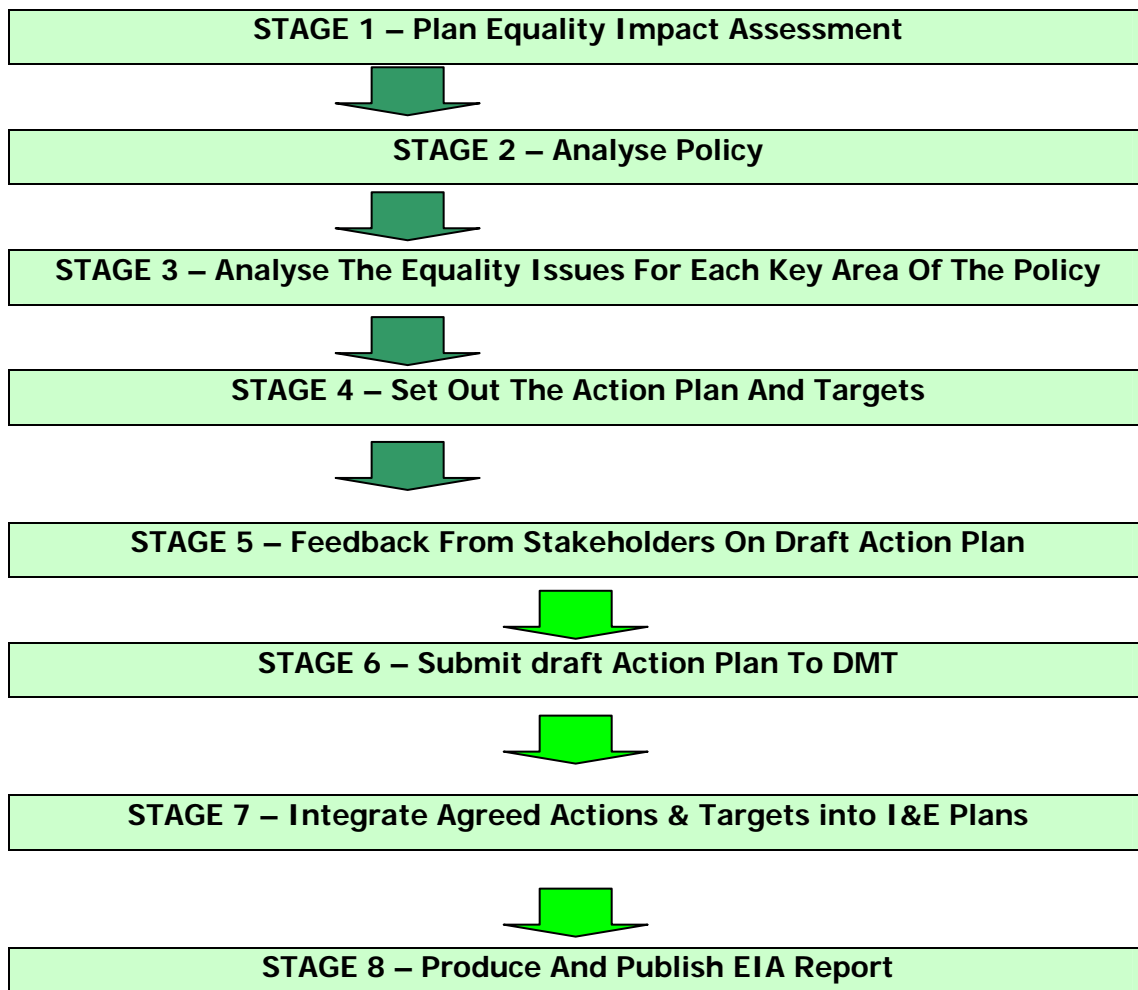




THE LONDON BOROUGH

# Pro forma for managing and undertaking Equality Impact Assessments



## STAGE 1 – PLAN EQUALITY IMPACT ASSESSMENT

**1a. Title of the EIA:**

Highways Equality Impact Assessment

**1b. What category of EIA is this? Please tick one of the following:**

Part of planned work	Yes
Developing new policies	
Changing/updating existing policies	Yes

