

**Report of Transport Development Services**  
**Report to the Chief Officer (Highways and Transportation)**

**Date: 03 December 2019**

**Subject: Design & Cost Report for S278 Highway Works Associated With a Part 6 / Part 16 Storey Student Accommodation Building With Ground Floor Commercial Unit and Associated Landscaping Works on Land at Portland Crescent, Leeds, LS2 8BL**

**Capital Scheme Number : 33227**

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name(s) of ward(s): Little London & Woodhouse		
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number:		
Appendix number:		

**Summary**

**1. Main issues**

- Planning permission was granted in September 2018 (ref: 18/01711/FU) for the construction of a student accommodation building with ground floor commercial unit (Use Class A1, A2, A3, A4, B1 and D2), landscaping and associated works. Location plan 17-020 (08) 001-P1 is provided at **Appendix 2** of this report and the approved site layout plan 0002-S4-P03 is provided at **Appendix 3**.
- The planning consent requires public realm improvements to surfacing and landscaping on the Woodhouse Lane frontage and side streets to the building and the provision of a raised informal crossing on Portland Crescent adjacent to its junction with Woodhouse Lane. The development also necessitates alterations to Traffic Regulation Orders on Portland Crescent which include the relocation of a pay & display bay and the provision of a new loading bay. In addition, fixed wind screen baffles are required within the highway boundary to mitigate the buildings impact on surrounding wind speeds.
- The wind baffles themselves are being designed by a competent wind consultant and an independent check will also be undertaken as part of an Approval in

Principle. The works will be installed under licence with an appropriate maintenance agreement to be fully funded by the Developers for the future maintenance of these structures for a 120 year design life period. The screens will be required to be maintained for the lifetime of the building or until such time as the wind environment changes and they are no longer required.

- To meet the requirements of the planning permission and deliver the highway alterations, the applicant has requested that Leeds City Council, as Highway Authority, enters into a Minor Section 278 Agreement to enable the highway works to be carried out.
- This report seeks authority to negotiate terms and enter such Agreement for the highway works in order to allow the developer to complete the detailed design and construction of the works under the supervision of the Council.

## 2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- The planned highway works will contribute to the Best Council Plan by maintaining and improving the safety of Leeds residents and enabling safe pedestrian, cycle and vehicular access in the local community.

## 3. Resource Implications

- The developer will meet the Council's costs, estimated to be £7,500 TRO costs and £50,000 staff fees to check the design and inspect the works, all of which will be fully funded through the Section 278 agreement.

## Recommendations

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

- a) note the detail of the highway works as outlined in section 3 of this report and shown on plan 75006-P03 attached at **Appendix 4** of this report;
- b) give authority to negotiate the terms of and enter into an agreement with the developer under the provisions of Section 278 of the Highways Act 1980; whereby the works associated with the development are carried out by the developer and overseen by the Council;
- c) approve the adoption of new highway construction on land hatched blue on drawing number 75007-P03 shown at **Appendix 5** of this report so that it can be added to the Council's maintenance regime;
- d) give authority to advertise a notice under the provisions of Section 23 of the Road Traffic Regulation Act 1984 in order to inform the public of the new raised crossing position on Portland Crescent;
- e) authorise the City Solicitor to advertise notices under the provisions of Section 23 of the Road Traffic Regulation Act 1984 and Section 90c of the Highways Act 1980 and to advertise a Draft Traffic Regulation Order to introduce Time Limited Waiting and Loading restrictions and a new lay-by along Portland Crescent; and if no valid objections are received, to make, seal and implement the Orders as advertised; and
- f) give authority to incur expenditure of £7,500 TRO costs and £50,000 staff checking and inspection fees to be fully funded by a developer through a Section 278 Agreement.

