

**Minutes
20th & 21st March 2007
International Convention Centre
Birmingham**

Approach to minutes: the minutes do not attempt to capture every point made, but they provide a summary of what the discussion covered and they provide a record of required action points.

Terminology in this paper

ODI = Office of Disability Issues

Members = Members of Equality 2025

Attendees: Andy Rickell, Nick Danagher, Saghir Alam, Kirsten Hearn, Fiona Wallace, Alex Thorburn, Tara Flood, Katherine Thomas, Shelley Franklin, Prabhat Barot, Clenton Farquharson, Simone Aspis, Miro Griffiths, Zara Todd

ODI Officials: Bruce Calderwood, Sally Witcher, Menghi Muchandani, Celia Reed (day 2 only), Tom Berry, Lis Robinson, and Michael Cooke (day 2 only).

Secretariat: Carol Foster-Middleton, Audrey Daft, Chris Manasseh.

Apologies for Day 1: Michelle Daley, Richard Rieser, Dave McCormick, Eleanor Thoe Lisney, Sarah Newman, Steve Scott, Rowen Jade. **Apologies for Day 2:** Michelle Daley, Dave McCormick, Eleanor Thoe Lisney.

Guest Speakers: Mary Helson ODI; Grahame Whitfield ODI.

Tuesday 20th March 2007

1. Agenda, minutes of last meeting and matters arising.

1.1 On Day 1, Andy Rickell acted as co-facilitator in the absence of Richard Rieser.

1.2 Minutes

The minutes (paper EQ2025/03/02) were checked for accuracy.

Corrections were noted as follows:

- (a) Katherine's name had been incorrectly spelt on page 14, at paragraph 8.1;
- (b) the heading for agenda item at paragraph 8 should read 'Forum on devolved administrations' not 'sub group';
- (c) Katherine queried some of the text in paragraph 8.1, in particular the inclusion of the words 'roles' and 'culturally'. It was agreed that the section on the devolved administrations, in all future minutes, would be checked with the reserved appointees for accuracy before being published;

(d) Paragraph 8.2: The feedback from the devolved administrations had not been fully reported, in particular it made no reference to the report from Scotland. It was agreed that a more detailed report would be provided for all future meetings;

(e) paragraph 8.3, section (iv) should read 'with regard to the Workplan they should not take responsibility for an additional issue as well as the devolved issue';

(f) paragraph 13.3(i) should be amended to show that facilitators will change every 4 months, not three.

1.3 Matters Arising

An update was given on the following Action Points:

a) Jane Campbell's document still to be circulated to Members, by Rowen.

b) Information on the UN Convention has been circulated in the Newsletter.

(c) Members' preferences for the sub-groups will be given to Chris during Day 2 of this meeting.

d) European Year of Equal Opportunities: ODI officials will provide details for the next meeting.

Action Points:

(a) Amend minutes to reflect comments of Members :
Secretariat

(b) Minutes in future to include an update on Action Points:
Secretariat

(c) Action Points to be agreed with Facilitators after each

- meeting, and circulated as soon as possible : Secretariat
- (d) Draft minutes to be agreed with the Facilitators, and relevant sections to be checked with the reserved appointees, before they are circulated to Members:
Secretariat
 - (e) ODI officials to feedback on what is taking place within the ODI for the Year of Equal Opportunities: ODI via
Secretariat

2.0 Report back from devolved administrations

Wales

2.1 Katherine provided an update on Wales. The Wales Disability Reference Group met on 8 March. This group was set up, as a result of devolution, to provide a structure through which the voluntary sector in Wales could liase with the Welsh Assembly Government. Katherine and Bruce Calderwood spoke at the meeting but unfortunately the speaker from the Welsh Assembly Government had cancelled at short notice.

2.2 The Reference Group has five principle members: Disability Wales, Mind Cymru, Learning Disability Wales, Wales Council for the Blind and Wales for Deaf People. These are the main umbrella organisations in Wales and, between them work with over 1500 disability groups. Members of the reference group already meet with Welsh Ministers. Katherine intends to work with these groups and has a meeting with Disability Wales arranged for May.

