

**Mobility and Access Committee for Scotland (MACS)
Main Committee meeting**

**Minutes of meeting held on Tuesday 24 April 2018
Conference Room 2, Victoria Quay Edinburgh**

Present:

Naghat Ahmed (NA)
Linda Bamford, Convener (LB)
Audrey Birt (AB)
Marsali Craig (MC)
Joanne Fairweather (JF)
Anne Findlay (AF)
Sheila Fletcher (SF)
David Hunter (DH)
George Mowat-Brown (G M-B)
Hussein Patwa (HP)
Keith Robertson (KR)
Hilary Stubbs (HS)
Fraser Sutherland (FS)
Michael Tornow (MT)
John Whitfield (JW)

Secretariat:

Aga Lysak (AL) – MACS Secretary
Karl Zaczek (KZ) - Transport Accessibility Policy Manager
Karen Armstrong (KA) – MACS Deputy Sponsor
Jillian Gilchrist (JG) – MACS Assistant Secretary
Mark Hoskins (MH) – Accessibility Team

In attendance:

Paul Ruffles (PR) – Sustrans Scotland
Karen Furey (KF) – Active Travel, Transport Scotland
Alison Franks (AF) - DfT

Agenda Item 1. Welcome and Apologies

1.1 The Convener welcomed all attendees, especially the two new members of the MACS Committee – NA and AB and the two new members of the Accessibility Team – KA and MH. She invited everyone to introduce themselves.

1.2 There were no apologies.

Agenda Item 2. Paul Ruffles, Sustrans Scotland – Improving Accessible Travel

2.1 PR from Sustrans Scotland¹ gave a presentation on the work the charity does to create better places for walking and cycling in Scotland and promote active travel for every day journeys.

2.2 He explained that Sustrans is working with the Scottish Government to help deliver a happier, healthier commute under the Programme for Government. He gave an overview of the increased investments in active travel, in light of the doubling the active travel budget in the Programme for Government for 2018-2021, from £40m to £80m.

2.3 Sustrans is working together with various delivery partners, such as: Living Streets, Cycling Scotland, Paths for All, and the Energy Saving Trust Scotland to build an Active Nation with walking and cycling as an option of every day commuting.

Their main priorities are to:

- create healthier, friendlier and safer travel for everyone, including older and less mobile residents
- promote active travel to tackle transport poverty and create more economically vibrant town centres
- promote electric bicycles as a way of combatting pollution and encouraging people with mobility issues to travel actively.

2.4 PR confirmed that Sustrans is a partnership organisation and mainly works with local authorities. However they are actively seeking new partners and created an Active Travel Delivery Partnership with other charities in order to synchronise activities for greater benefits.

2.5 HP asked about joint work with transport operators of all modes of transport and raised the issues disabled people have when changing from one mode of transport to another. Both PR and KF confirmed that they work holistically to ensure that intermodal changes are accessible for people with disabilities.

2.5a KF also confirmed that the Active Travel Team constantly works at both strategic and local level with colleagues across Transport Scotland to ensure that the decisions are integrated and intermodal journeys are as smooth as possible. An example of the above is encouraging operators to accept bikes on buses.

2.6 PR spoke about the Community Link funding, which is match funded. It is anticipated that around 300 projects will be supported next year. Local Authorities are mainly applying, but other partners and community groups are also eligible. Sustrans is undertaking a study to identify barriers stopping others from applying.

2.7 PR also explained that Community Links Plus provide funding for much larger projects and currently there is six projects on-going: two in Glasgow, two in Edinburgh, one in Stirling and one in Inverness. It was also pointed out that some projects on the National Cycle Network are very attractive for tourist and can generate revenue.

¹ <https://www.sustrans.org.uk/scotland>

2.8 It was pointed out that accessibility should be embedded at the conceptual stage of all projects and all parties involved should be aware of the Equality Act 2010. A question was asked in relation to how Sustrans encourages people with disabilities to travel actively and PR agreed to provide more detailed information to the Committee.

Action Point 1: PR to provide MACS with detailed explanation how Sustrans encourages people with disabilities to travel actively.