## **Purpose of this report**

- 1.1 The purpose of this report is to note the principle of the implementation of highway works associated with the development of a student accommodation building with ground floor commercial use at Portland Crescent, Leeds (planning ref: 18/01711/FU).
- 1.2 To obtain authority to negotiate the terms of and enter into an Agreement under the provisions of Section 278 of the Highways Act 1980, whereby the associated highway works described in Section 3.2 are designed and constructed by the developer at their expense, with the Council checking the design and construction, with step in rights.
- 1.3 To request the City Solicitor to advertise notices under the provisions of Section 23 of the Road Traffic Regulation Act 1984 and Section 90c of the Highways Act 1980 and if no valid objections are received to make, seal and implement the orders.
- 1.4 To obtain authority to adopt the land hatched blue on plan number 75007-P03 shown at **Appendix 5**.
- 1.5 To give authority to incur expenditure associated with the checking and supervision of the highway works associated with the development.

## **2. Background information**

- 2.1 The development site initially gained planning consent in 2012 for a part 6 storey and part 14 storey hotel with bar and restaurant (application ref 12/01191/FU).
- 2.2 Construction of the hotel development began in 2013 and part of the associated highway works were also undertaken. However, the contractor undertaking the works went in to liquidation part way through the build and the site stood dormant from 2013/14 until earlier this year when planning permission was granted to convert the part built hotel and bar to student accommodation (ref: 18/01711/FU).
- 2.3 The S278 works associated with the initial development infilled a void which had formed the ramp and steps to an old disused subway under Woodhouse Lane. The S278 works were supervised by the Council and adequate structural support and protection works were installed to the existing retaining walls to the west side of Woodhouse Lane between Cookridge Street and Portland Crescent. The works satisfactorily brought the level of the area in front of the building to meet the level of the adjacent Woodhouse Lane carriageway, the adjacent subway remains intact but was infilled as part of the urban realm scheme for the adjacent junction with Merrion Street in 2017/2018. Structural approval will need to be obtained at detailed design stage if the new phase of S278 works necessitate any structural work to the original subway or subsequent in-filling works.
- 2.4 The new planning consent requires public realm improvements over the infilled void and on the adjoining streets (Portland Crescent and Cookridge Street). The approved site layout plan for the new scheme is provided at **Appendix 3** of this report and shows the landscaping works required for the erection/completion of a part 6 / part 16 storey student accommodation building with ground floor commercial unit (Use Class A1, A2, A3, A4, B1 and D2). A raised informal crossing will also be

provided on Portland Crescent adjacent to its junction with Woodhouse Lane, the development necessitates alterations to Traffic Regulation Orders on Portland Crescent to relocate a pay & display bay to the northern end of the street and provide a loading bay at the southern end of the building.

- 2.5 The development also necessitates the provision of wind baffles to be accommodated within the extents of adopted highway in order to maintain safe wind speeds on completion of the building. The initial construction proposals for the baffles are provided on drawing no 11-01 Rev C2 at **Appendix 6** of this report. The structures will not be adopted and so will not form part of the S278 Agreement works. However, the foundations to the structures will need to be included in the S278 design and the construction details of the foundations and the structures will be subject to separate technical approval by the LCC Bridges section under the provision of an Approval in Principle (AIP). The AIP has been started and is currently being progressed at the time of writing.
- 2.6 The wind baffle structures will therefore be privately maintained by the developer and will require a licence to facilitate their presence in the highway. The licence will be bound within the S278 Agreement and will require monitoring of wind speeds and on-going maintenance of the apparatus.
- 2.7 To meet the requirements of the development, the applicant has requested that Leeds City Council, as Highway Authority, enters into a Section 278 Agreement to enable the developer to complete the detailed design and construction of the highway works under the supervision of the Council.

