

Report of Transport Development Services

Report to the Chief Officer (Highways and Transportation)

Date: 13 August 2019

Subject: Design & Cost Report For S278 Works Associated with the Outline planning application with all matters reserved except means of access for the creation of a new community comprising up to 1,100 dwellings, a new food store (A1) (up to 2,000 m²) a new local centre (A1- A5 and D1 and D2) (up to 1,300 m²), a new school and areas of public open space, together with the means of vehicular access at land to the east of Junction 45 and the M1 motorway and south of Pontefract Lane, Leeds.

Capital Scheme Number : TBC

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Garforth & Swillington	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary

Main issues

1. Planning application 15/07655/OT was approved on 1st November 2017 for the creation of a new community comprising up to 1,100 dwellings, a new food store (A1) (up to 2,000 m²) a new local centre (A1- A5 and D1 and D2) (up to 1,300 m²), a new school and areas of public open space, together with the means of vehicular access at land to the east of Junction 45 and the M1 motorway and south of Pontefract Lane, Leeds. A location plan is attached at **Appendix 2**.
2. Off-site highway works are required and are described in detail in Section 3.2 below and briefly comprise alterations to Pontefract Lane including widening to provide a new secondary access into the site, provision of a right turn lane and new splitter islands, new shared footway/cycleway; alteration to embankment, drainage ditch and culvert

south of Pontefract Lane; upgrade to bridleway 259 to cycle lane and TRO amendments including speed limit scheme and associated street lighting. The extent of the alteration Traffic Regulation Orders (TRO) is indicated on drawing 3125 SK003 01 and the Speed Limit Strategy on drawing 5162-SK79 at **Appendix 3**.

3. There is land dedication associated with the highway works including land for Pontefract Road widening and for the provision of the extension to the culvert under Pontefract Lane and new interceptors on the new ditch alignment shown on drawing 5162-S278-R26 Rev A at **Appendix 4**.
4. To meet the requirements of the planning permission, the developer seeks to enter into a S278 Agreement (Highways Act 1980) to enable the highways works to be carried out, whereby these works are carried out by the developer, with the Council providing a design/checking approval service and undertaking inspections during construction, and preparing a TRO at the developer's expense.

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

5. The planned highway works contribute to the Best Council Plan by improving transport connections and safety and supporting healthy and physically active lifestyles through improvements within the adopted highway to provide infrastructure enhancing safety for pedestrians and cyclists and provision of safe access for vehicles.

Resource Implications

6. The Developer will meet the Council's costs estimates to be £35,000 TRO costs and £150,000 staff fees to undertake design checks and to supervise and inspect the works, all of which will be fully funded through the Section 278 Agreement.

Recommendations

7. The Chief Officer (Highways and Transportation) is requested to:
 - i) note the principles of the highway works as outlined in Section 3.2 and shown on drawing number 5162/S278/R1; 5162/S278/R2; 5162-S278-R7 and 5162-S278-R27 at **Appendix 4** of this report;
 - ii) give authority to incur expenditure of £35,000 TRO costs, and £150,000 staff checking and inspection costs, to be paid by the developer through the Section 278 agreement;
 - iii) approve the adoption of new highway associated with the highway works including land for Pontefract Road widening and for the provision of the extension to the culvert under Pontefract Lane and new interceptors on the new ditch alignment shown on drawing 5162- S278-R26 Rev A at **Appendix 4** so that it can be added to the Council's maintenance regime;
 - iv) authorise the City Solicitor to advertise notices under the provisions of Section 23 of the Road Traffic Regulation Act 1984 and Section 90c of the Highways Act 1980 to advertise a Draft Traffic Regulation Order and if no valid objections are received, to make, seal and implement the Orders as advertised so as to make alterations to TROs at Pontefract Lane and Newsam

Green Road as shown on drawing 3125 SK003 01 and 5162-SK79 at **Appendix 3**;

- v) 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 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, should the works not be managed or constructed to appropriate standard.

