

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Highways and Transportation
Lead person: Nathan Huntley	Contact number: 39 50629

1. Title: Travel Plans – Supplementary Planning Document

Is this a:

- Strategy / Policy**

 Service / Function

 Other

If other, please specify

2. Please provide a brief description of what you are screening

A draft Travel Plan Supplementary Planning Document (SPD) was produced in May 2007 but was never been formally adopted as part of the Local Development Framework. Since that time national guidance has been produced on travel plans and the TravelWise team at Leeds City Council have had extensive experience of using the draft document for assessing planning applications. The SPD has therefore been substantiated rewritten and updated, with a formal external consultation undertaken in late summer 2011. The document was approved for use in July 2012, and subject to further updates in December 2014 to reflect further policy changes and the adoption of the Core Strategy. Formal adoption is expected in January 2015.

A travel plan is typically a package of practical measures aimed at addressing the transport needs of a specific development or organisation. The Good Practice Guidelines (DfT 2009) defines a travel plan as:

“a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”

The SPD intends to provide clear advice to developers as to what a travel plan is, when one is required, and what the content should be. While it is predominantly aimed at use through the Planning system the document is also intended to aid any organisation that may voluntarily undertake to produce a travel plan.

The Equality, Diversity, Cohesion and Integration (EDCI) Screening process for the Travel Plan SPD can be split into two parts:

- the consultation process leading to adoption
- the document itself and revisions made through the consultation process

A full internal consultation process has been undertaken, with a formal external consultation occurring between 18th August and 30th September 2011 complying with the Council’s adopted Statement Of Community Involvement. A report was taken to Planning Board to approve the consultation process. The SPD is expected to be adopted after approval by the Chief Planning Officer in January 2015. The Planning Board report summarises the EDCI process undertaken.

The SPD document itself is currently in draft form having undergone extensive revisions through the internal and external consultations. A record of the changes made at each stage has been recorded. A full Consultation Report has been written to summarise this process.

3. Relevance to equality, diversity, cohesion and integration

All the council’s strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
The SPD document applies equally to all planning applications over defined size thresholds.		

<p>Have there been or likely to be any public concerns about the policy or proposal?</p> <p>There are likely to be objections from some developers and their agents that the document is too demanding and the requirements unreasonable. Conversely certain groups and individuals may state that it does not go far enough.</p>	X	
<p>Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?</p> <p>The SPD will apply equally to any planning applications submitted by Leeds City Council or its partner organisations.</p>	X	
<p>Could the proposal affect our workforce or employment practices?</p> <p>Leeds City Council has a travel plan in place and Travel Plan Coordinator. The recommendations within the SPD will help shape the evolving Leeds City Council Travel Plan.</p>	X	
<p>Does the proposal involve or will it have an impact on</p> <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations <p>Travel plans, by their nature, help to overcome historic inequalities for non-car users / owners by promoting more sustainable alternatives such as walking, cycling and public transport use. This helps those groups with lower levels of car ownership to access jobs; services such as food shopping, health facilities, schools and Further Education centres; transport hubs and leisure facilities.</p>	X	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality,

diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The thresholds (measured by floor area) set out within the SPD make it clear what level of development requires a supporting travel plan. This applies to all types of development and applicant including Local Authority applicants, private developers, religious groups, charities etc. In this regard all planning applications are treated equally.

Travel plans by definition seek to improve / maximise the sustainable travel options at a site. These are invariably non single-occupancy car uses and include measures to encourage public transport use, walking, cycling and shared car use. Developments in areas accessible solely by private car are not supported by the SPD. The SPD therefore has a positive impact on travel choices to development and ensures that the greatest cross-section of the community can physically access such sites.

A fundamental aspect of successful travel plans is that no two should be the same. Each should be tailored to the site in question and all the expected users. This includes employees, residents, customers, visitors, students etc. Travel plans can be especially useful in aiding the safe and sustainable movement of vulnerable people such as school children and the elderly and Leeds City Council has a dedicated School Travel Plan Adviser with sections of the SPD given over to school travel plans

The impact of the Travel Plan on specific Equality characteristics are considered below:

Age – School travel plans are beneficial to school age children in terms of reducing car use and increasing personal mobility, increasing fitness levels, improved road safety knowledge, better learning environment and mentality.