### **3. Main issues**

- 3.1 The development site has planning consent for the erection/completion of a part 6 / part 16 storey student accommodation building with ground floor commercial unit (Use Class A1, A2, A3, A4, B1 and D2) and associated landscaping works (ref:18/01711/FU). The approved site plan is provided on plan 0002 S4 P03 attached at **Appendix 3** of this report.
- 3.2 Off-site highway works are required to accommodate the development and improve the public realm around the building, the proposed highway works are shown in outline on plan 75006-P03 attached at **Appendix 4**, land to be adopted as highway to accommodate the pedestrian desire line, route past the building and improve the public realm is shown on plan 75007-P03 attached at **Appendix 5** of this report. The highway works comprise:
  - a) A raised informal pedestrian crossing point at the head of Portland Crescent adjacent to its junction with Woodhouse Lane
  - b) New paved surfacing treatment to both sides of Portland Crescent
  - c) New paved surfacing on the development side of Woodhouse Lane and Cookridge Street to tie in to existing
  - d) An area of contrasting paving on the Woodhouse Lane frontage
  - e) Installation of foundations to accommodate privately maintained wind mitigation baffles
  - f) Installation of tree grilles on the Woodhouse Lane frontage
  - g) Cycle parking racks on the Woodhouse Lane frontage
  - h) Resurfacing of the Portland Crescent carriageway to cover the extent of the buildings frontage
  - i) The removal and relocation of a pay & display parking bay on Portland Crescent
  - j) The installation of a new marked loading bay on Portland Crescent

- k) The installation of a landscaping scheme including hedging, trees and planting with seating
- l) All associated Civil's works including (inter alia) signs, lighting, road markings and drainage.
- m) Any Statutory undertakers works resulting from the works resulting from the works described above

- 3.3 Commuted sums will be required to cover future maintenance costs of the new highway infrastructure, these costs will be borne by the developer and are currently estimated at £72,000.
- 3.4 Privately maintained wind baffle structures will need to be accommodated within the adopted highway boundary in order to mitigate the approved buildings effects on wind speeds along the adjoining highway. It is proposed that the Section 278 Agreement will include provision of a licence to enable the equipment to be accommodated within the highway and to ensure monitoring and on-going maintenance of the equipment by the developer.
- 3.5 The parcel of land to be dedicated as public highway from across the Woodhouse Lane site frontage (hatched blue on plan 75007-P03 attached at **Appendix 5**) will accommodate pedestrian routes past the new building. This land has previously been identified for potential public transport route improvements and is under consideration for future schemes but these are still at feasibility stage. The wind baffles to be sited in the highway would need to be re-engineered if a public transport scheme were to be progressed, the costs of re-engineering the baffles would need to be borne by the public transport scheme.
- 3.6 Section 278 of the Highways Act 1980 allows Highways Authorities to enter into agreements with developers for the execution of highway works at the developer's expense. The preconditions for an agreement under Section 278 of the Highways Act 1980 are, first, that the Highway Authority should be satisfied that it will be of benefit to the public to enter into an agreement for the execution of the works and, secondly, that the work must fall within the Highway Authority's powers of road building, improvement and maintenance.
- 3.7 Safety Audits are to be carried out as part of the detailed design process. The S278 Agreement will ensure that Safety Audits form part of the design process, and any appropriate works arising out of the audits are implemented at the developer's expense.
- 3.8 The S278 agreement will include the standard commuted sums for future maintenance of the works including the soft landscaping. The wind baffles will not be included as they will be privately maintained.

## **4. Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 Ward Members: Ward Members were consulted by email dated 26<sup>th</sup> June 2019, no comments have been received at the time of writing this report.

- 4.1.2 Emergency Services and WYCA: The Emergency Services and WYCA were consulted via email dated 26<sup>th</sup> June 2019. No comments have been received at the time of writing this report.
- 4.1.3 Internal consultation has taken place with colleagues in Highways and Transportation Services. Any substantive comments will be taken into account as part of the detailed design process.

## **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 An EDCI Impact Assessment has been carried out on the Section 278 Process and is attached as **Appendix 1**. The assessment confirmed that individual designs put forward as part of this process, will take into account the needs of each of the equality characteristics and will aim to meet Section 278 (4) which states that “A highway authority shall not enter into an agreement under this section unless they are satisfied that it will be of benefit to the public”. As part of the design and construction process further equality screenings and impact assessments will be undertaken as required.
- 4.2.2 The proposals will ultimately contribute to improved accessibility to and around the site for pedestrians and cyclists, the works will be designed to accommodate the needs of all users.

