

Report to the Chief Officer (Highways and Transportation)

Date: 21 May 2019

Subject: Design & Cost Report for Local Transport Programme – Casualty Reduction Programme 2019/20

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Various	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Best Council Plan 2018-21 has the ambition that Leeds becomes “A strong economy and a compassionate city”. Key outcomes of this ambition include that “everyone in Leeds (is) safe and feel(s) safe” and that “...everyone in Leeds (can) move around a well-planned city easily”.
2. This report is aimed at supporting the Council’s Best Council objective ‘becoming an efficient and enterprising council’, in that this report continues to outline our approach to deliver schemes within the Local Transport Plan (LTP) – Casualty Reduction Programme via a more streamlined process and that these schemes are now reviewed and authorised by the Chief Officer (Highways and Transportation) in one holistic report. This approach enables authorisation in a more efficient, cost effective and economical way to deliver the programme.
3. The projects within this report address several key concerns relating primarily to recorded injury collisions and the provision of a safer environment for the general public which will contribute towards the Council’s goal to reduce the numbers of people killed or seriously injured on the city’s roads.
4. The purpose of the report is to seek approval for a programme of works and authorise the budget, noting the legal implications to deliver 17 schemes and carry out feasibility work on an additional 11 schemes through the Local Transport Programme Budget during the 2019-20 financial year as prioritised in Appendix A of this report. The 17 scheme prioritised list has previously been considered and approved within the wider holistic Local Transport Plan Integrated Programme 2019/20 report. This report seeks approval also to undertake in-depth collisions analysis and feasibility on 11 other locations and lengths which will form part of next year’s works programme.

5. This year's Local Transport Programme – casualty reduction programme will aim to address 17 sites within this financial year where 381 injury road collisions have been recorded (including 181 classified as KSI's). The 11 other locations and lengths where in-depth injury collision analysis and feasibility is proposed, which will aim to address a further 373 injury road collisions (including 149 classified as KSI casualties)
6. This report seeks approval to agree and authorise the preparation and delivery of a programme of works to be funded from the LTP budget during the 2019-20 financial year.

Recommendations

7. The Chief Officer (Highways and Transportation) is requested to:
 - i) Note the contents and recommendations of this report and further evolution of the approach to road casualties looking beyond the traditional 'sites' and 'lengths' documented approach.
 - ii) Review and approve the prioritised list of targeted KSI casualty reduction programme and give authority to commence the detailed design, consultation and implementation of the schemes described in Appendix B of this report;
 - iii) Give authority to incur expenditure of £956,000 to complete schemes carried over from last year's casualty reduction programme and the delivery of 17 schemes identified in this year's KSI reduction programmes as detailed in Appendix B and the feasibility, initial design and costings of 11 schemes for next year's KSI works programme.
 - iv) Give authority to request the City Solicitor to advertise any Traffic Regulation Orders (Movement Order, Waiting Restriction Order or Experimental Order) as required to address/ resolve the problems identified for each scheme as detailed in Appendix B, and if no valid objections are received, to make, seal and implement the Orders as advertised;
 - v) Give authority to request the City Solicitor to draft and advertise a Notice under the section 90C of the Highways Act 1980 for the implementation of traffic calming features (speed tables and speed cushions) as detailed in Appendix B; and
 - vi) To receive such other and further reports as may be required to address any objections received to advertised notices or other matters arising from the detailed scheme proposals.

1 Purpose of this report

- 1.1 The purpose of the report is to seek expenditure approval and statutory requirements for the delivery of 17 schemes and carry out feasibility work on an additional 11 schemes listed, within the previously approved Local Transport Plan Integrated Programme 2019-20 casualty reduction schemes pertaining to this report and authorise the detailed development, consultation, preparation and delivery of these scheme subject to the satisfactory completion of any necessary Orders and statutory processes as detailed in Appendix A.

2 Background information

- 2.1 Historically Leeds has had a very successful record in terms of casualty reduction; however progress has plateaued given the successful works against the current 'Lengths and Sites' for concern documents.
- 2.2 Leeds City Council has therefore this year undertaken a more complex and innovative approach to injury accident analysis and scheme identification by assessing 'lower order' sites and lengths and reviewing a series of cluster sites so that a comprehensive assessment was undertaken and a prioritisation programmed developed.

