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**Wednesday 14 December 2016
Dawes Road Hub**

CHAIR: A couple of minutes and we will get going.

Right, ready to go? Okay. Well welcome to our fourth meeting, isn't it our fourth meeting? Where has the time gone? So we have quite a packed agenda today, thanks to everyone for coming and agreeing to have your photo taken, it is not the loveliest job in the world. Did everyone get papers? In terms of apologies, I have only had apologies from Ramona which means we haven't heard from Ali or Martin. So, they may well be on their way, we will assume that until we get to 7:00 o'clock and they haven't arrived and also Vivienne who is supposed to be joining. And Sue is not able to make it. Given that we have some new faces around the room, shall we do apologies first. Hold on a minute, I want to check with housekeeping. If the fire alarm goes off I'm assuming we are evacuating the building.

NEW SPEAKER: I would assume the same... Not my premises, so I don't know.

NEW SPEAKER: Tara: I'm assuming one of the members of staff will guide us in the direction we need to go and toilets are to the left of the room, is that right, I have not been, and there is an accessible loo there as well. Let's get going. We will start with me go and this way. I'm Tara, I am the chair of the disabled peoples commission.

NEW SPEAKER: I am Tom, from the council, I am a programme manager for the poverty and worklessness commission.

NEW SPEAKER: I am Kate, a resident in Hammersmith.

NEW SPEAKER: I am Victoria, I am a member of the Commission, and chair of Action on Disability.

NEW SPEAKER: I am Kamran, Chief Executive of AoD.

NEW SPEAKER: Sarah Robinson at AoD.

NEW SPEAKER: I am a resident - I also volunteer.

NEW SPEAKER: Jane Wilmot. Also very involved with health and planning applications.

NEW SPEAKER: I am Patricia, resident of Hammersmith and also commissioner.

NEW SPEAKER: I am Mike, a resident and commissioner and with an interest in housing and the built environment.

NEW SPEAKER: I am council officer Peter Smith.

CHAIR: I know that Ali has arrived and Kevin is trying to sort out an issue with signers, so we will keep going.

So shall I start by are there any amendments that need to be made, any corrections first, before we go on to matters arising? I know David Burne the housing guy made some changes. And they were the version that was circulated to everybody.

NEW SPEAKER: Peter: The initial draft minutes, oh yes, yes.

CHAIR: Right, good. All right, I'm going to then, if no one has any corrections I am going to go down each of the minutes and most of the actions relate to me and Kevin doing something. So the pages are numbered now, so that is helpful in terms of finding the action as we go through. So, first action, I'm going to do the first 2 together, which is bottom page 1 and top of page 2. This is about the survey. What I will say is that this has turned into a much bigger project than I

thought and I thought Kevin thought it was going to be, just because there is quite a lot of thinking to do and this is going to be obvious in terms of getting the right questions, so that we try to get the right information, also thinking about how we ask those questions. Kevin has met with someone in the council, he has also roped in Kate to assist, but suffice to say the survey questions are not ready to be circulated to the Commission at this point. I think they should be ready I think next week, so they will be circulated at that point. The same is also true of the survey to the commissioners, I think just about making sure that we get the questions right. So apologies for the delay but they will be with you shortly. Next one is also top of page 2.

NEW SPEAKER: Peter: These are the actions that were addressed at the last meeting. Here is the action.

CHAIR: But there is a couple of these. So this is the consultation on procurement strategy.

Kevin had a meeting... Hi Vivienne. We are wading through the minutes...

CHAIR: Kevin has a meeting with the adult social care team to deal with the consultation with regard to the procurement, and I said to Kevin I think we have to be careful what it is we are trying to achieve with that information. So we are not getting into a debate about the carers strategy, it is purely understanding from adult social care how they deal with consultation as opposed to procurement strategies and a separate issue. Then bottom page 3, relationship with social inclusion forum. Managed to have a conversation yesterday. The forum really is a kind of like a place for different people to meet, it is not a group, there aren't forum members as such. Sue, as the cabinet member for social inclusion, is the only standing member of that forum. So far they have discussed social isolation, which I ask Trish to take up in a minute and also community champions, and I said to Sue that when she is back in January, it will be worth thinking about how the Commission might organise a cohosted session with the special inclusion forum at some point to discuss how far we have got to and what we might want social inclusion forum to think about at a future meeting. So it is not quite what I thought it was. They seem very keen that our commission's work is included in the work that the forum does. I think I will go back to the proper actions. So, the first official action then is on page 3, Kevin to make contact with Cathy May. Cathy May being the person involved in future waste and street cleansing report.

NEW SPEAKER: Kevin: So I have emailed her but basically I followed up with her what was in the minutes of the meeting and asked her how we can be involved on the issues that people raised but I haven't had a reply from her yet so when she does reply, I will let everyone know.

CHAIR: Middle page 3, we are back to the international day of disabled people event on 3 December, which I wasn't there but Victoria spoke on behalf of the commission. Victoria. How did it go?

NEW SPEAKER: Victoria: I think it was a very successful evening. It was held at the Lyric in Hammersmith which was an excellent venue for it in one of the rehearsal rooms -- very good turnout, I think about 70 people there. It was a mixture of speeches and performing arts, so began with a performance by DanceWest, later on there were some singers, a comedian and variety of entertainment. Lot of time for networking and socialising. Very active DJ. In terms of speeches Kevin spoke on behalf of HAFAC. I spoke and in my speech I explained who we were, what our aims were and encouraged the audience to get involved in our consultation and made clear that we can only be effective if they give us their thoughts and share their experiences with us, so I explained that there would be a series of consultation events in the new year and also by email and other means as well if they can't get to the consultation. And then, later on Sarah spoke on behalf of AoD and Vivienne on behalf of the council. And yes I think it was a very successful evening.

CHAIR: And it felt celebratory.

NEW SPEAKER: Jane: Definitely. Vivienne was there.

NEW SPEAKER: Kamran: Brilliant that it was at the Lyric, a different venue. We already had a conversation with the Lyric to make a whole day event, and actually to pull the whole of the Lyric into it so everything they are doing on that specific day is around that focus, and we are due to get, I have already agreed that we should work to that and have spoken to the chair of the Lyric who is also putting his backing into that, but start the process in January/February.

CHAIR: It is never too early to start planning.

NEW SPEAKER: Kamran: Particularly to book the Lyric, because they do all their Christmas events.

CHAIR: Fantastic.

NEW SPEAKER: Kevin: We had a poster where everyone was able to put comments and thoughts on what needed to change in Hammersmith and Fulham, there was a very long list, but I haven't got it here but we can circulate that for the next meeting.

CHAIR: Where is that? It was done by a guy called Steven Hodgkins from York. Where is that graphic now?

NEW SPEAKER: Victoria: My PA took some photographs in the evening and would it be helpful for me to email those to you.