## **4.3 Council policies and the Best Council Plan**

- 4.3.1 The proposed highway works which allow the development to take place accord with the West Yorkshire Local Transport Plan and other policies in that they provide a safe means of access for all users of the highway, to and around, the development.
- 4.3.2 A Stage 1/2 Road Safety Audit will be undertaken and the issues identified by the audit will be addressed through the detailed design stage.

### Climate Emergency

- 4.3.3 The works will provide necessary infrastructure which will accommodate pedestrian movement around the new building and provide public cycle parking facilities, encouraging cycle use and pedestrian trips thereby minimising vehicle emissions and the carbon footprint of the development.

## **4.4 Resources, procurement and value for money**

- 4.4.1 The developer will meet the Council’s costs, estimated to be £7,500 for traffic regulation order costs and £50,000 fees to check the design and inspect the works, all of which will be fully funded through the Section 278 agreement.
- 4.4.2 Funding: The developer will fund the total cost of the scheme, including works costs, statutory undertakers costs and the cost of staff fees.
- 4.4.3 Staffing: The design and supervision of the works can be carried out within the existing staff resources.

Funding Approval :	Capital Section Reference Number :-							
Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2017 £000's	FORECAST					
			2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021 on £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							
<b>TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
Authority to Spend required for this Approval	TOTAL £000's	TO MARCH 2017 £000's	FORECAST					
			2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021 on £000's	
LAND (1)	0.0							
CONSTRUCTION (3)	0.0							
FURN & EQPT (5)	0.0							
DESIGN FEES (6)	50.0				50.0			
OTHER COSTS (7)	7.5				7.5			
<b>TOTALS</b>	<b>57.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>57.5</b>	<b>0.0</b>	<b>0.0</b>	
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2017 £000's	FORECAST					
			2017/18 £000's	2018/19 £000's	2019/20 £000's	2020/21 £000's	2021 on £000's	
LCC Supported Borrowing	0.0							
Revenue Contribution	0.0							
Capital Receipt	0.0							
Insurance Receipt	0.0							
Lottery	0.0							
Gifts / Bequests / Trusts	0.0							
European Grant	0.0							
Health Authority	0.0							
School Fundraising	0.0							
Private Sector	0.0							
Section 106 / 278	57.5				57.5			
Government Grant	0.0							
SCE ( C )	0.0							
SCE ( R )	0.0							
Departmental USB	0.0							
Corporate USB	0.0							
Any Other Income ( Specify)	0.0							
<b>Total Funding</b>	<b>57.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>57.5</b>	<b>0.0</b>	<b>0.0</b>	
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	

#### 4.5 Legal implications, access to information, and call-in

4.5.1 The works are exempt from call in being a consequence of and in pursuance of a regulatory decision.

#### 4.6 Risk management

4.6.1 The total cost of the highway works and staff fees are fully developer funded.

### 5. Conclusions

5.1 The development site has planning consent for the erection/completion of a part 6 / part 16 storey student accommodation building with ground floor commercial unit (Use Class A1, A2, A3, A4, B1 and D2) and associated landscaping works (ref:18/01711/FU).

5.2 The planning consent requires off site highway works to be undertaken on Woodhouse Lane and Portland Crescent/Cookridge Street to improve the public realm and accommodate pedestrian movement, wind mitigation measures and the servicing requirements of the building.

5.3 The location of the highway works are shown on plan 17-020 (08) 001-P1 attached at **Appendix 2** of this report and the highway works are shown in outline on plan 75006-P03 attached at **Appendix 4**. Land to be adopted as highway as part of the works is identified on plan 75007-P03 attached at **Appendix 5**.

5.4 To meet the requirements of the development and deliver the highway alterations, the applicant has requested that Leeds City Council, as Highway Authority, enters into a Section 278 Agreement to enable the highway works to be carried out.