1 Purpose of this report

- 1.1 To note the principle of the implementation of highway works associated with the development for the creation of a new community comprising up to 1,100 dwellings, a new food store (A1) (up to 2,000 m²) a new local centre (A1- A5 and D1 and D2) (up to 1,300 m²), a new school and areas of public open space, together with the means of vehicular access at land to the east of Junction 45 and the M1 motorway and south of Pontefract Lane, Leeds (planning ref:15/07655/OT).
- 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.
- 1.3 To obtain authority to adopt the land associated with the highway works including land for Pontefract Road widening and for the provision of the extension to the culvert under Pontefract Lane and new interceptors on the new ditch alignment shown on drawing 5162-S278-R26 Rev A at **Appendix 4** so that it can be added to the Council's maintenance regime.
- 1.4 To request the City Solicitor to advertise notices under the provisions of Section 23 of the Road Traffic Regulation Act 1984 and Section 90c of the Highways Act 1980 and if no valid objections are received to make, seal and implement the orders.
- 1.5 To give authority to incur expenditure associated with the implementation of highway works associated with the development, which owing to the scale will require on-site supervision in addition to the design check.

2 Background information

- 2.1 Planning permission for the creation of a new community comprising up to 1,100 dwellings, a new food store (A1) (up to 2,000 m²) a new local centre (A1- A5 and D1 and D2) (up to 1,300 m²), a new school and areas of public open space, together with the means of vehicular access at land to the east of Junction 45 and the M1 motorway and south of Pontefract Lane, Leeds (planning ref:15/07655/OT) was granted in November 2017.
- 2.2 Condition 8 of the planning approval requires off-site highways works to be completed prior to first occupation of the development. The highways works will be delivered via two agreements the first of which will be between the Council and the Developer. The highways works to be delivered by the Developer are shown in drawings number 5162/S278/R1; 5162/S278/R2; 5162-S278-R7 and 5162-S278-R27, which are provided at **Appendix 4**.

- 2.3 To meet the requirements of the planning permission, the Developer has requested that Leeds City Council, as Highway Authority, enters into a Section 278 Agreement to enable the highway works to be carried out.
- 2.4 For information only it should be noted that improvements to Newsam Green Road between Pontefract Lane and Bullerthorpe Lane have been secured via a S106 Agreement attached to planning approval 15/07655/OT and a contribution of £200,000 will be paid prior to occupation of any dwelling. The plan showing the works is attached at **Appendix 5**.

3 Main issues

- 3.1 Templegate Developments Limited received planning permission (ref: 15/07655/OT) for the creation of a new community comprising up to 1,100 dwellings, a new food store (A1) (up to 2,000 m²) a new local centre (A1- A5 and D1 and D2) (up to 1,300 m²), a new school and areas of public open space, together with the means of vehicular access at land to the east of Junction 45 and the M1 motorway and south of Pontefract Lane, Leeds.
- 3.2 The planning permission includes a requirement to introduce a package of highway works in the vicinity of the site to assist safe pedestrian, cycle and vehicular access to and from the site. The proposed works comprise:
- i) Provision of a new access into site, including associated widening along Pontefract Lane; provision of a new ghost island right turning lane, new splitter island immediately to east and new pedestrian / cycle crossing to west of new access; the resurfacing of Pontefract Lane and associated street lighting as shown in drawings number 5162/S278/R1; 5162/S278/R2; 5162-S278-R7 and 5162-S278-R27 at **Appendix 4**;
 - ii) Review and alterations to embankments south of Pontefract Lane including review and alterations to drainage ditch at base of embankments, review and alterations to culvert under Pontefract Lane and removal of old interceptors with new interceptors provided on new ditch alignment as shown in drawing 5162/S278/R1; 5162/S278/R2 and 5162-S278-R27 at **Appendix 4**. This will require land dedicated as highway to ensure the Council maintains the new culvert;
 - iii) Upgrade of Bridleway 259 to a cycle lane as shown in drawing number 5162/S278/R1 and 5162/S278/R2 at **Appendix 4**. Works include removal of old bridleway and provision of new bridleway from the new pedestrian / cycle crossing west of the new site access to a point where it ties back into the existing bridleway;
 - iv) TRO amendments at Pontefract Lane as shown in drawing number 3125 SK003 01 at **Appendix 3** and a scheme detailing the speed limits at the M1 Junction 45 roundabout, Pontefract Lane, Knowsthorpe Lane and the new link road between M1 Junction 45 and the new internal roundabout providing the primary access into the site as shown in drawing number 5162-SK79 at **Appendix 3**;
 - v) All associated Civils works including (inter alia) signs, lighting, road markings and drainage;
 - vi) Any Statutory undertakers' works resulting from the works resulting from the works described above.