2.3 One of her first tasks will be to identify any gaps in coverage of this network and establish how many of the 1500 groups are disabled-led. It was noted that work needs to be done to ensure that black and ethnic minority groups are included and that links are made with children and young people.

2.4 Katherine reported that it will be very important for Equality2025 to work with the networks of disabled people which already exist in Wales. She also commented that the relationship between Equality2025 and the Welsh Assembly cannot be a carbon copy of what happens between Equality2025 and the ODI. It must be 'made in Wales', focus on Welsh issues and use the structures within which the Welsh Assembly works.

Scotland

2.5 Alex and Prabhat gave a report on Scotland. Alex attended the Access to Rural Services event. He noted that, although this event was looking at the problems of rural living, it did not really focus on the particular difficulties faced by disabled people. Alex is now in contact with a member of the Access panel he met at this event, to consider whether it would be possible to take forward further work in this area. It was agreed that a discussion should take place at a later date about the problems experienced by disabled people in rural areas.

2.6 Alex has also been doing follow-up work on lesbian, gay, bisexual and transgender matters. He represented Equality2025 at the Transgender Rights Conference in January, and is helping to

develop advocacy services for trans-gendered.

2.7 Fiona is to give a talk at the ODI Performance Indicators Consultation event at Edinburgh on 27 March. She provided a draft copy of her speech to Alex and Prabhat, and they provided comments, which she used in her speech.

2.8 The Independent Living Conference in Manchester was attended by Alex.

2.9 Officials from the Scottish Executive met with Officials from the ODI in January. Alex and Prabhat would like feedback on what progress has been made regarding establishing links. It was agreed that it would be easier to make progress on joint working once the mechanisms are in place as to how Equality 2025 and the Scottish Executive will work together. ODI officials explained that it is unlikely that a joint agreement will be reached until after the May elections. In the meantime Sally offered support by offering to talk to Alex and Prabhat in more detail about how best to work with the Scottish Executive and how this differs from the Westminster Government.

Reserved appointees

2.10 All of the reserved appointees have requested that they are involved in the development of protocols for working with government in the devolved administrations.

2.11 The appointment of the new Northern Ireland Member was

discussed. The Secretariat explained they were waiting for the Minister to confirm the name of the successful candidate. It was agreed that the Secretariat would work with some of the Members, including the reserved appointees for Scotland and Wales, on an induction programme for the new NI Member.

Action Points

- (a) Provide advice to the reserved appointees for Scotland about engaging with the Scottish Executive: Sally Witcher via Secretariat
- (b) Ensure minutes reflect the full report back from the reserved appointees: Secretariat.
- (c) Discuss arrangements for the induction of the new Member for Northern Ireland, and put necessary arrangements into place: Secretariat to discuss with the reserved appointees.
- (d) As part of this induction programme, a meeting will be arranged in London, between the new Member for Northern Ireland, the Secretariat, and Zara, Simone and Shelly.
- (e) Arrange for the reserved appointees for Scotland and Wales to have a two hour meeting with the new Member for Northern Ireland, prior to the start of the April meeting: Secretariat.

3.0 Independent Living Review (paper EQ2025/03/3)

3.1 Mary Helson from the ODI gave a talk to Members about the Independent Living Review, summarised in her written paper.

3.2 The Members provided quite a lot of comments on Mary's presentation, and it was agreed that the Secretariat would summarise these for a paper which could be submitted to the review team. Key comments are attached at Annexe B.

3.3 Mary made a few additional comments:

(a) she emphasised that there was a need to be realistic about funding for independent living. While additional resources were not likely to be available, decisions about how the money was spent could ensure it was used in the most effective and efficient way possible.

(b) Mary emphasised that any packages awarded by local authorities should be portable (as recommended by the Life Chances Report).

(c) Mary explained there would be Independent Living Review Workshops. As soon as the dates are known she will let the Secretariat know.

3.4 Mary was happy to receive any further views/recommendations from Members e-mailed to independent-living-review@dwp.gsi.gov.uk. Further information is available on their website <http://www.officefordisability.gov.uk/independent/>.