CHAIR: It would, it would be good to get at least one of them up on the website. That's great. Page 4 Kevin to contact Safety Net People First and look at developing a council web page. Web content is on the agenda.

NEW SPEAKER: Kevin: I have emailed about the work plan and they emailed me back today to say they are struggling, they want to get it right and they need a bit more time. And I have made an amendment from the last meeting, so I am going to forward the final one after the meeting today, so it should be ready for the next meeting and we should be able to put it on the website between now and the next meeting.

CHAIR: We have done quite a bit of work, haven't we? I'm going say something on housing bottom page 4 because it is not on the agenda, and for Mike's benefit really, Kevin and I met on Friday to go through the actions and he is going to organise a meeting with David Burnes in the new year now, and you Mike, to discuss getting started on that strategy, because I thought he was great at the last meeting, really helpful, but I think we want to make sure.

NEW SPEAKER: Mike: If it is possible to meet him before, I am more than happy to.

NEW SPEAKER: Kevin: He is pretty tough to pin down. I don't think it will be before Christmas. I also emailed him today to follow up on the data questions that people raised from the last meeting, so I was hoping that he might be able to send them, so again I will circulate it.

CHAIR: Page 6, Kevin to contact Lee Fitzjohn. He is the data and statistics person, is that right?

NEW SPEAKER: Kevin. He is called Head of Insight and Data and he has quite a lot of insight. So I had a really - he is very interested in the work of the Commission. I think that the key thing he told me that really was that the Council, although it is changing and we are moving in a different direction, data collection is based around administration generally, so the statutory duty to collect data. And that data is not being used in a consistent way to develop and improve policy making. He is very happy to come to a commission meeting and explain what data is available. He went through department by department, what is listed and what is not and he is very interested in the social model of collecting data, rather than the administrative kind of function. The key thing is that he is going to help me with developing the residents' survey and getting the survey up and running, and he is very supportive of us in general. But he is really,

he will be very happy to come and talk.

NEW SPEAKER: Jane: Kevin, did you get the feeling that they collected information data on disabled residents consistently?

NEW SPEAKER: Kevin: No, but he acknowledged it.

NEW SPEAKER: Jane: Maybe that is something he could influence. Because I think that will be a useful thing to do, to find a way of doing it.

CHAIR: He seems to be keen to do that.

NEW SPEAKER: Jane: It would help the council in policy making terms.

NEW SPEAKER: Kevin: I think also there is an issue about what contact disabled residents - there is a new person in January whose job - I can't remember the name of the issue - but the new person is starting in January is going to help sort out the way that they contact local residents because when you collect information of individual residents for one thing, then you can't go ahead and use it for something else. So, they are in the process of trying to work on that so develop a much more effective way of communicating with residents. So I think also that would be useful for disabled residents.

CHAIR: More evidence for the survey proving to be a slightly bigger activity than we initially thought. Thank you. Next action bottom page 6, Tara to share the Inclusion London report.

NEW SPEAKER: Peter: I have seen it so perhaps...

NEW SPEAKER: Kevin: I think perhaps it was between me and Mike and Peter. But I can just send that out.

CHAIR: Kevin to share Inclusion London report in fact. Top of page 7, action Tara to put David in touch with Mike, that is under way and then under any other business at the bottom of page 7, we are going to ask Tricia, she went to the health and adult social care and social inclusion... Tricia, you went on Monday night and I was going to ask you to tell us a couple of things about how that went.

NEW SPEAKER: Quite interesting, I didn't fall asleep, which I was expecting to. I'm going to have to refer to my notes. First thing I want to say is that I didn't think that was mentioned about disabled people, and I think there is actually plenty of room for inclusion on both parts. They were talking about community champions and social isolation and loneliness in Hammersmith and Fulham, and I think there is plenty of room for disabled people to be included on both. I strongly encouraged any of the commissioners to attend the meetings, because I think it is where you actually learn what is going on. Do you mind me touching briefly on each thing that was talked about? I won't be more than 5 minutes. So the community champion there was a fabulous woman called Rahama, and she was absolutely fabulous, the way she spoke. She said she had [inaudible] and she needed to do something and she, I think she was recommended to be the community champion and basically it has given her more confidence in herself, she has had a lot of training, she created focus groups, she has learned new skills, she has gained more confidence and she is very passionate about her work, her role. She is very motivated. So I think that as a disabled person, that is something, I'm sorry for using the category 'disabled people' -- could really be involved in and should be involved in and should be included.

On social isolation, somebody, I don't know who said it but I actually jotted it down: Doing nothing is not an option. Something has to be done. And intervention and helping each other, and I think although they were probably focusing on elderly but also younger people, I think there is again that disabled people could be included on this. Actually, a guy said people have a choice to be lonely - it is their choice. It is an odd thing, but if they don't want to go out and

mix with people or socialise, there is a difference. Somebody might choose not to socialise with their family or friends Christmas day. They want to eat fish and chips, then New Year's Eve they go out on the piss! But, they have a neighbour down the road, an elderly neighbour whose milk bottles are out on the doorstep for 5 days, so clearly there is something obviously wrong there and they touched briefly about maybe other departments getting involved and trying to intervene to stop the situation from getting out of hand. So, you know, there is a variety of answers and also, you have to look at what the resources are. So if you are working within a group, what does that group of people have that can be used? But I thought it was very very interesting I and would encourage other commissioners to go to different meetings, because it really opened my mind. I didn't fall asleep.

CHAIR: Even better. We can certainly circulate the dates for next year so that anyone who has spare time in their diary could get along to it and the useful thing about the HASKE(?) PAC is that that is the one that we will report to as a commission later next year.

NEW SPEAKER: I have to say, Tara, that there is absolutely plenty of room for inclusion.

NEW SPEAKER: Mike: Are they evening meetings?

NEW SPEAKER: 7:00 o'clock.

NEW SPEAKER: What I found interesting, because of my first time being through a council meeting like that, but actually listening to other people's point of view. I mean actually hearing somebody from Age UK saying: Loneliness is a choice. You have that choice. I mean I personally wouldn't recommend it, but you are entitled to make that choice. It is the freedom, so yes.

NEW SPEAKER: Peter: I have got an update on the draft strategy on tackling social inclusion and loneliness. I have come directly to this meeting from Councillor Sue Fennimore's group for social inclusion and their approval of the draft strategy discussion on how to take that forward and what was agreed by Councillor Fennimore and officers was that they wanted to consult poverty and worklessness commission and the disabled people's commission in the new year on developing that strategy and taking it forward. So I have suggested, if you are agreeable to it, that we bring that strategy to the next meeting, which will be 1 February, for a discussion on how the issues around loneliness of disabled people can be tackled in that strategy.

CHAIR: When I was speaking...

NEW SPEAKER: Sue was saying that the social inclusion forum has just or is about to discuss digital inclusion and I think there is an awful lot of things that disabled people would want to say around digital inclusion, so she is aware of that now and I think Ballard is the person who can keep us updated in terms of that discussion and when it happens how someone from this commission can be involved in that.