- 3.3 The proposed works are shown in principle on drawing number drawings number 5162/S278/R1; 5162/S278/R2; 5162-S278-R7 and 5162-S278-R27 at **Appendix 4**.
- 3.5 It is proposed that the developer will enter a Section 278 Agreement with the Council whereby the developer will design and procure the highway works at the their expense and the Council will check the design of the work and inspect the construction, with step in powers should the works not be managed or constructed to appropriate standards.
- 3.6 Section 278 of the Highways Act 1980 allows Highways Authorities to enter into agreements with developers for the execution of highway works at the developer's expense. The preconditions for an agreement under Section 278 of the Highways Act 1980 are, first, that the Highway Authority should be satisfied that it will be of benefit to the public to enter into an agreement for the execution of the works and, secondly, that the work must fall within the Highway Authority's powers of road building, improvement and maintenance.
- 3.7 Safety Audits and Maintenance Audits are to be carried out as part of the detailed design process. The S278 Agreement will ensure that Safety Audits form part of the design process, and any appropriate works arising out of the audits are implemented at the developer's expense.
- 3.8 The S278 agreement will include commuted sums for future maintenance of the works.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Ward Members: Ward Members were consulted by email dated 16th April 2019. At the time of writing no comments have been received from the Ward Members.
- 4.1.2 Emergency Services and WYCA: The Emergency Services and WYCA were consulted via email dated 16th April 2019. At the time of writing no comments have been received.
- 4.1.3 Internal consultation has taken place with colleagues in Highways and Transportation Services. Comments from internal consultees have been received and any substantive comments will be addressed as part of the detailed design process.

4.2 Equality and Diversity / Cohesion and Integration

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

- 4.2.2 The proposals will ultimately contribute to improved accessibility to the site for pedestrians and cyclists, the works will be designed to accommodate the needs of all users.

4.3 Council policies and City Priorities

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

Climate Emergency

- 4.3.3 The works will provide necessary infrastructure, which will accommodate pedestrian movement and provide cycle parking facilities, encouraging travel by more sustainable transport modes including, walking, cycling and public transport, thereby minimising vehicle emissions and the carbon footprint of the development.

4.4 Resources and value for money

- 4.4.1 The developer will meet the Council's costs, estimated to be £35,000 Traffic Regulation Order including the speed limit order; residents access only order and update to the existing signals at Pontefract Lane for access for residents only; excluding any statutory undertakers' fees and £150,000 staff fees all of which will be fully funded through the Section 278 agreement.
- 4.4.2 It should be noted that a commuted sum payment of £1 million will be provided by the developer for future year's maintenance costs, which will be secured through the S278 Agreement. This revenue will be added to the Council's maintenance budget.

4.5 Capital Funding and Cash Flow

- 4.5.1 The developer will through the Section 278 Agreement meet the Council's costs, estimated to be £35,000 for Traffic Regulation Order costs and £150,000 fees to check the design and inspect the works.

Funding Approval :	Capital Section Reference Number :-						
Previous total Authority to Spend on this scheme	TOTAL £000's	TO MARCH 2019 £000's	FORECAST				
			2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's	2023/24 £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 £000's	TO MARCH 2019 £000's	FORECAST				
			2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's	2023/24 £000's
LAND (1)	0.0						
CONSTRUCTION (3)	0.0						
FURN & EQPT (5)	0.0						
DESIGN & SUPERVISION FEES (6)	150.0		150.0				
OTHER COSTS (7)	35.0		35.0				
TOTALS	185.0	0.0	185.0	0.0	0.0	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL £000's	TO MARCH 2019 £000's	FORECAST				
			2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's	2023/24 £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	185.0		185.0				
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	185.0	0.0	185.0	0.0	0.0	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.7.1 The total cost of the highways works and staff fees are fully developer funded.

5 Conclusions

5.1 Planning application 15/07655/OT was approved on 1st November 2017 for the creation of a new community comprising up to 1,100 dwellings, a new food store (A1) (up to 2,000 m²) a new local centre (A1- A5 and D1 and D2) (up to 1,300 m²), a new school and areas of public open space, together with the means of vehicular access at land to the east of Junction 45 and the M1 motorway and south of Pontefract Lane, Leeds.

5.2 Off-site highway works are required and are described in detail in Section 3.2 below and briefly comprise alterations to Pontefract Lane including widening to provide a new secondary access into the site, provision of a right turn lane and new splitter islands, new shared footway/cycleway; alteration to embankment, drainage ditch and culvert south of Pontefract Lane; upgrade to bridleway 259 to

cycle lane and TRO amendments including speed limit scheme and associated street lighting. The extent of the alteration Traffic Regulation Orders (TRO) is indicated on drawing 3125 SK003 01 and the Speed limit scheme on drawing 5162-SK79 at **Appendix 3**.

