

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: City Development</b>	<b>Service area: Highways Services</b>
<b>Lead person: Philip Mitchell</b>	<b>Contact number: 0113 3951993</b>

<p><b>1. Title:</b> Proposed Permit Scheme for Road and Street Works</p> <p>Is this a:</p> <p> <input checked="" type="checkbox"/> <b>Strategy / Policy</b>                                  <input type="checkbox"/> <b>Service / Function</b>                                  <input type="checkbox"/> <b>Other</b> </p> <p><b>If other, please specify</b></p>
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<p><b>2. Please provide a brief description of what you are screening</b></p> <p>The service are proposing to make an application to the Secretary of State for Transport to operate a permit scheme for all road and street works on the strategic highway network in Leeds.</p> <p>Under the scheme a permit will be required for all works on the affected highways. The permit specifies conditions about how the works should be carried out to minimise disruption and improve safety. Statutory undertakers (utility companies e.g. – British Telecommunications, Yorkshire Water etc) are required to pay the authority a permit fee to cover the cost of running the scheme.</p> <p>The scheme will enable the council to effectively coordinate all works on its strategic network, resulting in an estimated saving of 268,000 hours of delay per year.</p>
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### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

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"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>	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?**

##### **Background Information**

The permit scheme has been developed with the key objective of minimising delays to road users as a result of road and street works. The scheme will help to meet and support the following transport objectives:

- To make substantial progress towards a low-carbon transport system
- To improve connectivity to support economic activity and economic growth
- To enhance the quality of life of people in the region's diverse communities, and visitors and commuters to the region (including health, safety, equality, air quality, noise and the natural environment).

##### **Benchmarking**

Kent, London and Northamptonshire have already successfully introduced permit schemes which have had positive results. Many other authorities are now actively working on possible schemes. Any learning from the introduction of these schemes will be incorporated into our proposals.

##### **Impact of the Scheme**

The scheme is an enhancement of the current process used to manage road and street works and provides Leeds and other partner authority's greater powers to influence how such works are executed. This should have a positive effect on all residents and visitors to Leeds as the permit applications will need to satisfy the team that their works will not compromise accessibility for all, in particular disabled and elderly people ensuring that, for instance, any ramps required are positioned correctly and any walkways created as a result of closures comply with minimum widths to enable wheelchairs to pass through them. If it is felt that these measures are inappropriate or insufficient, the local authority has the right to either reject the permit request or can approve it with conditions. If the Statutory Undertaker fails to comply with those conditions, a fixed penalty notice can be issued.

In addition to this, the requests will be made well in advance of most of the works to enable the team to use intelligence to make assessments regarding the appropriateness of the proposals. So for instance, if the works were close to a care home, or school for children with Special Educational Needs the team will assess the proposals and the potential impact on groups concerned, and if necessary make recommendations to ensure no adverse impact on the various equality characteristics identified.

A 'Disruption Effect Score' will be used to assess the impact of the works. This is based on a measure of congestion resulting from a restriction on the highway. It is derived from a number of simple factors that should be easily established for any given activity. The nature of traffic flow and the relationship between flow, capacity, and delay are highly complex and subject to a variety of factors. However three specific factors can be used to provide an indication of disruption: the total width of a road; the extent to which the

activities reduce the available width; and the traffic flow.

Assessment of the impact of activities on general traffic, buses and pedestrians may be included, together with the disruption effect score, in the information included in a permit application. The assessment is a broad indicator of the likely disruptive effect of the proposed activity.

These assessments will be used within the co-ordination process to prioritise activities according to their potential for causing disruption. The assessment can also be used to provide public information on the disruptive effects of activities.

The scheme will also strengthen links with other authorities and bodies as when activities are likely to affect traffic flows across boundaries and/or on trunk roads, Leeds City Council will inform interested parties including:

- The police, fire, ambulance and other emergency services;
- Public transport operators and public transport authorities;
- Other appropriate representative bodies, e.g. organisations representing disabled people, pedestrians, motorists, and cyclists;
- The appropriate planning and environmental health officers.

### **Consultation – Prior to Implementation**

The proposal for a permit scheme has been consulted upon as part of the 'My Journey' West Yorkshire Local Transport Plan which involved both members of the public and partners.

In addition, a statutory requirement of the application process is that a consultation process has been carried out. The permit regulations list the organisations that must be consulted on the proposed scheme. These include, all the statutory undertakers active in the area, emergency services and the passenger transport executive (PTE).

From December 2010 to March 2011 for a period of 12 weeks, the Yorkshire Permit Planning Group including Leeds City Council, invited over 300 consultees (statutory and local ) to comment on the scheme. The local consultees included a number of groups representing the interests of vulnerable road users. The consultation was also publicised in the press to enable local people with an interest to respond. There have been 186 responses of which 18 were positive, received from interested parties such as; South Yorkshire Police, South and West Yorkshire PTE's, and bus operators . 151 were neutral and 17 were against the scheme.

One of the comments against the scheme was from a Parish Council, questioning the need for further regulation. The remainder were from utility companies and other work promoters. These related mainly to the detailed provisions of the proposed scheme. Some changes have subsequently been made to the scheme. Some of the concerns also related to the additional costs to work promoters in permit fees

Many of the 151 responses (the majority from utilities) were seeking points of clarification in the scheme documentation or permit scheme procedures. Should the scheme be approved, the Yorkshire permit planning group will work with these organisations during the implementation phase to provide a smooth transition from the current street works noticing arrangements to the successful launch of the permit scheme.

### **Consultation – Post Implementation**

If implemented, the permit scheme will give LCC the authority to 'condition' into their plans a requirement for the promoter to provide advanced notice to nearby householders or businesses, or to drivers or pedestrians using the road.

In the case of major activities, conditions relating to consultation or publicity will be introduced at the Provisional Advance Authorisation stage, where possible, so that the promoter has the maximum time to publicise the activity or carry out a consultation. However, where circumstances change (if, for instance, other activities in the vicinity become likely), or the proposed activity changes in nature, or where activities do not require a Provisional Advance Authorisation, timescales may be shorter.

Leeds City Council as Permit Authority will include a disclaimer on published information provided by third parties along with the contact details of the activity promoter for interested members of the public.

### **Scheme Implementation**

The team will be given extra resource to meet the demands of the new scheme and appropriate training will be provided to staff to ensure they are aware of the potential equality implications of works. Also, the fact that the permit requests will need to be submitted within specified timescales will enable a better assessment of the proposals.

#### **• Key findings**

The proposals are an enhancement of the powers that already exist and include additional measures to ensure that the impact of road and street work on all residents and visitors to Leeds is minimal. The scheme includes measures to give greater consideration to disabled, younger and older people, as detailed above. The impact on other equality characteristics is considered neutral.

#### **• Actions**

<b>No.</b>	<b>Action</b>	<b>Responsible Officer</b>
1	Ensure all appropriate staff are trained to ensure that they are able to assess the equality implications adequately	PM

**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:	N/A
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Date to complete your impact assessment	
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Lead person for your impact assessment (Include name and job title)	
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**6. Governance, ownership and approval**

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

Name	Job title	Date
Helen Franklin	Head of Highways Services	9 <sup>th</sup> June 2011

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Please send a copy to the Equality Team for publishing

<b>Date screening completed</b>	18.05.2011
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<b>Date sent to Equality Team</b>	14.06.2011
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<b>Date published</b> (To be completed by the Equality Team)	
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