NEW SPEAKER: Vivienne: I wanted follow on from Patricia's contribution, I also went to the committee, I am not a member of it but I attend and I thought the debates in general were good and the council officers we had... but in terms of the process and disability, there you were observing, so it couldn't have been a clearer message to people: We are here because we care about disability, but I agree, there wasn't really any discussion about disability as opposed to residents who might be isolated or residents who would benefit from champions. I think if Debbie Dom had been there, because she is a member of the committee, and she is there obviously to represent disabled people, she would have certainly asked some questions. But she wasn't there and therefore you could say it was down to the rest of the committee to take that up because she wasn't there. Action on Disability were represented, but again we didn't really get any questions there so I think it is an interesting thing about you tick the boxes and say: We want to hear about disability and we in are inviting people who have got experience of

disability, but even so, it still doesn't work with the best will in the world, so I think that is something to take on board and when you come to feedback to us, it is about how that situation can be improved because on the face of it, it would look like a text book thing. We have a disabled person, full member of the committee, you have the disability people's organisations representative but the sum is less than the parts.

NEW SPEAKER: Jane: I think we might want to look at the representation for third sector to make sure that we increase the representation of disabled people. It is an opportunity, Victoria is now chair of AoD.

CHAIR: That is very helpful. Okay if we move on to the next item? Policy and worklessness commission. Tom Coniffe is the programme director, manager, you are the main person supporting the worklessness commission before the DPC got going I had a couple of conversations with Christina, the chair of that commission, to pick her brains about how that work was going and which was incredibly useful and have spoken to her since now that we are going, now we have got going. I thought it would be useful to have Tom come along and talk to us about how work of the quality and worklessness committee has gone, particularly keen to hear about any lessons you have learned along the way, I imagine poverty and worklessness is an overly huge remit, for example, but yes you are going to do a short presentation and there is an opportunity for everyone to ask questions of Tom afterwards. He has got a presentation that we will circulate after the meeting today, so I will hand over to you. TOM: Thank you very much for having me along today. As Tara said, I am Tom, the programme manager for the poverty and worklessness commission. It was set up in the autumn of 2015, we have had 7 meetings to date and we have an eighth and final meeting planned for January. The Commission has just sent out its consultation draft report, the full report is 272 pages long. We have given it to people over Christmas and new year, so that is their Christmas taken up reading that! We have an executive summary version of 26 pages, it contains 10 recommendations and I will touch on those a bit later. We will go back to the start of the process. The first meeting of the commission took place in November 2015 at which a vision and terms of reference were agreed and the vision, bearing in mind poverty and worklessness are in themselves individually complex subjects, to tackle them both together was challenging to say the least. So we had to be very clear in establishing a vision that firstly all the commissioners could sign up to and secondly, the leader of the council, cabinet members and officers within the Council could also understand and sign up to. So that vision composed of 3 parts: Part 1 was to identify why poverty and worklessness in the borough still exists and talk to people living in poverty and worklessness as well as professionals and leading experts and consider best practice from elsewhere; the second part of the vision was for the commission to propose interventions or design services to increase economic employment, social and other opportunities for everybody living in the borough. And the third part of the vision was for the Commission to make proposals to politicians and other decision-makers for flexibility, delegations, changes to the way we do things and funding if necessary for these changes to help save money, because obviously the overriding political ethos of the time is to save money, and also to support people to be more independent. Those were the 3 things that we set out to do.

So the process was a very complex series of different work items, but it broke down into 5 key stages and I want to spend a little time talking about this stages and hopefully some of the lessons from that structured thinking will help inform what you are doing here with the disabled people's commission. Firstly was the scope. The first meeting, as I said, we set out to agree the vision and the terms of reference. We appointed commissioners fairly far into the lifespan of

the commission, because as the work unfolded it became clear that we needed to add extra representation, extra expertise in areas that we didn't already have and that flexibility was very important to us. But right at the start, we needed to sign up to an agreed vision and an agreed set of terms of reference. The second part I term the preparation stage and effectively, because we are looking at such broad areas, there is an awful lot of data out there held by a number of different agencies with national government, local government, other public agencies, third sector advice agencies, an awful lot of data that we could gather, process, analyse to help us paint a picture of what poverty and worklessness look like in Hammersmith and Fulham. Alongside that, we wanted to look at past programmes where various government initiatives were bringing money into the borough to invest in different things, to effectively capture the learning from the 40 years of different programmes that have taken place in the borough. We don't do things in a vacuum and other commissions have looked at poverty, have looked at worklessness, have looked at different facets of the 2 and we wanted to make sure that we captured any learning from those commissions too. We also tasked our commissioners with carrying out an evidence review. The data analysis enabled us to identify a number of priority areas for further investigation and luckily enough we had I think 12 commissioners and 12 priority areas, so they were tasked with going into one of these areas each and producing an issues paper to allow us to really synthesise both the information we had and also the issues and the learning and the evidence from elsewhere. Alongside that, although strictly speaking it was more of a linear process, if I had my time again I would do the 2 together, we carried out an investigation phase and this consisted of research and analysis. What that broke down into was a series of 104 interviews, one on one interviews with people living in poverty, all in worklessness or both, in-depth interviews of an hour each, carried out by an independent social research company, that independence was important because we wanted people firstly to be certain that they were being treated in accordance with a prescribed ethical model, so not being from the council was important for people to help them open up really. So we carried, we conducted 104 interviews there, 10 of which were done in a more in-depth basis using a customer journey mapping technique and what that is, is it maps out people's lives, the points at which they fell into poverty or longterm unemployment, worklessness, the agencies that they spoke to, the trigger points, if you like, in their lives that led them to where they are at this point in time. So they were more in depth interviews. The other thing we did, and this is really crucial, is we asked through those interviews we asked people what their aspirations for the future were, because it is critical that as well as mapping how people have arrived at their particular point in time, that we know what their aspirations are, what their chosen pathway is, so that we as the council and as a commission can position ourselves in order to support them to a positive transition. That was the field research with people living in poverty and worklessness. Alongside that we ran a programme of 18 focus groups with agencies working with people in poverty and worklessness, the carers network, all the way to Bishop Creighton House, to Sobus, coordinated a focus group of BAME organisations, we covered a whole gamut of organisations working with people in poverty and worklessness, and together it gave us a very rich body of qualitative evidence that the commission was able to mine to inform its deliberations and to help us formulate recommendations. Just to cover on a lesson, because I think it is really worth saying at this point: I don't think we started that process quite early enough. I would probably in hindsight have brought it forward by 2 or 3 months, given we are a commission that has been running for about just over a year, I would have started that process earlier because that would have helped us steer our deliberations, I think more precisely to the concerns and the real life experiences.

NEW SPEAKER: Jane: What would you have liked to started earlier.

