

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

**Minutes of meeting held on Tuesday 23 October 2018
Conference Room 2, Victoria Quay Edinburgh**

Present:

Naghat Ahmed
Linda Bamford, Convener
Audrey Birt
Marsali Craig
Joanne Fairweather
Anne Findlay
Sheila Fletcher
David Hunter
George Mowat-Brown
Hussein Patwa
Keith Robertson
Hilary Stubbs
Fraser Sutherland
Michael Tornow
John Whitfield

Secretariat:

Karen Armstrong – Sponsor Team
Robert Wyllie – Sponsor Team
Douglas Adams - Secretariat
Aga Lysak – Secretariat

In attendance:

Kerry-Ann Wallace, Accessibility and Inclusion Manager, CalMac – for
Agenda item 5
Claire Smith, Sponsor Team – for Agenda item 5.5

Agenda Item 1. Welcome and Apologies

1.1 The Convener welcomed all attendees, especially Audrey Birt, after her post-surgical recovery and thanked her for continuous written contributions.

1.2 She noted that Background Reading paper 6a1 should be named Background Reading 6e1, as it was related to the Lead's Update from Roads, Infrastructure and Active Travel Workstream, delivered by Keith Robertson under Agenda Item 6e.

1.3 The Convener noted that the format of the agenda had changed, with no need for external reports by members to be tabled at the meeting as key elements had been picked up by the Leads and incorporated within their Workstream Lead's update.

The afternoon session of the meeting would focus on the work progress achieved by each workstream (with updated briefing papers previously circulated) and today's further update delivered by Workstream Leads focussing on key issues. The objective of this new structure was to enable a more strategic and cross-issues approach to be implemented and also to allow more time for discussions, debate and decision-making within the meeting.

She also asked for the lunch break to be shortened by 10 minutes to allow Claire Smith, the MACS sponsor, to give an update on the Adverse Weather Charter, which MACS had contributed to.

1.4 For the purpose of orientation and accessibility, all attendees were invited to introduce themselves.

1.5 No apologies were noted.

Agenda Item 2. Minutes of the previous meeting, matters arising and action points

2.1 The minutes of the previous meeting of 24 July 2018 were agreed as a true record with the exception of paragraph 5c. The Convener requested an amendment to the current wording in the first sentence of the second paragraph to:

"This led to a discussion about services available at airports for disabled people with members providing examples of good practice".

2.2 No matters arose from the previous meeting that were not to be considered as part of the action points.

2.3 It was agreed that action points 6,7,and 8 from the July 2018 Main Committee meeting have been completed and as such action points 1-5 were addressed:

2.3a Action Point 1 - Keith Robertson confirmed he was due to meet Karl Zaczek the following day to discuss the progress on the update of the Inclusive Mobility Document, and to decide on future steps. He reiterated that more research is required and agreed to pursue the issue under the Roads, Infrastructure and Active Travel Workstream. It was agreed that MACS should continue pushing for the updating of the document, as the current version is very out-of-date and there are many areas not previously considered, e.g. electric vehicles or digital communication.

A decision was made that this document, as well as future engagements with the Disabled Persons Transport Advisory Committee (DPTAC), should be discussed at the next Leads meeting. This would enable a decision to be made on the most effective ways to feed in MACS' views on the urgency of the document update. It was agreed to close the action point from the agenda and transfer any follow up activities to progress this issue to the Roads, Infrastructure and Active Travel Workstream.

2.3b Action Point 2 – Karen Armstrong confirmed that the Cabinet Secretary for Transport, Infrastructure and Connectivity had issued a letter to Local Authorities' CEOs highlighting the need for conducting Equality Impact Assessments (EqIAs) with involvement from disabled people. However, members expressed their concerns about the feasibility of implementing this principle in practice. It was agreed that MACS members should continue to raise awareness of the importance of meaningful equality impact assessments with all stakeholders they engage with (including Ministers) and confirm the benefits of involving disabled people (utilising their lived experience) and/or their representatives to ensure these assessments were meaningful.

It was highlighted that MACS advocate for a high quality, standard criteria being provided to Local Authorities for EqIAs and also that Local Authorities were offered support to ensure meaningful assessments and robust compliance. It was suggested that a list of principal stakeholders should be produced by the Secretariat, with a contribution from the Convener.