## 6. Recommendations

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

- a) note the detail of the highway works as outlined in section 3 of this report and shown on plan 75006-P03 attached at **Appendix 4** of this report;
- b) give authority to negotiate the terms of and enter into an agreement with the developer under the provisions of Section 278 of the Highways Act 1980; whereby the works associated with the development are carried out by the developer and overseen by the Council;
- c) approve the adoption of new highway construction on land hatched blue on drawing number 75007-P03 shown at **Appendix 5** of this report so that it can be added to the Council's maintenance regime;
- d) give authority to advertise a notice under the provisions of Section 23 of the Road Traffic Regulation Act 1984 in order to inform the public of the new raised crossing position on Portland Crescent;
- e) authorise the City Solicitor to advertise notices under the provisions of Section 23 of the Road Traffic Regulation Act 1984 and Section 90c of the Highways Act 1980 and to advertise a Draft Traffic Regulation Order to introduce Time Limited Waiting and Loading restrictions and a new lay-by along Portland Crescent; and if no valid objections are received, to make, seal and implement the Orders as advertised; and
- f) give authority to incur expenditure of £7,500 TRO costs and £50,000 staff checking and inspection fees to be fully funded by a developer through a Section 278 Agreement.

## 7. Background documents

7.1 None.



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. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

<b>Directorate: City Development</b>	<b>Service area: Highways &amp; Transportation</b>
<b>Lead person: Gillian MacLeod</b>	<b>Contact number: 0113 37 88091</b>
<b>Date of the equality, diversity, cohesion and integration impact assessment: 18<sup>th</sup> September 2012, updated 15 May 2017, amended December 2019</b>	

**1. Title: Equality Implications of Section 278 Process**

Is this a:

**Strategy /Policy**
                         
  **Service / Function**
                         
  **Other**

**If other, please specify**

**2. Members of the assessment team:**

<b>Name</b>	<b>Organisation</b>	<b>Role on assessment team e.g. service user, manager of service, specialist</b>
Gillian MacLeod	LCC	Service Manager
Adrian Hodgson	LCC	Service Officer
Andrew Thickett	LCC	Service Officer
Mary Levitt-Hughes	LCC	Equality Officer
Lisa Powell	LCC	Performance Manager

<b>3. Summary of strategy, policy, service or function that was assessed:</b>
<p>Section 278 (S278) of the Highways Act 1980 makes provision for the Highway Authority to enter into an agreement to execute works with any other person (either an individual / organisation / developer) to make modifications, improvements and changes to the highway and for those works to be funded by that person / developer or organisation.</p> <p>Generally, a S278 is applied when, for example, a developer builds a housing estate and there are changes required to the highway to enable access to the site, footways, roads etc...</p> <p>This Equality Impact Assessment considers the process of determining the requirements of such developments and how this process gives due regard to the equality characteristics.</p>

<b>4. Scope of the equality, diversity, cohesion and integration impact assessment</b> (complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)
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<b>4a. Strategy, policy or plan</b> (please tick the appropriate box below)	
The vision and themes, objectives or outcomes	<input checked="" type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>
<b>Please provide detail:</b>	

<b>4b. Service, function, event</b> please tick the appropriate box below	
The whole service (including service provision and employment)	<input type="checkbox"/>
A specific part of the service (including service provision or employment or a specific section of the service)	<input type="checkbox"/>
Procuring of a service	<input type="checkbox"/>

