

Report to the Chief Officer (Highways & Transportation)

Date: 26 January 2021

Subject: Cottingley Hall Estate – Public Transport Infrastructure Improvements

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name(s) of ward(s): Beeston & Holbeck Ward	
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

- The Transport Hubs Improvements and Public Transport Access Schemes are a part of the Connecting Leeds Programme within the overall West Yorkshire Transport Hubs and Connecting Communities work stream. The aim of the project is to create new, or upgrade existing, facilities, to improve the waiting environment and travel information offer as well as enhancing connections between public transport hubs and local communities by improving walking and cycling links.
- The Transport Hub Improvement schemes will also achieve the overarching objectives of providing transport facilities that improve peoples' access to jobs and opportunities, bringing a major economic boost to the City and driving economic growth and value for the City Region. In addition to the overarching objectives, the scheme proposals also contribute to specific objectives that have been developed for the Transport Hubs and Connecting Communities work stream, these being:
 1. To increase patronage on public transport;
 2. To provide attractive, safe and direct pedestrian and cycle routes to public transport interchanges;
 3. To manage bus and rail movements effectively; and
 4. To improve air quality and environmental impacts in the district
- The proposals detailed in this report are aimed at improving the public transport infrastructure throughout the Cottingley Hall estate and improves the overall

customer experience, by improving pedestrian links to bus stops, improved waiting facilities and travel information.

- In June 2020 Leeds City Council's Executive Board approved the principle of a project to deliver six individual schemes as part of The Transport Hubs Improvements and Public Transport Access Schemes in Leeds. This project comprises of schemes in Bramley, Harehills, Cottingley, Lincoln Green & Mabgate, Pudsey, Middleton and Rothwell & Robin Hood.
- This report asks the Chief Officer to note the final design of the Cottingley Hall Estate – Public Transport Infrastructure Improvement scheme and to approve the design and delivery of the works on site.

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

- The Cottingley scheme will improve the accessibility and infrastructure of the public transport provision throughout the Cottingley Hall estate thus allowing access to the employment, leisure and retail offers from some parts of the city, in line with the Leeds City Council's Best Council Plan 2018/19-2020/21 vision to be a city that is "compassionate and caring with a strong economy, which tackles poverty and reduces inequalities as well as ensuring high quality public services will be partly measured by enhancing and improving the public transport provision, facilities and usage".

3. Resource Implications

- All costs associated with this report have been previously approved by the Council's Executive Board and the West Yorkshire Combined Authority's Project Assurance Team and are entirely funded from the West Yorkshire Combined Authority's Connecting Leeds programme.

Recommendations

Chief Officer (Highways & Transportation)

The Chief Officer is requested to:

- i) Note and approve the final layout of the Cottingley Hall Estate – Public Transport Infrastructure Improvement scheme as shown on the attached Drawing No TM/25/1/321/GA-2A & 2B;
- ii) Give authority to issue the works to the term contractor and to construct the scheme as shown.
- iii) Note the required expenditure of £647,000, comprising £510,000 works costs, £50,000 Statutory Undertakers diversionary costs, £86,000 staff fees and £1,000 legal fees, all being funded from the Connecting Leeds programme as previously approved by Executive Board and the Combined Authority's Project Assurance Team.
- iv) Note that the scheme, valued at £647,000, is to be wholly funded from West Yorkshire Combined Authority's Connecting Leeds programme as previously approved by Executive Board.

- v) Give authority to advertise and introduce a Traffic Regulation and Movement Order to introduce waiting restrictions and bus lane respectively as shown on the attached drawing no. TM/25/1/321/GA-2B and if no valid objections are received, to make, seal and implement the Traffic Regulation and Movement Orders, as advertised; and
- vi) Authorise the City Solicitor to advertise draft Traffic Regulation and Movement Orders and if no valid objections are received, to make, seal and implement the Orders and pedestrian crossings as advertised

1. Purpose of this report

- 1.1 This report requests the Chief Officer (Highways & Transportation) to approve the final design and delivery of the Cottingley Hall Estate – Public Transport Infrastructure Improvement scheme at a total cost £647,000, comprising £510,000 works costs, £50,000 Statutory Undertakers diversionary costs, £86,000 staff fees and £1,000 legal fees, all to be funded from the Connecting Leeds programme.

