

Active Travel Fund – Hyde Park Active Travel Neighbourhood Trial – Proposed Changes

Date: 01 August 2022

Report of: Transport Strategy

Report to: Chief Officer (Highways & Transportation)

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- The report proposes changes to the trial Active Travel Neighbourhood within Hyde Park. The changes reflect feedback that has been received throughout the experiment and consultation process.

Recommendations

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

- a) Note the contents of the report;
- b) Approve termination/revocation of the existing trial and introduce the proposed changes under a new Experimental Traffic Regulation Order; and
- c) Request the City Solicitor to advertise the Experimental Traffic Regulation Order(s) associated with the project as required and, subject to no valid objections being received, to make, seal and implement the Orders as advertised.

Why is the proposal being put forward?

- 1 Hyde Park Active Travel Neighbourhood was introduced as a trial in November 2020 as part of the Emergency Active Travel Fund. The trial was introduced in an area with high levels of walking and cycling and high reliance on public transport at the time when the Government guidelines for Covid 19 advised to avoid travel on public transport and car sharing.
- 2 The scheme was introduced as a trial due to the tight timescales that were imposed by the Department for Transport which, together with restrictions on face to face contact and public gatherings, precluded traditional forms of consultations and engagement. This engagement was instead carried out on-line, using the Commonplace platform. Unfortunately the initial positive feedback towards the scheme was not representative of the view of the wider stakeholders in the area. During the trial Leeds City Council have received a substantial amount of feedback from the local community and businesses, which is summarised in Appendix B and below.
- 3 The proposal brings forward changes to the trial Active Travel Neighbourhood within Hyde Park arising from the above. The proposals seek to retain the non-controversial element of the scheme around the Norwoods and focus on the more successful part of the trial in the Chapel Lane area, where the scheme has helped tackle issue with speeding and rat-running previously raised by the local community. These areas also correspond with a Core Cycle Network route that links West Park, Headingley, the Universities and the City Centre.

What impact will this proposal have?

Wards affected: Headingley and Hyde Park

Have ward members been consulted?

Yes

No

- 4 This proposal will remove the majority of restrictions and supporting features introduced under the Hyde Park Experimental Traffic Regulation Order (ETRO) and introduce additional changes that reflect the overall response to the trial received from the local community and businesses and form emergency services. Local Ward Members have been fully consulted on the proposed changes and kept up to date throughout the life of the trial. The Ward Members fully support the changes being proposed.

What consultation and engagement has taken place?

- 5 The scheme was originally introduced as a trial and therefore has been an ongoing live consultation with the community. It is worth noting that, at the time of delivery, face-to-face consultation was heavily curtailed by the Covid-19 restrictions. However, from the point of the scheme's introduction on site there has been a live Commonplace tile that encourages feedback. The Commonplace tile attracted a total of 680 verified comments. In addition, direct emails have been received via the Connecting Leeds inbox and representations received to the Experimental Traffic Regulation Order that was introduced to bring effect to the scheme. The team have also have listened to Councillors' feedback, based on what their constituents have said to them directly.
- 6 In addition to the online consultation, the project team also came to the South Headingley Neighbourhood Forum and to the Leeds Property Association with presentation and discussion of the rationale and the benefits of the scheme. The project team were also keen to hear from those who may not have digital access or do not traditionally engage in consultations. To that end the team commissioned Leeds Involving People (LIP), a local engagement charity, to safely approach businesses and residents, focusing on this network of 'seldom heard from' people.