NEW SPEAKER: Tom: The qualitative research, the field research. So we did all our data analysis, we did all the desk researching and then we started the field research.

NEW SPEAKER: Jane: You should have done that at the same time.

NEW SPEAKER: Tom: We should have done it in parallel, because they inform each other. The data will paint a picture for you but it won't come to life until you speak to people and they tell you how life is for them, and I have to say...

NEW SPEAKER: Jane: I am interested you say that, because I did an exercise and we did the interviews first, then we had the workshops and then we developed our work and it does make a difference if you do the interviews with people first.

NEW SPEAKER: Tom: The reason, I conceived the work plan myself and my thinking at the time was very much that we have an awful lot of background material that we can use to help us identify where the priority areas were. That linear approach, I think, still holds but I would have just pitched in because it would have given I think a more free flow, more of a flow to the structure.

NEW SPEAKER: Jane: Not only that the individuals get to the heart of the matter much faster than the data in my experience.

NEW SPEAKER: Tom: I think that is a fair point, and that is right, we could have probably shaved 2 months off the commission's lifespan by doing that, but the lessons are not lessons unless you learn from them so if I have my time again...

So that is the first 3 stages. The preparation, the data capture and review the investigation, the field research, the interview process, the process groups. We are now in the fourth phase, which I call testing and evaluation, which is the draft report and that contains a number of recommendations, 10 in total, and I shall give you the headlines from that in a moment. And the process from now, we have another, a final commission meeting on 18 January at which I hope that the Commission will agree the contents of the final report. It will then go to a process of agreement by the council, and the PAC meeting that was talked about earlier on, will be receiving it on 31 January, I think the draft recommendations Councillor Fennimore has [inaudible] but it will go through a process of acceptance by the council and we hope to have a launch conference for the final report some time in April. So, just to touch on those recommendations, because I have talked quite a lot about what the process is. Because poverty and worklessness are such large areas, the 10 recommendations are quite high level, quite strategic, but they point to different ways of working and different initiatives, but hopefully if they are all put into place -- and in an ideal world why wouldn't they be -- they will effect a step change in people's lived experience in the borough and hopefully, and the key goal of course, is to make a significant reduction in poverty in the borough and to reduce worklessness at the same time, so those 10 recommendations are around the creation of community hubs so that people with complex needs, people living in poverty and worklessness often have complex needs, they have more than one issue that requires help, assistance and report and through a community health model there is a potential for people to access more than one service under one roof. There is a recommendation around transforming the volunteering offer, recognising that not everyone who lives in worklessness is able to undertake or wishes to undertake paid employment, but it is about providing path ways for people to improve their skills and to undertake meaningful activity wherever they feel able to do so. There is a piece looking at personal money management and reducing the cost of living, a recommendation around skills and employment support, which ties back to volunteering, and there is a recommendation of the different housing tenure options, because obviously I don't need to tell anyone round the table

Hammersmith and Fulham, because of the high land values is a very expensive borough in which to buy or rent property. We are looking at a recommendation around supported housing, one around potential estate regeneration, one around more preventative services, in particular improving and increasing floating support, tackling problems before they arise, there is a piece around strategic leadership coordination, there is a lot of stuff going on, making sure it is all tied together and finally one around the council lobbying for a number of changes from central government in order to pilot some of these new approaches. So, there are 10 recommendations in draft, we hope the Commission agrees them and we will then be presenting them to the council who will decide how it wishes to respond.

To say, though, the one last thing I want to talk about is this work doesn't exist in a vacuum. The poverty and worklessness commission obviously has links with and touches on a number of other pieces of work, not least the work of the disabled people's commission as we are here to talk about, but some of the other things that the Council and its partners has put in place, and I just have a list of them here, it is worth maybe mentioning them so that you can see the complexity of the issues but also the fact that there are a number of different work streams in place to tackle the issues. We have a business commission, which is looking at improving innovation and growing business in the borough, making the borough a business friendly place; there is a child anti-poverty strategy, because as a poverty and worklessness commission we were looking more at worklessness in relation to poverty, so child poverty was a very specialist field of research within that, and there is already a child anti-poverty and development for the disabled people's commission. There is a housing strategy in development or in place, mental health strategy is something that is being developed, a like minded programme, coming next year there is an older people's commission being set up which will look at issues about older people and the social isolation and loneliness strategy that has already been mentioned. There are many work streams going on that we touch on and need to link to, so what I have tried to do with the programme manager is make sure that wherever possible the work of the poverty and worklessness commission meets all these different initiatives and that is not an exhaustive list. I think that shows the complexity that underpins our commission and that is really all I wanted to say, so if you have any questions please fire away.

CHAIR: Questions for Tom.

NEW SPEAKER: Jane: What will be the top 3 things you will recommend to us?

NEW SPEAKER: Tom: Starting the research process early, so talking to people early. I know you have a survey and development and it is important to get that right for obvious reasons, but if you are doing any qualitative research, going out and talking to people and doing more in depth work, start that process early as soon as you can, because the sooner you bring people into that process, the richer the deliberations that you as a commission will have. That is number 1. No 2: I think knowing as a commission it is making sure that everyone has a role within the Commission, it doesn't become a talking shop. I was worried that my commission would be that so I worked with my chair, Christina Smith to make sure that our commissioners were tasked at different stages through the lifespan of the Commission with exercises, with work, to keep them involved to give them a sense of ownership and grow the group dynamic otherwise it is a bunch of people sat round the table. And number 3, be flexible. I developed quite a complex work plan at the very start. I had to change it 4 or 5 times and the reason I had to do that is because pieces of work that seemed really important at the start of the process lost relevance as the commission unfolded, because we found that we were gathering information from other sources that fitted the bill, so what you think might be important now might not be important in 6 months time, so and long as you have a flexible approach...

NEW SPEAKER: Mike: At the same time would you want to hit deadlines?

NEW SPEAKER: Tom: Yes, that is absolutely right, and I was thinking about what to say earlier on and looking at the deadlines I had set myself and actually, by minor miracle, I have no idea how it happened, I managed to pull it pretty much in time and that is with taking account of the shifting sands as the work unfolded.

NEW SPEAKER: Sarah: Hi, I just want to say, did you come and talk about disabled people's worklessness?

NEW SPEAKER: I certainly know AoD were approached.

NEW SPEAKER: Sarah: Because we have done an awful lot of work in trying to understand really what the barriers to work are for disabled people, and we, by taking more of a barriers based approach we have completely left behind, rejected, the normal employment support activities and designed our own programme and we are having kind of between 60 to 70 per cent success rates compared to government and other schemes where you are looking at often under 10 per cent. And I just, I worried that the focus of so many schemes and therefore so much of the information that you would have got focuses on a really medical model approach to disabled people. What is wrong with you because you are not in work? There is a, it is really important to take a much more holistic view: What are the barriers? Of course some of those maybe internal barriers, but all of the initiatives, all of the carrots and sticks focus on that individual, whereas actually, so many of the barriers are with employers, recruitment agencies, recruitment methods, and I would really like the opportunity before the 18th to feed in our learning.