Action Points:

- (a) Give contact details for Mary Helson to the Members of the Independent Living and Family Support sub group:

Secretariat

- (b) Advise sub-group members of the dates of the Independent Living Workshops when these have been confirmed:

Secretariat

- (c) Draft a response to the presentation that Mary Helson gave, on the Independent Living Review. This response should draw together the comments made by Members during the discussion, and should be cleared with the Members of the Independent Living and Family Support sub group:

Secretariat

- (d) Consider providing time on the agenda for a fuller discussion on Independent Living. This could be done either as part of the agenda for a future meeting, or as a Workshop:

Secretariat to discuss with Facilitators.

Richard Rieser joined the **meeting**

4.0 Memorandum of Understanding (paper EQ 2025/03/04)

4.1 The Members went through the Memorandum of Understanding section by section. A few additional comments were made, as follows:

(a) Paragraph 3.21 add a reference to 'Ministers'. (b) Para 5.7 delete word 'significant'

(b) Paragraph 5.15 or wherever most appropriate, add some text to reflect need to take into account access needs of Members.

- (c) Section 6 needs to include a confidentiality clause in relation to the requirements of the Freedom of Information Act. A form of words to be agreed with Saghir.
- (d) Paragraph 6:17 amend 'with in' to 'within'.
- (e) Annex A, paragraph 2(1) (c) needs to be amended to reflect form of words agreed at previous meeting.
- (f) Diagram showing relationship between Equality 2025 and government needs to have an additional box included for the devolved administrations.
- (g) Diagram also needs to be amended so that the box for 'disabled people' also reads 'and their organisations.'

4.2 It was proposed that everyone signs the same document and it should be an easy read version?

Action Points

- (a) Amend the Memorandum of Understanding in response to the comments made by Members and send final version to the Facilitators for agreement.
- (b) Provide details about the process for getting the Memorandum agreed by Government, and signed by all parties: Secretariat. (Note: following the meeting, it was agreed with the facilitators that this information could be provided in the weekly Newsletter)

5.0 How we work together

5.1 Kirsten informed Members that as no volunteers had come forward to take over from her as female facilitator, she would offer to carry on for another four months. However, she also offered to help female Members who would like to learn how to be a facilitator, by providing mentoring. Any female Members who are interested, can spend some time with her, shadowing her for a day and learning how to facilitate. It was also suggested that the male Members might want to do something similar. Rowen has offered to take over facilitation for the period July to September.

5.3 E-mail rules: the new rules seem to be working and it was agreed by the Members that they felt much less deluged by e-mails this month. Kirsten reminded Members of the guidance that had been circulated, on appropriate use of e-mails.

Guidance attached at Annexe C.

5.4 Equipment : Members have a range of needs including laptops and printers, as well as supplies such as paper and ink cartridges. The Secretariat explained that money could be used from the budget to pay for equipment needs if people didn't have the necessary kit. It was important that for each person who needed equipment, a business case was submitted. Chris would provide assistance with this where necessary. For supplies such as paper and ink, Members needed to submit an expenses claim.

5.5 Buddying; A suggestion was put forward, that Members might offer support to each other as part of a buddying scheme. It was also

suggested that Members might buddy with Members on other advisory bodies. It was agreed that initially it should just be the facilitators who do this.

5.6 Communication: Tom Berry (ODI communications team)

introduced himself and explained he was available during the rest of meeting if any Members wanted to ask him anything. The issue of a website was raised. Tom responded by asking Members to clarify what their priorities were in terms of communications, and what their aims were. He explained that due to current restraints a new website could not be provided but it may be possible to have a page on the ODI website. He is happy to discuss the requirements with members.

Action Points

- a) Members agreed to send details to Chris, of any equipment and other items that are needed.
- b) If necessary, Chris will help any Members who need equipment, to produce a business case. This will be required where items such as laptops are needed: Secretariat to provide support.
- c) Media and Website needs: Media sub-group to liase with Tom Berry (ODI Communications Team), to discuss communication needs: Secretariat will provide support as necessary.
- d) Everyone to make sure they follow agreed guidance on using emails, and presentation of information. For action by Members and Secretariat.
- e) Kirsten to 'Buddy' female Members in order to encourage them to volunteer for the role of Facilitator: Kirsten, with any

members who volunteer for this.