**1c. Timetable for assessment:**

<b>Start Date</b>	April 2009
<b>Projected end date</b>	March 2010
<b>Review date</b>	August 2010

**1d. Who will do the EIA? Please complete the following table:**

Name	Job Title	Roles & Responsibilities within EIA Team
Garry Warner	Head of Highways Network Management	Prime lead on EIA
Paul Redman	Asset Manager	Assistance with research
Kirsty Armstrong	Business Coordinator	Supervision of Project
Claire Driffield	Temporary Business Coordinator	Review of EIA (2010)

**1e. Identify any other resources that are needed to support EIA:**

- Streetscene and Greenspace Division – nominated staff to contribute to process as appropriate
- Departmental Communications Team and Streetscene & Greenspace Business Unit – support for consultation and other communications issues to be provided

## STAGE 2 – ANALYSE THE POLICY

### 2a. Briefly describe the aim of the policy:

To ensure that highways policies and projects meet the needs of all road users – cyclists, pedestrians and motorists.

### 2b. Set out the policy objectives:

- To provide a safe environment for road users
- To ensure access for all is considered when developing maintenance projects (street lighting, drainage, carriageways and footways)
- To monitor street works for safety, timeliness and quality

### 2c. Break down the policy into its key areas:

1. **Planning:** consult on the theory of the highway asset management plan, streetscape manual and the streetscape plan, which encompass the Council's overall approach to the maintenance and management of the street scene; consultation to include speaking with:
  - Bromley Wheelchair User Group
  - Kent Association for the Blind
  - BATH
  - Disability Voice Bromley
  - The newly-formed Expert by Experience Group
2. **Consultation:** request feedback on specific maintenance projects, for instance:
  - Street lighting schemes
  - Road and pavement renewal schemes
3. **Training:** as part of the PADS and recruitment processes, identify staff members in need of training in disability awareness.

### 2d. List the intended recipients of the policy:

- All users of the highway network
- Staff members
- Councillors

### 2e. Identify partner organisations and any other departments involved in delivering the policy:

- Area Management (Streetscene & Greenspace division)
- Renewal and Recreation
- Transport for London
- Contractors, including O'Rourke's (minor works), Conway's (major works), May Gurney (street lighting)

### 2f Identify and list any stakeholders concerned with the delivery of the policy:

- Organisations that represent special interest user groups
- Residents, with focus on those who have been in contact with the Council regarding highways issues

### STAGE 3 – ANALYSE THE EQUALITY ISSUES OF THE KEY AREAS OF THE POLICY

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
<b>Considered in EIA?</b>	Yes	Yes	No	Yes	Yes	No

KEY AREAS:	ALL ASSOCIATED DOCUMENTS: For example: statements, forms, supporting policies ect	EQUALITIES GAP ANALYSIS :
Planning	<ul style="list-style-type: none"> <li>○ Highway Asset Management Plan</li> <li>○ Streetscape manual</li> <li>○ Streetscape plan</li> <li>○ Code of Practice for Well Maintained Highways</li> <li>○ Traffic Management Act</li> <li>○ Safety at Roadworks?</li> <li>○ Street Services Charter</li> <li>○ Range of policy approval documents</li> <li>○ Webpages</li> <li>○ Public information leaflets</li> <li>○ Contracts</li> </ul>	<p>Policies are consistent and up to date. Where, however, there are gaps is in the monitoring of minor adjustments made to policies – there needs to be consideration given to how information about alterations is managed.</p> <p>The website provides a useful repository of details like this, and publications for the public (leaflets, etc) are generally updated in good time where adjustments need to be made, so this may be adequate. To be discussed.</p> <p>Note that the highway asset management plan discusses funding requirements and levels of service for highway management and maintenance – it is recognised that ongoing investment in highways has an impact on equal access requirements.</p>
Consultation	<ul style="list-style-type: none"> <li>○ Consultation Register, held on OneBromley, contains full details of all consultations undertaken</li> <li>○ Consultation leaflets</li> </ul>	<p>Feedback surveys are sent out on a regular basis to residents, and are reviewed every quarter, with updates made to the Consultation Register.</p> <p>Consultations need to be targeted at groups directly affected by works, both during the design stage and as part of an evaluation. Schemes such as the recent Orpington Public Realm project were launched with open days for the public to attend and provide feedback; managers met with Kent Association for the Blind to discuss the appropriateness of designs.</p>
Training	<ul style="list-style-type: none"> <li>○ PADS documentation</li> </ul>	<p>There may be restrictions on staff attendance due to time and financial constraints, as well as availability of appropriate courses.</p>