Action Point 1 – Linda Bamford to provide a list of the 40 access panels in Scotland that can be accessed by all committee members when discussing EqlAs or for signposting other organisations.

Action Point 2 - Secretariat to collate a list of principal stakeholders that can be provided to Local Authorities to assist them in carrying out EqlAs.

2.3c A discussion took place on the importance of protected characteristics and the importance of not becoming focussed on any particular disability, but ensuring all disabilities were considered in all plans, actions and policies. Karen Armstrong offered to invite Paul Tyrer, the Scottish Government Head of Social Justice Strategy Unit, to the January 2019 or April 2019 MACS committee meeting to discuss the Fairer Scotland Action Plan. She stated that he would be able to provide some information on what is working well so far and highlight some inefficiencies, which have been observed.

Action Point 3: Karen Armstrong to invite Paul Tyrer, the Scottish Government Head of Social Justice Strategy Unit, to the MACS January 2019 or April 2019 committee meeting.

2.3d Action Point 3 – Karen Armstrong confirmed that the next available year to bid for a themed year is 2023. It was agreed that she would continue working on securing this year themed around Equality/Inclusion, rather than Accessibility. She agreed to keep the committee updated if there was any progress.

Action Point 4: Karen Armstrong to liaise with Scottish Government colleagues to try to reserve year 2023 as the Equality Themed Year. Karen to update the committee on progress.

2.3e Action Point 4 – Karen Armstrong clarified that she had been informed that all trains have wheelchair spaces, with the exception of the Mark 11 trains operating on the Fife Circle. She confirmed that inaccessible trains with no wheelchair facilities are clearly indicated on the ScotRail website so that passengers can make an informed decision about their travel. Hussein Patwa suggested that this matter should be pursued with the ScotRail Accessibility and Inclusion Manager to ensure that an alternative method of travel is available for disabled travellers unable to use these trains.

Action Point 5: Hussein Patwa to liaise with the ScotRail Accessibility and Inclusion Manager to ensure that disabled passengers can travel in the Fife Circle.

2.3f Action Point 5 – it was clarified that Patrick Nyamurundira is no longer responsible for ScotRail and should not be contacted on any issues related to ScotRail. Marsali Craig confirmed that the Rail Workstream has established a good relationship with the current ScotRail Accessibility and Inclusion Manager, Andrew Marshall-Roberts and they are liaising with him on the training issue.

2.4 It was noted that the August 2019 development day will be themed around airports and special assistance. James Fremantle, Consumer Enforcement Manager of the Civil Aviation Authority (CAA) will therefore attend the development day in August and not in March 2019.

Agenda Item 3. Convener Update

3.1 The Convener thanked all members who had completed their appraisals, not only for the effort and amount of work they had contributed, but also for their honesty and frankness in assessing their performance, achievements and areas for further development. She acknowledged the time this process had taken in the lead up to the one to one talk throughs and thanked members for their contributions.

3.2 She confirmed that the Accessible Travel Conference has been rescheduled from 14 November 2018 to 7 March 2019. She also advised that the event is going to be held annually and the venue ([Scottish Exhibition Conference Centre](#)) is also booked for 5 March 2020.

3.3 The Convener confirmed she is in the process of scheduling meetings with several Ministers and will advise members of the dates as soon as they are confirmed. She will meet the Minister for Older People and Equalities on the 14th November 2018 and the Cabinet Secretary for Transport, Infrastructure and Connectivity on 12 December 2018. She asked for members' contributions by 31st October 2018, following the draft briefings she had circulated a couple of weeks previously. These "draft" briefings covered areas to discuss and questions to raise with several Ministers where transport may not be as obvious within their portfolio responsibilities but did have a clear link as an enabler.

3.4 The Convener confirmed that she had also written to the First Minister requesting a meeting and agreed to share this correspondence with the full committee for their information. This correspondence outlined some of the work of MACS and highlighted areas they wished to discuss with the First Minister in terms of cross government portfolio commitments, and the calls for accessibility and accessible transport to be strengthened within future Programme for Governments (PfGs).

Action Point 6: Members to submit their contributions for the meetings with the Cabinet Secretaries and Ministers to the Convener by 31st October 2018.