- f) Find out how other advisory bodies operate for example how they chair meetings. Develop links with relevant bodies, and consider ways of sharing experience, such as Facilitators linking up with Chairpersons in other groups: Secretariat and Facilitators

Day Two : Wednesday 21st March 2007

Rowen, Sarah and Steve joined the meeting.

Facilitators Kirsten and Richard.

ODI reported that Wilma was recovering after her operation, and was now making a full recovery.

6. Report back on discussions the previous day

Andy gave a short summary of the issues discussed on Day 1.

7.0 Children and Young People

7.1 Members of the sub-group who are working on the children and young people issue met with ODI officials and Christine Lenehan from the Council for Disabled Children (CDC) on the evening of 20 March. The paper on children and young people was discussed, and new wording was considered and agreed. The revised paper will now form part of the Memorandum of Understanding. It was also agreed by Members that a paper would be drafted, providing background information and this would be included in an appendix to the Memorandum of Understanding. Engaging with disabled children

and young people – wording agreed as:-

Equality 2025 will engage with disabled children and young people by developing a 'National Space', where their views can be gathered, to inform Equality 2025 in its deliberations and to inform advice to the Government.

To do this Equality 2025 will utilise existing networks of disabled children and young people and work with the Council for Disabled Children and other Non-Governmental Organisations to engage and empower disabled children and young people (up to 24) across the United Kingdom.

All local authorities should be encouraged to set up local networks of disabled children and young people as part of their duty to engage with disabled people under the Duty to Promote Disability Equality and as part of their commitment to establish and support a disabled people's user led organisation(s) in their local area modelled on Centres for Independent living.(recommendation 4.3 improving life chances report).

Measures should be put in place to reach those children and young people who come under the DDA but do not identify as disabled.

The 'National Space' would be composed of a variety of organisational forms including moderated electronic communications or 'chat room', electronic surveys, devolved country and regional forums drawing on local networks, empowerment and capacity building events and representative national meetings around particular issues.

As part of the developing this National Space and the promotion of positive attitudes to disabled people all schools, colleges and youth clubs should be encouraged to hold an annual disability culture week where the history, culture, empowerment and rights of disabled people should be focussed upon.

As a separate part of Equality 2025's work the empowerment and involvement of those with parental responsibility will be encouraged and views sought to inform the deliberations of Equality 2025 and the advice it gives to Government through existing and developing local,

regional and national networks.

Particular attention needs to be given to involving disabled parents especially those with learning difficulties.

In developing all of this work around a 'National Space' all those involved will be mindful of the principles outlined below and their progressive realisation.

In carrying out this work, all involved, should be mindful of the following principles and seek ways of incorporating them into their ways of working.

The work will be led by disabled children and young people and involve disabled adults in the planning and delivery-Nothing About Us Without Us.

When non-disabled led organisations are involved in this work they must form partnerships in which disabled people are in the majority in key decisions.

All activities should empower disabled children and young people through elements of Disability Equality Training.

All work should be from a 'social model' of disability and rights based perspective.

Engagement and forums need to be separate from any consultation with those with parental responsibility.

Every effort should be made to include disabled children and young people from all part of the UK.

Every effort should be made to include disabled children and young people with physical, sensory impairments, individuals who are neuro-diverse, individuals with learning difficulties, individuals who experience social, emotional and behavioural issues, individuals who are survivors of the mental health system and those with long term medical or health needs.

Ensure black and ethnic minority, lesbian, gay, bisexual and

transgendered and other under -represented disabled children and young people are involved.

All meetings and proceedings meet all participants' access needs.

7.2 It was reported that the Treasury are undertaking a review on disabled children and young people. Christine Lenehan (CDC) has been involved in this review. The review has been postponed until after the Budget. Members proposed that officials from the Treasury Review Team should be invited to attend a future Equality 2025 meeting if officials cannot attend, then arrangements should be made for the relevant Sub group to meet with them. Members unanimously agreed that a proposal be sent to Treasury with the agreed wording

'Treasury Review of Disabled Children

The publication of this review has been delayed until May. We understand that it may contain a proposal for an empowerment programme for the parents of disabled children and the setting up of local forums to be organised by local authorities.

