UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

Minutes
Sub-Committee for Accessibility

Date	Thursday, 18/10/2018
Time	2.30pm
To	Sub-Committee on Accessibility
At	Bridget's Meeting Room, Disability Resource Centre
Subject	Meeting
Our Ref	SCoA/18/10/18 - 03

1. Attendance:
Martin Vinnell (MV – chair); John Harding (JAH – secretary); Deb Taylor (DT); Gary Reed (GR); Myriam Lynn (ML); Emrys Travis (ET); Daniela Manca (DM); Mark Elsdon (ME); David Lyness (DL); Kirsty Wayland (KW); John Neve (JN); Katherine Stalham (KS); Andrew Cox (AC); Thom Sweet (TS – minutes)

Apologies:
Alison Dunning (AD); Margaret Glendenning (MG); Linda Washington (LW); Will Smith (WS); Andrew Cox (AC); Christine Pungong (CP)

MINUTES

2. Minutes of the Last Meeting (13/06/2018)
Corrections raised by Mr Neve were noted

3. Matters Arising not Covered Elsewhere on the Agenda

None were raised

4. Membership

New members (Emrys Travis & Daniela Manca) were welcomed. The need for a replacement for Nick Bampos, who has finished his term as Disability Equality Champion was discussed. It was agreed that the Sub-Committee would write to NB and thank him for his outstanding work while he was a Disability Equality Champion. The Sub-Committee agreed to the proposal for two new members: Darran Bryant and Mark Chaney. Andrew Cox is standing down from the committee and is thanked for his contribution.

Action: ML to update the sub-committee on progress with the appointment of the new Disability Equality Champion, who will replace NB on the sub-committee

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5. Access, Egress and the University Estate

a) Design and Standards Brief

Mr Neve updated the Sub-Committee on progress with the Design and Standards Brief. It was explained that there is a delicate balancing act between various stakeholders' interests. There was a discussion about the differences between 'value for money' and 'cost-cutting' and concerns from some members that the former is sometimes used to justify the removal of costs related to accessibility features.

The sub-committee discussed at length the proposed content for the Design and Standards Brief related to the standards required for the main entrance doors in new buildings. The Sub-Committee was in agreement that the current wording required amendment as it did not meet the first principle of universal design: equality of access, in that the wording indicated that main doors would be manual, not automated. It was agreed that the text would now reflect that main doors would be automated, but that manual doors could be provided adjacent to the main door, where circumstances allowed.

Action: Mr Neve agreed to revise the wording related to doors.

Action: As the draft design and standards brief would be submitted to the Buildings Committee November meeting, sub-committee members were asked to submit any feedback to Mr Neve by Friday 2nd November, copying feedback to MV & JAH.

b) SSC/NMS Accessible Parking

Mr Harding updated the Sub-Committee on the provision of accessible parking at the new SSC Building. It was previously reported that an automatic number plate recognition (ANPR) system would be used for the two accessible spaces in the Bene't Street entrance but this decision has been revised due to issues related to reliability and cost. A management solution has been agreed between the DRC and EM. The DRC will manage the spaces, which will be reserved for DRC staff members and visitors only. There will be a CCTV feed to the DRC reception to allow monitoring of the spaces. Prominent signage will indicate that the spaces are reserved, including the registration numbers of permitted cars. The funding for the proposed ANPR system has been ring-fenced and can be revisited if the proposed management solution is ineffective. The Sub-Committee was informed that the parking on the New Museums Site was still being discussed and potential solutions are being investigated.

c) Accessibility Information/Accessibility Guides

The Sub-Committee confirmed its commitment to the University pursuing the option of using AccessAble (previously DisabledGo) to provide access maps and guides. The Chair agreed to progress this project. Discussions with EM and UIS concerning integration of AccessAble with other systems (e.g. ESRI) may be required. Mr Harding indicated that in order for the system to be ready for the 2019/20 academic year, AccessAble would need a firm commitment by the 27th November.

Action: Dr Vinnell will take this matter forward in discussion with Mr Harding and keep the sub-committee informed of progress

d) Shared Facilities Hub

MV informed the Sub-Committee of the written response from the SFH Project Board to the concerns raised and that he had requested that a member of the Project Board attended a meeting of the Sub-Committee to explain the decision not to adopt the option of fire-safe lifts and to operate stair-climbers instead.

6. Individual Student Access/Egress Process

a) Access and Wayfaring for Visually Impaired Students

Mr Reed informed the Sub-Committee about concerns raised by a visually impaired student related to accessibility of the Sidgwick Site for those with visual impairments. Improvements are being considered. The possibility of the use of Bluetooth beacons was raised and it was suggested that members of UIS could update the Sub-Committee on the feasibility of Bluetooth beacons as an option.

Action: to be tabled as an item for the January meeting.

7. Access to Learning and Information Systems

a) EU web Accessibility Directive

Mr Cox updated the Sub-Committee on the new EU Directive on Web Accessibility and confirmed that once in place any updates to information held on websites or on a VLE must be accessible. The sub-committee questioned whether schools and departments were aware of the new regulations. Mr Harding summarised a draft committee document which will presented at the Digital Teaching and Learning Strategy steering committee, who have responsibility in this area.

b) Ally Software Pilot

Mr Harding updated the Sub-Committee on the status of the Ally pilot. The pilot is currently suspended due to concerns related to security of data and the content of Moodle. The proposed solution is the creation of a separate VLE (in effect a new Moodle) that contains only teaching materials and no personal or sensitive information.

c) UIS Accessibility and Universal Design Group

Mr Mattin informed the Sub-Committee that the Group has focussed on page 7 of the Parliamentary Report on EU Digital Accessibility Guidance and the six recommendations for colleges and universities.

8. Libraries and Accessibility

It was reported to the Sub-Committee that the University Library and affiliated libraries will be establishing their own Accessibility Committee. Linda Washington will be represented on both bodies allowing for effective sharing of information.

9. AOB

a) Report a Barrier

Mr Harding reported on the presentation given at a recent NADP Conference about a system in place at the University of Virginia where if an individual found any barrier to access (in the widest possible sense) they could file an on-line report which would then be recorded and, where appropriate, investigated. The system allows for central case-management and reporting. Dr Vinnell reported that an online reporting system for accidents and incidents has been purchased by Cambridge and proposed that accessibility could be included within the options for reporting by this system, which could replicate the Virginia system, without the need for new software. It was agreed that this option should be explored further.

Action: JAH to discuss with MV

10. Next Meeting Dates

Thursday 17th January, 2.30pm

Thursday 4th April, 2.30pm

A brief discussion was held about the possibility of rescheduling one of the 2018/19 sub-committee meetings to a day other than a Thursday to accommodate members for whom Thursdays are not suitable. It was felt that as this year's meetings were in diaries and had been hard to schedule this would not be possible, but that for the 2019/20 academic year meetings would be schedule on different days to allow greater flexibility.