



Date Monday, 14/10/2019

Time 14:00pm

To Sub-Committee on Accessibility

At Exam Room AG03b, Student Services Centre

Subject Meeting Minutes

Our Ref SCoA/14/10/19

Minutes

1. Introductions and apologies

- (a) **Present:** Martin Vinnell (Chair); John Harding (Secretary); Jess O'Brien; Gary Reed; Linda Washington; Daniela Manca; Mark Elsdon; Katherine Stalham; Nick Mattin; Alison Dunnig; Will Smith, Darran Bryant, David Green, Jo McPhee; Sarah Norman (Minutes)
- (b) **In attendance:** David Marshall (FutureLib Project Manager)
- (c) **Apologies:** Kirsty Wayland; Mark Chaney; Deb Taylor; Hisham Ziauddeen; Ian Cooper; Garry Bishop; Stella Swain; Miriam Lynn; Margaret Glendenning

2. Minutes of the last meeting (03/05/2019)

The minutes of the 3rd May 2019 meeting were approved

3. Matters arising not covered elsewhere on the agenda

- a. Actions from the previous minutes not within agenda items
- a) Dr. Vinnell informed the Sub-Committee that the Occupational Health and Safety Service (OHSS) are trialing a new online incident reporting system, to create a quicker way of reporting accidents and incidents in the University. Users can select from a drop down menu the type of incident they would like to report, which includes the option of reporting an 'adverse incident', if a member of staff or student sees or experiences anything that has made them feel uncomfortable. It was noted that this new system is not to replace any existing system of reporting, for example, bullying and harassment in the workplace, but to give staff and students another mechanism of reporting such events. There is an option on this online facility to report access issues relating to teaching and learning.

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- b) There is currently no update on the Shared Facilities Hub. The Sub-Committee requested an update on accessibility plans for the building.

ACTION - Mr. Green will go back to Estate Management to ask for an update from the project board on the status of accessibility plans for the Shared Facilities Hub.

- c) Dr. Vinnell gave an update on the Universal Bus service and reported that an equality impact assessment will be needed on any renewal of the contract. Relevant stakeholders (e.g. students and the DRC) would be asked to take part in any impact assessment activity. A consultation regarding the new contract is planned and there will be an equality impact assessment as part of this process. It was acknowledged that this did not take place as part of the current Universal Bus service contract.
- d) Mr. Harding informed the Sub-Committee that ALLY, which is a plug-in to Moodle which assesses new items or resources added to the VLE for their accessibility, will be trialed as a pilot with the Institute of Continuing Education during 2020.
- e) There was no update on the requirement for any revisions to the PEEP process due to the absence of the members of the Sub-Committee tasked with this work. At its next meeting (Jan 2020) the Sub-Committee will be required to decide whether any further action is required or whether existing processes are sufficient.

4. 2019/20 Membership

It was noted that the membership for staff members on this Sub-Committee is four years, rather than three. Student membership is one year. Jo McPhee was welcomed to her first meeting, and her membership was approved. Margeret Glendenning has changed roles and will therefore no longer be attending the meetings. Therefore, the Sub-Committee agreed that a Fire Safety representative was needed from Estate Management. Schools which has not provided representatives (Arts and Humanities and Technology) would be asked to do so.

The Sub-Committee approved the Sub-Committee on Accessibility 2019-20 Remit (SCoA 1019 02a).

Action: Mr Harding to revise membership to show terms of 4 years for non-student members.

Action: Mr Green to provide the name of the Fire Safety representative for subsequent meetings

Action: Mr Harding to contact the schools of Arts and Humanities and Technology for nominations

5. Access, Egress and the University Estate

- a. Accessibility information/Accessibility Guides

Mr. Harding provided a demonstration of the AccessAble access guides for the University which are now live. There will be a formal launch for the AccessAble guides on the 29th November, 2-4pm, at the Student Services Centre. The launch will be attended by the Vice Chancellor and the CEO of AccessAble. Mr. Harding has started conversations with the Colleges about having their information on AccessAble.

b. Design and Standards Brief

Mr. Green gave a presentation on the Design and Standards Brief (circulated with the minutes). He informed the Sub-Committee that references to key accessibility standards have been added to each section of this document. Mr. Green stressed that the aim of this document is to make sure that the needs of the end users are focused on before building or refurbishments take place, to prevent retrospective work having to be completed if the building is not accessible. Mr. Reed has produced a checklist regarding accessibility which should be used when completing any works, and this features in the Design and Standards Brief. Building consultants, architects and contractors are bound to using this guide.

c. Gender Neutral Toilet Provision

Ms. O'Brien raised an item regarding the provision of gender neutral toilets, and asked for consideration of a gender neutral toilets policy to be added to the design and standards brief in future versions. She reported that other Universities have this as a standard feature. It was agreed that a policy for this should be considered.

Action: Mr. Green to report to the Sub-Committee on progress in incorporating guidance on provision of gender neutral toilet provision in future versions of the design and standards brief.