If such a proposal is included, in order to support a balanced approach, Equality 2025 urges the Treasury Review to also make a proposal for the setting up of disabled children and young peoples forums and make the necessary budget allocations available to local authorities. There should be funding for a disabled children and young people's coordinator at every CIL or the equivalent.

We should also invite the Treasury Review Team to our next meeting.'

It was requested that before any meeting took place the Secretariat should brief Members more fully about the project.

Action Points

(a) Richard to provide a summary of the report on the European

Structural Funds, which the Secretariat will include in the Newsletter:
Richard and Secretariat.

(b) The paper presented by Richard, on Children and Young People, to be amended as agreed by the Members, and then included in the Memorandum: Richard and Secretariat.

(c) Officials from Treasury to be invited to the April meeting, to discuss their Children and Young Person's review which is currently taking place. If this is not possible to arrange, the Early Years, Education and Children and Young People sub-group will arrange to meet in London with Treasury officials to discuss this review: Richard suggested Secretariat to contact Marion Barnes at the Treasury (he will give contact details) (copy to Christine Lenehan)

User Led Organisations

7.3 The User led organisation paper is being re-drafted by the Independent Living sub-group with support of the Secretariat for the next meeting.

7.4 It was suggested that Centres for Independent Living (CILs) and Disabled Peoples Organisations (DPOs) be included in the Comprehensive Performance Assessment (CPA) used to measure local authority performance. If adopted, it is thought that this proposal may encourage local authorities into investing more money into CILs. Members asked if the Secretariat could help in getting local authorities to amend the star ratings in the CPA. It was also proposed that EQ2025 look at the issue of star ratings in a future meeting.

7.5 It was suggested that another meeting with the DoH should be held, to discuss the recommendation 4.3 in the Life Chances Report.

7.6 A report on the Independent Living Fund has recently been published. This is a government Trust that makes payments to help disabled people live independently. Rowen referred to the recent meeting with Anne McGuire, and the Minister's comment that Members of Equality 2025 should consider giving a response to the report on the Independent Living Fund review. It was agreed that the sub-group Independent Living and Family support will look at the report and consider how Equality 2025 might respond.

7.7 Steve Scott reported that he met Huw Meredith in the ODI who is working on a project looking at individual budget pilots. It was suggested that the Independent Living and Family Support sub-group meet with Huw's team to see what they are doing. ODI officials explained that DoH are leading on this project and that the meeting ought therefore to be with the DoH Project team. There was a request from the sub-group to be briefed on what role the DCLG have in respect of Independent Living and that DCLG might be invited to a joint meeting with DoH, if appropriate.

7.8 Nick raised the point that he had a potential conflict of interest as he was a Trustee of the Independent Living Fund. This was noted by the Members and asked Secretariat to provide further advice.

7.9 Lis Robinson, ODI, introduced herself as part of the project team

working with DoH looking at user-led organisations, volunteering and the Voluntary Sector. She suggested she meet with the Independent Living sub-group to discuss how they could usefully work together.

Action Points

- (a) Independent Living and Family Support sub-group to meet with Department of Health (DoH) Project Team, and any other relevant departments such as Department for Communities and Local Government (DCLG) to discuss Individual Budgets and Independent Living: Secretariat, in consultation with sub group and DoH.
- (b) Provide briefing to the sub group for this meeting: Secretariat.
- (c) Provide support to sub group who will prepare a response to the Independent Living Fund Review report, taking into account views of Members: Secretariat and sub-group
- (d) Arrange for a future discussion about how the Comprehensive Performance Assessment (CPA) and star ratings may be used to help deliver equality for disabled people: Secretariat to note
- (e) Provide advice on possible conflict of interest raised by Nick Danagher: Secretariat
- (f) Sally offered to look through their paper on user-led organisations, provide a government perspective and advise on how the paper might be strengthened. Members were keen for her to do this: Sally and Secretariat.