- 7 LIP carried out surveys outside community hubs such as shops, have accessed places of worships and left leaflets when they could not have a direct conversation with staff.
- 8 LIP also crucially facilitated two online Focus Groups, providing a neutral Chair and a safe space for all to engage with officers and be listened to, replacing the face-to-face community engagement that Covid-19 had made impossible. A separate focus group with businesses was planned but not progressed due to no uptake from stakeholders.
- 9 Following a review of all the feedback it was decided to substantially scale back the scheme and retain only those elements which were supported by the local community and have not raised substantial concerns from businesses or stakeholders. This involved retaining the points closures on the Norwoods and the proposed repositioning of the points closures on Chapel Lane to a location north of Broomfield Crescent. All other closures are to be removed.
- 10 All properties within the area were consulted on the proposed removal of closures by letter sent on 28th July 2021. Separate letters were sent in November to the residents of the Norwoods (175 properties) - where it was proposed to retain the closures, and to the 'Cardigan Triangle' area comprising Chapel Lane, the Newports and the Broomfields (592 properties) where it was proposed to remove the closure of Newport Road and re-locate the closure of Chapel Lane, inviting feedback. The head teacher of the Brudenell Primary School was contacted by e-mail asking for feedback on the scheme and the proposed retention of the closures in the vicinity of the school. Only two responses were received from the local area asking for the removal of the closures.
- 11 For the Cardigan Triangle area, 52 responses were received, of those 25 supported the changes suggested. 25 respondents expressed reservations; of which 13 thought that the current closures worked and should be kept. There were 4 responses calling for the removal of the scheme.
- 12 During the period of the Experimental Traffic Regulation Order notification period, a total of 48 formal representation were received. 21 responses were objections to the scheme (where multiple representations were received from the same respondent, they are treated as part of the same objection), with the remaining communications providing feedback.
- 13 Emergency Services and Leeds City Council's Refuse Collection have been consulted on the revised scheme. The Fire Service are supportive of the proposed changes and no adverse comments were received from the ambulance service or the Police.

What are the resource implications?

- 14 The scheme is fully funded through the Active Travel Fund, this is grant funding provided by the Department for Transport.
- 15 Physical alterations on site will require support from colleagues at the Highways Depot to relocate the modal filters and colleagues in Traffic Engineering for the sign designs.

What are the legal implications?

- 16 The report is not eligible for call-in, as it is not a key decision.

- 17 Following liaison with Legal Services, it is proposed that the existing ETRO is terminated/revoked, and all objections are overruled. The proposed changes are then introduced under a new ERTTO.
- 18 Under the new ETRO, there would be the provision for the Chief Officer to make any necessary modifications he considers essential. Any modifications identified during the monitoring of the amended scheme would need to be effected at least six months before the end of the experimental period.
- 19 All work will lie within the framework of highways legislation and national and local standards for design where applicable. All other relevant legislation will also be taken into consideration, including duties under the Equality Act (2010).
- 20 The ETRO will be introduced using the powers contained within the Road Traffic Regulation Act 1984, the Highways Act 1980 and the Local Government Miscellaneous Provisions Act 1976. Further, the procedural steps will fully comply with the requirements of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996/2489.

What are the key risks and how are they being managed?

- 21 The main risk to the scheme is lack of support from the public. Leeds City Council have worked hard to engage with all the local community to explain the background of the scheme, rationale for implementation and understand how it can be improved to work for them. The scheme also has the backing of the local ward members. Leeds City Council have also commissioned Leeds Involving People to help with the scheme engagement and ensure dialogue as far as reasonably possible with all the community to ensure everyone is heard.
- 22 There are longstanding concerns in the area with regards to parking that the scheme was not able to address and this produces a sense of frustration in the local community and among local stakeholders. Our Traffic Engineering section continues to work to address these.
- 23 The scheme continues with the use of wooden planters placed on the public highway. The planters are made from recycled timber and have reflective banding attached. The planters are also bolted to the carriageway. These planters, in some locations, have been subject to vandalism. Any planters that require repair or replacing is reported to Highways Maintenance. It is important that these schemes are monitored and maintained in a timely fashion. There has been occasions, during winter, where reports of damage have taken several weeks/months for action to be taken and undermines the scheme. If certain locations are subject to targeted vandalism more robust measures, in the form of concrete barriers, will be considered.

Does this proposal support the council's three Key Pillars?