2.9 An overview of walking and cycling produced by National Institute for Health and Care Excellence (NICE)² was pointed out as worthy guidance on tactile pavement.

2.10 It was noted that although electric bikes could significantly benefit people with limited mobility, their cost causes a barrier for most disabled people. KF confirmed that the proposal for spending of the increased budget for active travel has not yet been finalised and there is a possibility that the costs of either purchasing electric bikes or converting bikes into electric could be subsidised by the Government.

2.11 Further questions were taken over lunch and members were invited to approach the guest directly. KF can be contacted at Karen.Furey@transport.gov.scot and Paul Ruffles at Paul.Ruffles@sustrans.org.uk.

Agenda Item 3. Minutes of the previous meeting, matters arising and action points

3.1 It was noted that the minutes of the committee meeting held on 23 January were agreed electronically. No matters arose from the previous meeting that were not to be considered as part of the action points.

3.2 The Committee expressed its frustration on the lack of progress on the review of the Inclusive Mobility document (2.4b). KZ confirmed that DfT has commissioned a research to establish areas required to be updated within the document. It was agreed that KZ would discuss the matter again with DfT during his visit in London on 10 May 2018 and provide an update to the Committee.

Action Point 2: KZ to give further update to MACS on the progress on the Inclusive Mobility Document review, following his meeting in London.

3.2a KR confirmed that the Good Practice Guide was going to be updated shortly and if DfT not have made any substantial improvements by July 2018, there was a possibility that the Guide could be added to Inclusive Mobility document, principally from the Scottish government building standards and an additional section on technological aids, and become the Inclusive Mobility Document for Scotland.

² <https://pathways.nice.org.uk/pathways/walking-and-cycling#content=view-node%3Anodes-ensuring-all-relevant-policies-and-plans-consider-walking-and-cycling>

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3.3 KR provided clarification on Scottish government building standards and architectural and planning services and explained the difference between planning and architectural services and Scottish government building standards.

3.4 It was noted that Stagecoach is launching the new accessible coach in the near future in Dunfermline and have invited the Minister to attend. It was agreed that, as MACS had been involved in assessing the vehicle's accessibility last year, it should be represented at the launch. Sheila Fletcher agreed to attend given her previous involvement.

3.5 All action points from the January 2018 MACS Committee Meeting have been completed, with the exception to Action Points 4 and 5, which are being progressed by KZ.

3.5a it was noted that action points 10 and 11 have been both completed. AL explained the purpose of the Share Point platform and provided login-in instructions. Members have been invited to approach AL directly to resolve individual issues.

3.5b The site was assessed as accessible by HP, however MT identified some issues with the compatibility with a screen reader. He was invited to liaise with AL directly to solve the problem.

3.5c It was pointed out that receiving emails advising of activity on the site would be beneficial and prompt people to visit the platform. AL agreed to explore the possibility of setting up email notifications.

Action Point 3: AL to explore the possibility of setting up email notifications advising of activities on the Share Point site.

3.5d It was agreed to pilot this new method of communication before the next meeting and provide feedback to AL.

Action Point 4: Members to provide feedback on the Share Point Site by the end of September to AL.
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Agenda Item 4. Members Update on External Engagements

4.1 The Convener reminded members that this session was not a full rehash of the external briefing reports but an opportunity for members to raise any particular questions or for the report authors to add any supplementary information. An additional paper was noted from KR, which would be discussed under Agenda Item 6.

4.2 Paper 4a – Joanne's meeting with Mark Whitelock of Stagecoach - SF expressed her concerns at the mention of using smart technology rather than on board signs and verbal announcements. She confirmed that the DfT's position is to provide fully accessible information, in audio and visual format and not to limit it to

smart technology only. It was noted that Robert Johnson of DfT would be holding consultation events on that subject between mid-July and early August.

4.3 Paper 4b – The response to the consultation on loneliness and social isolation coordinated by SF was finalised and awaiting Ministerial clearance before submitting. The deadline for submission is 27 April 2018.