2.3 Current Casualties Figures for 2018.

2.3.1 Fatal Casualties

In 2018, 26 road users were killed in Leeds, above the total of 2017 (15). However, four children were fatally injured in a single collision during this period. In the recent six years, the number of road deaths has fluctuated, but the trend is fairly flat (around a yearly average of 15). Fifteen pedestrians, eight car occupants, one cyclist and two PTW riders were killed on Leeds roads in 2018.

2.3.2 Killed or Seriously Injured (KSI) casualties.

The combined number of people killed and seriously injured (KSI) rose by 4% from 324 to 337. That total is now 6% below the baseline (2005~09 avg.), 2% below the average of the last three years, but well above the ideal trajectory (303) towards the 2027 transport strategy target. It will now require a reduction of 44% from the 2018 total to meet the target (150).

2.3.3 Casualties of all severities.

In 2018, there were 2,001 casualties in collisions on roads in Leeds, a 9% reduction on last year (2,203). The number of slight injuries, which fell 11% (-215) to 1,664, has contributed to the reduced number of all casualties in 2018.

2.4 Local Transport Plan budget 2019-20 year end and 2020/21 budget

The 2019/20 new financial year budget is shown below.

- 2018/19 Approved carry over schemes "Allocated schemes" £ 300,000
 - 2019/20 New LPT Casualty Reduction Programme Budget: £ 656,000
- Total Casualty Reduction budget for 2019/20 £ 956,000
(Excluding 20mph project – Phase 6 and Annual Pedestrian Crossing programme, which have separate Report approvals).

2.5 Scheme authorisation and reporting procedure.

- 2.5.1 The approval of a Local Transport Plan - casualty reduction programme is delegated to the Chief Officer (Highways and Transportation), who takes decisions

by reference to the Highways and Transportation Board. Previous arrangements for reporting such schemes, often resulted in multiple reports for individual schemes, which was inefficient in terms of the process and the timely delivery of those road safety schemes which may be of vital importance to local communities.

- 2.5.2 The re-evaluation of the approval process embodied by this report enables schemes to be delivered more efficiently, reduces unnecessary workload for the Traffic Engineering team, Finance and Administration Sections; whilst helping to ensure that the committed expenditure is spent and that schemes are more reliably completed within the budgeted year.
- 2.5.3 Subject to the approval of this report, all schemes in the programme will be reviewed with the Chief Officer (Highways and Transportation) on a monthly basis via the TRANSTAT reporting system. The reporting and review of any contentious issues which may arise as part of the consultation and design process will be reported back to the Chief Officer (Highways and Transportation) via the Highway Board process for consideration. Where any scheme results in objections (namely Traffic calming schemes and Traffic Regulation Orders (Movement or Speed Limit)) these will be reported back with recommendations to the Chief Officer (Highways and Transportation) for a formal decision via the normal objection reporting process.

3 Main issues

3.1 Design Proposals and Full Scheme Description.

- 3.1.1 This report is seeking authority to take forward an agreed programme of Local Transport Plan – casualty reduction schemes as part of a two year programme. This section of the report therefore describes how this programme has been assembled.
- 3.1.2 Over the last decade there has been a concerted effort to work through and implement improvement measures at the locations identified within the city councils 'Lengths for Concern' and 'Sites for Concern' documents. This work has resulted in a downward trend to the injury casualties within Leeds. There are however, several remaining sites and lengths which still require some form of road safety intervention within these two documents but these are located along strategic routes and corridors (namely the A660 and A65). These key routes are currently being assessed as part of the LPTIP bus corridor and improvement programme. The details of these locations, accident analysis findings and recommended road safety interventions will be forwarded to the design and delivery partner with recommendations for inclusion in this larger LPTIP corridor improvement programme.
- 3.1.3 **Where Schemes Originate:**
- 3.1.4 This year sees the further evolution of the assessment and identification to road casualties looking beyond the traditional 'lengths' and 'sites' for concern documents. Leeds City Council has this year taken the initiative for a more holistic review of 'lower order' sites and lengths using a lower intervention criteria and a thorough cluster analysis to identify and address underlying causes of road casualties through small to medium scale intervention.
- 3.1.5 In order to make the process as efficient as possible, a two year programme has been adopted where future schemes identified in this programme, will have

feasibility, initial design and consultation undertaken in year one, with a target that these are ready for issue in April 2020 and are delivered in the early part of year two. The programme for year two schemes therefore contains staff fees to undertake this preparation works.

