

Notes of Disability Backup Communications Group Meeting 4th May 2012

John Thornton (C)
Sandra St Hilaire
Henrietta Onipede

Andrea Rawlings
Gill Jackson
Carol Davis (Age UKH: notes)
David Holland (Age UKH)

Apologies: Maureen Ford

1. Notes of meeting of 5.3.12 were agreed;
2. Matters arising:
 - GJ discussed the benefit of the 'reporting back form' which would be used by members who attended meetings representing DBU. AR explained that this was not suited for every member and said that she would stick to her usual practice, contacting DH following a meeting and updating DH verbally. GJ agreed to send the electronic format for the reporting form to CD who would save them and have them available as and when needed.
 - JT inquired about meeting with LBH Equalities Officer (Andrea Cronin) – David reported that the meeting did take place March 7th and as a result the Language Code is now on Hackney's website. Another meeting was scheduled to take place in June 2012 however date was not yet confirmed. Meeting would include DH and two members. GJ invited SS^tH to join her at this meeting to which Sandra agreed to attend. DH will get back to GJ & SS^tH to confirm date, time and venue for next meeting.
 - CD explained that she was not clear on what areas of interest the members of the team were involved in. JT suggested that a round robin be sent around to the Comms Team requesting areas of interests be sent to CD.
3. Apologies from MF who was away on jury service, no news from RN, however agreement was that RN was extremely busy at the moment with his work with the Olympics.
4. New members HO and SS^tH was welcomed to the Comms Team. Karl Farrell who was also invited was not in attendance as there were difficulties getting hold of him. CD will follow this up before the next meeting.

5. DBU procedure & membership: a brief discussion was held on recruitment of new members to join the Comms Team.
 - JT reminded us of how and why the Comms Team was set up, which GJ confirmed. Its specific function is to transmit and receive information and it is not appropriate that it be entirely open;
 - GJ reminded the group that DBU members did not want a traditional setup, but wanted a consultative body that offered support and advice. It was agreed that some leadership needed to keep the group alive (four people JT, GJ, RN & AR continued managing info and communication for DBU).
 - It was agreed that invitations to join the Comms Team should be agreed by consensus by the Comms Team itself in a meeting. Potential members should fit criteria matching the purpose of the Comms Team and as a consequence should have:
 - ✓ Commitment to the development of DBU;
 - ✓ Communication skills passing and sharing information (be it IT/telephone);
 - ✓ Capacity to work with others (DBU members & external);
 - ✓ Maintenance of confidentiality;
 - CD queried how any complaints should be dealt with. It was agreed that any complainant should be informed of the date of the next Comms group meeting, when the issue would be discussed and the response would be fed back to the individual who had raised it. Notes of the Comms Group would be available on the DBU website.
6. April Forum meeting – Charlie Forman from Hackney 2012 Olympics Unit is requesting a meeting following his presentation at the Forum to discuss viewing points for the Torch procession; JT and HO agreed to attend meeting. DH will liaise with CF dates and contact JT & HO.
7. We discussed the DBU calendar for the forthcoming Forum meetings and Comms group meeting.
 - Subject for May Forum meeting - Local Transport in Hackney. We have invited Hackney Community Transport, Dial-a-ride, Taxicard Scheme and Blue Badge. All have confirmed besides Blue Badge, CD to follow this up. Comms Team is happy with the arrangement for May forum. The format for the meeting was discussed (GJ recorded details and will forward to CD).

The Direct Payments Forum and the DBU forum will take place on June 28th with the Direct Payments forum preceding the DBU forum.

The subject for the Direct Payments is yet to be confirmed and the subject for the DBU forum will be Housing. Andrea is leading on this and is awaiting confirmation from colleagues to confirm their attendance now that a date has been confirmed. Housing topic may include;

- Social housing/leaseholders
- Repairs
- Adaptations (social services)
- Mobile repair
- Allocations
- Mears
- Resident Participations

The July forum is scheduled for July 17th, the subject will be Public Transport – CD to start contacting bus companies:

- Transport for London
 - London buses
 - First buses
 - Arriva buses
- The September forum meeting subject will be Streetscene – planning for this will take place at next Comms team meeting.
8. DH reported briefly on Transport Survey, Mystery Shopping on cultural and leisure access and a possible questionnaire on access difficulties and needs for adult social care.
9. DBU Newsletter – CD reported that the lead story for the May Newsletter will be based on local transport in Hackney. JT requested that in future a draft for newsletter be sent out early to the Comms Team to encourage ideas.
10. Adult Social Care Event – GJ expressed dissatisfaction with the 'Promoting Independence' documents and requested that all members who have access to email be emailed a copy

GJ also informed those present that Veronica Beechey has said that she will read the document and comment. Hence, actions:

- Circulate with Newsletter to DBU contacts – request views – let us know your
- Plug in News letter requesting views
- Cynthia Davis or other appropriate officer document important should be invited to the next Comms Team meeting to discuss issues around 'Promoting Independence'

11 Next Comms Group Meeting – July 6th, 11am to 1pm venue: Somerford & Shacklewell Community Hall, Shacklewell Lane, N16 7TL