NEW SPEAKER: Tom: That would be really useful. Certainly the approach we have taken is based on the social model, we have not medicalised the issues. We have done a lot of work, Alex has been keenly aware of the issues particularly around mental health, where they interface with employment. We would certainly be keen to take on any learning. As I said our recommendations are in draft, so we are consulting on them at the moment, so please get in touch and I will make sure that the chair, Christina, is appraised with your learning at the first opportunity if she hasn't all already done so. As I said I'm fairly sure that the research manager who set up the focus group programme, I know that AoD were approached, I don't have in front of me...

NEW SPEAKER: Kamran: We were approached in terms of supporting someone through our peer support network. But actually, some of the other learning that the organisation is picking up, it would be good for us to meet with you or the chair early in the new year, maybe.

NEW SPEAKER: Tom: What I will do, I have got an executive summary which contains the recommendations and I will ask Kevin to distribute that and if you have any feedback, please share it with me. Likewise I will make sure that Christina Smith is given your contact details and can have a conversation with you.

NEW SPEAKER: Jane: I just wondered, out of the 104 people who were interviewed, were any of them disabled people?

NEW SPEAKER: Tom: I can't answer that to be honest. I can find out. I will find out and feed it back.

CHAIR: 2 questions really. First one: How much autonomy either financially or policy-wise does the local authority have to make some of your recommendations real, if you see what I mean? Implement those recommendations? How much will you have to rely on central government change, given that central government has a very particular policy around particularly disabled people and unemployment? And then, my second question is more practical, how do people

respond to the consultation?

NEW SPEAKER: Tom: The first, what we tried to do is to stay away from some of the red lines that government have. We are not going to tackle the vexed question of welfare reform, they have set their stall out quite clearly. We can certainly make our views known. However there are certain things where we would be looking for potential freedom from flexibilities and they will form the basis of lobbying, I'm fairly sure of that. But yes, there are I think what we have tried to do is make our recommendations as practical as possible, because the one thing we wouldn't want to do is to set ourselves up to fail quite frankly. So the recommendations we have put in place are quite locally, rely on cooperation between the different players locally, but also I think try to make the best of what is already there. So, we are not really looking to rip stuff up and start again, but to build on what in many cases is some very good work, so watch this space. On the second part, I will be sending out, or will ask Kevin to send out with my presentation a copy of the executive summary and recommendations. I would ask that anyone who has any comments they wish to make, if they could feed them back to me and Kevin will attach my contact details to his email, by 5 January, then I will pass them on to the chair and try and make sure that people are represented.

CHAIR: Is the consultation document, the draft report, available in accessible format, is there an easy read version of the executive summary, for example?

NEW SPEAKER: We don't have one as yet but I'm fairly sure we can have that.

CHAIR: Thank you very much, Tom, for your time. Shall we have a 5 minute break... I am aware of Susie being typing there. And also the signers.

NEW SPEAKER: Kevin: The photographer wants to take a group shot of all the commissioners, if we could do that in the break...

CHAIR: He will have to organise us into that.
(short break)

CHAIR: Mike has had to leave, but he is going to contribute any questions or any comments with regard to the rest of the agenda items via email after today. I am going to move swiftly on, because we have been told we have to be done and dusted by 7, so we are up against a bit of time so we move on to the next item, which at the moment is called "Call for evidence" but it is essentially we have invited AoD along to talk to us, they are the lead disabled- person led organisation in Hammersmith and Fulham, and we have Kamran and Sarah here to talk to us, I guess, well from your perspective, the realities of life as disabled people in Hammersmith and Fulham, about 10 minute presentation and then open to questions,.

NEW SPEAKER: Kamran: Someone said outline what AoD is. Thank you for inviting us, I brought Sarah along with me because she supports and works with me when we are doing applications for tenders and funding applications and quite often that requires us to provide the views of disabled people. Sarah has a good understanding of some of the challenges we face when we are trying to do that piece of work. AoD is the borough's effectively disabled people led organisation. We use the term 'disabled people led' because that is what we are, our board of trustees are majority disabled people, our constitution states that 75 per cent of our board must be disabled people who guide and set the vision and direction of the organisation. A very long history in the borough, started in 1979, we have 2 ex-trustees, Tara and Jane and our current.

NEW SPEAKER: Victoria: Why does it exist.

NEW SPEAKER: Kamran: It exists because of some reasons we have mentioned, which is we work very much from the social model of disability and our aim is to remove the barriers that disabled people face in every day life so that people with disabilities have an equal footing with

everyone else in society as a whole. We focus in on what the barriers are, we work to try and remove them and do it in a number of ways. We then have an era of what we call are influencing aspect, so members of our board are often representing disabled people's views in the organisation and various panels. I as Chief Executive will attend meetings and other decision-making meetings where the views of disabled people are important to include. That is our influencing, sorry, our direct services approach is around really working with disabled people to say where are they having the most difficulties in life and where could we be most effective. So we do a wide range of things. We work with people of all ages from zero to no upper limits. We have a long-standing and vibrant youth service that works with zero to 25 year old and further above that we have adult services including employment service, advocacy, welfare benefits, peer support and information and advice and guidance. So, what we were asked to talk about was really how our disabled people as residents involved currently in decision-making, policy-making or service development. I think it is important to say, certainly the time I have been Chief Executive of AoD, it has probably been one of the hardest periods for disabled people in the country, and in London. I say that for 2 reasons. One is when I joined there was a change of administration and we ended up in a very harsh environment, where the future of our organisation was quite at risk, so we worked really hard to ensure that we were still around, because I think it is important that local areas have local disabled people's organisations. The other thing that happened was the financial climate around us changed and government policy became incredibly harsh towards disabled people. You had the media often victimising disabled people and villifying them as kind of scroungers and layabouts and not wanting to work. So it has been incredibly tough and we are entering to the point locally where we have an administration that is listening and wants to listen, and is kind of actually actioning what they said they would do, which is good in terms of involving disabled people in decision-making. I think locally it is fair to say that there is no current unified and structured approach to that. My experience has been that often we are asked at very short notice to contribute to a consultation, or to be getting involved in some new programme that the local authority or the NHS and the CCGs are heading down and they want the input of disabled people in that. And that causes several problems. One is for organisations like ours, the days of when we were core funded by the local authority are long gone. Actually I wouldn't asked for those to come back, but what that core funding used to provide is some capacity to do that kind of work, whereas my role now as Chief Executive a lot of my time is spent to make sure the organisation is stable, sound and is developing new provisions that disabled people require. However, there was a time, and Jane will know this very well, the disability forum existed locally and I thought that was effective while it was funded, when it was funded with an actual officer, who is responsible for getting the views of disabled people, keeping the group working, but also kind of capacity building disabled people to have, to kind of have their say and their voices heard, I think at that point that worked really well. It fell off when the funding for that was removed and then we were kind of asked, well originally it was put out for tender and went to another organisation, it went to Hestia and then it came back to AoD with no funding, we were told it is something you should be doing. The reality is our organisations, we worked incredibly tight budgets, we have demands consistently outstripped the amount of capacity that we had to do things. And so, I guess that has been our experience. Piecemeal, as and when required, it requires organisations like ours to be an expert on everything at very short notice. Turn up and talk about -- could be housing, it could be poverty, it could be anything that the local authority is involved in. Myself, I am, I give as much time as I can to being engaged with local processes so I have for a long time been part of HealthWatch, but it is not really co-production, it is not