- 5.3 The highways works to be delivered by the Developer are shown in drawings number 5162/S278/R1; 5162/S278/R2; 5162-S278-R7 and 5162-S278-R27, which are provided at **Appendix 4** and detailed in Section 3.2.
- 5.4 There is land dedication for the provision of the extension to the culvert under Pontefract Lane and new interceptors on the new ditch alignment shown on drawing 5162-S278-R26 Rev A at **Appendix 4**.
- 5.5 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.

6 Recommendations

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

- i) note the principles of the highway works as outlined in Section 3.2 and shown on drawing number 5162/S278/R1; 5162/S278/R2; 5162-S278-R7 and 5162-S278-R27 at **Appendix 4** of this report;
- ii) give authority to incur expenditure of £35,000 TRO costs, and £150,000 staff checking and inspection costs, to be paid by the developer through the Section 278 agreement;
- iii) give authority to adopt the land associated with the highway works including land for Pontefract Road widening and for the provision of the extension to the culvert under Pontefract Lane and new interceptors on the new ditch alignment shown on drawing 5162-S278-R26 Rev A at **Appendix 4** so that it can be added to the Council's maintenance regime;
- iv) authorise the City Solicitor to advertise notices under the provisions of Section 23 of the Road Traffic Regulation Act 1984 and Section 90c of the Highways Act 1980 to advertise a Draft Traffic Regulation Order and if no valid objections are received, to make, seal and implement the Orders as advertised so as to make alterations to TROs at Pontefract Lane and Newsam Green Road as shown on drawing 3125 SK003 01 and 5162-SK79 at **Appendix 3**;
- v) 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 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, should the works not be managed or constructed to appropriate standard.

7 Background documents

7.1 None.

Appendix 1 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 378 8091
Date of the equality, diversity, cohesion and integration impact assessment:	
18 th September 2012, updated 15 th May 2017	

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
Mary Levitt-Hughes	LCC	Equality Officer
Lisa Powell	LCC	Performance Manager

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.

Generally, a S278 is applied when, for example, a developer builds a housing estate and there are changes required to the highway to enable access to the site, footways, roads etc...

This Equality Impact Assessment considers the process of determining the requirements of such developments and how this process gives due regard to the equality characteristics.

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) (please see equality assurance in procurement)	<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)

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, e.g. 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.

Process Review

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

- Accessibility – using guidelines laid down in the Leeds Core Strategy, Manual for Streets and LCC Street Design Guide (which has been the subject of an EIA) consideration is given to; walkers, cyclists, public transport users, vulnerable road users and impact on services nearby, for example - schools
- Vehicular access – safety of this relating to width, radii, visibility splays, crossing opportunities

- Internal layout / servicing / bins – shared surface issues. Ability to move around safely.
- Parking – safety issues, availability of disabled spaces in line with the Core Strategy and Parking SPD.
- Travel Plan – Availability and accessibility of public transport.
- Off-site highways works – impacts of the development on the surrounding area e.g. – increased traffic flows, do we need a new set of traffic lights.
- Road safety – current statistics and impact on these, visibility.
- Planning conditions

These items are considered in terms of the protected characteristics.

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

Are there any gaps in equality and diversity information

Please provide detail:

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

Review operation of equality heading on proforma. – May 2017

Action required:

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

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

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

Yes

No

Please provide detail:

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

Sex (male or female)

Sexual orientation

Other

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify:

The layout of the development will affect everyone, but may have a particular impact on; disabled people, carers, people with push chairs, children and older people. When designing the layout, the Officer will take into account the needs of these groups, recommending installation of things such as; dropped kerbs, tactile paving and traffic lights.

Stakeholders

Services users

Employees

Trade Unions

Partners

Members

Suppliers

Other please specify

Potential barriers.

Built environment

Location of premises and services

Information
and communication

Customer care

Timing

Stereotypes and assumptions

Cost

Consultation and involvement

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:

None.

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

Yes

No

Please provide detail:

Not applicable.

Action required:

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

Yes

No

Please provide detail:

Action required:

11. Could this activity be perceived as benefiting one group at the expense of another?

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

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 Developments Service Manager	December 2013
Date Impact Assessment completed		Reviewed May 2017

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

Appendix 2

Appendix 3

Appendix 4

Appendix 5