4.4 Paper 4c referred to Marsali's attendance at UNCRPD conference. It was noted that some clarification is required on who is responsible for monitoring progress towards improving accessibility for disabled people and what action should be taken to improve enforcement. SF mentioned it would be good to form stronger link with EHRC - Scotland, and LB confirmed that they could be invited to the next Development Day in August.

4.5 Paper 4d reported on the SRAF meeting from 14 March - HP confirmed that MACS attendance at the Forum enabled the Committee to form helpful links with stakeholders and progress with MACS work. Some issues regarding availability of accessible toilets at stations have been raised and it was decided that the Rail Workstream would consider how to tackle them.

4.6 Paper 4e – Transport Scotland Bus Stakeholders Group – SF confirmed that Transport Bill is progressing, however some concerns were expressed regarding consultation with disabled people, especially from small community groups.

4.7 Paper 4f – Rail Delivery Group – HP confirmed the work in progress, and that MACS had established a strong position to give their views at strategic level.

Agenda Item 5. Convener Update

5.1 The Convener provided an update on her work in the last quarter:

5.2 Meeting with the Minister on 22 February 2018:

- The Minister expressed his appreciation for the work of the Committee.
- He accepted the invitation to attend MACS Committee meeting in October 2018.
- It was agreed that the Minister should be sighted on all responses to consultations produced by the Committee and he offered to discuss them, particularly those that would benefit from the Ministers broader insights.
- He acknowledged that MACS deals with a variety of cross cutting issues and suggested a meeting with Ministers for Communities, Social Security and Equality, the Minister for Public Health and Sport and the Minister for Local Government and Housing and the Minister for Employability. It was confirmed that the Secretariat is progressing the arrangements.
- Issues around rail accessibility were discussed and the Minister agreed to undertake a rail journey with the members of the Centre for Inclusive Living Perth and Kinross (Access Panel).. It was confirmed that when booking, passenger assist would not be alerted that the Minister was also travelling to create the opportunity to identify and experience the difficulties disabled people face when travelling by train. This would also allow for identification of

existing good practice. The Secretariat is in the process of arranging a suitable date.

- The next meeting with the Minister will take place in June and if members have any points to be raised, they should notify LB by 16 May.

Action Point 5: Members to advise LB of any points to be discussed with the Minister by 16 May.

5.3 Draft Recommendations for the Annual Report – it was highlighted that the new recommendations would be more strategic and sit above the workplans, which are reviewed frequently by workstreams' leads. Any comments and suggestions for alterations should be emailed to LB by 30 April.

Action point 6: Members to provide comments on the recommendations for Annual Report to LB by 30 April.

5.3a Concerns were expressed about the ability to strike the right balance between strategic and more detailed approach to external engagements. It was agreed that the issue should be discussed at the next Development Day to clarify the level of external engagement for members. It was also confirmed that networking was an important part of the Committee's and allowed giving expert advice and promoting/influencing best practice. Hence, it was agreed that that relationships that were fruitful and beneficial in and assisting the Committee to achieve its objectives, should be maintained.

5.3b Some suggested changes to the recommendations were mentioned to ensure that they apply to all modes of transport, including a reference to smart ticketing.

Agenda Item 6. Secretariat Update

6.1 It was confirmed that KZ is continuing to work with DfT on improving accessibility for disabled people and exchanging information and good practice. An example of the above could be:

- a study in Blackpool, taking place at the beginning of May, organised with Stephen Brookes, to assess the award winning bus services
- work with Police Scotland and Edinburgh City Council on the Hate Crime Charter.

6.2 It was noted that Disability Equality Scotland are engaging with local Access Panels who are best placed to be involved locally in many areas of work where MACS had been previously engaged. A meeting between Transport Scotland Accessibility Team and MACS members on 25 April 2018 could provide a good opportunity to discuss the opportunities for local panels to engage and ensure any duplication is avoided. The overarching aim of the meeting was to discuss how to take forward the implementation of the Accessible Travel Framework and identify any blockage before the main meeting with all parties involved on 14 May 2018.