(by contract or grant)	
<b>Please provide detail:</b>	

<p><b>5. Fact finding – what do we already know</b></p> <p>Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p> <p>A S278 agreement is entered into between developers and the Council and ensures that any impact on the highway, or improvements required to the highway, as a result of developments undertaken are agreed, and paid for prior to the works commencing.</p> <p>S278 agreements can be entered into with an individual, but generally they are made between Developers and the Council.</p> <p>There are three types of S278 agreements:</p> <p><u>Mini Section 278 Agreements</u></p> <p>A Mini Section 278 Agreement is a formal arrangement to enable developers to carry out extremely minor highway works. This type of agreement covers minor footway crossing works, amendments to paving to provide level access, removal and reinstatement of planters, etc where the Developer designs and constructs the works, but provides a bond as surety. Leeds City Council obtains staff fees for checking the design and supervision of the works and fixed legal costs. This type of agreement is very minor in nature and does not include for commuted sums (payments for maintenance).</p> <p><u>Minor Section 278 Agreements</u></p> <p>A Minor Section 278 Agreement is a formal arrangement for developers to carry out minor highway works themselves. It follows the same format as a mini S278 agreement but is used for schemes which are slightly more involved than a footway crossing, but not so involved that there is any major requirement for traffic management on a busy road, or likely involvement with statutory undertakers, and the design is not complex in any way. This type of agreement is most often used where the development and highway works are adjacent or make use of the same site, making it very difficult for a separate contractor to be working in the same area, eg re-paving footways, provision of lay-by within a site contractor's working zone. A Minor S278 still requires the provision of a bond but does also allow for the acquisition of commuted sums for maintenance.</p> <p><u>Standard Section 278 Agreements</u></p> <p>A Standard Section 278 Agreement is used for all other highway works. The works are designed and supervised by Leeds City Council on behalf of the Developer. This type of agreement is used for most significant off-site highway works associated with</p>
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planning applications. Standard S278 agreements do not require the provision of a bond as all monies are paid upfront.

### **Process Review**

When considering the requirements of a planning application that will require a S278 agreement to deliver highway works once consent is granted, a pro-forma is completed which considers the following:

- Accessibility – using guidelines laid down in the Leeds Core Strategy, Manual for Streets and LCC Street Design Guide (which has been the subject of an EIA) consideration is given to; walkers, cyclists, public transport users, vulnerable road users and impact on services nearby, for example - schools
- Vehicular access – safety of this relating to width, radii, visibility splays, crossing opportunities
- Internal layout / servicing / bins – shared surface issues. Ability to move around safely.
- Parking – safety issues, availability of disabled spaces in line with the Core Strategy and Parking SPD.
- Travel Plan – Availability and accessibility of public transport.
- Off site highways works – impacts of the development on the surrounding area e.g. – increased traffic flows, do we need a new set of traffic lights.
- Road safety – current statistics and impact on these.
- Planning conditions

These items are considered in terms of the protected characteristics.

S278 (4) states that “A highway authority shall not enter into an agreement under this section unless they are satisfied that it will be of benefit to the public”, and any suggested changes are put forward with this in mind.

### **Are there any gaps in equality and diversity information**

#### **Please provide detail:**

No, however to reinforce the need to consider equality impacts, an additional equality item will be added to the pro-forma. – completed 2012.

Review operation of equality heading on proforma. – May 2017

#### **Action required:**

Amendments to be made to the pro-forma.- completed 2012.

Update team in Technical Team Meeting to ensure importance of correctly filling in profroma. – May 2017

### **6. Wider involvement – have you involved groups of people who are most likely to**

<b>be affected or interested</b>	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Please provide detail:</b>          The guidelines issued by the Department for Transport and other agencies which we follow have been equality impact assessed, and this involved some element of consultation. We follow these guidelines and as such, wider consultation is not required or relevant however, each S278 proposal is sent to the relevant Ward Member for their input on behalf of residents.</p>	
<p><b>Action required:</b>          None</p>	

<p><b>7. Who may be affected by this activity?</b>          please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function</p>		
<b>Equality characteristics</b>		
<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Carers	<input checked="" type="checkbox"/> Disability
<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or Belief
<input checked="" type="checkbox"/> Sex (male or female)	<input type="checkbox"/> Sexual orientation	
<input type="checkbox"/> Other		
<p>(Other can include – marriage and civil partnership, pregnancy and maternity, and those areas that impact on or relate to equality: tackling poverty and improving health and well-being)</p> <p><b>Please specify:</b></p>		
<b>Stakeholders</b>		
<input checked="" type="checkbox"/> Services users	<input checked="" type="checkbox"/> Employees	<input type="checkbox"/> Trade Unions
<input type="checkbox"/> Partners	<input checked="" type="checkbox"/> Members	<input type="checkbox"/> Suppliers
<input type="checkbox"/> Other please specify		