The elderly are more likely to be dependent on public transport or on lower incomes. Travel planning aids the accessibility to retail, leisure and health facilities, which are of particular relevance to this age group.

Carers – those carers who are non-car owners or on lower incomes will benefit from travel planning through the improved accessibility to retail, leisure and health facilities.

Disability – those with a disability are less likely to be car drivers and would therefore benefit from increased access to other modes of transport to jobs, services and education.

Race – the role of the Travel Plan Coordinator will be to reach out to all staff, students and potential users of the site in promoting sustainable transport. In many locations these may involve those with English as a second language or a poor understanding / low confidence in using public transport. The TPC will help to overcome those issues / concerns through a range of measures which may include arranging for a translation service, accompanying new users on their first journey by public transport or bicycle,

getting involved in community activities, arranging in-house open days, identifying Sustainable Travel Champions' from those communities etc.

Other excluded communities (socio-economic status, social class, income, unemployment, residential location or family background, education or skills levels, carers) – these groups are less likely to be car owners and more reliant on other means of travel, particularly public transport. The promotion of these alternative means of travel will benefit these groups and improve access to jobs, services and education.

It is considered there is no specific benefits to the Gender reassignment, Marriage and Civil Partnership, Pregnancy and maternity, Religion, Sex, and Sexual orientation groups. However all these groups would benefit from the general positive interventions of travel planning in accessing jobs, services and education and no adverse impacts have been identified.

The majority of sites that require a travel plan will also require a Travel Plan Coordinator, who will ensure that the plan is carried out through management and marketing measures and monitoring undertaken. This named individual will be able to respond to individual needs and issues they may have in travelling to or from the development.

The consultation process will be compliant with the Council's Statement of Community Involvement. The consultation period will be advertised on Talking Point and notification sent to Statutory consultees and the extensive contacts list built up through other LDF consultations (notably the Street Design Guide SPD which undertook extensive consultation with disability groups).

Copies of the draft SPD will be made available in other languages, Braille, tape, large print if requested. The document will contain the standard front page text in multiple languages linking to the Council's translation services

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

As set out above travel plans seek to promote sustainable transport modes to and from development sites. This will impact positively on equality issues.

There may be a perception among some that travel plans are anti-car and anti-car users. Travel plans are generally developed to be pro-choice and encourage more sustainable means of transport across a whole development. However, the role of the private car is accepted as important in that travel choice and that many have no option. Modal split targets (levels of use of transport types), in travel plans, typically seek to increase non single occupancy car use by 5 to 15% across a number of years, which in out of centre locations still leaves cars as the predominant travel mode. However these small shifts in travel patterns across many developments adds up, resulting in less congestion and pollution, more viable and extensive public transport networks, better provision and

recognition for cyclists as numbers grow, and a healthier population as a result of more exercise.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

Consultation will be in line with the Council's Statement of Community Involvement. Groups with an interest in sustainable transport and accessibility issues will be targeted at the consultation stage – an extensive contact list is available from previous LDF consultations, particularly that of the Street Design Guide (adopted August 2009).

All consultation responses will be considered and those responses and any revisions will be included in a separate Consultation Report.

The SDP document has been written in line with national guidance on travel plans which seek to promote sustainable and accessible means of transport. This will have the impact of positively impacting on those groups which have lower levels of access to a car.

The SPD outlines how travel plans will be monitored, and if necessary allow penalties to be applied should targets not be met. It also sets out the funding mechanism for this to happen. The policy will require developers to pay an evaluation fee to Leeds City Council to cover the Council's involvement in the implementation and monitoring of the travel plan for that site.

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Gillian Macleod	Transport Development Services Manager (Acting)	14 th December 2011

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the

screening document will need to be published.

Please send a copy to the Equality Team for publishing

Date screening completed	14 th December 2011 (updated January 2015)
Date sent to Equality Team	14 th December 2011
Date published (To be completed by the Equality Team)	