2. Background information

- 2.1 In 2016, the Leeds Transport Conversation took place, where over 8000 people engaged in shaping transport priorities for the city. This has subsequently informed the Connecting Leeds programme and it was clear from the consultation that for many communities across the district public transport is and will remain a critical and fundamental element in enabling longer journeys. The Conversation also highlighted the importance of getting to Leeds City Centre (the primary focus of the public transport network) but also of accessing jobs and services in local areas and of travelling between local neighbourhoods – journeys that are less well served by the main public transport corridors. Affordability of public transport can also be an issue, especially for inner city communities located close to the city centre.
- 2.2 The key themes identified in the Leeds Transport Conversation, which the Transport Hubs and Connecting Communities work stream will seek to address are:
 - a) Lack of accessibility of public transport;
 - b) Encourage integrated travel through the use of transport ‘hubs’ by adding well-lit paths and improved walking facilities and green infrastructure;
 - c) Better information provision at stops and transport hubs e.g. clarity and durability of timetable displays, real time information; and
 - d) The need for better cycle infrastructure to improve connectivity e.g. increased provision of cycle tracks and the promotion of existing routes to increase usage.
- 2.3 The proposals detailed in this report are aimed at improving the public transport infrastructure throughout the Cottingley Hall estate and improves the overall customer experience, by improving pedestrian links to bus stops, improved waiting facilities and travel information.

3. Main issues

- 3.1 The Cottingley estate is a dense residential area served by regular bus services but there is an opportunity to enhance passenger’s customer experience at this location, to include better waiting facilities such as new or upgraded shelters and

real time information provision. The scheme will also help create better loading opportunities for the local and small businesses in the centre of the estate.

3.2 The scheme provides an enhanced and safer layout for the existing bus stop provision throughout the Cottingley estate and improves the overall customer experience, by improving pedestrian links to bus stops, improved waiting facilities and travel information.

The main proposals for this location are to:

- Provide dedicated bus stop lay-bys at 7 of the 12 bus stops on the Cottingley Hall estate, to address various issues within the estate, such as the poor and narrow alignment of the highway meaning general traffic cannot see past stationary buses, address the limited access in the centre of the estate, address areas where existing bus stops occupy valuable kerbside space which could be utilised for onstreet parking, as well as providing general betterment to public transport infrastructure throughout the estate;
- Widen footways to provide a better waiting environment for bus passengers, facilitate the introduction of bus shelters and improve accessibility to public transport provision;
- Provide an enhanced bus stop provision with shelters and real time information; and
- Provide a 'Bus Only' lane and a separate loading bay on Cottingley Vale for the local shops in the centre of the estate to remove the conflict between delivery vehicles and buses.

The aims of the scheme are to:

- Contribute to an overall increase patronage on public transport by improving the waiting environment and travel information provision;
- Provide enhanced and safer pedestrian routes to the transport interchange
- Enable more effective bus movements through new lay-bys;
- Improve the on street parking provision for local residents by moving the bus stops out of the existing on street parking areas;
- Improve bus service reliability and accessibility through the provision of dedicated bus lay-bys; and
- Contribute to an overall improvement in air quality and environmental impacts in the locality and overall district by encouraging more people to use public transport.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The Executive Member for Climate Change, Transport and Sustainable Development has been consulted on the overall Transport Hubs Improvements and Public Transport Access Schemes and the six individual schemes and supports the Cottingley Hall estate proposals
- 4.1.2 Ward Members for Beeston & Holbeck ward were consulted and briefed on the Cottingley Hall Estate – Public Transport Infrastructure Improvement scheme by the West Yorkshire Combined Authority and the Ward Members support the proposals in their areas and engagement. Regular updates and general discussions with the ward members have continued throughout the detailed design process and the Ward Members are supportive of the final design.
- 4.1.3 A programme of local consultations with the various local communities, general public and affected properties and businesses were undertaken taken between the 24th February until the 23rd March 2020, which included a public event at Cottingley Vale in early March, notices were posted on street in the area and on-line consultation was carried out through WYCA's YourVoice platform.
- 4.1.4 The results of the public engagement showed that of the 51 representations made, 83% were in favour of the proposals, 5% were neutral/don't know and 12% were against the proposals claiming that the money would be better spent on filling potholes, housing the homeless or funding other council services.
- 4.1.5 West Yorkshire Combined Authority, Emergency Services and the various bus operators have been consulted on the Cottingley Hall Estate – Public Transport Infrastructure Improvement scheme. Officer have continued to engage and work closely with colleagues from the combined authority to finalise the scheme details. No adverse comments were received from any other party in response to the consultation.
- 4.1.6 Feedback from internal and external stakeholders has been reviewed by the project team and the individual scheme design has been shaped to accommodate the comments received wherever possible. Specific discussions have taken place with Housing as a small element of the works are carried out on Housing land, to which have agreed to.
- 4.1.7 Stage 1 & 2 Road Safety Audits have been carried out on the scheme proposals, with the feedback being reviewed by the project team and amendments being made to address the recommendations made.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 The project contained within this report contributes to a number of corporate policies and targets aiming to improve equality and diversity, including the Inclusive Growth strategy, by promoting equality of access and opportunity, thus allowing access to the employment, leisure and retail offers from some of the most deprived parts of the city, all in line with the Leeds City Council's Best Council Plan 2018/19-2020/21 vision.

