

Report of Transport Development Services

Report to the Chief Officer (Highways and Transportation)

Date: 09 February 2021

Subject: Design & Cost Report for S278 Highway Works Associated With Construction of a New Teaching Block at University Of Leeds, Lifton Place and Cromer Terrace, Leeds

Capital Scheme Number: 33429

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name(s) of ward(s): Little London and 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 July 2018 under application ref 18/02523/FU for the construction of a new teaching block including landscaping, access improvements and other associated works within the main Leeds University campus. The location of the development site in relation to the proposed works can be seen on drawing 258099-03-SK-03 Rev B at **Appendix 2** of this report.
- The planning consent requires a package of highway improvements described in detail in Section 3 below, the works briefly comprise the introduction of a one-way system to improve traffic flow and facilitate improved pedestrian access along Lifton Place, incorporating a contra-flow cycle lane and associated Traffic Regulation Orders. A general arrangement plan of the highway works is provided at **Appendix 2** of this report.
- 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 Section 278 Agreement to enable the highway works to be carried out.

- This report seeks authority to negotiate terms and enter a Minor S278 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 £20,000 for traffic regulation order costs and £6,000 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 described in outline in section 3 of this report and shown on plan 258099-03-SK-03 Rev B attached at **Appendix 2** 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 shaded dark green on plan 258099-03-SK-03 Rev B attached at **Appendix 2** of this report so that it can be added to the Council's maintenance regime;
- d) request the City Solicitor to advertise a notice under Section 90c of the Highways Act 1980 to provide a vertical traffic calming feature as shown on drawing number 258099-03-SK-03 Rev B at **Appendix 2**; and if no valid objections are received, to implement the proposal as advertised;
- e) request the City Solicitor to advertise draft Traffic Regulation Orders to implement a one-way system and contra-flow cycle lane and introduce parking/loading restrictions and alter the extents of No Waiting At Any Time restrictions as shown on drawing 258099-03-SK-03 Rev B at **Appendix 2**; and if no valid objections are received, to make and seal the Orders as advertised; and
- f) give authority to incur expenditure of £20,000 TRO costs and £6,000 staff checking and inspection costs, all to be fully rechargeable to the developer through the Section 278 agreement.

1. **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 construction of a new teaching block at the University of Leeds (planning ref: 18/02523/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 are designed and constructed by the developer at their expense, with the Council checking the design and construction, with step in rights, and preparing a Traffic Regulation Orders at the developer's expense.

- 1.3 To request the City Solicitor to advertise a draft traffic regulation order and if no valid objections are received to make, seal and implement the orders. Indicative details of the proposed one-way order, contra-flow cycle lane and associated waiting restrictions are included on drawing 258099-03-SK-03 Rev B at **Appendix 2**.
- 1.4 To give authority to incur expenditure associated with the implementation of highway works associated with the development.

2. Background information

- 2.1 Planning permission 18/02523/FU has been granted for the construction of a new teaching block at the University of Leeds. The location of the development site in relation to the proposed works can be seen on drawing 258099-03-SK-03 Rev B provided at **Appendix 2** of this report.
- 2.2 The planning consent requires a package of highway improvements. These improvements are being delivered over 3 separate S278 Agreements as the University expressed a preference for their own contractors to deliver as much of the works as possible. A Mini S278 Agreement has been used to deliver alterations to surfacing on Cloberry Street whilst a Standard S278 Agreement is proposed to be used to deliver a new signal control for the junction of Woodsley Road and Clarendon Road. The works that are the subject of this report are proposed to be delivered via a Minor S278 Agreement and are described in detail in Section 3 below. The works comprise the introduction of a one-way system to improve traffic flow and facilitate improved pedestrian access along Lifton Place through the provision of a widened footway, a contra-flow cycle lane is incorporated on Cromer Terrace and Lifton Place to ensure cycle connectivity through the area is accommodated. It is also proposed to introduce a '2 hours, no return within 24 hours Monday to Friday, 8am to 6pm, except for permit holders' on some of the adjacent streets in order to mitigate all-day parking practices and better regulate the remaining parking space on these streets, relieving parking pressure for residents and business owners in the immediate vicinity of the new building. A general arrangement plan of the highway works is provided at **Appendix 2** of this report.
- 2.3 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 permission for a new teaching block within the main Leeds University campus which is currently under construction adjacent to Clarendon Road in proximity to its junction with Woodsley Road.
- 3.2 Off-site highway works have been agreed to improve traffic circulation and the pedestrian environment in the vicinity of the development site. The proposed works are shown in outline on drawing 258099-03-SK-03 Rev B at **Appendix 2** of this report and comprise:
 - a) A widened footway on the north side of Lifton Place, utilising part of the existing carriageway and therefore reducing the carriageway width;