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	Yes	Yes	No	Yes	Yes	No

KEY AREAS:	QUANTITATIVE DATA: For example: monitoring information, census data, performance indicators, Borough benchmark data, customer surveys	EQUALITIES GAP ANALYSIS :
Planning	<ul style="list-style-type: none"> <li>o Street works safety inspection results</li> <li>o Construction sites safety inspection results</li> <li>o Performance indicators</li> <li>o Financial data</li> <li>o Contractors' information and data</li> </ul>	
Consultation	<ul style="list-style-type: none"> <li>o Survey data</li> </ul>	
Training	<ul style="list-style-type: none"> <li>o HR training figures</li> <li>o HR course review forms</li> </ul>	

## STAGE 4 – SET OUT THE ACTION PLAN AND TARGETS

The equality action plan must be integrated into the performance centre improvement & efficiency plans/service plans.

KEY AREA	EQUALITY CATEGORY	PROPOSED ACTION/TARGETS	KEY MILE STONES/TIMESCALE	WHO IS RESPONSIBLE?	RESOURCES & TRAINING REQUIRED?
Communications	All	Ensure communications are available in a variety of formats, to suit different groups.	<p>Ongoing review of communications, to include consideration of impact on relevant groups when devising new communications.</p> <p>All communications planning to involve consideration of website updates, availability of e-documents, use of Plain English, availability of other formats.</p>	Andrew Rogers	Dedicated budget
Partnership and collaborative working	All	Reduction of risk to Council and personnel; consistent approach to highway management pan-London.	Implementation of CDM training, establishment of a Health and Safety card system, implementation of a London-wide skid policy.	Garry Warner	Dedicated budget
Development of Highway Asset Management Plan	All	Ensure that highway assets are readily accessible and well maintained for all users.	The Highway Asset Management Plan provides detailed asset condition and information on agreed service levels.	Garry Warner	Dedicated budget

Implementation of Traffic Management Act	All	Ensure that highways are readily accessible and well maintained for all users.	The Traffic Management Act provides local authorities with powers to manage the works of statutory undertakers, to ensure that they are undertaken in a safe and timely manner.	Garry Warner	Dedicated officers and budget
Planned highway improvement works and street lighting	All	Ensure that the highway is well maintained so that it is easily accessible for all, taking into consideration individual requests for improvements.	Use results from technical surveys and feedback from the general public and Councillors to develop planned maintenance and improvement programmes.	Garry Warner	Dedicated officers and budget

### STAGE 5 – Feedback From Stakeholders On Draft Action Plan

Stakeholder	Date consulted	Feedback	Impact on Action Plan
Bromley Wheelchair User Group members	Complete		
Kent Association for the Blind members	Complete		
Disability Voice Bromley	Complete		
Experts by Experience Group	Complete		
Residents who have contacted the Council regarding highway conditions	Ongoing	Collated into works plan.	Contributes to works plan.
Residents affected by highway maintenance and improvement schemes	Ongoing	See Consultation Register for full details.	Contributes to reviews with contractor.

### STAGE 6 – Submit Draft Action Plan To DMT

<b>Date submitted:</b>	
<b>Feedback:</b>	
<b>Changes made: (If required)</b>	

### STAGE 7 – Integrate Agreed Actions & Targets Into I&E Plans

<b>Date complete:</b>	
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### STAGE 8 – Produce And Publish EIA Report

<b>Date published:</b>	
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