Meeting with the Minister for Disabled people

7.10 Members reported back on the meeting with the Minister for Disabled People, Anne McGuire. Rowen, Dave, Richard and Kirsten attended. A separate note of the meeting will be provided by the Minister's Private Office. In summary, key points raised included:

- a) How did the Minister think EQ2025 was doing? Anne McGuire described EQ2025 as a 'radical experiment and so far so good'
- b) What did she believe EQ2025 priorities and opportunities should be in the next year? Anne gave several examples including Transitions, the Independent Living Review, and the new Commission for Equality and Human Rights.
- c) What were her concerns? Anne said she didn't really have any, but the most important thing for her was that EQ2025 should build a solid foundation and be clear about its work plan for the next six months.
- d) The Members reminded the Minister they would like the UN convention signed, and Anne acknowledged that she had read their recommendation, which had been sent to her last week. Anne said it looked highly likely that UK would sign.
- e) They discussed how to get the most important issues onto the Equality 2025 agenda. Also talked about the recent report on the European Union Structural Funds, and the new requirements that all spending should be on projects that were accessible, that disabled people need to be involved in the monitoring, at regional and national level. It was mentioned that the latest report from the Department for Trade and Industry, did not include this. It was agreed that Richard would work with the Secretariat to provide a summary of this report for circulation to all Members.

f) Members raised the need for a website.

(g) Members also raised the question whether the Ministerial Group should include Ministers other than those who have responsibilities arising from the Life Chances Report. Anne thought it was important that the Ministerial Group remained as it was or else might risk losing its focus .

7.11 The UN convention for Human Rights was discussed further, Officials responded the UK have not agreed to sign yet as the government are checking that domestic legislation is consistent with the UN convention. The possibility of sending a member of EQ2025 to the signing ceremony in New York as part of the UK delegation was raised. If anyone could go it was agreed that Miro should be the delegate.

Action Point: ODI officials agreed to investigate the feasibility of sending a member of Equality 2025 to New York, and liase with Miro as appropriate.

8.0 ODI Performance Indicators (paper EQ2025/03/06)

8.1 Grahame Whitfield and Michael Cooke presented a written paper which explains the work that ODI are doing on performance indicators – which the method by which government will try to measure how well they are doing in achieving equality for disabled people. Grahame explained that a number of national events are being held, organised by ODI. Also, a number of smaller events are being held by disability

organisations regionally, which should be more accessible for more disabled people.

8.2 Grahame reported that the national event in Wales was cancelled due to low response, but they are intending to hold three smaller events around Wales.

8.3 Grahame is already talking to the younger members of the Equality 2025 on how to engage with children and young people, and welcome any comments about accessibility.

8.4 Members raised a number of issues, including:

(a) a request for a compilation of all the responses received from participants at the end of the process.

(b) concern that education and inclusion of children is being omitted.

(c) a query regarding whether any of the events were being filmed?

This had not been considered but Grahame said they would consider this.

(d) concern that disabled people in special schools and prisons are not being consulted.

8.5 Grahame explained that the format of this consultation had to be agreed across government. However he urged members to respond to the consultation, with their views on matters like the inclusion of education, and any other gaps they had identified.

8.6 Sally explained that she was attending each of the national

events and giving a speech. She offered to include an explanation of what was meant by an indicator in her introductory speech, Members agreed with this.

Action Points

- (a) Send details of venue, and a speaking note, to the Members who have agreed to speak at the three national consultation events: Secretariat
- (b) Circulate copy of Fiona's speech to other Members
- (c) Miro & Zara will be producing guidance on how to consult with children and young people. Ensure this is made available to Grahame Whitfield at the ODI: Miro/Zara in liaison with Secretariat.
- (d) Members to consider how difficult to reach groups such as people in prison could be included in the Indicators consultation, and to send comments to Grahame Whitfield: members to email Grahame at the ODI.
- (e) each sub group to look at the questions in the Indicators consultation document, consider how these questions affect the remit of their particular group, and what their response should be: Sub groups
- (f) Sub groups to report back to the May meeting with their comments, and then send these comments to Grahame Whitfield. Secretariat to confirm with Grahame that it is acceptable to send comments in May, (which will miss the official deadline of April): Sub groups and Secretariat.

9.0 Work Programme (paper EQ2025/03/07)

9.1 A discussion was held about sub groups and membership. A full list of the groups and membership as agreed by the meeting, are attached at Annex A.

