
Minutes

Drafted 27.11.08

Minutes of a meeting of the Disability Equality Duty Steering Group held at 6 Middle Street, London EC1 on 26 November 2008

Present

John Cartledge	Chair
Patti Tobin	Director, Personnel and Finance
Tim Bellenger	Director, Research & Development
Jo deBank	Communications Officer
Greg Hargest	Minutes clerk

1 Introduction

The Chair thanked everyone for attending this meeting, the last of this year and the last under his chairmanship.

2 Apologies for absence

Bryan Davey
Jane Sugarman
Paula Williams

3 Minutes of previous meeting

The minutes of the meeting held on 18 June 2008 were accepted.

4 Review of implementation of DED policy statement

4.1 Section 7 Research & Development (TB)

TB explained that there was nothing to report at this stage. The issue was ongoing and he hoped to address it at the next meeting.

4.2 Section 2 Recruitment and employment (PT)

4.21 Induction and training:

PT explained that she was awaiting the considerations of the Chief Executive.

4.22 Recruitment and employment:

PT explained that efforts had been made to make the application form more accessible by using parts of the GLA form.

JdB said that the form was not easy to fill in online, and that she was dealing with this (see point 2.2 in the Statement). There was further work to be done by the IT company and that she would inform the Group of the cost.

5 Future role of the Group

JC reminded the Group that it had been almost two years since the legislation had been enacted that had necessitated the formation of the Group, and that we had committed ourselves to review our policy by October 2009.

JC explained that the role of the Group was under review, in particular, in order to reduce the amount of SMT involvement.

It was agreed that the Group needed to continue in some form in order to keep a watching brief on the implementation of our policies.

It was agreed that a person (to be determined) should “own” the Group, and that each team should be represented.

It was agreed that the Group should meet at fixed intervals, possibly quarterly.

JdB offered to continue as a member of the new group for a while in order to assure some continuity.

6 Action points

The following action points were considered completed and removed:

- Training for staff/members in dealing with disability issues
- Siting of refuge areas on secondary landings

Chains have now been fitted to the walls of the toilet lobby areas to hold open the doors when the areas are occupied by wheelchairs awaiting rescue.

- Mounting of meeting room telephone on wall
- Training of staff in the use of the evacuation chairs

There are six staff trained to use the chairs, which was thought sufficient, but a final email would be sent to offer staff a further opportunity of training.

The following points were carried forward:

- Exploration of possible use of teleconferencing facility

JdB has researched this and it could be implemented if needed.

- Discuss use of microphone in meetings

It was not considered an urgent requirement for the meeting rooms. The City Hall meeting rooms were equipped with microphones. The item would be retained in case venues would change.

- Use of telephone recording facility
- Review of meeting room furniture
- Signage issues relating to meeting room

7 Any other business

JC informed the Group that the pre-meeting announcements had not been considered fit for purpose by the Chief Executive. These would be reviewed.

It was noted that PW is taking over responsibility for Health & Safety from JS. She would be responsible, for example, for exploring the possibility of grounding of the lift in an emergency. Health & safety handbooks would be circulated to staff.

JC thanked the members of the Group for their contributions.

End of minutes

Summary of action points carried forward from this meeting

<i>Action point</i>	<i>Owner</i>
Training for staff/members in dealing with disability issues	PT, SMT, line managers
Exploration of possible use of teleconferencing facility	JdB
Discuss use of microphone in meetings	JdB
Use of telephone recording facility	BD
Review of meeting room furniture	CC and MD
Signage issues relating to meeting room	CC and MD