6.3 Following up from the action point of the last Steering Group meeting in March, it was agreed that as converting all documents into Easy Read might not be feasible, all papers should be clear, concise, relevant and written in plain English.

Agenda Item 7. Workstream' Leads Update on Priorities for the Next Reporting Period

7.1 Bus and Community Transport – SF

7.1a SF reported that some MACS Members had taken the opportunity to see the “Quantum” system for securing wheelchairs on Lothian sightseeing bus and reported the benefits of this system. It was assessed as evidence of good practice.

7.1b It was agreed that workstream’s members should attend the new stagecoach launch.

7.1c The increased work regarding the Transport Bill was noted. Concerns have been expressed over the quality partnerships and the funding available to LAs.

7.1d Progress on the taxi accessibility work package, led by SATA, was noted.

7.1e Edinburgh tram extension had been briefly discussed. It was agreed that MACS involvement should limit to the initial input at a strategic level, recognising that the local Access Panels should carry out the more detailed work. However, members expressed their concerns relating to the accessibility of the infrastructure allowing getting to the tram stops as well as concerns to promote that the extension of the tramline will not have impact on the number of buses available.

7.1f Concerns were also noted regarding the lack of security checks and disability awareness training for Uber and Gett drivers.

7.2 Ferries and Airports – HS

7.2a HS confirmed that the new accessibility toolkit for ferry terminals had been finalised and sent to ferries unit for onward circulation to all relevant stakeholders.

7.2b HS was invited to the opening of new Accessible Purpose Build Ferry Terminal in Brodick, which is the first ferry terminal with changing place facilities. AF requested a copy of the paper to share.

Action Point 7: Secretariat to send a copy of the Accessibility Toolkit on Ferry Terminals to AF.

7.2c HS confirmed that the Ferries Access fund has approved funding for changing places in Ullapool & Barra.

7.2d One specific area of focus for the next reporting period is to work more with airports.

7.3 Planning and Strategy – DH

7.3a It was noted that MACS has produced a significant number of responses to consultations and briefings recently. It was suggested that in order to plan effectively, the Policy Teams could alert MACS of any potential travel accessibility related consultations likely to be launched. This could be included in the Secretariat Update paper.

Action Point 8: Secretariat to ask Policy Teams to include in their contributions to the Secretariat Update information on any potential consultations which might be of interest to MACS.

7.3b Low emission zones were highlighted as an area of focus for MACS. The Scottish Government is committed to start introducing low emission zones in four urban areas, starting with Glasgow. It had been proposed that disabled people should be exempt from these zones, and it was agreed that Roads and Active Travel Workstream should continue to exploring the issue and report back to the Committee.

Action Point 9: KR to keep a watching brief on the introduction of the low emission zones and the exemption for the blue badge holders and report back to the committee. This should be added to the Roads, Infrastructure and Active Travel Work Plan for 2018/19,

7.3c Discussions about Motability governance and ways of addressing Scottish needs took place. It was agreed that further discussions would take place at the workstream leads meetings and the main committee updates as appropriate.

7.3d DH encouraged members to feedback to P&S workstream's leads any comments of potential work worth undertaking.

7.4 Rail – HP & MC

7.4a HP informed that there had been a positive outcome at the Infrastructure and Accessibility conference, with the Minister stating that accessibility should be considered at the conceptual stage and incorporated in all his speeches.

7.4b Priorities for the next quarter:

- familiarisation with the new high speed trains and refurbished trains
- continuation to draw concerns around over-crowding trains
- Liaison with ScotRail to present personal case studies to managers of different processes to enhance to awareness of accessibility needs at the conceptual stage.

7.5 Roads, Infrastructure and Active Travel – KR

7.5a KR expressed his concerns for the Scottish aspect of the Motability scheme and agreed to contact the Accessibility Team to discuss the issue in detail.

7.5b KR confirmed that the work on the A96 project had not been taken forward, however KR and HS will meet with John MacIntyre to progress matters.

7.5c A meeting will be set up with Laurence Kenny to discuss electric vehicles, following on from the work started with Bob Benson.

