
**Minutes of the Disability Equality Duty Steering Group
held at 6 Middle Street, London EC1A 7JA
on Wednesday 21 June 2006**

Present

Dolores Keane, Acting Chair, Steering Group Coordinator
Tim Bellenger, Director, Research and Development
Patti Tobin, Director, Personnel and Finance
Bryan Davey, Director, Public Liaison
Jo deBank, Communications Officer
Virginia Rounding, Member
Valeria Coots, Member
Lisa Egan, Member
Keletha Barrett, notes

1. Apologies and Introduction

Apologies were given for those who were unable to attend on this occasion:
John Cartledge, Tracey Proudlock, Ron Brewer and Gail Engert

The Acting Chair thanked those present for their attendance and said the main purpose of this meeting was Tim's discussion on London TravelWatch's Research and Development.

2. Discussion of action points from the meeting of 12 April 2006

Introductory remarks:

SMT would need to check budget issues and Paul (as Accommodation Officer) would need to liaise with CPF (who own the building) on DED issues. Patti confirmed that Rufus has agreed that some monies will need to be made available for LTW's DES.

Patti will seek further clarification in respect of the amount. We need to be aware of this.

May action points:

- The main point on budgets will always be carried forward. A request will be made to the GLA which will be recorded, whatever the outcome.
- Liaison with GLA: Dolores attended the City Police liaison group in line with the Duty to engage with disabled people. The group discussed how this could be done. It was pointed out that this could be done through existing channels
- Implications for the External Relations Panel will be discussed by Jo.
- HR – Training. Patti will give an update in July. The group discussed the type of training needed to distinguish between impairment focus and disability. The group felt there was a need for both and should include both staff and members.
- Fire safety procedures: This remained under discussion inline with aiming for consistency by the chair of the meetings.
- Modifications to equipment: SMT would need to look at budget implications. Dolores and Bryan said this touched on a staff training issue.

DK highlighted Adam's recent S&ST meeting agenda, which included access information, which is a good start to such information being included in all London TravelWatch meetings. She confirmed Tracey's offer to Paul to conduct a mini audit of London TravelWatch premises would take place on the 6th July.

3. SMT-led discussion / presentation:

Tim Bellenger: Discussion on London TravelWatch's Research and Development

Tim gave a presentation on London TravelWatch, Research and Development: implementing the Disability Equality Duty and handed round copies of the slides (copy attached)

Tim mentioned the 'Station facilities audit' and Jo questioned him on how this would be done. Tim informed the group that they would seek TOCs who would be interested in cooperating with this, looking at a group of stations and coming up with recommendations on how to improve them.

Bryan gave an example of Waterloo Station, which seems to conflict with people needs and asked if conscious decisions are made about who should benefit the most. Tim answered this in the main point of his presentation, which stated that the needs of people with disabilities are considered first.

The group discussed member's attitude and training needs particularly when representing London TravelWatch. They felt that members training should be raised and dealt with by members and the chair should deal with specific issues, such as complaints.

The group also discussed member's attitude and training towards the DDA and the DED. Patti said that she would refer to this in her training update. It was discussed how this could be put into place and it was felt that the S&I meeting in October, would

be the place to present this to members for discussion. Jo and Dolores will discuss with John. It was agreed this would be from the group based on Tim's presentation but in a style appropriate to S&I.

4. Discussion: the way forward

The action points and outcome of Tim's presentation are ongoing and will be taken forward as outlined above.

Dolores asked the group if they felt the order of future meetings remained as currently outlined. The group agreed, this was the case

Dolores will be sending out a paper written by the Office for Disability Issues, entitled: Disability equality: a priority for all – guidance for civil servants on the duties imposed by the Disability Discrimination Act. This is for information purposes and perhaps to contribute to the concerns regarding training for all staff and particularly members.

The next meeting will be HR/training update from Patti on 12 July

5. Next and future meetings

See reverse of Agenda for July meeting.

6. Any other business

No further items were raised.

Meeting concluded.

Summary of Action Points carried forward from this meeting

Action Point	Owner
1. Budget implications to be discussed. Funding submissions by July	Paul, SMT
2. Liaison with GLA and other bodies, e.g. DfT, DiPTAC, City Police, etc,	Dolores & Patti
3. Implications for External Relations Panel	Jo deBank, Gail Engert
4. Human Resources update in July	Patti
5. Training for relevant staff in dealing with disability issues	Patti, SMT, Line Managers
5a. Training for members in dealing with disability issues	Patti
6. Update fire safety procedures	Adam, Jane
6a. Discussion on the acquisition of an evacuation chair	Bryan and Patti
7. Estimation of modifications needed for fixtures and fittings	Paul, SMT
8. Production of information sheets for disabled visitors	Jo, Bryan
9. Portable induction loop procedures	Bryan
10. Screen readers for blind people and website accessibility	Bryan
11. Compliance of public areas of the building, discuss with Group	Paul, CPF
12. Discussions on the production of a disability Action Plan for the website	Jo, Group

Action points 7 to 12 from April were reiterated and are ongoing