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## Meeting Notes

12<sup>th</sup> July 2006

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Minutes of the Disability Equality Duty Task Force held at 6 Middle Street, London EC1A 7JA on Wednesday 12<sup>th</sup> July 2006

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### Present

John Cartledge	Chair of Steering Group, and Deputy Chief Executive
Dolores Keane	Steering Group Coordinator, and Accessible Transport Officer
Tracey Proudlock	Member
Valeria Coots	Member
Bryan Davey	Director, Public Liaison
Patti Tobin	Director, Finance and Personnel
Tim Bellenger	Director, Research & Development
Jo deBank	Communications Officer
Greg Hargest	Notes and Research & Development Team Support Officer

### 1. Apologies

Ron Brewer, Lisa Egan

### 2. Matters Arising from June meeting

The minutes were accepted.

Action point 1 (Budget issues) – It was reported that the Chief Executive will discuss this after a complete list of cost items has been drawn up. Individual costings for the different areas will be made so that a final application can be made to meet the resource implications of the Duty.

Action point 6a (Evacuation chair) – Discussions with our landlords are being progressed by Adam

Action point 12 (Website) – A website audit will be conducted in order to make a budget request.

The inclusion of an equality statement on all agendas was suggested.

### **3. Update on London TravelWatch HR issues: Discussion led by Patti Tobin**

Patti circulated a document updating HR-related DED issues and said that training and development was integral to the foundation of LTW policy.

As a background to a consideration of the training implications of the Duty it was mentioned that a course in diversity training was held two years ago.

The Chair said that the specific implications of the DDA will require the identification of formal training needs and the Committee will need to consider whether to deal with this as part of a more broadly defined equality.

There was discussion about whether disability should be included together with other equality areas for training purposes. Several of the group thought that it would be better to keep the training specific in order to keep the DED issues from losing impact by being subsumed in a broader treatment. Also it was suggested that the clear objectives of the DDA might be lost in a broader consideration of diversity issues. Another idea was that if the broader approach were taken then we should monitor the requirements of the Commission for Equality and Human Rights (CEHR [www.cehr.org.uk](http://www.cehr.org.uk)) so that disability-specific and organisation-specific requirements could be addressed properly.

Concerning the organisation of the training, a suggestion was made that this should be staggered for different groups in order that their different needs be better met, some areas being less relevant to a particular group.

The employment of a training partner such as TfL was discussed and the use of an independent disability awareness instructor was also suggested. This could stimulate discussion as the partner would have a different approach to the issue. Rôle play was thought by some to be another helpful aspect of the training although others expressed reservations. A suggestion was made that members have bite-size chunks of disability awareness issues at the start of members' meetings. This would help to keep the DED/DES at a high profile. Members could be free to offer to give their own presentations, with pre-agreement of the appropriate Chair and in line with the Agenda.

Patti invited people to give her any further ideas on training and on other issues that might affect our programme.

The group was reassured that a speaker would be able to deal with organisation-specific needs in their presentation. Also, the content of the programme would be decided by the Secretariat (in consultation) and be reactive to what is happening in the transport industry. This was to ensure people felt it was worth participating in.

### **4. Group discussion of the Duty**

The Steering Group Coordinator introduced the DRC's draft guidance for public authorities and a DED guidance on gathering and analysing evidence. JC and DK will look at these before deciding who should take ownership of each for the purpose of explaining their implications to the Group. Jo offered to review the DED document.

The status of the documents was raised and it was explained that they were featured on the DRC website.

It was thought that a study of these documents would lead to an audit exercise where we could consider the practicalities of what we could reasonably accomplish.

## **5. Next and future meetings**

For 16<sup>th</sup> August meeting, Bryan and Paul will report on their respective audits. Bryan will talk to the website auditors on the cost implications for making the site more accessible. It was suggested that a web designer make some checks. There was some discussion on budget implications, including the possibility of funding from the London Assembly.

For 13<sup>th</sup> September meeting Jo will speak on the key issues regarding communication and engagement. JC will report to the Executive Group at their meeting in September.

For 11<sup>th</sup> October meeting.

It was noted that the substantive subject tabled for discussion in the morning session of the October S&I meeting is *Access for All*, and that part of the afternoon session will be taken to brief the sub-committee on a DED draft statement.

The Group Coordinator mentioned the Office for Disability Issues. It was said that we have no direct involvement in the Government's actions, as we answer to the London Assembly. Nevertheless, it was helpful to note the Government was active in this area.

## **6. Round-up of agreed action points**

These were summarised and agreed and are included on the Action Point list on the last page.

## **7. Any other business**

No items of any other business were received.

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End of Notes

**Action Points on following page**

## Summary of Action Points carried forward from July meeting

**Action Point** **Owner**

### **NEW**

1. Provision of individual costings for DED implementation All 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  
(NB New Member 'owner' may need to be found – Group to discuss/await JC's return?)
5. Allocation of ownership of two guidance documents JC, DK
6. Discussion of IT and telephony BD, PK

### **ONGOING**

1. Budget implications to be discussed and raised as appropriate. PK, SMT
2. Liaison with GLA and other bodies, e.g. DfT, DPTAC, City Police, etc, DK & PT
3. Implications for External Relations Panel JdB, GE
4. Training for relevant staff in dealing with disability issues PT, SMT, Line Managers
5. Training for members in dealing with disability issues PT
6. Update fire safety procedures AK, JS
7. Discussion on the acquisition of an evacuation chair BD and PT
8. Estimation of modifications needed for fixtures and fittings PK, SMT
9. Production of information sheets for disabled visitors JdB, BD
10. Portable induction loop procedures BD
11. Screen readers for blind people and website accessibility BD
12. Compliance of public areas of the building, discuss with Group PK, CPF
13. Discussions on the production of a disability Action Plan for the website JdB, Group