

Consultation for Highways & Transportation schemes

As the Highway Authority the council has a duty to maintain and ensure public safety on the highway and beyond. This involves maintaining and improving the highway infrastructure. To ensure the duty is discharged satisfactorily, any individual, business or groups affected by planned changes needs to be fully aware of any proposal.

All engagement / consultation exercises for promoting Highways & Transportation (H&T) schemes need to be agreed with the budget holder at inception meetings.

The level of consultation will vary from scheme to scheme, i.e. depending on how significant the change is likely to be, the number of people that are likely to be affected, the likely sensitivity of the change etc. The level of consultation needs to be proportionate in terms of meeting the scheme objectives by balancing local needs and achieving corporate objectives in the most cost effective way. The approach will be agreed with the budget holder at the inception meeting. It is also important to record as evidence all communications, including emails, letters, telephone logs, photos, minutes, file notes etc.

The majority of Maintenance schemes will continue to use the existing 'light –touch' process.

Corporately, the city council uses the “Delivering Successful Change” (DSC), project management process when delivering major schemes. *Section 6* of this document, *Communication Management & Stakeholder Engagement*, should be followed when delivering major or complex highway schemes.

Is the DSC process required? **YES** **NO**

Consultation for Highways & Transportation schemes

The consultation process can be split into 4 fundamental stages, as shown below. The budget holder needs to confirm the extents of consultation required for individual projects.

Stage 1 – Internal Scheme Development Consultation List (Technical)

Consultee	Required Y/N	Comment	Date Sent	Response Date
Abnormal Loads Officer				
Access & Mobility Officer				
Cycling Team				
Environment Team (inc Screening)				
Flood Risk Management				
Geotechnical				
Highway Design & Construction				
Influencing Travel Behaviour				
Maintenance Asset Management				
Maintenance Design				
Network Management				
New Generation Transport				
Parking Services				
Refuse Collection				
Road Casualty Reduction				
Site Development (inc LEDA)				
Street Lighting				
Structures				
Traffic Management				
Transport Development Services				
Urban Traffic Management Control				
Other				

Stage 2 – External Scheme Development Consultation List (Key Stakeholders)

Consultee	Required Y/N	Comment	Date Sent	Response Date
WY Police				
WY Fire & Rescue Service				
WY Ambulance Service				
Metro / Bus Operators				
Elected Members - Affected Ward(s)				
Elected Members - Other Wards				
Town & Parish Councillors				
Member of Parliament				
Equality Hubs (8 Groups)				
Other				

Stage 3 – Public Engagement Consultation List

A plan showing the catchment area of the required consultation needs to be agreed with the budget holder. If it is felt prudent to contact local community groups in an area, then it is important to obtain a list of registered groups from the Locality Manager and through any other means.

Consultation for Highways & Transportation schemes

Consultee	Required Y/N	Comment	Date Sent	Response Date
Locality Managers				
Community groups				
Residents – within an agreed area				
Businesses – within an agreed area				
Wider public				
Other				

There are various methods of consultation, which again need to be agreed with the client at the inception meetings. Once the methods of the consultation approach have been agreed, it is the responsibility of the project team to produce evidence that the methods agreed have actually been actioned and records kept, including emails, letters, telephone logs, photos, minutes, file notes etc.

Methods of Consultation

Consultee	Required Y/N	Comment	Date Sent	Response Date
Letter & plans to occupiers (hand delivered)				
Letter, plans & questionnaires to occupiers(hand delivered)				
Spray paint proposals on the ground (e.g. traffic calming)				
Use of a road sign to promote scheme wider user				
Use of a smaller pedestrian notices on street				
Legal notices				
Press release				
Leaflets distributed on buses				
Leaflets distributed on-street (passing public)				
Website promotion (actual website)				
Website – Talking Point feature				
Plans displayed in communal area (un-manned exhibition)				
Exhibition (manned)				
Public meeting				
Other				

The above is not exhaustive, however, a **common sense** and cost effective approach should be agreed in the interest of delivering a high quality service to the council tax payer.

Stage 4 – Review Feedback, Report Back Findings & Recommendations

The results of the public engagement exercise must be analysed. Consideration must be given to making reasonable adjustments to the scheme, serving local aspirations without jeopardising the scheme's objectives. The final details must be agreed with the client before finalising and reporting.

Once agreed, the findings and any recommendations should be reported back to the consultees using methods which are considered reasonable by the budget holder and implementation team.