co-production at all I would say. We have got involved in things like the NHS procurement of wheelchair services which was really a chance that it happened because Jane was a lay member of the CCG and alerted me to what was going on. I gave my opinions of how I thought the wheelchair service should have been, what the problems were with it and that led to I would say a good model of involving disabled people as part of the procurement of the service from the design of the specification through the procurement process through to the appointment of the successful companies and now we are moving to a phase of monitoring that service and disabled people are going to be continuously involved in that. That was a good process that we went through but it is not something that happens systematically.

NEW SPEAKER: Jane: What was important was that at the very beginning there were workshops and Kamran was very influential in encouraging wheelchair users to turn up and that created a number of people willing to step back and be part of a focus group and what they told me is that they are listened to by the policy-makers and their advice was heeded and actioned on, which often doesn't happen, and I have been supporting this process.

NEW SPEAKER: Kamran. I would say that process in itself doesn't always create the perfect service. There are always problems but it creates much better services and services that meet the needs of those people who are eventually going to use them. So that has been a good practice model that we have used and it was picked up by NHS England and Tanni Grey-Thompson also took part in, and it came through a launch of that. Anything you want to add?

NEW SPEAKER: Sarah: The other contact and influence that we have is talking to local commissioners in health and the local authority, and talking to councillors, but that is often really dependent on the relationships that you build and it is dependent, I guess, on us pretty much always making the first move and there can be then really serious breaks and gaps when somebody leaves particularly we know that a lot of council officers are rather over burdened at the moment, so that can be an issue.

NEW SPEAKER: Kamran. I have always said for a long time what you need is some form of agreement with the third sector, with DPOs to say you are our partner in consultation, in consultative in coproduction, that doesn't exist. There used to be something that existed called the 'compact' , you might remember that, I was looking around and Sarah was looking around if compacts do still exist and I have a copy from Houslow that they have got one updated in 2016, so I will leave that one with you Kevin. So something that says that we make a genuine commitment and actually state how we are going to do this doesn't exist, so what happens is if you have a good relationship with commissioners, procurement officers you can have an influence. If you don't, that doesn't happen because there isn't a process behind?

NEW SPEAKER: And also, in the voluntary sector we talk to one another, and quite often you find that one organisation has sort of made friends with a particular commissioner and has had a really good experience and had a lot of influence as a result, and another organisation feels they have fallen out with a particular commissioner and then they feel they have been blanked and not listened to and therefore not being able to represent their members.

NEW SPEAKER: Jane: I was wondering if you could mention how you get to know the disabled people who influence the way we work.

NEW SPEAKER: Kamran: We were going to talk about some of the ideas behind what we might do. So, we have got a very vibrant peer support group or network that happens, so we get large numbers of disabled people on our site now weekly, engaging in a range of activities but we have access to a huge number of people that we can go and talk to regularly. We make sure that both our advocacy teams, our welfare benefits teams, employment teams are feeding back

some of the challenges that they are facing when they are supporting people but also things they are picking up from them in conversation, so that is how we currently do it. We don't have a structured capacity to do that other than making use of existing work that we are already doing. So the next question was really about ideas of how to involve local disabled residents in council borough current decision-making processes. Again, had a look around and we asked inclusion London if they were aware of any other boroughs where DPOs were actively engaged in co-production. They mentioned Tower Hamlets and there is the local DPO, called Local Voices, I guess it is similar to the disability forum, but far more structured and also funded by the local authorities and I will also send you the link to these. So they have been going and they set a yearly work programme, set by disabled people about what they want to talk to the borough about. But also, because it is an ongoing group of people, they obviously are able to capacity build those individuals. You mustn't underestimate it can be quite daunting for an individual to turn up to a meeting, to then be asked what is your opinion of this, because what you think about is what I do in my everyday life, not that strategic aspect of how that is structured. And that is the bit that needs development and capacity building and ongoing support.

So, ideally that is kind of one of our views of what it needs, some ongoing investment in something similar to Local Voices in this borough. But there are other opportunities as well, that exist and there are a number of organisations of disabled people, AoD but also others that we partner with like Mind and MENCAP, where we either had user involvement groups already in existence, we had support networks that could be leveraged. The other thought we were having was around almost, I haven't thought this through, like a part-time post that exists within a DPO, like AoD, that sole purpose is to capture the views through existing services like advocacy and structure them in a way that can then be fed into policy and decision-making processes with the borough to be attending the PAC meetings but to be going prepared with what is relevant to that agenda item, and it is often been leveled that when AoD goes to a PAC meeting, we might not say that much. The struggle I have and others have is you often get the agenda quite late, about a week late if you are lucky, and you have to formulate all your views on these very varied topics so you struggle with that sometimes. You are doing that in addition to your other tasks that you are doing running an organisation. That was one idea, to look at the local voices, you might want to invite them down to actually speak to you about what they do, how they have been successful and what they have learned.

CHAIR: Is Local Voices run by Real, the local DPO?

NEW SPEAKER: Kamran: Yes, they run it but it is funded by Tower Hamlets. I don't know if there is any questions at this stage.

NEW SPEAKER: Sarah: I guess just to cover what we were also asked about what capacity building we thought the DDPO sets needed, and I think they are quite straightforward, really, so for organisations there needs to be some capacity for policy work, some support whether it is support with or training on robust consultation methods, and there does need to be some kind of secretariat or administrative capacity and then for members, for residents, training for disabled people on the social model of disability, the Equalities Act and then the decision-making structures locally. I think, I know that there is always a concern that the voluntary sector is always coming asking for money, but I don't think it is about that, I think it is that we really need to understand that a resource is needed, that the idea that you can maintain constant input from local people without any capacity to support that, it is just not going to work. It is fantastic that you are all here and involved, but that is a tiny piece of work, you know you have a listening ear so people can see the point of being involved I think it really does take a lot of work to support an ongoing process.

I think the last point we had, we were asked specifically about co-production. I have read a lot about it, it sounds fantastic. But our experience of commissioning in this borough has really been quite poor. I suppose there is a concern from my point of view as how can you go from the level of commissioning that we have experienced to co-production in one step? As a fundraiser, to be honest, if you have your commissioning right I would be quite happy. We also just batted about some ideas about secondments back and forth between the DDPOs and the local authority and Health Authority.