7.5d KR confirmed that the next Workstreams' Leads meeting will take place on 26 May in Victoria Quay.

7.5e KR stated that MACS was advocating for moving away from negative terminology of *Shared Space* and promote the more positive language of *Inclusive Street Design*.

Agenda Item 8. AOB

8.1 JG asked if members were interested in attending the *Supporting People with Communication Needs* conference on 26 June to let her know by Monday the 30 April.

Action Point 10: Members to advise JG by 30 April if they wish to attend the *Supporting People with Communication Needs* conference on 26 June.

8.2 JG updated members of the changes to processing expenses procedure allowing establishment of consistency in payments. She asked members to confirm to her if the payments received reflected the amount marked on the form. MT asked for his payslips to be sent electronically.

Action Point 11: JG to arrange to have MT's payslip sent electronically.

8.3 The new logo was approved, subject to changing the strap line to: *Advising Scottish Ministers on Accessible Travel*. It was agreed that the prototype should be sent to the Comms Team as a base for production of the professional logo.

Action Point 12: AL to send the logo prototype to the Comms team.

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Action Points from meeting held on 23 January 2018

Action point no	Minute ref	Action	Update	Follow up required
4	8.3	KZ to enquire about the progress of the new DfT guidance on tactile surface.	In progress	The guidance on tactile paving is the responsibility of the Department for Transport. Their consultation on interim changes was concluded ³ and as the GOV.UK website states, a later consultation on their Accessibility Action Plan was undertaken. Further announcements may be made in the forthcoming DfT strategy on inclusive travel. Alison Franks from DfT, who has responsibility for this strategy, will be present at the MACS meeting. MACS will have been engaged in DfT work through DPTAC and the secretariat stands ready to make any further enquiry.

Action Points from meeting held on 24 April 2018

Action point no	Minute ref	Action	Update	Follow up required
1	2.7	PR to provide MACS with detailed explanation how Sustrans encourages people with disabilities to travel	Complete	Karen Furey of Transport Scotland Active Travel Team will attend the next

³ <https://www.gov.uk/government/consultations/changes-to-guidance-on-the-use-of-tactile-paving-surfaces>

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Action point no	Minute ref	Action	Update	Follow up required
		actively.		Leads' Meeting on 21 August. MACS involvement in Active Travel Task Force Report, published in June 2018, will be discussed and its 18 recommendations under four themes to ensure accessibility is at the core.
2	3.2	KZ to give further update on the progress on the Inclusive Mobility Document review, following meeting in London.	Complete	Transport Research Laboratory are still working on their final report, but it is expected to be finalised by the end of July. DfT promised to share the final draft with TS, and if (as expected) the report recommends further areas of research before updating the guidance, collaborative approach will be taken into account.
3	3.5c	AL to explore the possibility of setting up email notifications advising of activities on the Share Point site.	Completed	
4	3.5d	Members to provide feedback on the Share Point Site by the end of September to AL.	In progress	
5	5.2	Members to advise LB of any points to be discussed with the Minister by 16 May.	Completed	
6	5.3	Members to provide comments on the recommendations for Annual Report to be sent to LB by 30 April.	Completed	
7	7.2b	Secretariat to send a copy of the Accessibility Toolkit on Ferry Terminals to AF.	Completed	

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Action point no	Minute ref	Action	Update	Follow up required
8	7.3a	Secretariat to ask Policy Teams to include in their contributions to the Secretariat Update information on any potential consultations, which might be of interest to MACS.	Completed	
9	7.3b	KR to keep a watching brief on the introduction of the low emission zones and the exemption of blue badge holders and add this to the Roads, Infrastructure and Active Travel Work plan.	Completed	
10	8.1	Members to advise JG by 30 April if they wish to attend the <i>Supporting People with Communication Needs</i> conference on 26 June.	Completed	
11	8.2	JG to arrange to have MT's payslip sent electronically.	Completed	
12	8.3	AL to send the logo prototype to the Comms team.	Completed	

Secretariat
24 July 2018