- 4.2.2 Accessible and safe public transport facilities and improved pedestrian routes open up opportunities to people with disabilities, older people and young people. Upgraded facilities create a safer environment for pedestrians and cyclists, and also have a strong impact in increasing the perceived level of safety for new, less confident or less capable cyclists by using suitable off highway links. Reducing the reliance on private car use will help contribute to an overall improvement in air quality and environmental impacts in the district by more people using sustainable and active modes of travel such as walking and cycling.
- 4.2.3 Removing some of the barriers of motorised traffic and improving off highway links and enabling more active travel has the potential to improve community integration through offering opportunities to mix and interact
- 4.2.4 An Equality, Diversity, Cohesion and Integration Screening has been undertaken and is attached as an Appendix.

Positive Impacts

- Improving the public transport arrangements will provide benefits for all pedestrians, especially those with mobility issues, in accessing the bus services which enables them to access local amenities, employment and serve to increase public transport patronage;
- Providing widened footways which will benefit all pedestrian road users and improve the access to public transport provision;
- Greater independence and choice for children travelling to school;
- Make it more pleasant to walk, encouraging a more healthy lifestyle;
- Improve quality of life for the local community;
- Providing an uncluttered environment which will benefit those with mobility issues; and
- Crossing facilities include features which benefit disabled pedestrians such as dropped kerbs for wheelchair users and tactile paving to assist blind and partially sighted pedestrians.

Negative Impacts

- Loss of grass verge may have a negative impact on the streetscape, although this is low impact in relation to the overall green space of the estate and as part of the overall scheme additional planting/trees is proposed to mitigate this loss.

4.3 Council policies and the Best Council Plan

- 4.3.1 The proposals detailed in this report contribute to the cross cutting priorities of the Best Council Plan 2018/19 – 2020/21 including:
- **21st Century Infrastructure** – Improving transport connections, safety, reliability and affordability. Improving air quality, reducing noise and emissions.

- **Health & Wellbeing** – Reducing health inequalities and improving the health of the poorest the fastest. Supporting healthy, physically active lifestyles.
- **Inclusive Growth** – Supporting growth and investment, helping everyone benefit from the economy to their full potential.
- **Safe, Strong Communities** – Being responsive to local needs, building thriving, resilient communities.
- **Child-Friendly City** – Helping young people into adulthood, to develop life skills and be ready for work.

4.3.2 The proposals also contribute to the Leeds Transport Strategy (Interim) 2016:

- **Prosperous Leeds** – a transport system for Leeds that facilitates a prosperous, sustainable economy
- **Liveable Leeds** – support new opportunities for skills development and new and better jobs.
- **Healthy Leeds** – a transport system that has a positive effect on people’s health and wellbeing and raises health and environmental standards across the city through the promotion of walking and the reduction of air pollution, noise and carbon emissions.

4.3.3 The proposals complement the transport objectives of the West Yorkshire Transport Strategy 2040:

- **Economy** - Create a more reliable, less congested, better connected transport network, increasing business productivity and access to wider labour markets
- **People and Place** – put people first to create a strong sense of place – increasing access in a safe, inclusive way and encouraging walking and cycling for health and other benefits.