3.1.6 This year a full and comprehensive injury collision analysis was conducted for the following criteria:-

- Sites for Concern (between 10 and 14 recorded injury collisions within a 5 year period).
- Length for Concern (between 10 to 14 recorded injury collisions within a 5 year period).

In addition to the conventional length and site assessments, cluster analysis was also conducted this year which included the following:-

- KSI cluster site (3 or more KSI collisions within a 100m radius).
- KSI cluster site (3 or more pedestrian collisions within a 30m radius).
- KSI cluster site (3 or more pedal cycle collision within a 30m radius)
- KSI cluster site (3 or more collisions within 100m of a bend)
- KSI cluster site (3 or more child collisions within 50m)
- KSI cluster site (4 or more collisions in the dark within 30m)
- KSI cluster site (3 or more KSI involving vulnerable road users within 30m radius)

3.1.7 Each identified location has been assessed for their deliverability and for their general value for money in terms of being able to deliver realistic casualty reduction improvement. The schemes were also compared against the general aims of the overarching LTP transport themes in order to enable comparison to be made of the range of benefits of each scheme. (These themes are Road Safety, Economic Growth, Sustainable Travel Choices, Congestion Issues and Equality of Accessibility).

3.1.8 The outcome of supporting this report is a justifiable and evidence based approach to the identification and listing of a casualty reduction programme that is aimed at reducing recorded injury collisions into the future within Leeds.

3.1.9 Initial cost estimates have been prepared for each prioritised scheme and a recommended prioritised list of schemes (Appendix A) has been developed to enable schemes to be moved forward through design and consultation to implementation. A second list has been produced which identified schemes where further feasibility and design work in needed this financial year and to enable next year's programme schemes to be designed to a stage where they are ready for issue in April 2020.

3.1.10 The prioritisation assessment has identified that 17 schemes can be delivered against the current £956,000 allocation for the 2019/20 budget year.

3.2 **Programme** – Subject to approval being granted, it is proposed to design and consult on the schemes, advertise any related draft Traffic Regulation Orders and implement the works within the 2019/20 financial year.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 At this stage the detail and prioritisation has been assembled with input from the relevant officers from the Highway and Transportation service disciplines, but as the works programme develops, consultation on individual projects will be carried out as appropriate.
- 4.1.2 Subject to approval of the programme each individual scheme will be subject to full consultation with Ward Members, Parish/Town Councils, local residents and businesses as appropriate prior to final detailed scheme being progressed. This will include any relevant statutory process, such as for Traffic Regulation Orders, where any objections received will be formally reported to the Chief Officer (Highways and Transportation).
- 4.1.3 The Executive Member for Development has been consulted on the casualty reduction programme and proposed programme detailed herein. Ward Members will be contacted as part of initial consultation process and any concerns will be addressed via the detailed design process or reported back to the Chief Officer (Highways and Transportation) to review and consider.
- 4.1.4 The progress of the overall programme and each individual scheme will be monitored by the Chief Officer (Highways and Transportation) and Heads of Service via a regular presentation/ update on a monthly basis via the TRANSTAT meeting. This process covers scheme design, consultation, statutory process and project delivery.
- 4.1.5 Safety Audits will be conducted for all schemes and where any road safety concerns are identified and which cannot be resolved to a satisfactory outcome prior to the commencement on site, these will be submitted to mini- SMT to review.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality, Diversity, Cohesion and Integration Screening has been completed and is at the end of this report and indicated that an EIA was not required. Generalised positive and negative impacts have been identified but each individual scheme on the programme will require a specific EDCI screen and any issues will be presented to the members of the Highways and Transportation Board for consideration and approval.
- The installation of safety schemes including; traffic signals, pedestrian crossing facilities, speed limit changes and traffic calming schemes by the service has a positive effect on local communities, different age groups and the mobility impaired.
- 4.2.2 Negative Impacts
- Requests for schemes continue throughout the year. However the service will be unable to deliver identified schemes within a reasonable timescale due to budget restrictions. This will have an adverse effect on the perception of the service and the council generally.