3.5 The Convener provided an update on her meeting with the new Director of the Bus, Accessibility and Active Travel Directorate (BAAT) within Transport Scotland (TS), Laura Murdoch. The following was discussed:

3.5a The importance of raising awareness of accessibility within TS and the wider Scottish Government was very well received by Laura Murdoch. She agreed, together with Karen Armstrong, to undertake a cross modal door-to-door journey, with MACS members to observe first hand the difficulties disabled people face when traveling to improve her understanding of disabled people's needs. It was confirmed that the journey will take place on 28 November or 6 December and Linda thanked all members who had volunteered to participate.

3.5b A need for increased resources, as MACS is becoming involved in more and more strategic work as well as cross-portfolio issues. The Convener had discussed MACS growth needs with Laura Murdoch including additional administration support and their ask around independent social media support. Independent social media support would allow MACS to inform people of their work more proactively and timely, and spread key messages and achievements to a wider stakeholder group. Claire Smith and Karen Armstrong agreed to scope the ways in which MACS growths needs could be met including their ask for increased administration support and social media support from an independent consultant.

3.5c Framework - MACS made it clear to Laura Murdoch that the committee will continue to push for faster delivery of the Accessible Travel Framework as they were receiving this message from disabled people loud and clear during external engagements.

3.5d Social media activity – it was agreed that a more proactive approach should be adopted to promote MACS activities and raise awareness of the committee’s work. As above, Claire Smith and Karen Armstrong agreed to scope this to support the committee moving forward.

The Convener asked that her thanks be formally recorded and also passed on to Laura Murdoch for making the time to meet MACS so early into her new appointment and when she had many pressing engagements.

Action Point 7: Claire Smith and Karen Armstrong to scope and identify potential solutions to support MACS needs in terms of developing their social media presence.

3.6 The Convener advised the committee that Fraser Sutherland had agreed to be the committees lead/link to Disabled People Organisations (DPOs) and she thanked Fraser Sutherland for taking a lead on this engagement.

Agenda Item 4. Secretariat Update

4.1 Fraser Sutherland asked if there will be legislation contained in the Transport (Scotland) Bill regarding the regulation of private parking as there had been recent media interest in this subject. Robert Wyllie replied that TS are aware of the Private Members Bill raised at Westminster by Sir Greg Knight MP and there will be legislation passed on this subject. However, it is still to be determined in which chamber the legislation will be passed and who will regulate on this subject.

4.2 Karen Armstrong gave an update on the new structure of Transport Scotland. She explained that the Accessibility Team is now a part of the Bus, Accessibility and Access Travel Directorate (BAAT), headed by Laura Murdoch.

She also informed members that the Bus and Active Travel summit was taking place in the COSLA office the following day.

Karen Armstrong also updated that she was going to attend a young people’s forum taking place in Dundee on 3 November 2018, the purpose of which being to give young people an opportunity to engage with decision makers on public transport issues.

4.3 It was announced that Karen Armstrong would assume the responsibilities of the Deputy Sponsor from Robert Wyllie.

4.4 Karen Armstrong provided a brief update on the progress of the delivery of the Accessible Travel Framework and highlighted the importance of effective communication. She confirmed, moving forward, a fresh approach would be adopted with stakeholders and the internal TS working group. This working group includes colleagues from policy, finance and communications. She confirmed that she had also set up meeting dates for the Transport Accessibility Steering Group and that these dates had been circulated for 2019.

4.5 It was confirmed that the Cabinet Secretary is undertaking the ministerial train journey on 27 November. This journey is aimed at creating an opportunity for Mr Matheson to meet with disabled travellers and learn about the difficulties disabled people face. The Convener had asked Mr Yousaf to undertake this journey pre cabinet reshuffle and the Cabinet Secretary for Transport, Infrastructure and Connectivity was honouring this commitment.

4.6 In a discussion on this subject, the importance of sharing the outcomes of this journey was highlighted and the committee asked if it would be possible to view any outputs generated following this journey. This would be a valuable opportunity to raise awareness and gain a deeper understanding of the issues that disabled people face using public transport within TS. Karen Armstrong agreed to pursue this point.

Action Point 8: Karen Armstrong to ensure that the results of the ministerial train journey are shared, with internal TS colleagues to raise awareness and understanding of the problems disabled people face when travelling.

4.7 Keith Robertson asked the Secretariat to facilitate a meeting with the TS low-carbon vehicles team at the earliest convenience.

Action Point 9: Secretariat to facilitate a meeting between Keith Robertson and the TS low-carbon vehicles team.