4.3.5 Policies of the West Yorkshire Transport Strategy 2040 include:

- 1 We will engage with those not currently connected to economic growth because of their transport needs, to create connections that ensure good jobs are accessible to everyone with the potential to work, including the most disadvantaged groups and those with disabilities.
- 28 We will provide strategic and local networks of high quality walking and cycling routes that are safe and convenient to use and provide access to town centres, local services and the wider public transport network, with enhanced cycle parking provision for joined up ‘door to door’ journeys
- 47 We will deliver improved transport hubs at our national and international gateways and regional and district centres to better link our local networks. We will provide more integrated payment options and travel information.

Climate Emergency

4.3.6 Transport is a major source of CO₂ emissions that contribute to climate change. Private cars emit around 130g of CO₂ per km in the UK, and travel around 8500 miles per year on average (13,600km). This represents an average annual emission of 1.8 tonnes of CO₂ per car.

4.3.7 The proposals contained in this report therefore contribute to the Leeds target of net zero carbon emissions by 2030 by improving facilities for public transport provision and walking and encouraging these transport choices as an alternative to short (and longer) car journeys.

4.4 Resources, procurement and value for money

4.4.1 The estimated total cost to implement this scheme is £647,000, comprising £510,000 works costs, £50,000 Statutory Undertakers diversionary costs, £86,000 staff fees and £1,000 legal fees, all being funded from the from the Connecting Leeds programme.

4.4.2 The detailed design and project management of the scheme delivery rests with Leeds City Council and will be carried out by the Traffic Engineering section, with the funding provided by the Combined Authority.

4.4.3 The schemes will be delivered under Leeds City Council Term Contract, awarded through a competitive tender process with construction of the schemes programmed to start in February 2021 with completion expected in June 2021.

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

4.5.1 Advertisement of a Traffic Regulation and a Movement Order will take place in accordance with statutory procedures and any objections received, will be properly considered for each respective scheme as per the normal reporting process.

4.5.2 The works are to be predominantly carried out within the adopted highway and consequently can be delivered under the powers of Leeds City Council as the highway authority for Leeds. A small element of the works are to be carried out on Housing land, to which Housing have been consulted on and have subsequently agreed to

4.5.3 This report is not eligible for Call-In.

4.6 Risk management

4.6.1 The proposals outlined in this report offer improvements to public transport infrastructure and accessibility throughout the Cottingley Hall estate and improve peoples' access to jobs and opportunities, bringing a major economic boost to the City and driving economic growth and value for the City Region. Approving these proposals will allow the benefits to the economy, air quality, health and road safety detailed above to be realised.

4.7 If the works are not carried out the public transport provision in the area would remain unattractive and the pedestrian thoroughfare adjacent to the various bus stops would remain unattractive and unsafe.

5. Conclusions

5.1 The Cottingley Hall Estate – Public Transport Infrastructure Improvement scheme outlined in this report contributes to a number of corporate policies and targets such as, improving the Inclusive Growth strategy, promoting equality of access and

opportunity and allowing access to employment, leisure and retail offers from some of the most deprived parts of the city, providing accessible and safe public transport facilities and pedestrian routes, improving community cohesion and the overall improvement in air quality and environmental impacts in the district.

- 5.2 The provision of improved accessibility to public transport and improvement to infrastructure will also contribute to the Council's target for reduced carbon emissions by encouraging these transport choices as an alternative to short (and longer) car journeys.

5 Recommendations

Chief Officer (Highways & Transportation)

The Chief Officer is requested to:

