

17 October 2024

Freedom of Information Request, Oxford City Council – Reference: **FOI2024/01043**

Further to our acknowledgement, we can confirm that Oxford City Council can advise as follows in response to your Freedom of Information Request received on 19 September 2024:

Request

Re: Oxford City Council's Inclusive Transport and Movement Focus Group

Please could you supply me with a copy of the Terms of Reference, how members are selected, names of current members, and responses made to OCC consultations on disabled bays in Oxford City relating to the above group.

Response

The council's Inclusive Transport & Movement Focus Group was established in May 2020. The group of residents and experts review City Council and County Council transport and movement projects from an accessibility perspective, providing feedback in meetings directly to officers from both councils.

Terms of Reference

Terms of Reference were included in a letter from councillors to focus group members in February 2021:

- Objective: all transport and movement measures are accessible and inclusive for people in Oxford with disabilities
- Role of the group:
 - Debating both councils' proposals and schemes for transport and movement changes
 - Raising related issues which would benefit from discussion with other members
 - Developing ideas and initiatives for innovation on accessible green transport
- Frequency: monthly - may be less frequent, depending on the amount of issues [frequency since changed to every 6 weeks]
- Participants: We continue to explore how to involve more people with lived experience of disability. Please do recommend any other suitable individuals or groups and share your experiences
- Expectations of participants / code of conduct:
 - This is a purely voluntary group
 - People are encouraged to attend as often or as infrequently as they like - agendas will be shared before each session and notes will be shared as well
 - All participants to act as critical friends or allies, helping both councils to achieve the best accessibility outcomes by asking constructive questions and making proactive suggestions

- All participants to agree terms of reference for this group, as well as confirming agreement for GDPR and information sharing arrangements

How members are selected

Organisations represented include Unlimited Oxfordshire, MyVision Oxfordshire, Oxford 50+ Network, Wheels for Wellbeing, Coalition for Health Streets and Active Travel, and there are also several people who bring their lived experiences of disability to the sessions. Members have either been proactively invited by either council because they are disability charities, or indirectly people with lived experience of disability have requested to join or been invited to join. Participation in the group is entirely on a volunteer basis and we always welcome expressions of interest from new people, especially where they can diversify the range of views that we capture in the focus group.

Names of current members, and responses made to OCC consultations on disabled bays in Oxford City relating to the above group

No focus group members have given permission for their names to be shared externally therefore we are unable to disclose this information under exemption section 40 (personal data) of the Freedom of Information Act. This is an absolute exemption that covers personal third party data where disclosure would breach the Data Protection Act 2018's principles concerning personal information. We strongly believe that disclosing this information would allow for the respective persons to be identified and would not constitute fair processing of their personal data, and would thus breach the first data protection principle (personal information must be fairly and lawfully processed).

The focus group is not an entity that responds to consultations. It is a forum in which views are shared directly with project officers from the City and County council.

If you disagree with any part of the response to your request, you are entitled to ask the Council for an internal review of the decision(s) made. You may do this by writing to the Monitoring Officer, by either email monitoringofficer@oxford.gov.uk – or by post to Monitoring Officer, Oxford City Council, Town Hall, St Aldate's, Oxford, OX1 1BX. After the result of the internal review, if you remain dissatisfied, you may ask the Information Commissioner to intervene on your behalf. You may do this by writing to the Information Commissioner's Office, Wycliffe Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

Freedom of Information Officer

| Freedom of Information Team | Law & Governance | Oxford City Council | Town Hall | St Aldate's
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