9.2 After some discussion it was agreed to incorporate the proposed sub-group on 'Older People' into the other sub-groups. The decision was taken to ensure that issues affecting older people were taken into account across all of the issue- based sub groups.

9.3 The Members discussed whether they should restrict their options to two sub-groups rather than three to ensure the groups were smaller and to take account of the capacity to cover all the work. It was agreed, after discussion that this was a personal preference and members could opt to join two or three different sub groups depending on their capacity to take on the work involved.

9.4 It was agreed that each group would meet to agree their work plan, task, and what their priorities are, which will incorporate issues arising from the Government agenda. It was also agreed that each group should provide a brief explanation of what areas they envisage covering

9.5 It was agreed that sub-groups would reflect or cover all ages; disability across all impairment groups; faith; gender; race; sexual orientation; and across all of the UK.

9.6 It was agreed that each sub-group should have a co-ordinator. The names of each co-ordinator are given in the list at Annex A, and are indicated by having a (c) after their name.

9.8 The geographic coverage of the UK by Members was discussed. There are some gaps in coverage and some Members need to take on responsibility for these gaps. It was agreed that the geographical coverage would be divided up as follows:

Northeast, Yorkshire and Humberside: David and Saghir.

West Midlands: Clenton

Southwest: Andy and Rowen

Southeast: Shelley and Nick

East Midlands: Eleanor

Eastern Region: Richard

9.9 A discussion was held about dates for future meetings. Kirsten proposed that the August meeting should be cancelled, and that from September they consider moving to less frequent meetings. It was also suggested that the June meeting should be an opportunity for all of the sub groups to meet, Sally suggested to them that they consider giving half a day over to other business if necessary, which was agreed by Members. It was also noted that day 1 of the June meeting coincided with a demonstration on the Independent Living Bill, and that a meeting with Ministers was planned for late afternoon on day 1. It was agreed that the June meeting should therefore start with the

meeting with Ministers at 5pm on day 1, followed by dinner. The agenda for Day 2 should include time for the sub groups to meet.

Action Points:

(a) circulate details of sub group members to everyone: Secretariat.

(b) all sub groups to hold their first meeting by 2 May, to consider what issues they need to look at: sub group coordinators, with support from Secretariat.

(c) UK geographical allocation: Richard to provide Secretariat with details for London coverage so that the Secretariat can circulate the full list to all Members: Richard and Secretariat.

(d) Richard to consider schedule for future meetings, such as cancelling the August meeting and having a longer period between meetings from September onwards. Will produce a draft Schedule for Members to consider at the April meeting: Richard.

10. Any other business

10.1 Members asked for details of the budget. It was agreed that this information would be sent to Members in the next Newsletter.

Members also asked for additional information on how the budget was allocated, and whether there was an additional amount included to cover reasonable adjustments. ODI proposed that they would try to find out some comparative data from other advisory bodies on

things like remuneration and budget allocation.

10.2 Items for the agenda for the April meeting were discussed. It was agreed that the ODI would be given a 15 minute slot to provide an update on work that ODI is involved in.

Action point: Secretariat to provide sub groups with a list of key issues or background information they may need to know about, including the forward work plan for the ODI: Secretariat.

ANNEX A

The sub-groups were discussed and the headings were agreed. and the members were as follows.

Early Years, Education, Children and Young People and Transitions

Richard	(co-ordinator)
Zara	Tara
Rowen	Dave
Michelle	Simone
Fiona	Miro

Media and External Relations

Andy (co-ordinator)	
Miro	Dave
Eleanor	Shelley

Employment and Benefits

Fiona (co-ordinator)	Steve (co-ordinator)
Andy	Dave
Sarah	Clenton

Human Rights, Justice and Citizenship

Simone (co-ordinator)	
Richard	Shelley
Kirsten	Zara

Management

Kirsten (co-ordinator)	
Katherine	Saghir
Nick	Andy
Sarah	

Health

Shelley (co-ordinator)	
Prabhat	Fiona
Simone	Steve

Working with Government (including the devolved administrations) and other national or international organisations

Rowen (co-ordinator)

Saghir Zara

Richard Katherine

Alex Dave

Steve Tara

Engaging with hard to reach and diverse communities, and older people

Saghir (co-ordinator)