The negative impacts will be reduced/removed by:-

- 4.2.3 The annual approval reporting process ensures schemes can be delivered in a more efficient way and that better monitoring throughout the year can be undertaken to ensure schemes are delivered within the financial year.
- 4.2.4 A screening document will be prepared and an independent impact assessment will be completed for each project during the detailed design process as required. The screening document and/or the independent impact assessment once approved by the service will be sent to the Equality Team to be approved and publishing.

4.3 Council policies and City Priorities

- 4.3.1 Local Transport Plan: The proposals contained in this report are in accordance with Local Transport Plan 3 – Strategic Approaches:-

Travel Choice Connectivity	P10	Promote the benefits of active travel
	P18	Improve safety and security
	P22	Develop networks and facilities to encourage cycling and walking.

- 4.3.2 Disability / Mobility: The schemes will provide a positive improvement to local residents by removing indiscriminate and obstructive parking which create road safety concerns. The schemes will also provide a safer environment for the general public.

4.4 Resources and value for money

4.4.1 Full scheme estimate

- 4.4.2 The cost to promote the 17 prioritised schemes and the feasibility, initial design and costings of 11 schemes for next year's KSI works programme from the LTP – Casualty Reduction Programme 2019/20 is £956,000 which is split into the following categories:-

Works	£779,000
Staff Fees	£130,000
Legal Fees	£ 6,000
Feasibility (Staff)	£ 41,000

The £956,000 is fully funded from the Local Transport Casualty Reduction Capital Budget.

4.4.3 Capital Funding and Cash Flow.

Funding Approval :	Capital Section Reference Number :-						
Previous total Authority to Spend on this scheme	TOTAL	TO MARCH 2016	FORECAST				
	£000's	£000's	2016/17	2017/18	2018/19	2019/20	2020 on
			£000's	£000's	£000's	£000's	£000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
TOTALS	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL	TO MARCH 2016	FORECAST				
	£000's	£000's	2016/17	2017/18	2018/19	2019/20	2020 on
			£000's	£000's	£000's	£000's	£000's
LAND (1)	0.0						
CONSTRUCTION (3)	779.0					779.0	
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	171.0					171.0	
OTHER COSTS (7)	6.0					6.0	
TOTALS	956.0	0.0	0.0	0.0	0.0	956.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH 2016	FORECAST				
	£000's	£000's	2016/17	2017/18	2018/19	2019/20	2020 on
			£000's	£000's	£000's	£000's	£000's
LCC Supported Borrowing	956.0					956.0	
Total Funding	956.0	0.0	0.0	0.0	0.0	956.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

4.5 Legal Implications, Access to Information and Call In

4.5.1 A variety of Road Traffic Regulation Orders will be required using the powers contained within the Roads Traffic Regulation Act 1984.

4.6 Risk Management

4.6.1 This report is aimed at approving a forward plan and streamlines process to enable the LTP casualty reduction programme to be delivered within the allocated financial year. This new approach will help reduce the risk of not delivering the LPT casualty reduction budget within the approved Financial Year.

4.6.2 Due to the nature of the schemes delivered via the LPT casualty reduction programme there is always the risk objections are received which can delay introduction, whilst resolution discussions are undertaken. The streamlined process will enable these expected delays to be monitored and programmed more efficiently.

5 Conclusions

5.1 The proposed two year LTP – casualty reduction programme for 2019-20 consists in the first year of 17 priority schemes and the feasibility of 11 schemes for next year's KSI works programme, to the value of £956,000 designed to address identified road safety interventions which have been prioritised on a casualty reduction hierarchy to be delivered during the current financial year. The programme has been developed to maximise the best possible outcomes for road safety intervention against the budget assigned as detailed in Appendix A.

5.2 Approval to the feasibility and development of the year two programme schemes as detailed in this report, which will enable schemes to be delivered in a more timely and efficient manner and will produce positive outcomes for road safety and targeted casualty reduction. As with all schemes having a regulatory component all Orders will be consulted on a developed within the required statutory guidelines and process and where objections are received these will be formally considered by the Chief Officer (Highways and Transportation).