4.8 Karen Armstrong asked for members' suggestions on the list of attendees and speakers for the Accessibility Event in March 2019. She agreed to send out an initial draft of potential attendees and asked for comments as soon as possible.

Action Point 10: Karen Armstrong to circulate to members a draft list of the proposed attendees and speakers for the Accessibility event in March 2019 seeking their comments and suggestions.

Agenda Item 5. Guest Speaker - Kerry-Ann Wallace, Accessibility and Inclusion Manager, CalMac

5.1 Kerry-Ann Wallace gave an overview of CalMac's accessibility work and sought to explore with the committee a number of continuing issues. Several members of the committee queried the operation of the concessionary travel for customers and Kerry-Ann agreed to provide a paper explaining how the scheme is operated across different routes and with different Local Authorities.

Action Point 11: Kerry-Ann Wallace to provide to the committee a paper detailing how the concessionary travel scheme is operated across CalMac routes.

Kerry-Ann Wallace will also clarify with Strathclyde Passenger Transport (SPT) that all concessionary ticket holders are entitled to two free journeys.

5.2 Kerry-Ann Wallace explained that CalMac has already fulfilled all of its contractual obligations relating to accessibility but it aims to continually improve the services offered to all its customers.

5.3 Kerry-Ann Wallace outlined several examples of CalMac's commitment to improving its services:

- CalMac will shortly be rolling out a four-tiered assistance scheme, which it hopes will educate customers on the levels of assistance that can be offered during their journeys. This will hopefully inform customers of the additional help that CalMac staff can provide in meeting their individual circumstances. For example, customers who have recently undergone medical treatment, can on occasion, be allowed to remain in their vehicle. This is dependent on them informing the ferry crew of their circumstances to seek the crew's permission, and if the crew assess that it can be safely managed during the journey.
- Any instances where a customer does not receive a service which they had pre-booked, or they discover that a facility such as a

disabled toilet is not accessible, are now recorded as a “near miss”. These incidents are reported to Louis de Wolff, Director of Safety, Environment and Security in CalMac. He brings these incidents to the attention of both Transport Scotland and the CalMac board for discussion.

- CalMac would like to develop a “confidence to travel score” to assess what improvements are required in ports and other facilities to make passengers more confident in undertaking journeys. CalMac is committed to working with port owners and other partners to improve the facilities available based upon the feedback, which is submitted by customers.
- CalMac is considering adding questions on accessibility to the assessment processes required to become the Master of a CalMac vessel.

5.4 Kerry-Ann Wallace informed the committee that she regularly attends meetings of local Access Panels, but she is aware that there is a lack of engagement with young people, which she is keen to address. Keith Robertson commented that he had found the best method of addressing this gap was to contact the Local Authority, and arrange a meeting involving pupils of two to three schools. This would provide an opportunity to discuss with young people the barriers they encountered when using public transport.

5.5 Additional Item. Update from Claire Smith on the Fair Work Charter for Adverse Weather being jointly developed by the Scottish Government and the Scottish Trade Unions Congress (STUC).

5.5a Claire Smith provided an update to the committee on this document and explained that it will be launched on the 31st October at a press event attended by the First Minister. Although it is not a legally enforceable document, the Scottish Government is optimistic that it will encourage companies to create their own adverse weather policy. This will hopefully alleviate some of the issues encountered earlier this year when some companies expected their employees to travel to work against official travel advice.

5.5b Once the charter has been published, Claire Smith asked the committee to submit details of any organisations which they assess should be added to the distribution list for travel alerts issued by

Traveline Scotland.

Agenda Item 6b. Update from Hilary Stubbs on the Ferries and Airports Workstream.

6.1 Hilary Stubbs advised members that she had met with officials from the TS Ferries Unit the previous day. She informed members that MACS has been asked to be a representative on the Board that will oversee the next Island Ferry Service Procurement contract for Orkney and Shetland.

6.2 Hilary Stubbs asked the Secretariat to set-up a meeting with officials in the TS Ferries Unit to take place after the next committee meeting in January 2019.

Action Point 12: Secretariat to set-up a meeting between Hilary Stubbs and officials in the TS Ferries Unit following the next committee meeting on 22 January 2019.

Agenda Item 6c – Update from David Hunter on the Planning and Strategy Workstream.

6.3 David Hunter informed the committee that he had held a constructive discussion with the National Audit Office (NAO) on their review of the Motability scheme.