NEW SPEAKER: Kamran: That was talked about when we had the direct payment support service, that was talked about then, but there was this fear of allowing, not from our side, from the local authority, social workers coming in and being based with us to see how we work and why we do the things the way we do it.

CHAIR: I'm conscious of time really. Does anyone have any questions?

NEW SPEAKER: You talked about co-production. Do you anticipate that actually that could draw more of your capacity that you don't have, even though we know it is a really good practice. How will it impact on you.

NEW SPEAKER: Sarah. I suppose the experience we had of the commissioning and I had to do a very rough calculation but over the last 5 years I would say we spent about 50,000 pounds being involved in commissioning processes that didn't lead to a contract award. Not just that we didn't get the contract, it is that nobody got it and there is a worry about co-production but not to say that we are against co-production at all.

NEW SPEAKER: That is the full element of it all. Any solutions you would like to spell out?

NEW SPEAKER: Kamran: It is worth looking at the way the Local Voices programme works in Tower Hamlets to see if it is one potential way of looking at consistent co-production locally. You have people who you can involve on a regular basis who can be part of that journey. I think the challenge for next year is how do you involve the wider disabled people's community and that might be the challenge that you then put out to the sector but to the local DPO to say: We have done this activity, how will you make sure that the wider population is feeding into that?

CHAIR: To avoid what Tom was describing as a talking shop none of us want, we are also wanting to pilot a couple of co-production exercises. For example the Council is about to develop a housing strategy for disabled people and at the moment, the new guy in post, there is nothing already done, no work already done. And it might well be that that might be one of are pilots because what was effectively a blank sheet of paper. There is an opportunity to really get disabled invited, and Mike who had to leave is going to be leading on that for the commission with the new guy David Burnes, so I think you are right, I think it was you Sarah, lots of people talk about co-production but really when you start to unpick it, people start to get very confused about what it means and some people think it is about involving disabled people at some point just to launch the new policy or service.

NEW SPEAKER: Kamran: I think people don't even understand what true consultation is.

CHAIR: We are going to try to define as part of our work Hammersmith and Fulham focus definition of co-production that is understandable for everyone, not just disabled people.

NEW SPEAKER: Sarah: If you look at the compact, it was a brilliant document by Hounslow, you don't need to invent everything.

CHAIR: I'm thinking if anyone because of time, anyone has any questions, we can send them to you.

NEW SPEAKER: Kamran: We did start writing it down but ran out of time, but we will, what we

were reading on and referring to now, we started to write that but we will finish it off and send it through to you Kevin.

NEW SPEAKER: Jane: Could I ask whether the Hounslow compact mentions working with disabled people?

NEW SPEAKER: Sarah: It is broader than that.

NEW SPEAKER: Kamran: It is a contract with the sector rather than just disabled people's organisations. If it doesn't, it should.

NEW SPEAKER: Jane: I wondered if they mentioned it anywhere even in passing.

NEW SPEAKER: Sarah: I haven't checked.

CHAIR: We can look into it, Jane thank you. Next item is what will success look like. If you remember right back to our first meeting, Jane and said it was important for the Commission to set out what we think success looks like at the end of our time together. Kevin has produced a short document set out in the papers. It is draft, but trying to keep the success measures really practical. I wonder what people think about it.

NEW SPEAKER: Jane: I was wondering if commissioners wanted to reflect on what we learn from Tom in this.

NEW SPEAKER: I was going to say that in light of what Tom said, if the survey is proving difficult to compile, should we be going down the route of carrying out some very in depth qualitative interviews?

CHAIR: We could do, what I am aware of is that there is quite a lot of money spent on finding that support, buying in that support.

NEW SPEAKER: What is our budget, do we have a budget for it?

CHAIR: We do, that probably would not allow for that level of interviewing. I think, I expect, I could work out when he said how late into them getting started the interviews were, bearing in mind that we are planning our public event for spring, March April time, and whether or not that feels too late. I am not sure that it does. But I'm also conscious that we have got Christmas to get out of the way, so you can knock out like 2 or 3 weeks around that time.

CHAIR: I think there is quite a lot of work that is going to go into planning those, so I did have a question around is there anyone round the commission that would like to Kevin and me get that planning done?

NEW SPEAKER: Jane: I am happy to help.

CHAIR: To be honest, it is not that it is one person and one person only, I would expect that all of us would be involved in the running of those events. But it would be very useful if a couple of people were to volunteer themselves to assist Kevin, because obviously Kevin is only part-time, to get that planning done if we are going to try to bring it forward a bit earlier. So Tricia, you had your hand up I notice. Jane, Victoria, great. That is going to take a bit of work getting that done if we are going to try to go for end of February, March time. I think we still continue getting the survey done.

NEW SPEAKER: I think it is about getting clarity on the survey so when people are asked to do it they know why they are doing it and the questions are not phrased in a way that will scare people are put them off.

CHAIR: In terms of the success measures, though, what do people think about that as a document? Do they feel practical enough? Do they feel realistic? Bearing in mind that we have 15 months in which to achieve them?

NEW SPEAKER: Can I make a comment on one of those, 4.1. Commitment for the 2018 council manifesto. I think the terminology, there won't be a council manifesto, there will be a party

manifesto, so what you really want, I am sure you will want to get issues into a Labour Party manifesto, but that is not something to put here, because it is a success measure post 2018, so I think you want it in 2018 council corporate plan, whatever terminology you use, manifesto is the wrong word.

NEW SPEAKER: Jane: Could I ask whether Kevin has already got the draft policy executive summary? Maybe we could look at it tomorrow.

CHAIR: It is going to be circulated, he was saying it is absolutely fine for individuals to respond to it but in their own right, but I did check there isn't an accessible format available at this point, and there isn't any easy-read version. I am not sure they are going to be able to do something like that by what he suggested the deadline of 5 January.

CHAIR: It is the executive summary of the poverty and worklessness commission report. Okay, do you think there is anything missing from this, from the success measures? I think the idea is that we have at the end of our 15 months a set of, a co-production strategy that the council is committed to embedding, well the borough is committed to embedding in all of its decision-making mechanisms, processes. That is quite an ambition.

NEW SPEAKER: Kevin: A checklist so we can check everything off.

CHAIR: What do you think about this Vivienne?

NEW SPEAKER: Vivienne: I am loathe to add anything, because it makes it more difficult. I suppose it is not interactive, it is about what you will have achieved and the handing over to the council, not saying: And the Council actually did XYZ. That is another discussion.

CHAIR: It is a very good point and it, I suppose it is kind of implicit in the idea that the Council, the borough has an ongoing commitment to working in partnership with...

NEW SPEAKER: The problem we had, and this came at in sessions we had about this, is that you want something that measures success at the end of 2018. There won't be outcome from the commission's work in 2018, it will be further down the line, so how can you make a success at the end of the Commission's lifespan. And it is about process.