6. Individual Student Access/Egress Process

a. Current Cases

Mr. Reed informed the Sub-Committee work should commence in mid-November 2019 in the Clifford Allbutt Building for a member of staff who is wheelchair user. This included new external doors and replacing existing toilets. Another member of staff who is a wheelchair user has also started to use this building and will also benefit from these adjustments.

A new student has been able to use the library in the Old Physical Chemistry Building but is having to have lectures in the Mill Lane Lecture Rooms.

It was raised that some members of University staff are unsure about how to raise access issues such as these, and it was advised that an application for building work on a University Building should be completed by the Head of Department using this link: <https://www.prao.admin.cam.ac.uk/capital-planning>

7. Access to learning and information systems

a. EU Web Accessibility Directive

Mr. Harding updated the sub-Sub-Committee on the EU directive on web accessibility (2018) which is now part of UK law. A paper is to be submitted to Council in November asking for a formal position on the UK Accessibility Regulations to be established. The Sub-Committee supported the proposal that a formal position is taken by the University which would state that although the University is legally not subject to the regulations it will actively aspire to meet them.

b. UIS Accessibility Working Group

Dr. Mattin informed the Sub-Committee that the UIS Accessibility Working Group is waiting for a Senior University Leadership response on the regulations. However, he informed the Sub-Committee that UIS's new Digital Presence Strategy aims to ensure that all digital content which is now produced is of the highest standard (WCAG 2) in terms of accessibility (for example websites and Moodle).

c. Alternative Formats provision at Cambridge

After concerns were raised at the May 2019 Sub-Committee regarding compliance in relation to the statutory duty to provide accessible materials, the Sub-Committee approved a feasibility study to review the requirements for an alternative formats service. Mr Harding contacted the Audit Committee and Deloitte to determine if it would be possible to conduct an audit reviewing provision in this area. However, the Audit Committee did not believe the request fell within their remit so the request was passed back to this Sub-Committee. It was agreed that this Sub-Committee should therefore put forward a business case establishing the requirements and costs of the feasibility study for consideration by Dr Vinnell, in order to determine possible sources of funds to allow the study to be carried out.

ACTION – Mr. Harding to produce a business case for the feasibility study on the provision of an alternative formats service.

d. Sensus Access project

Mr. Harding demonstrated the Sensus Access web-service which can be accessed via the DRC's website: <https://www.disability.admin.cam.ac.uk/create-alternative-format-document-sensus-access> . This facility does not negate the need for an alternative formats service but it is a useful and quick tool for disabled students, or staff supporting them, to use if a short document is needed to be made into an alternative format. It can have an unlimited amount of users, and can be accessed using an @cam email address. The University now has a five-year contract with Sensus Access.

8. Libraries and accessibility

a. David Marshall - FutureLib toolkit

Mr Marshall demonstrated the 'Accessibility and inclusivity: Cambridge libraries toolkit' to the Sub-Committee. It aims to increase the accessibility and inclusivity of Cambridge libraries and their services by providing guidance, information and options for library staff. The toolkit contains useful information in areas including providing accessible formats for resources, designing library spaces and making web

content inclusive, alongside underpinning theory, legislation and policy. The toolkit will be continually maintained and updated. As there are no restrictions on access and as areas are covered that extend beyond libraries, it might also be a useful resources for staff working in other areas of the University and its colleges. The toolkit can be accessed at: <https://libguides.cam.ac.uk/accessibility> .

b. Linda Washington – accessibility activity in the UL

Linda updated the Sub-Committee on various projects that are taking place in libraries across the University. She also noted that there is a section on the FutureLib toolkit regarding the physical environment in libraries, and Mr Marshall agreed that this is also very important when focusing on the needs of the library users, for example thinking about the users' sensory and social needs, to make sure libraries are inclusive for all.

It was suggested that this toolkit should be promoted to the rest of the University outside of the library community so that all staff are aware of good practice when working with disabled students. The sub-committee members also felt that all new University staff should complete compulsory online training as part of their induction regarding inclusive learning and teaching. Mr Harding informed the Sub-Committee that a new on-line Moodle course on inclusive teaching and learning was in the final stages of production and would be piloted towards the end of MT2019, with a view to being made widely available in 2020 to all staff with teaching and support roles.

9. Accessibility Policy

The Sub-Committee was of the opinion (after some discussion) that given the range and variety of accessibility related activity, projects and working groups that it would be beneficial for the University to develop an overarching Accessibility Policy which could provide a coherent framework. The Sub-Committee therefore supported a proposal (from Mr. Harding) for the development of an overarching University Accessibility Policy in order to provide a framework for workflows, projects and initiatives designed to enhance accessibility across the University's infrastructure.

ACTION – Mr. Harding to work with Dr Vinnell to produce a first draft of an Accessibility Policy for circulation and discussion at the next Sub-Committee meeting.

10. Next Meeting Dates

Thursday 23 January 2020, 1100-1300

Monday 6 April 2020, 1100-1300

Friday 17 July 2010, 1100-1300

All meetings will be held in the Student Services Centre, New Museums Site, room AG03B.