



**Minutes of the NIHE Disability Forum at Disability Action 189
Airport Road West, Belfast
Thursday 10 November 2011 11.30am – 1.30pm**

Present:

Rosemary McCaw	North East
Sally McDonald	North East
Eileen Drumm	South
Clifford Wylie	South
Isobelle Hamilton	South East
Victor Raymond Wilson	West
Ursula Marshall	West
Teresa McDonough	West

Apologies:

Gerry Maguire M	South
Yvonne Rooney	South East
Gerard Heatley	Belfast

In attendance:

Nicola Meegan	Disability Action
Patricia Bray	Disability Action
Brian Holmes	SCNI
Leonard Sproule	NIHE

		ACTION
1	Opening and Welcome	
1.1	Nicola Meegan welcomed everyone to the third meeting of the Disability Forum and drew member's attention to two areas on the agenda - the summer task and the issues paper. It was suggested time be spent on these issues in order to agree a plan of action.	
2	Minutes of Previous Meeting	
2.1	There were two amendments to the minutes – 5.2 should read - Rosemary said the car parking was available, by arrangement, at the Church car park. The toilet in her district is not for public use.	Janice to amend the minutes

	6.8 delete 'and new build'.	
3	Matters Arising from Previous Minutes	
3.1	It was again agreed that the Chief Executive of NIFHA would be invited to attend a future Forum meeting.	Leonard/Nicola/Patricia to contact NIFHA
3.2	<p>Emergency Plan</p> <p>Leonard updated the Forum on the Self Help procedure for winter emergencies and outlined how the NIHE have now approved the procedure. Leonard also informed Forum members that NIHE is also discussing other types of emergencies and not just last years. For example should an emergency arise the tenant will call a contractor to get work carried out.</p> <p>Forum members raised concerns on how they would get in contact with the NIHE in order to get approval for the above. It was felt that this would be especially difficult at night or weekends</p> <p>Leonard suggested the NIHE should provide this service via the 'out of hours' telephone numbers.</p> <p>Victor recommended Community Representatives could be used.</p> <p>Leonard suggested other methods of dealing with emergencies ie</p> <ul style="list-style-type: none"> • Use of report and repair Websites • Nominate a individual member of staff • Nominate a community representative <p>Leonard informed the Forum that the Emergency Plan had been approved by the Board.</p>	

	<p>Brian and Victor handed out the new emergency card detailing community representatives and other relevant telephone numbers.</p> <p>Tenants wishing to avail of the scheme must receive approval from a member of Housing Executive staff.</p>	
3.3	<p>Training Update</p> <p>Leonard updated the Forum that he had been in contact with the NIHE Equality Unit. He has obtained a copy of its training manual detailing a variety of training programmes. Anyone interested in reading this can get it from Nicola.</p> <p>3.3.1 Regarding SLI (Sign Language Interpreters) a variety of methods were mentioned at the last meeting. Isobelle provided Leonard with an SLI business card.</p> <p>3.3.2 Teresa also pointed out that all information disseminated at Forum meetings should be accessible.</p>	<p>Members to ensure materials brought to meetings are in an accessible format. Please contact Nicola or Patricia for details.</p>
3.4	<p>NIHE Disability Action Plan</p> <p>Leonard provided copies of the current Disability Action Plan 2011 and it was agreed that Patricia would contact Tony Steed to attend the next meeting to discuss.</p>	<p>Patricia to contact Tony Steed regarding attending the next Forum Meeting.</p>
3.5	<p>PWC Report</p> <p>Leonard handed out a one page summary of the Review of the NIHE options for Future Service Delivery PWC report which outlines the future service delivery options of and the recommendations to NIHE. Leonard informed</p>	