Michelle Prabhat

Alex Clenton

Eleanor

Independent Living and Family

Nick (co-ordinator)

Rowen Alex

Tara Clenton

Michelle Eleanor

Annexe B

Independent Living

Summary of comments from EQ2025 meeting 20th March 07 for Mary Helson

(Members to provide further comments where necessary)

1. Members requested that it is important that in considering Independent Living, the needs of children, young people and black and ethnic minority groups need to be considered.
2. Young people in education should be included, not just those who are in the transition to adulthood. There is a real need to focus on all children and young people. By the time there is any engagement with young people at transition stage, the opportunities to engage with young people and the support needed to ensure they have the education opportunities they need has already been missed. There is a real need to broaden engagement to include all children and young people, not just those over 13 years of age.
3. It is important to broaden the inclusion to all disabled parents not just those with learning difficulty who need advocacy. There are lots of disabled parents who are not having their needs met as far as parental responsibility is concerned.

4. There is a need to broaden the remit for support of those parents with learning difficulties in connection with the Mental Capacity Act. There may be a need to check what happens in Scotland as the law is slightly different there.
5. There is a need to include education as this is an area that is being omitted.
6. Individualised budgets should be broadened to include education and the support that is needed here, such as learning support assistants and teaching assistants.
7. With regard to disabled parents with learning difficulties, include support to enable them to care for their children
8. Members from Equality 2025 to provide more ideas for an advocacy action plan.
9. Six priorities may be too narrow for the Independent Living Review. There is a need to capture all aspects for independent living
10. The barriers are:
 - a) Who has the power over allocation of funds.
 - b) The need to transfer decision making on funding, to

disabled people

c) Funders should never be providers

d) Money is in silos, it needs to be pooled together

e) NHS funding – need to create direct payments

f) Look at good examples of Independent Living Action zones e.g Essex, Hampshire, Kent (Kent card)

11. There is a need for ring-fenced budgets. Currently budgets are inconsistent and not transferable

12. Many disabled people with learning difficulties live with their parents, they have no choice and control about where or how they live.

Annexe C

E-Mail Guidance (agreed by Members)

1. Please use lower case and upper case and not all capitals as this is harder to read.
2. If you want to emphasis something put your comments in **word**. Underlining and changes in fonts or use of italics don't

work for some people, so don't use them.

3. Only one topic per email e.g. "Equality 2025: Draft Email Rules".

So if you reply to an email but talk about a different topic in it, please alter the "subject" box.

4. Put the topic in the "subject" box of the email and also repeat it at the top of the email itself.

5. Say who you are sending the email to, e.g. to "all members", or "the devolved countries representatives". It is hard for some people to find or read the "to" box on an email easily.

6. Briefly say what the email is about.

7. Say whether you want replies to you or all those the email has been sent to.

8. Please try to put in paragraph breaks (hitting enter twice between each main point) as this makes text easier to read.

9. Please try to write the email in plain English.

10. Please avoid using groups of letters (acronyms) instead of saying

the full words - even if you have said it in full first and put the letters in brackets after it. An example is: say Office for Disability Issues not ODI.

11. We could try to show in the subject line whether the content of an email is for information, action, is a request for help with something, has papers attached to it for a meeting and or it is urgent (needs dealing with in next 24 hours). Because this email needs action, I have said "Action" at the beginning of the "subject" box. Words we could use at beginning of email "subject" box to show what is needed are below:

Action : You have to do something e.g. read and respond.

Info: email contains information which might be useful for you to read at some point but is not urgent.

Help: Someone is asking for help with something.

Meeting Papers: Means that papers for a meeting are attached - and the sender should say what meeting the papers are for.

Urgent: Means you need to respond within 24 hours of the email being sent, in which case, the sender should say the time and date in the subject line that she/he wants to hear from you by.

12. When commenting on or amending a draft document which

has been put in the body of an email, please quote the original and then say afterwards how you want to change it or what you think of it.

13. When sending attachments, a) explain briefly what is in the attachment (e.g. my article in the local newspaper) and b) try to send a text version if you are sending something with tables or graphics or which is a PDF or jpg or other graphic files. If you need help in doing this, please ask Secretariat to help.