

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input checked="" type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of City Development		
Contact person:	Lynsey McGarvey	Telephone number: 0113 3784157	
Subject²:	School Streets Evaluation of Phases 1 and 2 and Recommendations for Future Phases		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Officer (Highways & Transportation) is asked to approve the recommendations to:</p> <ul style="list-style-type: none"> a) Noted the contents of this report b) Approved the School Streets Evaluation Report and its recommendations provided as Appendix 1. c) Reconfirmed the objectives of School Streets in Leeds as: d) Set up a School Streets Steering Group to make to make key decisions about the selection and prioritisation of future School Street sites (note that it is recommended that Leeds City Council's Highways Board will remain the final decision-making body for policy decisions relating to School Streets including annual monitoring). e) Approved the proposed three-stage selection and prioritisation process for future School Streets in Leeds. This can then be applied fully to the selection of Phase 3 School Streets in Leeds. f) Considered an annual funding programme and source of funding for future implementation of School Streets. Options may include: <ul style="list-style-type: none"> a. Schools self-funded (as per school crossing patrol process) 		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

- b. Planning contributions – estimated costs could be included in the annual publication of H&T fees and charges)
- g) Considered and agree the need for **additional (dedicated) staffing resource** to oversee the implementation of future School Streets. School Travel Plan review fees could fund an SO2 FTE post.
- h) Confirmed the **preferred legal Traffic Regulation Order instrument** to be used for future School Streets in Leeds: Experimental Traffic Regulation Order ((E)TRO), then full Traffic Regulation Order or straight into full TROs.
- i) Approved a recommendation to **source and trial folding School Streets signs** to overcome the need for and expense of ‘sign-bagging’ during school holidays as the TRO applies all year round.
- j) Acknowledged the current limitations on enforcing School Streets restrictions. Instruct further work to **agree how School Streets will be enforced in Leeds** with and without potential additional Section 6 powers.
- k) Confirmed Leeds City Councils’ intention to apply to the Secretary of State for Transport, DfT for a **Designation Order under Part 6 of the Traffic Management Act 2004**. This would designate Leeds City Council as an enforcement authority with moving traffic enforcement powers in Leeds, so that civil enforcement of moving traffic contraventions, including prescribed traffic signs for use at School Street schemes can be undertaken.
- l) Agreed an ongoing **evaluation and monitoring programme for School Streets** installed in Leeds and the resourcing of it.

A brief statement of the reasons for the decision

(Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)

School Streets Trials were implemented in Leeds in two Phases by Temporary Traffic Regulation Orders (TTROs), six from the 1st June 2020 and a further eight from 5th September 2020. Feedback has been monitored throughout the trial and an evaluation involving surveys of staff, families and residents, traffic data surveys and interviews with delivery partners took place between June – December 2021.

Active Travel Funds have been allocated by WYCA for further School Streets (Phase 3) in Leeds. Lessons learnt and recommendations from the evaluation of Phases 1 and 2 need to be applied to any future delivery to ensure that future schemes are as successful as possible and in the right locations.


	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision.</p> <p>The alternative would be discontinuing the implementation of School Streets in Leeds and continuing to address school gate parking issues with other parking restrictions and travel behaviour change interventions.</p>
Affected wards:	All depending on the location of future School Street schemes
Details of consultation undertaken⁴:	<p>Executive Member:</p> <p>Councillor Helen Hayden 25.11.22</p>
	<p>Ward Councillors:</p> <p>Summary results of the evaluation study were presented to the Community Committee Children's Champions meeting on 27th Jul attended by: Cllr Hussain, Cllr Venner, Cllr Hayden, Cllr Gruen, Cllr Scopes, Cllr Carlill, Cllr Kidger, Cllr Forsaith, Cllr Stephenson, Cllr Flynn, Cllr Almass, Cllr Bithell</p>
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	<p>Others:</p> <p>Traffic Engineering (Nick Hunt),</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Lynsey McGarvey – Principal Transport Planner</p>
List of Forthcoming Key Decisions⁷	<p>Date Added to List:-</p> <p>List of Phase 3 School Street Sites</p>
	<p>If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision</p> <p>An approved selection/prioritisation methodology, funding, resourcing and delivery plan are essential if we are to learn from the lessons learnt and experiences of implementing phases 1 and 2 School Streets.</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

	If Special Urgency Relevant Scrutiny Chair(s) approval	
	Signature	Date
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval	
	Signature	Date
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰	
	Gary Bartlett, Chief Officer – Highways and Transportation	
	Signature	Date
		16.11.2022

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.