NEW SPEAKER: Kevin. Do we agree it is as it is and I make the amendment to the manifesto?

CHAIR: I am not hearing any additional comments but I think if anyone does have anything, then please let us know.

Next item is the DPC website, web page content. So we talked a bit last time about what we would like to see up on the website, very keen for lots of people to know more about who we are as a commission, what we all look like, now that we had our photos taken; also I don't know if Kevin, have you emailed people about writing short 2 piece sentences about who we are as individual commissioners, short biographies?

NEW SPEAKER: Kevin: I thought I would wait until after the meeting and get the photos taken and then I will email everybody a link to one of the other commissions, and you can see there is just a photograph and a paragraph from each person on their background and that gives a sense of how the Commission is made up. I think it is really powerful in its own just having 10 disabled people who are actively involved in change.

CHAIR: Then also, I think it is fine to put our terms of reference up. We had a conversation briefly about minutes from our meeting and there wasn't any, I think we were all keen that we want to be as transparent as possible. I think an issue has been raised by officers about how we manage any conversations that are either sensitive or confidential and I would imagine we would just leave I suppose sections out or find a different way of describing them that didn't give as much detail. So I'm quite happy.

NEW SPEAKER: I think some people don't want their names to be on there, maybe we could

consult with the commissioners and say do you feel comfortable with that, then you can put it on there but if you don't, keep it off.

CHAIR: That is a really good point. When the minutes get sent round after each meeting, that is an opportunity, at least one opportunity to say oh, I would rather if this is going to be a public document that those comments were not included or that my name isn't mentioned, so that is right, Ali. But are people happy with that as a starter in terms of photos, short biographies, terms of reference, minutes of the meetings?

NEW SPEAKER: I'm happy with that.

NEW SPEAKER: Is a short biography, is that something we have to supply by certain time?

NEW SPEAKER: We can write it ourselves. If anyone needs support to do that...

NEW SPEAKER: It is just the deadline that you want it by.

CHAIR: I don't know. What feels do-able by the next meeting? 1 February.

NEW SPEAKER: Sent to you via email.

NEW SPEAKER: Kevin: I will be emailing everyone anyway in the next couple of, beginning of next week.

CHAIR: If people can get them to Kevin sooner great, the sooner we can get the stuff up.

NEW SPEAKER: Jane: I don't think we should leave it till 1 February, could we have something like 15 January? Kevin could you come up with a date?

NEW SPEAKER: Kevin: I would rather send everything, because there is a council officer that puts the content on the website so I would rather send them everything in one go rather than keep bothering them with another picture.

NEW SPEAKER: It is only a paragraph we have to write.

CHAIR: Is that perfectly do-able for people?

NEW SPEAKER: Jane: How many words do you need?

CHAIR: Hundred.

NEW SPEAKER: If you write too much, it can all ways be edited.

NEW SPEAKER: If you look at the link that Kevin will give you, probably to the Equality Commission, you will get an idea of the brevity of the biogs that they put on, and I think they are probably a good example.

CHAIR: I imagine, if Mike is going to be working specifically leading on housing, it might be from time to time that he writes a specific update on particular issues we are covering. I don't know, I should know this, I should know the Council website inside and out but for example is there an opportunity to write a blog post, there may well be, that might be something else we want to think about, but let's get those biogs done first. Victoria is there anything you want to add, I know you and Kevin had a meeting with the media person?

NEW SPEAKER: Victoria. He asked us to explain what the commission was, what it is. I said to him that from our point of view 2 key points that we needed to get support with publicity were when we hold the public consultations we let the world know that we are holding them. And also, at the end when we publish our interim report, we make our findings known as quickly as possible and publish our final report that needs to be advertised as well. So we then put together and make it known to local papers through the press, BBC London, that we are here. I have been in touch with somebody I know called Fiona Anderson, a freelance journalist, she is now a freelancer, and she has done some writing for Action on Disability. She wrote a review this summer. She has a very eloquent style of writing and I have asked her and she agrees if we want her to, to write an article about the Commission which we are going to offer to local papers if we want to. I would be able to write it myself but it would have more authority by

someone outside the Commission, so if you are interested in that idea, I can put you in touch with Fiona. Local papers are very short of staff these days, and have very few resources and if we can offer them an article for free, they might be quite happy to pick up with it.

CHAIR: Good idea.

NEW SPEAKER: Victoria: And she will do it free as well, doesn't expect payment. So if you would like me to do that with her?

CHAIR: The more publicity we can get about what we are doing, the more we are likely to draw a wider group of disabled people together.

NEW SPEAKER: Victoria: There is 2 ways the article could be framed: It could be a straightforward news article saying the consultation is coming up that involves - or you could who it as a feature, for example she could maybe write a profile of the commission but then including articles and details of consultation events as well. We can talk about the detail of this when we have a chance.

CHAIR: All right. That sounds very useful....

NEW SPEAKER: Work plan. Just this point wanting to sign it off, quite keen to get that up on the website too.

NEW SPEAKER: Jane: The only thing I have to say is whether, I know you said finances were a problem, but I was quite attracted to the idea of the interviewing done with disabled people in the borough, we may not be able to manage 104, but I think it might be worth exploring whether there would be, I was conscious of what we are trying to do might be slightly different from the poverty worklessness committee. We are doing something slightly different. So, we need time to think through, that is why I want to read their report, to get my head round.

CHAIR: There is money, I think we have to think about...

NEW SPEAKER: Jane: Take a deep breath. So could we put in the relevant information the possibility that we might need to interview some disabled people in depth to get a feel for what we need?

CHAIR: Yes, that is fine. With that addition, are people happy to sign off the work plan.

NEW SPEAKER: Kevin: I got in contact with DeafPLUS because we had a discussion at the last meeting about the capacity of DeafPLUS and they have a new worker and they have given us dates of 5 and 12 January for us to meet with them to talk about the capacity and to be involved.

NEW SPEAKER: Is that DeafPLUS in Hammersmith?

NEW SPEAKER: Kevin: 5 or 12 January.

NEW SPEAKER: I heard they closed down.

NEW SPEAKER: They have a worker now, a new worker.

NEW SPEAKER: Jane: I looked them up. They have an office in Ealing.

NEW SPEAKER: I was there a few months ago and I talked to them, they said they couldn't help me and I needed a CV and they had funding issues, and they were closed down.

NEW SPEAKER: Kevin: I have been in touch with them in the last week, they have sent me the dates and they sent me the name of the worker so I need to set up a meeting with them. Either 5 or 12 January, so if anyone wants to come to that meeting, please let me know.

NEW SPEAKER: I would like to come.

NEW SPEAKER: And we can all go together.

CHAIR: Ali, we will have to stop the meeting. So next meeting is 1 February here. I am away for the whole of January.

NEW SPEAKER: Jane: Welcome back in February.
