help test and improve new tools and services.
- Take part in workshops and group discussions.
- Help raise awareness about digital inclusion in their communities.

The programme team will:

- Provide accessible information and support so everyone can take part.
- Make sure meetings are welcoming, inclusive, and safe.
- Listen to panel feedback and explain how it's used.
- Say thank you and recognise the panel's contributions.

5. Ways of Working

- The panel will meet twice a year, with extra workshops when needed.
- Meetings will be led by a CEO or Programme Director, with chances for a young person and a parent/carer to co-host.
- Accessibility needs will be met (like Easy Read materials or assistive tech).
- Panel members will receive thank-you vouchers and have any reasonable costs covered.

6. Term and Review

- Membership lasts for 12 months to start with, with the option to continue.
- These terms will be reviewed each year with input from panel members.

7. Confidentiality and Safeguarding

- Panel members must keep personal or sensitive information private.
- Safeguarding rules will be followed, and young people will need the right consents to take part.

8. Fees and Expenses

- Panel members will be paid back for any reasonable costs (like travel).
- They will also receive a voucher to thank them for their time and input.