6 Recommendations

6.1 The Chief Officer (Highways and Transportation) is requested to:

- i) Note the contents and recommendations of this report and further evolution of the approach to road casualties looking beyond the traditional 'sites' and 'lengths' documented approach.
- ii) Review and approve the prioritised list of targeted KSI casualty reduction programme and give authority to commence the detailed design, consultation and implementation of the schemes described in Appendix B of this report;
- iii) Give authority to incur expenditure of £956,000 to complete schemes carried over from last year's casualty reduction programme and the delivery of 17 schemes identified in this year's KSI reduction programmes as detailed in Appendix B and the feasibility, initial design and costings of 11 schemes for next year's KSI works programme.
- iv) Give authority and to request the City Solicitor to advertise any Traffic Regulation Orders (Movement Order, Waiting Restriction Order or Experimental Order) as required to address/ resolve the problems identified for each scheme as detailed in Appendix B, and if no valid objections are received, to make, seal and implement the Orders as advertised;
- v) Give authority to request the City Solicitor to draft and advertise a Notice under the section 90C of the Highways Act 1980 for the implementation of traffic calming features (speed tables and speed cushions) as detailed in Appendix B; and
- vi) To receive such other and further reports as may be required to address any objections received to advertised notices or other matters arising from the detailed scheme proposals.

7 Background documents¹

7.1 None.

¹ The background documents listed in this section are available for download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

8 Appendices

- 8.1 Appendix A – Selected Casualty Reduction programme and further analysis and feasibility sites for 2019/20.
- 8.2 Appendix B - 2019/20 Local Transport Plan – Casualty Reduction Programme.

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: Traffic Management
Lead person: Nick Borrás	Contact number: 3787497

1. Title: LPT – CASUALTY REDUCTION PROGRAMME 2019/20

Is this a:

Strategy / Policy Service / Function Other

If other, please specify:

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

We are screening the LTP – casualty reduction programme for the 2019/20 financial year, in which we are looking to deliver 17 schemes, from the Local Transport Plan Budget.

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	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		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
<p>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</p> <p>Please provide specific details for all three areas below (use the prompts for guidance).</p> <ul style="list-style-type: none"> • 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) <p>Each individual scheme will require an individual EDCI to highlight specific positive and negative impacts, however for the purpose of this screening general impacts have been identified</p> <p>Numerous individual scheme consultations will be carried out with local Councillors, emergency services and the general public to make everyone aware of the various scheme proposals, the aims of the proposals in terms of improving general road safety and reduce the number of personal injury accidents in the respective areas.</p> <p>Additional consultation/engagement will also take place on certain schemes by means of the legal advertisement of the Traffic Regulation, Movement & Speed Limit Orders and the Section 90C notice for those schemes involving Traffic Calming, all which will be displayed in the local media and on street by means of a public notice.</p>
<ul style="list-style-type: none"> • 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)

The various schemes listed in the LPT – Casualty Reduction Programme for 2019/20 will provide positive impacts to all road users, especially those with mobility issues, young and old people by;

Positive Impacts:

- Reducing the number of injury accidents on the highway network, by providing formal pedestrian facilities, reducing the speed limit and removing obstructive parking;
- Providing a safer environment for members of the public, especially children travelling to and from the schools area and improving the situation for the residents and businesses in the areas of the various schemes;
- Benefiting those members of the public who, through infirmity, may have difficulty in keeping out of the way of motor traffic, typically older people, school children, parents, carers and supporting wheelchairs and pushchairs; people who are visually impaired and disabled people; and
- Maintaining access to the locality, for those members of the public who may have mobility issues by means of providing DDA compliant crossing facilities.

The various scheme proposals may have also provide negative impacts on road users by,

Negative Impacts:

- There is a possibility that during the legal advertisement of the Traffic Regulation, Movement & Speed Limit Orders, objections could be received from members of the public and even those not local to the area.
- Requests for schemes continue throughout the year however the service will be unable to deliver identified schemes within a reasonable timescale due to the budget restriction. This will have an adverse effect on the perception of the service and the council generally

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

A screening document will be prepared and an independent impact assessment will be completed for each project, with the negative impacts being addressed, during the detailed design process as required.

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
Nicholas Hunt	Traffic Engineering Manager	21 March 2019

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	March 2019
Date sent to Equality Team	March 2019
Date published (To be completed by the Equality Team)	