
Notes

Agenda No:
LTW: N/A
Date: 16.08.06

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Notes of the Disability Equality Duty Steering Group held at 6 Middle Street, London EC1A 7JA on Wednesday 16 August 2006

1. Attendance

Present

Dolores Keane	Acting Chair, Group Coordinator, Accessible Transport Officer
Virginia Rounding	Member
Lisa Egan	Member
Bryan Davey	Director, Public Liaison
Paul Kasosi	Accommodation and Finance Officer
Dan Taylor	Senior Committee Administrator
Jo deBank	Communications Officer
Jane Sugarman	Personnel Administrator
Greg Hargest	Notes, Research & Development Team Support Officer

Apologies

John Cartledge	Chair of Steering Group, Deputy Chief Executive
Patti Tobin	Director, Personnel and Finance
Tim Bellenger	Director, Research & Development
Valeria Coots	Member
Ron Brewer	Member
Gail Engert	Member

2. Discussion of July Meeting Notes and Action Points, Matters Arising

Ongoing Action Point 7 (Evacuation chair)

It was stated that this was not an essential requirement either for London TravelWatch or for the owners of the building. There should be discussions with staff and members about our requirements and the need for a chair should be kept under review. A Fire Risk Assessment due in September will consider the need for an evacuation chair. Training implications will also need to be considered.

New Action Point 4 (Presentation of briefing paper on implications of the DED)
Lisa volunteered to do this.

3. SMT-led discussion/presentation

Bryan: Communications

Website accessibility: Discussions will be held with our website developers after consultation with bodies such as the RNIB. The cost is likely to be over £500. The needs of those with learning difficulties were mentioned.

Telephony: Our digital equipment is compatible with hearing aids, etc.

Induction loop system: A portable system would cost around £500. This could possibly be used at meeting venues, though it would be preferable if a loop were already in place. It would be necessary to check before a meeting that any loop system there was in working order.

Paul: Accommodation

Accessibility Audit: Paul said that because of Tracy Proudlock's resignation she would not be able to complete her report. As this audit would have pointed out some things that needed attention, a new audit will be commissioned.

Induction loop system: The equipment has to be kept in working order and care should be taken with the use of kettles as the steam can affect the electrical connections. A test showed that the signal is fine in MR1 but intermittent in MR2, possibly due to interference with the new projector. Lapel microphones may be needed. Good chairmanship at meetings would help those with hearing difficulties considerably, e.g. repeating a question, allowing one person to talk at a time, and having mobiles turned off.

Wheelchair access: TP has informed us that the Corporation of London has installed a dropped kerb at the Smithfield end of Middle Street as previously there was a problem for wheelchair users.

Dan: Accessibility of External meeting venues

The booking of meeting venues will have to be reconsidered in the light of the DED, which makes the present list of requirements inadequate. Dan and Adam are responsible for bookings and will need new guidelines for meeting the Duty. They will also need to know how much money is available to meet the more stringent requirements.

As a starting point for discussion, Dan produced a list of 14 proposed guidelines for selecting external meeting venues, five of which were seen as essential and the rest, though important, would not all need to be available.

The group agreed the five points printed in bold as essential and suggestions were made that other points, particularly point 10, could be included.

Other points discussed included:

9. Signage, which should be easy to implement
10. Housekeeping issues such as evacuation procedures and announcements
12. The problems posed by bolted-down furniture at certain venues
13. People to assist with individual needs
14. Access arrangements such as parking should be printed on the meeting agenda.

Dan will redraft the guidelines to take note of this discussion.

4. Group discussion of the Duty – the way forward, Action Points

This was largely covered in the preceding discussions

5. Next and future meetings

Jo will be speaking on communications issues at the meeting to be held on 13 Sept. Patti will be asked for an update on HR and training issues in the light of the member interviews in September. It was noted that the GLA is responsible for these interviews but the group would like to know if DED points would be included.

6. Round-up of agreed Action Points: Greg

Three new points were agreed.

7. Any other business

No items of any other business were received.

End of Minutes

Summary of Action Points carried forward from this meeting

Action Point **Owner**

NEW

- | | |
|--|------------|
| 1. Evacuation chair to be included in Fire Risk Assessment | JS, PK, PT |
| 2. A new Accessibility Audit for the building will be commissioned | PK |
| 3. Redrafting of guidelines for booking of meeting venues | DT |

ONGOING

- | | |
|---|------------------------|
| 1. Provision of individual costings for DED implementation | Budget holders |
| 2. Website audit and costing | BD |
| 3. Consider preparation of briefing paper for October S&I | JC, DK, JdB |
| 4. Presentation of short briefing paper on implications for LTW of DED | JC, DK, TP |
| 5. Allocation of ownership of two guidance documents | JC, DK |
| 6. Discussion of IT and telephony | BD, PK |
| 7. Budget implications to be discussed. | PK, SMT |
| 8. Liaison with GLA and other bodies, e.g. DfT, DiPTAC, City Police, etc, | DK & PT |
| 9. Implications for External Relations Panel | JdB, GE |
| 10. Training for relevant staff in dealing with disability issues | PT, SMT, Line Managers |
| 11. Training for members in dealing with disability issues | PT |
| 12. Update fire safety procedures | AK, JS |
| 13. Discussion on the acquisition of an evacuation chair | BD and PT |
| 14. Estimation of modifications needed for fixtures and fittings | PK, SMT |
| 15. Production of information sheets for disabled visitors | JdB, BD |
| 16. Portable induction loop procedures | BD |
| 17. Screen readers for blind people and website accessibility | BD |
| 18. Compliance of public areas of the building, discuss with Group | PK, CPF |
| 19. Discussions on the production of a disability Action Plan for the website | JdB, Group |

COMPLETED