- b) Improved junction radii at the junction of Clarendon Place/Lifton Place, including the provision of additional highway land shaded red on drawing 258099-03-SK-01 Rev G;
- c) A one-way system travelling from east to west along Lifton Place and Cromer Terrace, also including a one-way order along Cromer Street;
- d) A contra-flow cycle lane on Lifton Place and Cromer Terrace including a traffic island at its entry point from the junction with Cloberry Street;
- e) A raised speed table as Lifton Place meets Cromer Terrace to assist pedestrian movement across the junction;
- f) Provision of No Waiting At Any Time Traffic Regulation Orders along Lifton Place, Cromer Terrace, Cloberry Street, Lyddon Terrace and at the junction of Clarendon Place/Lifton Place;
- g) Provision of a '2 hours, no return within 24 hours Monday to Friday, 8am to 6pm, except for permit holders' Lyddon Terrace, Clarendon Place, Cromer Street and Cromer Terrace;
- h) Provision of a loading bay on Cromer Terrace;
- i) All associated civils works including (inter alia) signs, lighting, road markings and drainage
- j) Any Statutory undertakers works resulting from the works described above

3.3 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.

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 Ward Members: Ward Members were consulted by email dated 7th October 2020 and subsequently with regard to the proposed shared use permit parking and time limited waiting bays, 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 7th October 2020 and subsequently with regard to the proposed shared use permit parking and time limited waiting bays, no adverse 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 set out in the Equality Act 2010 and will aim to meet Section 278 (14) of the Highways Act 1980 which states that a highway authority may only enter in to an agreement under s.278 “if they are satisfied 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 contribute to improved accessibility to the site for pedestrians and cyclists, the works will be designed to accommodate the needs of all users. The site is located within the main University Campus and it is anticipated that a large majority of students would walk or cycle when travelling to or from the development site. The large volume of pedestrians using Lifton Place causes students to walk in the carriageway during busier periods. The highway works seek to improve pedestrian links for all highway users through provision of a widened footway along Lifton Place. Cyclists will be accommodated in both directions along the proposed one-way route through the provision of a contra-flow cycle lane.
- 4.2.3 Provision of wider and resurfaced footpaths will provide a uniform surface which will benefit all pedestrian users, but especially those with mobility issues, blind and partially sighted people, parents with prams and older people.
- 4.2.4 Introduction of accessible formal and informal crossing facilities with associated tactile paving; additional crossing points will be provided through the use of flat top traffic calming features and indicated with tactile paving.
- 4.2.5 Providing widened footways which will benefit pedestrians and cyclists and improve access to public transport provision and existing cycling infrastructure.

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 Road Safety Audit has been undertaken and the issues identified by the audit will be addressed through the detailed design stage.

Climate Emergency

- 4.3.3 The scheme proposals are focused on delivering benefits to public and sustainable transport and provide segregated cycling facilities, improve pedestrian facilities and increase road safety. This will help to encourage modal shift from private car to more sustainable modes.
- 4.3.4 The works will improve pedestrian and cycle connections to the new building, thereby helping to offset the carbon footprint of the development. In addition, the development associated with the works will provide on-site cycle parking and promote sustainable travel options.

4.3.5 The proposals contained in this report therefore contribute to the Leeds target of net zero carbon emissions by 2030 by improving facilities for walking and cycling 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 developer will meet the Council's costs, estimated to be £6,000 fees to check the design and inspect the works, all of which will be fully funded through the Section 278 agreement. In addition to these costs, the developer is required to provide a sum of £20,000 toward TRO alterations under the terms of a S106 Agreement attached to the planning permission which will be used to implement the proposed one-way system and other alterations.

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	TO MARCH 2017	FORECAST				
	£000's	£000's	2017/18	2018/19	2019/20	2020/21	2021 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 2017	FORECAST				
	£000's	£000's	2017/18	2018/19	2019/20	2020/21	2021 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)	6.0					6.0	
OTHER COSTS (7)	20.0					20.0	
TOTALS	26.0	0.0	0.0	0.0	0.0	26.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH 2017	FORECAST				
	£000's	£000's	2017/18	2018/19	2019/20	2020/21	2021 on
			£000's	£000's	£000's	£000's	£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	26.0					26.0	
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						
Total Funding	26.0	0.0	0.0	0.0	0.0	26.0	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 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 Planning permission 18/02523/FU has been granted for the construction of a new teaching block at the University of Leeds. The location of the development site in relation to the proposed works can be seen on drawing 258099-03-SK-03 Rev B provided at **Appendix 2** of this report.

5.2 The planning consent requires the introduction of a one-way system to improve traffic flow and facilitate improved pedestrian access along Lifton Place, incorporating a contra-flow cycle lane and associated Traffic Regulation Orders. A general arrangement plan of the highway works is provided at **Appendix 2** of this report.

5.3 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 developer to complete the detailed design and construction of the highway works under the supervision of the Council.

6. Recommendations

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

- a) note the detail of the highway works described in outline in section 3 of this report and shown on plan 258099-03-SK-03 Rev B attached at **Appendix 2** 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 shaded dark green on plan 258099-03-SK-03 Rev B attached at **Appendix 2** of this report so that it can be added to the Council's maintenance regime;
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- e) request the City Solicitor to advertise draft Traffic Regulation Orders to implement a one-way system and contra-flow cycle lane and introduce parking/loading restrictions and alter the extents of No Waiting At Any Time restrictions as shown on drawing 258099-03-SK-03 Rev B at **Appendix 2**; and if no valid objections are received, to make and seal the Orders as advertised; and
- f) give authority to incur expenditure of £20,000 TRO costs and £6,000 staff checking and inspection costs, all to be fully rechargeable to the developer through the Section 278 agreement.

