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## Minutes

Agenda item :  
LTW: N/A  
Date: 31.7.07

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### Minutes of the Disability Equality Duty Steering Group held at 6 Middle Street, London EC1 on 16 May 2007

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#### Present

John Cartledge (JC)	Chair, Deputy Chief Executive
Dolores Keane (DK)	Group Coordinator, Accessible Transport Officer
Rufus Barnes (RB)	Chief Executive
Tim Bellenger (TB)	Director, Research & Development
Patti Tobin (PT)	Director, Personnel & Finance
Greg Hargest (GH)	Notes, Research & Development Team Support Officer

#### 1 Apologies

Jo deBank	Communications Officer
Bryan Davey	Director, Public Liaison
Paul Kasozi	Senior Finance and Accommodation Officer
Jane Sugarman	Personnel Administrator

#### 2 Updates

##### 2.1 Learning Disabilities

Mencap (Waltham Forest) has requested a meeting with London TravelWatch, provisionally arranged for 14 August, following a meeting it had with TfL on 17 April set up by DK. It will advise regarding our provision for this service which will assist in our staff training, literature and website presentation. DK and Ron Brewer. The use of the term 'intellectual access' brought to the group for discussion (at the suggestion of a CoLAG member) was not adopted, but DK was invited to seek the reaction of Mencap when she met it.

It was hoped that a London TravelWatch leaflet on how to appeal could be produced and perhaps a web page in Easy-read.

The plight of the son of a City of London Access Group (CoLAG) member using London Buses was reported. As an adult with learning difficulties, his situation

was discussed with a view to potential research into this area, subject to the views of the Transport Accessibility Committee.

## 2.2 E-mailed responses

The Communications Officer reported via the Accessible Transport Officer that website changes are going ahead. She considered that point 1.2 of our scheme covers all disabilities including learning difficulties, so further explicit mention of these was not needed. The Chair was not keen to rewrite our Disability Equality Statement (DES) now and is satisfied that we can show we have covered the subject of learning disabilities. The matter could be revisited when the DES is reviewed after one year.

The members of the Board's Communications Panel are to be Lorna Reith, Gail Engert and Kevin Davis.

The Fire Safety Officer has said that a forthcoming course covering fire safety and the Disability Discrimination Act (DDA) would clarify the issue of the evacuation chair. The Personnel Administrator is to carry out a risk assessment for health and safety shortly. They would work together on these issues. Training may be needed, but this should be known after the course. The Personnel Administrator wrote that a chair would only be needed if a wheelchair user were on the payroll.

## 3 Budget issues

The Chief Executive reported on budget provision for implementation of DED recommendations. He said this did not have a separate budget heading but that funding had been found to meet all requests:

- Website funding had been approved.
- Training had been approved for all staff and members on basic equalities issues.
- The access audit had been completed.
- Any future bid for expenditure will be considered on merit.
- Possible research topics might be identified by the Transport Accessibility Committee.

## 4 Group discussion on moving forward

### 4.1 Training

The Director, Personnel & Finance, distributed a draft outline of the proposed training for members and staff. The aim of the training is to give understanding of the application of the Disability Equality Duty (DED) to the work of London TravelWatch and promote 'disability confidence', especially in the use of terminology. The facilitator, Nick Goss (a wheelchair user), is expected to attend the July meeting of the Group to which queries may be brought. Additional topics may be identified for future consideration after the training. Other equality issues were mentioned.

#### 4.2 Access Audit

The 19 recommendations have been placed under three headings: ASAP, Maintenance Schedule, and To be discussed. Lobby/stair area issues such as glare, tread nosings and CCTV have been discussed with the landlord, and many items will be handled when other refurbishments are due to take place. The Director, Personnel and Finance and the Accommodation Officer are handling this issue.

#### 4.3 Action Points

These were discussed and amended as per the list appended.

### 5 Next and future Meetings

The next meeting had originally been scheduled for 19 July but was now to be moved to 31 July. The arrangements for the DED training will be finalised at this meeting.

### 6 Any other business

No items of any other business were received.

#### Summary of action points carried forward from this meeting :

<b>Action Point</b>	<b>Owner</b>
1. Check availability of GLA resources for other formats for publications	JdB
2. Evacuation chair to be included in Fire Risk Assessment update	JS, PK, PT
3. Update fire safety procedures	AK, JS
4. Compliance of public areas of the building	PK, CPF
5. Provision of individual costings for DED implementation	Budget holders
6. Screen readers for blind people and website accessibility	BD
7. Discussion of IT and telephony	BD, PK
8. Training for relevant staff in dealing with disability issues	PT, SMT, Line Managers
9. Training for members in dealing with disability issues	PT
10. Production of information sheets for disabled visitors	JdB, BD
11. Portable induction loop and portable PA equipment, acquisition and use	BD