The report will be submitted to the UK government before Christmas. The committee will need to reflect on the recommendations made in the NAO review before providing advice to Scottish Ministers and, deciding on any future actions.

6.4 David Hunter confirmed that he would incorporate any updates submitted by Hussein Patwa emerging from DPTAC meetings within in his future reports.

6.5 Hussein Patwa informed the committee that the next DPTAC meeting takes place on the 7th December. He would welcome any contributions from other committee members that he can raise at the next meeting.

Action Point 13: Committee members to consider if they have any contributions that they want raised at the next DPTAC meeting and

submit these to Hussein Patwa as soon as possible.

Agenda Item 6a – Update from Sheila Fletcher on the Bus and Community Transport Workstream.

6.6 There was a lengthy discussion around the lack of a national standard regarding the definition of what constitutes an accessible taxi, and the lack of standardised training for taxi drivers across the country.

6.7 It was determined that more information should be gathered on taxi accessibility. The Secretariat was tasked with investigating if MACS did any research on the subject around five years ago and to report this back to Sheila Fletcher, who will pursue the matter. It was also decided that the subject should be discussed in more detail at the January 2019 MACS meeting.

Action Point 14: The Secretariat to source copies of previous policy and research documentation produced by the committee on accessible taxis, and provide this to Sheila Fletcher

6.8 Sheila Fletcher had highlighted in her report the possibility of the TS Accessibility Team engaging with the Justice Department on the potential of creating a national minimum standard on the percentage of accessible taxis.

6.9 The Convener asked for it to be recorded that MACS were suggesting that the Accessible Travel Team within TS should revisit this, in an attempt to increase the number of accessible taxis in each area to meet the demand of disabled people looking to use taxis.

6.10 Sheila Fletcher and Hussein Patwa had taken part in a meeting with officials from TS on the Smart Ticketing element of the Transport (Scotland) Bill. Local Authorities will continue to make their own local agreements with transport providers and there was agreement that the lack of standardisation across multi-modal providers is disappointing. The Committee agreed that it will continue to monitor this issue going forward.

6.11 Sheila Fletcher informed members that Aberdeen University are taking part in a European Union research project titled “Smarta”, and the purpose of this project is to test the feasibility of door-to-door journeys for people in rural communities. The project is likely to be trialled around the Cairngorms National Park, and this led to a discussion on issues

encountered in rural areas, such as the lack of mobile phone coverage as well as unmanned bus stops and ferry terminals.

6.12 There was agreement that the committee should approach Aberdeen University to enquire if it can become involved in discussions around this project.

Action Point 15: Sheila Fletcher will write to John Nelson in Aberdeen University to enquire if MACS can become involved in the discussions around this project.

Agenda Item 6d – Update from Hussein Patwa on the Rail Workstream.

6.13 Hussein Patwa informed the committee that he had been asked to comment on a map being produced by the Rail Delivery Group (RDG) to identify which of its stations are accessible. The current criteria determined by ScotRail and the Scottish Government classify stations as accessible as long as they are step-free. The committee agreed this description is not inclusive and does not cater for people with a range of disabilities.

It was agreed that this subject should be discussed at the next Leads meeting on the 14th November 2018, although the committee unanimously confirmed that they did not agree with this classification of accessibility, and would advocate for a range of accessibility criteria to be used that covered all disabilities.

Action Point 16: The MACS Rail Workstream Leads will discuss the committees' position on the use of the "step-free" classification being used to determine if a station is accessible and agree how to take their objection forward.

6.14 Linda Bamford and Sheila Fletcher highlighted that DisabledGo have some useful tools relating to how locations are assessed for accessibility purposes that might be of benefit for this map. Sheila Fletcher agreed to provide Hussein Patwa with details of her contact in DisabledGo to enable him to discuss these tools.

Action Point 17: Sheila Fletcher to send Hussein Patwa details of her contact in DisabledGo so that Hussein can discuss the tools produced by this organisation.

Agenda Items 6e and 6e1 – Update from Keith Robertson on the Roads, Infrastructure and Active Travel Workstream.

6.15 Keith Robertson advised members that he had recently become aware that Jane Horsburgh, Policy Manager at Guide Dogs Scotland, is retiring in December. The committee expressed its gratitude for all of the assistance that Jane had provided to it over the years and all members wished her well in her retirement.