7. Background documents

7.1 None.

8. Appendices

8.1 Appendix 1 - EDCI Screening

8.2 Appendix 2 - 258099-03-SK-03 Rev B - Location and General Arrangement Plan

Equality, Diversity, Cohesion and Integration Impact Assessment



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

Directorate: City Development	Service area: Highways & Transportation
Lead person: Gillian MacLeod	Contact number: 0113 37 88091
Date of the equality, diversity, cohesion and integration impact assessment: 22 October 2019	

1. Title: Equality Implications of Section 278 Process
Is this a:
<input checked="" type="checkbox"/> Strategy /Policy <input type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Gillian MacLeod	LCC	Service Manager
Adrian Hodgson	LCC	Service Officer
Andrew Thickett	LCC	Service Officer
John Mills	LCC	Technical Support Team Leader
Kasia Speakman	LCC	Highways Access Officer

3. Summary of strategy, policy, service or function that was assessed:

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.

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.

S278 agreements can be entered into with an individual, but generally they are made between Developers and the Council.

There are three types of S278 agreements:

Mini Section 278 Agreements

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).

Minor Section 278 Agreements

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.

Standard Section 278 Agreements

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 planning applications. Standard S278 agreements do not require the provision of a bond as all

monies are paid upfront.

This Equality, Diversity, Cohesion and Integration (EDCI) Impact Assessment considers the process of determining the requirements of such developments and how this process gives due regard to the equality characteristics. Specific EDCI considerations of the schemes are considered at planning application stage when the principal of the development and associated infrastructure works are approved. A summary of these considerations is included in section 5.

4. Scope of the equality, diversity, cohesion and integration impact assessment

(complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan

(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"/>

Please provide detail:

4b. Service, function, event

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 (by contract or grant)	<input type="checkbox"/>

Please provide detail:

5. Fact finding – what do we already know

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.

(priority should be given to equality, diversity, cohesion and integration related information)

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:

- Development type and location
- 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.

Site Specific Considerations

The proposals will contribute to improved accessibility to the site for pedestrians and cyclists, the works will be designed to accommodate the needs of all users. The site is located within the main University Campus and it is anticipated that a large majority of students would walk or cycle when travelling to or from the development site. The large volume of pedestrians using Lifton Place causes students to walk in the carriageway during busier periods. The highway works seek to improve pedestrian links for all highway users through provision of a widened footway along Lifton Place. Cyclists will be accommodated

in both directions along the proposed one-way route through the provision of a contra-flow cycle lane.

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 proforma. – May 2017

Procedure reviewed October 2019 – site specific considerations added

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

The works subject to the S278 agreement have been consulted on through the Planning process which includes statutory processes for consultation.

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.

Action required:

None

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

Age

Carers

Disability

Gender reassignment		Race	Religion or Belief
<input checked="" type="checkbox"/>	Sex (male or female)	<input type="checkbox"/>	Sexual orientation
<input type="checkbox"/>	Other		

(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)
Please specify:

Stakeholders

<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.

<input checked="" type="checkbox"/>	Built environment	<input checked="" type="checkbox"/>	Location of premises and services
<input type="checkbox"/>	Information and communication	<input type="checkbox"/>	Customer care
<input checked="" type="checkbox"/>	Timing	<input type="checkbox"/>	Stereotypes and assumptions
<input checked="" type="checkbox"/>	Cost	<input type="checkbox"/>	Consultation and involvement
<input type="checkbox"/>	Financial exclusion	<input type="checkbox"/>	Employment and training
<input type="checkbox"/>	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”.

Action required:

8b. Negative impact:

None. All designs will be of benefit to the public to meet the requirements of S278 (4)..

Action required:

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail:

Not applicable

Action required:

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10. Does this activity bring groups/communities into increased contact with each other? (e.g. in schools, neighbourhood, workplace)

Yes

No

Please provide detail: Improving and adding to the public realm with inclusive, accessible and safe design will increase use by the public.

Action required:

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)

Yes

No

Please provide detail:

Action required:

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)

Action	Timescale	Measure	Lead person
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
EDCI IA reviewed and amended. Specific site considerations that were considered at planning application stage has been added to section 5.	October 2019	Update TDS team and ensure site specific considerations are included in S278 HB Reports going forward.	Gillian MacLeod

Action	Timescale	Measure	Lead person

13. Governance, ownership and approval 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	October 2019
Date impact assessment completed		22/10/2019

14. Monitoring progress for equality, diversity, cohesion and integration actions (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)

15. 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 impact assessment should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> • 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 impact assessments 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 assessment 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: 24 April 2013 Reviewed and re-sent May 2017, November 2019