Inclusive Growth

Health and Wellbeing

Climate Emergency

- 24 By minimising the negative effects of traffic close to local schools and on a Core Cycle Network route the scheme will support Health and Wellbeing, Child Friendly City and Age Friendly Leeds by extending opportunities for healthy and physically active lifestyles, enhancing the city for future generations, alongside supporting independence, and increasing safety of vulnerable road users.
- 25 The focus of this programme is to support and encourage greater modal shift to everyday walking and cycling journeys within the city. The proposed changes to the road environment will remove barriers to the sustainable travel modes, provide additional protection and safer

spaces and in turn increase the likelihood of sustainable travel choices, reduce reliance on the private car and reduce vehicle emissions. This will contribute to the Council's Climate Emergency declaration

Options, timescales and measuring success

What other options were considered?

26 The Experimental Traffic Regulation Order allows the scheme to be retained, amended or withdrawn. The initial amendment to the scheme happened in winter 2021 and resulted in the removal of the closures on Alexandra Road and Royal Park Road.

27 The option of further modifications and alternative measures was put to residents and local stakeholders at the focus group but did not generate overall support.

28 The other consideration is the removal of the trial completely. However, there is support locally for the measures being retained and this type of intervention is a key tool to help deliver the aims of the Transport Strategy, enable mode shift, and improve residential streets.

How will success be measured?

29 The success of the scheme will be based on qualitative and quantitative measures. For example, qualitative measures include further community engagement post-implementation of the trial to understand if the local community are happy with the scheme, whether travel behaviour has changed and whether quality of life has improved. It is likely LIP will be involved again at this stage. Quantitative measures include traffic surveys to confirm what changes have occurred to traffic levels and a review of traffic collisions within the area.

What is the timetable for implementation?

30 The intention is for the changes to be advertised and implemented this financial year (2021/22), this will be subject to resource availability.