Action Point 18: The Secretariat to arrange for a card to be sent to Jane Horsburgh on behalf of all of the committee members thanking her for her service.

6.16 Keith Robertson reminded other Leads that he required any agenda items for the next MACS Leads meeting to be submitted to him by Friday 2nd November.

6.17 Keith Robertson explained to the committee that five cities in Scotland (Aberdeen, Dundee, Edinburgh, Glasgow and Inverness) are piloting an “Open Streets” initiative, in which areas of the city will be closed off to all motorised vehicles on selected days.

6.18 The workstream has been engaging with these LAs to ensure that accessible parking spaces are available as a part of the Open Street plans to enable disabled people to park close to these areas. Highland Council has committed to ensuring that there will be accessible parking near any streets which are closed off as part of this initiative.

6.19 A meeting with Glasgow City Council to discuss its intentions regarding the provision of accessible parking during this initiative is still to be set-up.

Agenda Item 7. Any other Business.

7.1 Sheila Fletcher reminded members that all workstream reports should be submitted to Workstream Leads rather than to the Secretariat.

7.2 The Convener brought members attention to the temporary business cards that had been issues to them that day and confirmed that these were a temporary measure until the Secretariat had sourced and supplied business cards for each committee member.

Action Point 19: The Secretariat to source and supply business cards

for all members.

Action points from meeting held on 23 October 2018

Action point no.	Minute ref.	Action	Update	Follow-up required
1	2.3b	Linda Bamford to provide a list of the 40 access panels in Scotland that can be accessed by all committee members when discussing EqlAs or for signposting other organisations.		
2	2.3b	Secretariat to collate a list of principal stakeholders that can be provided to Local Authorities to assist them in carrying out EqlAs.		
3	2.3c	Karen Armstrong to invite Paul Tyrer, the Scottish Government Head of Social Justice Strategy Unit, to the MACS January 2019 or April 2019		

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		committee meeting.		
4	2.3d	Karen Armstrong to liaise with Scottish Government colleagues to try to reserve year 2023 as the Equality Themed Year. Karen Armstrong to update the committee on progress.		
5	2.3e	Hussein Patwa to liaise with the ScotRail Accessibility and Inclusion Manager to ensure that disabled passengers can travel in the Fife Circle.		
6	3.4	Members to submit their contributions for the meetings with the Cabinet Secretaries and Ministers to the Convener by 31 st October 2018.		
7	3.5d	Claire Smith and Karen		

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		Armstrong to scope and identify potential solutions to support MACS needs in terms of developing their social media presence.		
8	4.6	Karen Armstrong to ensure that the results of the ministerial train journey are shared, with internal TS colleagues to raise awareness and understanding of the problems disabled people face when travelling.		
9	4.7	Secretariat to facilitate a meeting between Keith Robertson and the TS low-carbon vehicles team.		
10	4.8	Karen Armstrong to circulate to members a draft list of the		

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		proposed attendees and speakers for the Accessibility event in March 2019 seeking their comments and suggestions.		
11	5.1	<p>Kerry-Ann Wallace to provide to the committee a paper detailing how the concessionary travel scheme is operated across CalMac routes.</p> <p>Kerry-Ann Wallace will also clarify with Strathclyde Passenger Transport (SPT) that all concessionary ticket holders are entitled to two free journeys.</p>		
12	6.2	Secretariat to set-up a meeting between Hilary Stubbs and officials in the TS Ferries		

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		Unit following the next committee meeting on 22 January.		
13	6.5	Committee members to consider if they have any contributions that they want raised at the next DPTAC meeting and submit these to Hussein Patwa as soon as possible.		
14	6.7	The Secretariat to source copies of previous policy and research documentation produced previously by the committee on accessible taxis, and provide this to Sheila Fletcher.		
15	6.12	Sheila Fletcher will write to John Nelson in Aberdeen University to enquire if it can become involved in the discussions		

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		around this project.		
16	6.13	The MACS Leads will discuss the committees' position on the use of the "step-free" classification being used to determine if a station is accessible and agree how to take their objection forward.		
17	6.14	Sheila Fletcher to send Hussein Patwa details of her contact in DisabledGo so that Hussein can discuss the tools produced by this organisation.		
18	6.15	The Secretariat to arrange for a card to be sent to Jane Horsburgh on behalf of all of the committee members thanking her for her service.		
19	7.2	The		

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		Secretariat to source and supply business cards for all members.		
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