**Potential barriers.**

**Built environment**

**Location of premises and services**

**Information and communication**

**Customer care**

**Timing**

**Stereotypes and assumptions**

**Cost**

**Consultation and involvement**

**Financial exclusion**

**Employment and training**

**specific barriers to the strategy, policy, services or function**

**Please specify**

The location and heritage of a site may affect the type of improvements allowed.

In the current economic climate, the cost of certain improvements will effect what changes are agreed.

**8. Positive and negative impact**

Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers

**8a. Positive impact:**

The designs put forward will take into account the needs of each of the equality characteristics and will aim to meet Section 278 (4) states that “A highway authority shall not enter into an agreement under this section unless they are satisfied that it will be of benefit to the public”.

The proposed highway works are required to support the development of a new student accommodation building with retail use at ground floor. The site is located in a densely developed inner city area with a diverse population. It is anticipated that a large majority of residents would walk or cycle when travelling to the site, therefore the main purpose of the highway works is to assist safe access by young people. The works consist of Traffic Regulation Orders to control vehicular parking, traffic calming measures to contain vehicle speeds and safe pedestrian routes past the site including the provision of a humped informal crossing point. It must be acknowledged there is a negative impact brought by the wind mitigation measures due to the potential obstruction to footway but this is necessary to provide a safe pedestrian environment, especially for the frail and elderly

**Action required:**

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<b>8b. Negative impact:</b>
None. All designs will be of benefit to the public to meet the requirements of S278 (4)..
<b>Action required:</b>

<b>9. Will this activity promote strong and positive relationships between the groups/communities identified?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide detail:</b> Not applicable
<b>Action required:</b>

<b>10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)</b>
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please provide detail:</b> Improving and adding to the public realm with inclusive, accessible and safe design will increase use by the public.
<b>Action required:</b>

<b>11. Could this activity be perceived as benefiting one group at the expense of another? (e.g. where your activity/decision is aimed at adults could it have an impact on children and young people)</b>
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Please provide detail:</b>

<b>Action required:</b>
None



**12. Equality, diversity, cohesion and integration action plan**

(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

<b>Action</b>	<b>Timescale</b>	<b>Measure</b>	<b>Lead person</b>
Add 'Additional Equality Considerations to the S278 pro-forma.	December 2012	N/A	Gillian MacLeod
EIA reviewed and updated by Highways Development Services reps.	May 2017	Update team at technical team meeting May 2017	Gillian MacLeod

<b>13. Governance, ownership and approval</b> State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment		
Name	Job Title	Date
Gillian MacLeod	Transport Development Services Manager	December 2012
<b>Date impact assessment completed</b>		<b>Reviewed May 2017</b>

<b>14. Monitoring progress for equality, diversity, cohesion and integration actions</b> (please tick)	
<input checked="" type="checkbox"/>	As part of Service Planning performance monitoring
<input type="checkbox"/>	As part of Project monitoring
<input type="checkbox"/>	Update report will be agreed and provided to the appropriate board Please specify which board
<input type="checkbox"/>	Other (please specify)

<b>15. Publishing</b>	
Though <b>all</b> key decisions are required to give due regard to equality the council <b>only</b> publishes those related to <b>Executive Board, Full Council, Key Delegated Decisions</b> or a <b>Significant Operational Decision</b> .	
A copy of this equality impact assessment should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> <li>• Governance Services will publish those relating to Executive Board and Full Council.</li> <li>• The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.</li> <li>• A copy of all other equality impact assessments that are not to be published should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> for record.</li> </ul>	
Complete the appropriate section below with the date the report and attached assessment was sent:	
For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: 24 April 2013 Reviewed and re-sent May 2017