Appendices

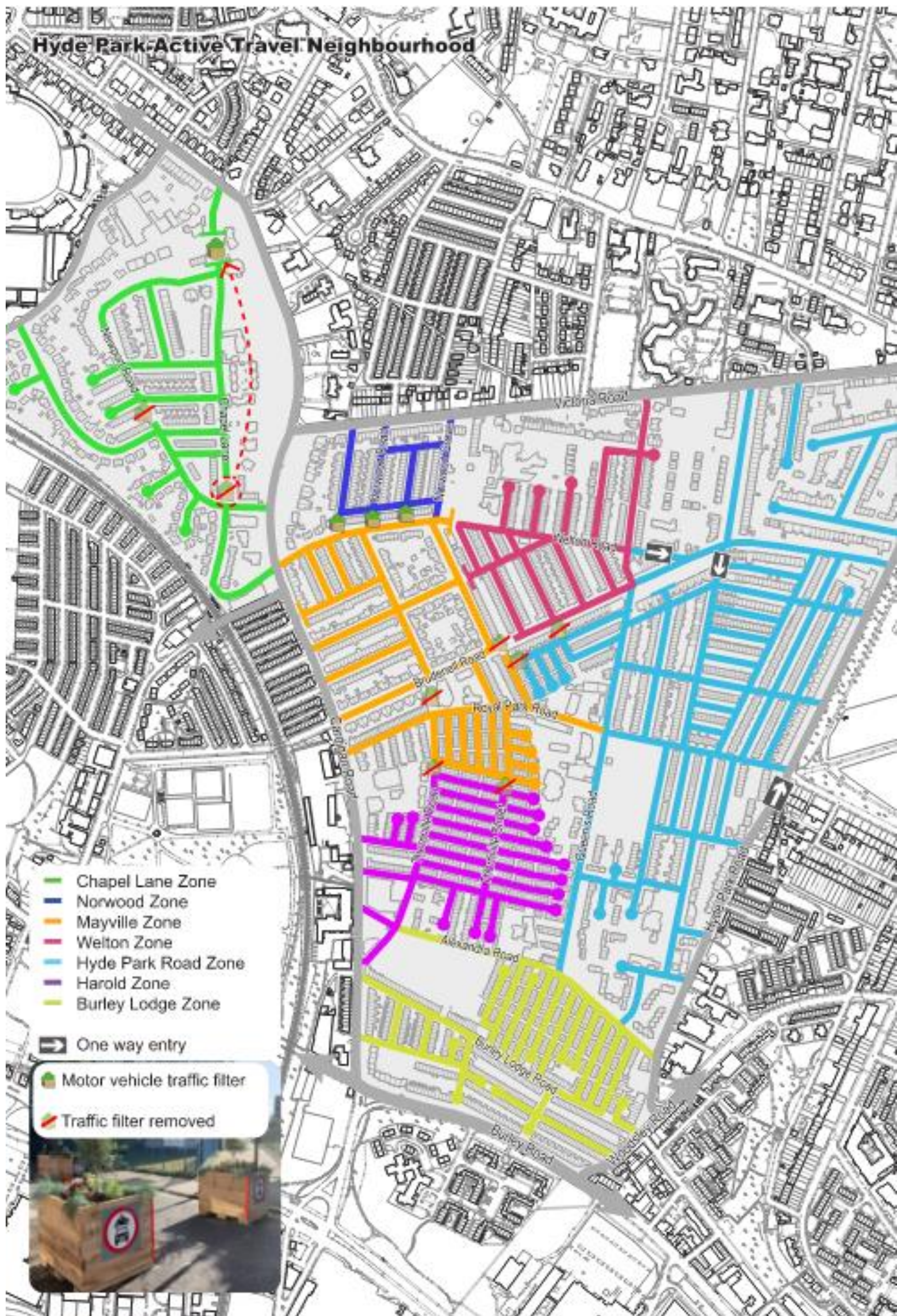
31 Appendix A – Proposed changes

32 Appendix B – Commonplace Consultation Summary

33 Appendix C – EDCI

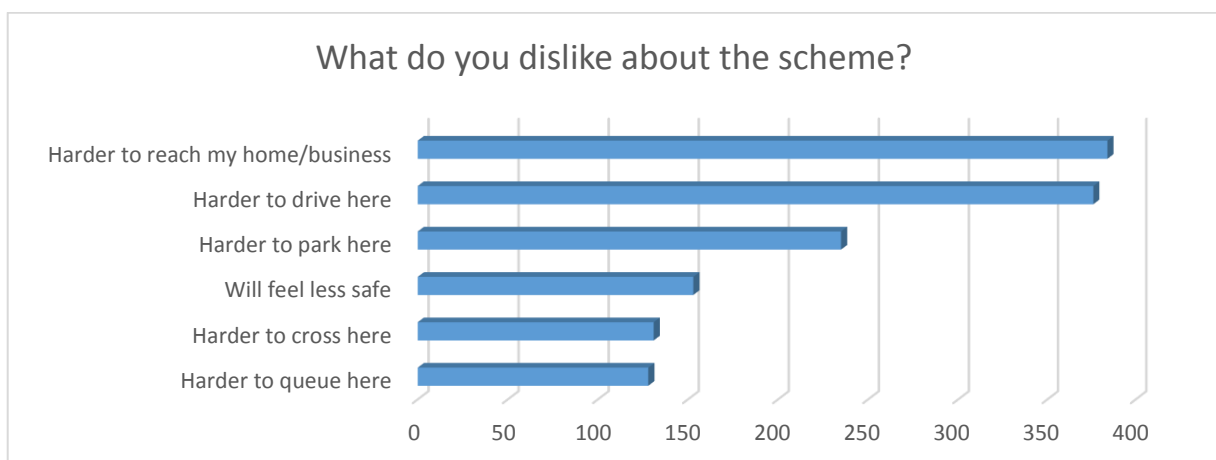
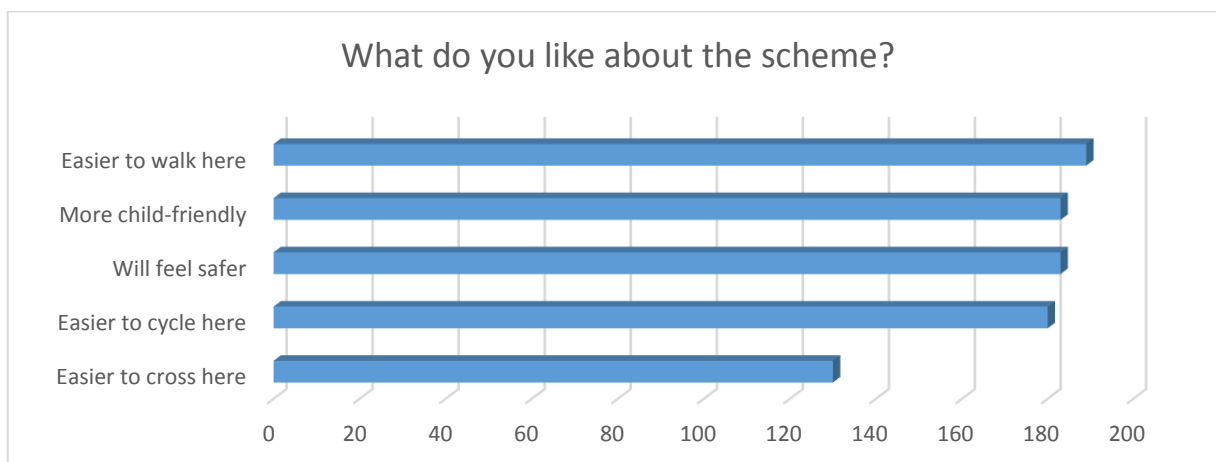
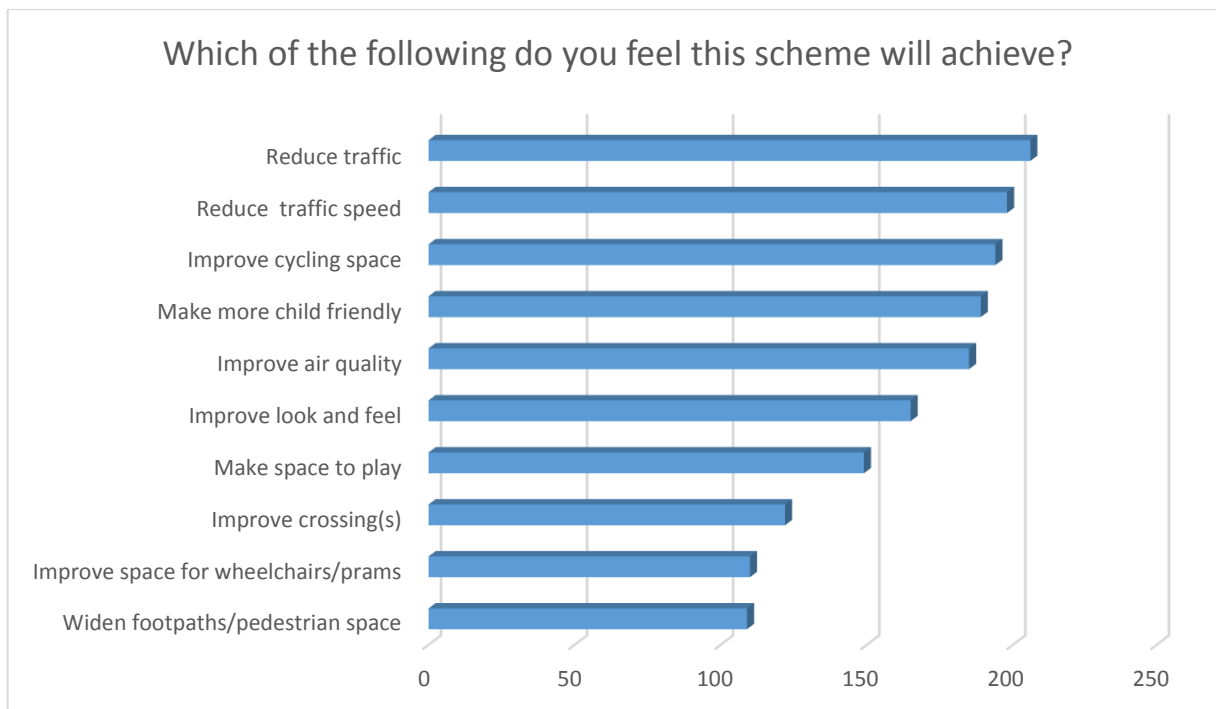
Background papers

34 None.



Hyde Park Active Travel Scheme Feedback Summary

680 confirmed comments 211 positive 13 neutral and 456 negative



Main changes suggested for scheme:

Resident only parking and one ways, yellow lines

Stop people driving on pavement to get round planters.

More safe crossings

Move bins to road to help with accessibility. Designated areas for wheelie bins.

Stop people parking on pavements, particularly Cardigan Road

Extend to Burley & Headingley

Plant more trees for shade

Look more permanent

More planters

Speed bumps

Need to reduce speed on roads without planters. Enforcement of 20mph speed limit.

Fix pot holes, clean after students leave

Improve roads and public transport

Tackle commuter parking. Work with universities to reduce commuter parking

Shorter website name, easier to get on website with all the warnings

More direction signs, more help for residents to guide through area, clearer which streets are blocked.

Aftercare for the plants, edible plants, maintenance/community ownership of planters

Cycling parking and lockup's along the streets.

Permanent vandal proof bollards

Prosecution of vandals and speeders via CCTV & speed cameras. Prosecute people who speed and go through red lights.

Lights in the park

Clear up litter

Have actual cycle lanes in place around the area or pedestrianise main roads so that only buses can use them.

Possibly a big push on local news/radio to help ensure residents are aware of changes as a lot did not read the letter.

Increase evening frequency of 56 bus

Put things on the blockaded streets, like mini parks, trees and greenery, seating areas e.t.c.

Other comments

Concerns over lack of consultation

Safer and more pleasant

Reduces accidents and traffic speeds

Remove graffiti & stop drug dealers

Resurface roads and remove pot holes to make cycling easier

Lengthens car journeys, particularly for deliver drivers and people servicing student houses doing linked trips.

Do it in Armley as well

Better to stop cars parking on double yellow lines, cycle lanes & pavements

Reduces traffic and speeding

Reduces antisocial behaviour

Concerns about dangerous driving, angry drivers reversing out of blocked streets

Will two way cycling be allowed on Brudenell Rd

Encourages walking and cycling

More cycle parking outside shops

Wheelie bins off pavements when not collection day

Reduces rat running

Improves environment

Safer for children, older people, walkers and cyclists

Causes longer journeys, more traffic and more pollution.

Will improve 56 bus service

Need to improve expensive public transport

Concerns about less passing traffic increasing muggings

Concerns about limited ambulance access

Measure to see if cycling & walking increase

Scheme supports climate emergency and Leeds carbon neutral commitment

Perhaps the bin yards could be used to house bicycles - because they are not used for the bins.

Concerns it will reduce customers to local businesses

Appendix C

Equality, Diversity, Cohesion and Integration (EDCI) 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 or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Highways and Transportation
Lead person: Kasia Speakman	Contact number: 0113 3787533

1. Title: Chapeltown Active Travel Neighbourhood		
Is this a:		
Strategy / Policy <input type="checkbox"/>	Service / Function <input checked="" type="checkbox"/>	Other <input type="checkbox"/>
If other, please specify		

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

Leeds City Council is piloting an innovative approach to creating more people –friendly local neighbourhoods through the Government’s Emergency Active Travel Fund (ETAF) and enabling more local journeys to be made by foot and by bicycle. The project is creating Active Travel Neighbourhoods in Leeds using temporary measures – Experimental Traffic Regulation Orders (ETROs) and planters to act as modal filters – preventing through movements by motorised vehicles while maintaining permeability for people walking, cycling and using wheelchairs or mobility scooters.

The aims of the Active Travel Neighbourhood in Hyde Park are to:

- Create safer, quieter residential streets, using planters and changes to signing.
- Remove the ‘through’ traffic to prevent vehicles from outside the area using the residential area as a short cut.
- Make it safer for children to play out
- Make it safer and more pleasant to make local journeys by foot/ wheelchair/ mobility scooter and by bicycle.
- Allow safer connections for local residents to the Core Cycle Route(s) in the area.