- i) Note and approve the final layout of the Cottingley Hall Estate – Public Transport Infrastructure Improvement scheme as shown on the attached Drawing Nos TM/25/1/321/GA-2A & 2B;
- ii) Give authority to issue the works to the term contractor and to construct the scheme as shown.
- iii) Note the required expenditure of £647,000, comprising £510,000 works costs, £50,000 Statutory Undertakers diversionary costs, £86,000 staff fees and £1,000 legal fees, all being funded from the Connecting Leeds programme as previously approved by Executive Board and the Combined Authority's Project Assurance Team.
- iv) Note that the scheme, valued at £647,000, is to be wholly funded from West Yorkshire Combined Authority's Connecting Leeds programme as previously approved by Executive Board.
- v) Give authority to advertise and introduce a Traffic Regulation and Movement Order to introduce waiting restrictions and bus lane respectively as shown on the attached drawing no. TM/25/1/321/GA-2B and if no valid objections are received, to make, seal and implement the Traffic Regulation and Movement Orders, as advertised; and
- vi) Authorise the City Solicitor to advertise draft Traffic Regulation and Movement Orders and if no valid objections are received, to make, seal and implement the Orders and pedestrian crossings as advertised.

6 Background documents

- 6.3 N/A

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
Lead person: Nick Borrás	Contact number: (0113) 37 87 497

1. Title: Cottingley Hall Estate – Public Transport Infrastructure Improvements

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

The Transport Hubs Improvements and Public Transport Access Schemes are a part of the Transport Hubs and Connecting Communities work stream within the Connecting Leeds Programme. This package of works will improve connectivity between Leeds Communities, the City Centre and key destinations by delivering upgrades to existing transport hubs, by creating new or upgrade existing facilities to improve the waiting environment and travel information offer as well as enhancing connections within and between other public transport hubs and communities by improving specific local walking and cycling links.

The Cottingley Hall Estate – Public Transport Infrastructure proposals include;

- Provide dedicated bus stop lay-bys at 7 of the 12 bus stops on the Cottingley Hall estate;
- Widen footways to provide a better environment for bus passengers;
- Provide an enhanced bus stop and provision with real time information; and

- Provide segregated loading/servicing provision for the local shops in the centre of the estate.

The aims of the scheme are to:

- Contribute to an overall increase patronage on public transport by improving the waiting environment and travel information provision;
- Provide enhanced and safer pedestrian routes to the transport interchange
- Enable more effective bus movements through new lay-bys;
- Improve bus service reliability and accessibility through the provision of dedicated bus lay-bys; and
- Contribute to an overall improvement in air quality and environmental impacts in the locality and overall district by encouraging more people to use public transport.

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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

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 all 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**.

<p>4. Considering the impact on equality, diversity, cohesion and integration</p>
<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>Consultation has taken place with Ward Members, Emergency Services and various other stakeholders throughout the design process</p> <p>Stakeholder consultation has taken place directly via a series of briefing, a public engagement session and various advertisement notices during the detailed design stage.</p> <p>The public engagement ran from 24th February until the 23rd March 2020, with online advertisement and consultation via WYCA website.</p> <p>A public consultation event was held at Cottingley Vale in March 2020. Street notices were also posted throughout the local community for the duration of the engagement period</p> <p>All comments received from every aspect of consultation and engagement were duly considered prior to scheme implementation.</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) <p>The 2018 Health Needs Assessment for the area recommended an increase in the number of quality spaces for communities to come together as one of the top priorities. These proposals will help achieve this.</p> <p><u>Positive Impacts</u></p> <ul style="list-style-type: none"> • Improving the public transport arrangements will provide benefits for all pedestrians, especially those with mobility issues, in accessing the bus services which enables them to access local amenities, employment and serve to increase public transport patronage; • Providing widened footways which will benefit all pedestrian road users and

improve the access to public transport provision;

- Greater independence and choice for children travelling to school;
- Make it more pleasant to walk, encouraging a more healthy lifestyle;
- Improve quality of life for the local community;
- Providing an uncluttered environment which will benefit those with mobility issues; and
- Crossing facilities include features which benefit disabled pedestrians such as dropped kerbs for wheelchair users and tactile paving to assist blind and partially sighted pedestrians.

Negative Impacts

- Loss of grass verge may have a negative impact on the streetscape, although this is low impact in relation to the overall green space of the estate and as part of the overall scheme additional planting/trees is proposed to mitigate this loss.

• Actions

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

- As part of the scheme design we will look to plant trees in existing grass verges where possible

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:	4 January 2021
Date to complete your impact assessment	4 January 2021
Lead person for your impact assessment (Include name and job title)	Nick Borrás, Principal Engineer

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	4 January 2021
Date screening completed		4 January 2021

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.

- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: