

Recommendation	Action By	Policy Framework	Budgetary Implications	Progress to date
<p>1. That the capital bid for £300,000, for minimum works to address the requirements of the DDA spread over the next 2 years, be approved as a matter of urgency. The Panel further recommends that works to address the accessibility of the Civic Offices and Central Library continue to be taken forward as a matter of priority.</p>	<p>Asset Management Service.</p>	<p>Within existing policy framework.</p>	<p>Capital funding of £300,000 per year for next two years.</p>	<p>External platform lift has been installed to enable disabled people to access the Civic offices and the Central library. There is a programme of works for PCC buildings to make them as accessible as possible but there are limits due to structural issues or listed buildings.</p> <p>In 2004 we had 7% of compliant buildings reaching 100% of accessibility. In January 2013 the latest count is we have 17.85% and it's still growing year after year.</p>
<p>2. That guidance contained in BS8300:2001 and Approved Document M of the Buildings Regulations be promoted to staff.</p>	<p>Asset Management Service. Planning and building control</p>	<p>Within existing policy framework.</p>	<p>No significant budgetary implications.</p>	<p>Part M of the building regulations are implemented in all planning and building regulations for new buildings. With some existing properties it's not possible to change the structure etc but the planners and building officers are fully aware of the regulations and enforce when required. Planners are very proactive when new projects are</p>

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				proposed and consult with disability groups to make certain their views are heard and take on any ideas that are possible to improve access for disabled people.
3. That a minimum standard that is suitable for all, be adopted in consultation with Portsmouth Disability Forum and the City Engineers in relation to the provision of street furniture, covering the following areas: crossing and texture pavements, bollards and general street furniture, 'A' boards, posts and signage.	Environment and Transport. Licensing	Within existing policy framework.	No significant budgetary implications.	<p>There is a new policy called Amenities on the highway which is being produced by Licensing. Although the policy has not been released for public consultation they agreed that CCDS could discuss the draft policy with Portsmouth disability forum to <u>try to</u> ensure that disabled people were not hindered by amenities on the pavements and agree on a standard that was acceptable.</p> <p>Environment and transport officers regularly attend disability groups where they discuss new projects to make sure they meet requirements for</p>

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				<p>disabled people.</p> <p>Every 2-3 months Portsmouth disability forum feedback information to environment and transport regarding bollards that need marking or crossings and dropped kerbs that need repairing. <u>They then inform Colas who do the necessary work.</u></p>
<p>4. The Panel recognises the importance of having clear pavements and recommends that Portsmouth City Council take steps to ensure:</p> <ul style="list-style-type: none"> • That pavements are cleared of obstructions such as overhanging branches. When asking residents to remove obstructions the Panel 	<p>Environment and Transport Directorate. Customer, community and democratic services</p>	<p>Within existing policy framework.</p>	<p>No significant budgetary implications.</p>	<ul style="list-style-type: none"> • There is a robust process in place that if a person rings the City helpdesk regarding overhanging branches or bushes that encroach on the pavement they will inform the relevant service to take action. • Environment and transport have worked with Colas and other contractors to make sure when they are carrying out work that

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<p>feels that a conciliatory approach should be taken.</p> <ul style="list-style-type: none"> • That contractors are made aware of their responsibilities for ensuring that pavements are cleared when undertaking building works. • That clearways are maintained and routes around building works clearly signposted and checked as an accessible route. 				<p>there are accessible routes and also temporary ramps are provided.</p>
<p>5. That the Portsmouth City Council style guide be reviewed to ensure that it meets the standards required for accessible information for</p>	<p>Corporate communications manager and graphic design team</p>	<p>Within existing policy framework.</p>	<p>No significant budgetary implications.</p>	<p>The graphic design service produced the corporate standards in January 2008 which all employees have to adhere to. These standards take into consideration fonts and size of text so</p>

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<p>visually impaired people. There should be a process to ensure that all departments are aware of these guidelines and conform to them when producing documentation.</p>				<p>it is accessible for <u>visually</u> impaired people.</p> <p>Also the team have purchased a font that was design by Mencap which is easier to read for people with a learning disability.</p> <p>A policy has been introduced that all services within the authority have to use our internal graphic designers to ensure standards are complied with and the material is accessible to the targeted audience.</p>
<p>6. That the Council ensures that the Shopmobility Scheme be taken forward.</p>	<p>Customer, community and democratic services.</p>	<p>Within existing policy framework.</p>	<p>Grant funding for the Scheme has been secured and expected completion date is end of March 2005.</p>	<p>Portsmouth disability forum are now managing the Shopmobility scheme, PCC have given them a three year grant to facilitate them making the scheme self-sustainable.</p> <p>There is potential in the future that when Northern Quarter is developed the Shopmobility scheme will be part</p>

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				of that development and work in partnership with Portsmouth Disability Forum.
7. The Panel urges that a plan is put in place to ensure that all public conveniences are accessible for disabled people and that this should be dealt with by the Oversight Panel during the course of their review on public conveniences.	Environement and transport	Within existing policy framework	Subject to review by Policy and Review (Oversight) panel.	At present public conveniences are under review as <u>it is</u> proposed to close some of the facilities. The Access and equality advisor has attended various disability groups to discuss the proposals of closure of some public conveniences and listen to any ideas or issues that disabled people might have.
8. That access statements are requested at the planning stage for all relevant major non-residential developments.	Planning.	Covered by Policy DC4 (Access for All) of the Local Plan First Review 2001-2011 Proposed Modifications July 2004.	No significant budgetary implications.	All major and some minor projects have to produce an access statement.
9. That the access quality of	Customer,	Within existing	No significant	All polling stations are scheduled to

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the accommodation used for polling stations continues to be kept under review and that as part of this steps be taken to make increased use wherever possible of school accommodation and the Local Education Authority be asked to co-operate accordingly.	community and democratic services.	policy framework.	budgetary implications.	be assessed for disability access in 2013 and reasonable adjustments made to make them more accessible. All polling districts and polling places were reviewed through consultation processes in 2007 and 2011 with the next to be undertaken in 2014.
10. That support be given to any initiatives designed to publicise the availability of postal or proxy voting.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	Publicity material is distributed to Portsmouth disability forum.
11. That existing loop systems be checked to ensure they are in working order, and clear instructions be displayed indicating how the system installed in each room operates.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	Existing loops were checked in the conference rooms, main reception, cashiers and other receptions in the Civic offices by the Disability Access auditor in Asset management. The main Civic offices are being refurbished and new induction loops are to be installed. The induction loops in all PCC buildings are

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				<p>checked by the Disability access auditor including museums and schools.</p> <p>The induction loop in the Guildhall has also been checked and is in working order.</p>
<p>12. That support be given to the provision of an improved sound system in the Council Chamber and that a review be undertaken to ascertain the level of audio facilities currently available and those that could be provided in the Council Chamber and principal conference rooms to see how they could be improved.</p>	<p>Customer, community and democratic services.</p>	<p>Within existing policy framework.</p>	<p>Exact cost of any changes to the existing sound system would depend on the type of system to be installed.</p>	<p>An improved sound system has been installed in the Council Chamber and also an infrared induction hearing loop has been installed in the Council Chamber and the <u>Executive Meeting</u> room.</p>
<p>13. That the initiative to introduce a Palentype service be supported.</p>	<p>Customer, community and democratic</p>	<p>Within existing policy framework.</p>	<p>The Council already has a Palentype</p>	<p>Specialised training was undertaken by an individual but over the months this service was not in great demand</p>

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	services.		machine. However, operating equipment requires specialised training over an extended period of time, together with a budget for the training cost.	so it was discontinued. The advancement of technology also <u>contributed</u> to low take up of the service.
14. That the Democratic Services Manager and Election Services Officer meet with Portsmouth Disability Forum on an ongoing basis to discuss key concerns regarding access to polling stations.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	<p>The Access and equality advisor attends monthly meetings with Portsmouth disability forum who feeds back issues raised regarding polling stations to the Elections service who will then investigate.</p> <p>The Elections manager is to attend a meeting in the near future to hear people's views of the polling stations</p>

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				before they complete the disability audits.
15. That the Council aims to use local publications, such as Flagship, and other methods of communication to make people aware of the accessibility of polling stations and Council meetings for disabled people.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	An audit process is due to be undertaken to identify any accessibility issues. Successfully audited venues will be added to DisabledGo listing.
16. That a facility for people with mobility problems to sit in the Council Chamber during Council meetings is publicised and that Council meetings are more accommodating to the needs of people with disabilities. For example, ensuring that signage is disabled friendly and a signer is available if requested.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	Provision has been made for disabled people with mobility problems to sit in the main Council chamber if they can't access the public gallery. At the moment this is not widely publicised but there have been discussions about <u>adding a footnote to Council meeting agendas to advertise this provision for disabled people.</u>

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<p>17. That Democratic Services undertake an Impact Needs and Requirement Assessment (INRA) covering access o polling stations and Council meetings, supported by the Equalities Service. This should build on the above recommendations.</p>	<p>Customer, community and democratic services.</p>	<p>Within existing policy framework.</p>	<p>No significant budgetary implications.</p>	<p>INRA's have been replaced with Equality impact assessments (EIA), although its not a legal duty to complete these we still need to carry out equality analysis to assess the impact of our polices, services have on protected characteristics as described by the Equality Act 2010.</p> <p>An EIA has been started in relation to the Election service as a whole which will incorporate polling stations. Once the audits of the stations are completed the EIA will be finalised and actions taken accordingly.</p>
<p>18. That material in polling stations and material sent out by the election office should, wherever possible, adhere to current minimum typesize standards.</p>	<p>Customer, community and democratic services..</p>	<p>Within existing policy framework.</p>	<p>No significant budgetary implications.</p>	<p>All guidance posters displayed in polling stations in recent elections have been adapted from Electoral Commission designs which were developed in consultation with relevant bodies to ensure</p>

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				accessibility. Similarly poll cards and postal vote stationery are designed with clarity and accessibility as key principles.
19. That INRAs are undertaken for all new Council policies and that these are updated whenever policies are updated.	Customer, community and democratic services.	Within existing policy framework.	Possible impact on staff resources.	<p>Since 2002 EIAs have been completed for all services, procedures, policies to assess the impact on disabled people.</p> <p>All reports that go to Cabinet or new/changed services have to have a EIA completed to assess if it will negatively impact disabled people, and try to mitigate the barriers as much as is possible.</p>
20. That the Equalities Manager takes an annual report to the Executive, providing an update on the INRA process.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	The Access and equality advisor takes a report to the Governance and audit and standards committee quarterly and updates on the completion of Equality impact assessments.

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				If a service has not complied with completing EIA's the Committee may advise that it should be communicated to the portfolio holder.
21. That there is one named Councillor with oversight/ lead for equalities within the Executive portfolio.	Executive.	Within existing policy framework.	No significant budgetary implications.	This action was not taken forward.
22. That there should be an equalities champion from each of the three political groups.	Group leaders.	Within existing policy framework.	No significant budgetary implications.	The Equality and diversity team has approached the 3 political groups for them to nominate someone to oversee equalities issues. So far we have named people from 2 of the political groups.
23. That all Councillors should take part in the corporate equalities training programme and that this should be taken forward by the group leaders and equalities champions for each	Group Leaders.	Within existing policy framework.	No significant budgetary implications.	Equalities training is available for Councillors to attend if they choose to do so.

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group.				
24. That the Equalities Service liase with Portsmouth Disability Forum (PDF) to agree attendance at appropriate PDF meetings by Council officers and elected member representatives.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	The Access and equality advisor attends monthly meetings with Portsmouth Disability forum and other disability groups to listen to their issues / problems. They are then distributed to the relevant officers for action. Council officers from various services also attend these meeting if requested by Portsmouth disability forum.
25. That the Council dedicate a small annual fund for promoting Disability Awareness Day [Section 4.3].	The Executive.	Within existing policy framework.	The Equalities Services Manager has estimated that between £200-£300 would be required to promote this event.	This action was not taken forward although if events are being held in the City to promote Disability awareness day a member of the Equality and diversity team will attend for support.
26. That the new corporate	Customer,	Within the	Focus groups	PCC doesn't have a consultation

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<p>consultation strategy:</p> <ul style="list-style-type: none"> • Includes mechanisms for getting the views of groups that may not be involved through umbrella organisations. • Highlights the need to provide consultation materials in different formats and the need to use different methods of consultation for different people. • Reinforces the need for focus groups to be representative in terms of including disabled members who reflect the diversity of the disabled community. 	<p>community and democratic services.</p>	<p>general aims of the consultation strategy which is already being developed – would look to build on aims of consultation strategy</p>	<p>would cost about £1000 per group.</p>	<p>strategy such but have produced 3 documents including the Community Engagement statement, Community engagement guidance and the Consultation guidance for services to use when they are carrying out consultation / surveys.</p> <p>Within the guidance there is information regarding different formats that may need to be provided and different ways to consult with disabled people.</p> <p>Focus groups have been run for disability groups for various projects that the council are proposing to ensure disabled people's views are heard.</p>
<p>27. That the Council develop ideas for undertaking a survey of people with</p>	<p>Customer, community and democratic</p>	<p>Within existing policy framework.</p>	<p>Funding would need to be found to</p>	<p>In September 2009 Portsmouth City Council commissioned Mori to carry out a Valuing diversity survey. We</p>

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disabilities similar to the Valuing Diversity Survey undertaken with black and ethnic minorities	services.		undertake any survey. A survey of the type undertaken for Valuing Diversity would cost in region of £35,000	decided this was a great opportunity to gather information on all equality strands not just disabled people. The report is published on our website: http://www.portsmouth.gov.uk/media/Valuing_Diversity_Report_(v5)_06112009_merged.pdf
28. That the issues raised by the Portsmouth Disability Forum be referred to the relevant officers for their consideration.	Customer, community and democratic services.	Within existing policy framework.	No significant budgetary implications.	Issues raised by Portsmouth Disability Forum are sent to the relevant officers for them to take action or they might attend a meeting to discuss the issues further with disabled people.
29. That a resource be provided which lists as far as possible all accessible accommodation available in the city and on its boundaries provided by Portsmouth City Council and Resident Social Landlords, with full information about any	Health, Housing and Social Wellbeing Directorate.	Within existing policy framework.	No significant budgetary implications.	Within Portsmouth city council's housing stock the housing service have knowledge of all accessible accommodation and allocate on a disabled persons need.

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adaptations contained in the accommodation.				
30. That a report from Social Services and Parking Section be brought to the Executive on the use of the Blue Badge Scheme and Disabled Boxes outside properties covering current problems and suggesting possible areas for improvement.	Social Services/ Parking Service.	Within existing policy framework.	No significant budgetary implications.	<p>Since this report in 2004 the Parking service has employed a member of staff who deals with Blue Badge fraud as disabled people were concerned with the amount of abuse. PCC have had a great success rate of prosecuting people who have abused the system.</p> <p>There have been a few changes to the Blue Badge Scheme since this report and the Parking service have always consulted with disability groups including Portsmouth Disability Forum regarding these to get their views.</p>