Residents, visitors, deliveries and services will still have access to these residential streets but will need to use the adjacent distributor roads for journeys through the neighbourhood or to access the wider road network.

The schemes is in the Phase 2 of the trial and, following residents feedback, now covers point closures on:

- Norwood Terrace/ Road/ Place
- Chapel Lane

3. Relevance to equality, diversity, cohesion and integration

All the council’s strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or 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 the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **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)

This is phase 2 of the trial and therefore feedback from residents was analysed to understand potential differential impacts, both positive and negative, in addition to the use of existing sources of information. This included published research, reports and examples of Best Practice, population data from the affected area, including socio-economic background, issues raised by residents and equality groups, e.g. Commonplace consultation and empirical evidence of long-term working with communities across Leeds.

- **Key findings**

(think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The Headingley & Hyde Park area is an area of young population, with around 76% in the 15 – 29 age group. This is a significant difference to the national average of 19%. It spans a range of communities, including diverse inner city areas of dense terraced housing and a vibrant student population. The area has very low car ownership (<50% of households) and is rich in amenities, with residents more likely to walk and cycle. The area is close to the city centre of Leeds as well as being near major employment hubs – the Universities and the LGI

The scheme will make streets safer by reducing through traffic, reduce pollution and further encourage active travel, improving the health of the residents and access to opportunities and establishing lifetime healthy habits. It will also enable exercise in the local area and enable social distancing during the Covid pandemic. The *Manual for Streets* states that where vehicular flows are below 100 vehicles an hour, people are more willing to use the full width of the street; more than 100 vehicles per hour results in the central space being treated as a 'road', effectively confining people walking to the pavement and reducing opportunities for social distancing.

The Active Travel Neighbourhood improvements are likely to have positive impacts on a number of equality characteristics but in particular on lower income groups including children, young adults and older people, women and disabled people.

Low income and deprivation

Many studies looking at equity have highlighted how the negative impacts of motorised transport are notoriously unevenly distributed, providing evidence of disadvantaged groups disproportionately affected by transport-related air pollution, traffic collisions, or climate change across most countries. The same groups are also often less able to travel because of restricted access to a car or to reliable public transport options, or have to spend a disproportionate amount of their income or time to travel. Therefore, they have restricted access to many key opportunities and social networks, in a well-known self-reinforcing cycle of transport disadvantage and social exclusion

There is lower income and much lower car ownership in Hyde Park compared to the national average. This is also a densely populated area of terraced housing, many in multiple occupation.

Reducing through traffic will reduce pollution levels and encourage active travel, which will improve the health of the people in the area. Residents in the area generally do not have access to private gardens and the scheme will encourage residents to exercise and maintain social distancing during the Covid pandemic.

In lower income areas, crowding is higher and access to green space often lower than in richer areas, and so the need for usable street space is greater.

Children:

Children are unable to drive and so rely to a greater degree on car-free travel – public transport, walking and cycling. That ‘Children can travel around the city safely and independently’ was the first of the children’s 12 wishes on how to make Leeds a Child Friendly City.

Recent research suggests that children in rear seats of vehicles have greater exposure to air pollution than those walking or cycling along a busy corridor so these improvements, coupled with potential reduction in congestion, is likely to have additional benefits for children’s health, in particular reducing incidence of asthma, especially in dense terraced areas of Hyde Park. The reduction in through traffic is also likely to have a positive impact on children who under the age of 12 are unable to effectively judge traffic speeds or more complex manoeuvres. Comments received during the Commonplace engagement were in general very supportive including that this scheme will make those streets much more pleasant to live, encourage more walking and cycling and give children the freedom to play in the street without fear of being knocked down. Most houses in that area are back to back with no garden so reducing traffic is vital.

Older People

In Headingley & Hyde Park the percentage of people over 65 is 3.8% which is far below the national average. Making walking and cycling easier will encourage active travel which is particularly important during the Covid pandemic as it will encourage people to be active and also allow greater social distancing.

Public transport is operating at 50% capacity during the pandemic and the advice is to avoid using public transport and sharing vehicles. This potentially means reduced ability to travel outside of the area, especially for those who do not have a car. Creating a safer environment for walking and cycling will improve opportunities for older people to get around their local area.