	the Forum an announcement is expected from the Minister before Christmas on this report.	
4	<p>Resignation</p> <p>Patricia informed the group that Michael Valente from the Belfast area has resigned. After explaining the recruitment process it was agreed that Mr Dessie Meredith, the other Belfast area reserve member, should be asked and Patricia agreed to process this.</p>	Patricia
5	<p>Group Contract</p> <p>The Group Contract was updated and Members agreed that this is a living document that can be added to throughout the life of the Forum. It was also agreed to remove this item from the agenda however, a copy of the Contract will be displayed at all future meetings enabling members to amend/delete accordingly.</p>	The Group Contract at all future meetings – Nicola/Patricia
6	<p>Summer Task Outcomes/Way Forward</p> <p>Patricia recapped on the summer task and informed the meeting only 6 returns had been received however, one more was handed in bringing the total to 7.</p> <p>Discussion followed on how best to use the information. It was agreed that Patricia and Nicola would produce a synopsis on the outcome of the surveys.</p> <p>Leonard suggested he use this information to raise concerns with each of the District Managers on positive and negative issues. He will report back at the next meeting. This was agreed</p> <p>It was also agreed the Forum will develop a list of recommendations based on feedback of returns e.g a checklist based on the template being sent out to areas or districts. This would</p>	<p>Leonard</p> <p>Patricia/Nicola - synopsis</p> <p>Leonard to report back at next meeting</p> <p>Forum to agree at next meeting</p>

	be agreed by the Forum at the next meeting.	
7	<p>Issue Paper</p> <p>Nicola suggested members divide into two groups, each taking an issue. Using the resources of the Disability Forum, Disability Action, SCHN and NIHE staff the group would discuss how to take this issue forward.</p> <p>Isobelle raised a few issues ie hospital to home adaptations and length of time people have to wait. She informed the Forum that the Southern & Eastern Trust have produced an excellent leaflet. She commented that as a group the Forum should be proactive rather than reactive to issues.</p> <p>Brian highlighted the Forum's decision, taken at the last meeting, to commence working on 'Becoming a Tenant Manual'. Concerns were raised regarding other issues and it was agreed these would automatically be covered within the Manual however, this would require monitoring.</p> <p>After some discussion it was decided future Forum meetings would have a 2-tier structure ie</p> <ol style="list-style-type: none"> a) the first half would be used to invite speakers on policy b) the second half would be used to develop relevant NIHE topics 	<p>Isobelle to explain leaflet content at next meeting</p> <p>Monitoring required on other issues</p>
	<p>'Becoming a Tenant Manual'</p> <p>The following was discussed –</p> <ol style="list-style-type: none"> a) Should the manual be renamed? b) Brian suggested the Manual should cover the 5 areas of disability. It was then agreed the list of disabilities should not be exhaustive 	<p>Leonard/Nicola/Patricia</p> <p>Copies of the application form and the current NIHE Tenant Manual to be supplied at the next meeting</p>

8	Any Other Business	
8.1	<p>Feedback Mechanism</p> <p>Discussion ensued on how best to communicate to interested parties ie NIHE Staff, Central, District & Housing Community Networks, the many varying areas covered by the Forum. After discussion the following was agreed:-</p> <ul style="list-style-type: none"> *FYI notices sent to District Offices *The work of the forum to be promoted and marketed *2 Central Housing Community Network representatives to provide a two-way conduit for information exchange *Members will report to and from their respective Housing Community Networks *Following final agreement on minutes, these will be posted on websites – NIHE, CHN and DA. *Information Exchange to be a permanent item of the Agenda *Prior to each meeting 2 Disability Action facilitators have 1:1 telephone discussion with Forum members <p>Meeting Reply Slips</p> <p>It was agreed Reply Slips will no longer be sent out prior to meetings.</p> <p>However, the meeting notification email will include a reminder that if a reasonable adjustment situation should arise the onus would be on that individual Forum member to inform Disability Action of the necessary changes required.</p> <p>Teresa requested a larger font be used in future.</p>	<p>Minutes published to web sites</p> <p>Information Exchange on Agenda for all meetings</p> <p>Telephone calls prior to next meeting</p> <p>Reply Slips no longer sent out</p> <p>DA to be informed of any reasonable adjustments</p>

9	Date of Next Meeting	
9.1	Monday 16 January 2012 at Disability Action HQ, 11.30-1.30pm	