

Environment Directorate Disabilities Access Group (EDDAG)
Terms of Reference.
Updated March 2011

Background

1. The Council is committed to making sure that all of our buildings are fully accessible for people with disabilities. This often means going beyond DDA regulations. The aim of the Environment Directorate Disabilities Access Group (EDDAG) is to ensure that we have ideas and comments at an early stage when undertaking construction, refurbishment and planned maintenance projects on Council property which has public access.

2. The Council also aims to improve disability access in its public spaces. The remit of EDDAG group also includes consideration of proposed urban design/transport schemes.

Expected role of the group representatives

- To provide constructive feedback on the schemes presented to the group acting as a representative of own disability.
- Provide feedback on the strengths and weaknesses of the proposed scheme details.
- To commit to undertake site visits if required.
- Prepared to commit to 2 hourly meetings every first Tuesday of the month. (If a meeting is to be cancelled then the group must be given advance warning of 2 weeks).

Composition of this group

People with mobility problems, visual impairments, hearing loss, and elderly people. There are eight people in this group.

Frequency

The group meets monthly on the first Tuesday of the month, between 10.30am -12.30 pm.

Payment

There is an incentive payment of £30 a session. Payment is only made if the members attend the meeting. Carers are not paid. Travel costs are not usually reimbursed. However there may be a need to reimburse costs for site visits. This will be agreed at a previous meeting.

Group membership

Non attendance without very good reason will lead to a review of a place on the group.

How the sessions are run

The EDDAG Manager manages the members of the group and organises and runs the meetings. Scheme Project managers present their scheme at the

meeting. The meetings are run in a way to ensure that there is a chance for feedback from all group members.

There is an agreed EDDAG meeting process:

- All plans for the meeting go out to group members on the **Wednesday** prior to the meeting to ensure group members have a chance to consider beforehand.
- There is an agreed style of plans ie A0 or A1 size plans and use of colour to highlight changes.
- The project manager responsible for the scheme presents at the meeting.
- Meeting minutes are issued and approved by the group. The minute style ensures all comments from group members and project managers are captured accurately.
- There is a good process of feeding back following the comments made. Project managers update the group on progress (if any) once project is presented.

The EDDAG Guidelines to property schemes'

The Group has developed 'The EDDAG Guidelines to property schemes'. Properties project managers are instructed to consider these when developing the plans, and prior to presenting their scheme to the group. (See Council web page for details).

Personal Requirements of group representative

- Have a personal interest in the public buildings and public spaces within the borough.
- A regular user of the public buildings and public spaces within the borough.
- Some knowledge about Equalities legislation.
- Been a local resident for more than 3 years.
- Feel comfortable about giving feedback in a group situation.
- Prepared to let other members of the group have their say.
- Willing to undertake site visits if required. If it is decided that it is a good idea to undertake a site visit then this will be pre-arranged well in advance and transport provided to and from site.
- Prepared to commit to 2 hourly meetings every first Tuesday morning of the month.

The Council makes sure that all necessary adjustments are made to accommodate the needs of each respondent for each meeting.

David Sharp, EDDAG Group Sponsor, Environment Directorate.

Updated 15 March 2011 Bridget Clements.