Reduced levels of traffic are associated with more ‘neighbourliness’ (studies have shown that in streets with low levels of traffic people have more contact with their neighbours). There is potential for active travel neighbourhoods to facilitate more people-centred streets and reduce the feeling of social isolation and loneliness.

At the same time, older people who rely on taxis, private hire or lifts will be more affected by traffic restrictions due to longer journeys and changes to how they access their homes by car. Older people have expressed concerns over their ability to use taxis/ private hire (fears that drivers will refuse to pick up if the journey is too long, for example due to an increase of traffic on the distributor routes and inability to use alternative routes through local neighbourhood, or that the fares will increase). Other concerns were around carers’ and visitors’ ability to access their homes by car easily and conveniently, and potential reduction in the frequency of visits/ time spent during a visit.

Disabled people

In terms of the positive impacts of ATNs, disabled people reported easier or more pleasant journeys; an increase in independence; a decrease in traffic danger and benefits to physical and mental health.

Criticisms included longer journey times for residents, as well as their visitors who provide care and support. This leads to travel becoming more exhausting, expensive, complicated or difficult. There were also cases of a negative impact on mental health, issues with taxis and a perceived rise in traffic danger.

One specific comment received from a person identifying themselves as disabled was around the proposal move of the points closure on Chapel Lane. The resident highlighted how much the points closure assisted them in crossing the road and getting around the local area.

Women

The feedback received through Leeds Transport Conversation indicates that women tend to rely on bus services more than men. Women are also less likely to have access to a car, so improving active travel options will improve health, access to opportunities and reduce pollution.

Studies show that busy traffic on residential streets can also be a strong deterrent, especially for cycling with children and hence for women, more likely to be making school run trips.

Women are also more likely to 'chain' journeys into multi-purpose trips, for example combining the journey to work with a school pick up or drop off, or with shopping trips. These are less easy to do by public transport. At the same time, women are still less likely to drive or own a car than men, and emphasis on transport planning continue to be on the straightforward commuting trips.

Within a high density neighbourhood with many local amenities there is potential for a number of these trips (school journeys, shopping) to be made on foot or by bicycle if the hazard of traffic is reduced.

At the same time, women are more likely to have caring responsibilities, be it for children, older relatives or disabled relatives. This may necessitate some car journeys, for example when carrying items - delivering shopping. Women may also be time poor, juggling professional and care responsibilities. This often means car use necessitated by time constraints dictated by multiple responsibilities that need to be completed within a short time window rather than willingness to make local journeys on foot and by bike.

BAME

The Leeds Transport Conversation 2016 showed different levels of car dependency for commuting in different ethnic groups. 44% of White respondents travelled to work by car, compared to 38% of BAME respondents. A 2015 ICL study has found that ethnic minorities and deprived communities in densely

populated urban areas are disproportionately exposed to air pollution therefore reducing through traffic are likely to benefit this equality group in particular.

There are health disparities between different ethnic groups. Black and Asian people have a higher incidence of type 2 diabetes and cardiovascular diseases which a more active lifestyle can help prevent.

Improving active travel options has the potential to improve health, access to opportunities and reduce air pollution in the BAME communities.

- **Actions**

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

The Active Travel Neighbourhoods scheme is being delivered using an experimental traffic order to trial the road closures for a maximum of 18 months. This is being monitored during this time to see whether traffic has reduced and road safety improved.

Before permanent closure to ‘through’ traffic, a statutory process would need to be followed which includes publication of notice and formal consultation. This trial will be in place for a minimum of 6 months and during this time we will consult with the residents to ensure a permanent scheme has a strong positive impact.

Work with community groups to publicise improved active travel options.

There will be some disruption during the works but the impacts can be minimised – it will be important to publicise the proposed works early.

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:

As part of the ongoing trial

Date to complete your impact assessment

Before the scheme is made permanent or removed

Lead person for your impact assessment

(Include name and job title)

Kasia Speakman, Senior Transport Planner

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Date screening completed		

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: