

Equality Impact Assessment/Equality Analysis (updated September 2024)

Title of service or policy	Liveable Neighbourhoods ETRO- Winifred's lane
Name of directorate and service	Sustainable Communities – Capital Programme and Project Delivery
Name and role of officers completing the EQUA	Cathryn Brown- Senior Project Manager, and other members of the Project Team.
Date of assessment	September 2024

Equality Impact Assessment (or 'Equality Analysis') is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	Answers / Notes
1	<p>Briefly describe purpose of the service/policy e.g.</p> <p>How the service/policy is</p>	<p>The Liveable Neighbourhoods (LNs) programme is a community-led initiative supported and managed by the council that aims to improve the local environment and the health, safety and well-being of residents.</p> <p>In line with the Liveable Neighbourhoods Strategy agreed in December 2020, the programme aims to encourage more active travel and reduce people’s reliance on private vehicles for short journeys (where possible) by providing fair, safe and sustainable access to street space for those that want to walk, cycle or use a mobility aid to get around.</p> <p>Proposals could include improved access to outdoor spaces to sit and meet others which can help combat loneliness.</p> <p>The strategy sets out how community feedback and co-design is central to the development of a liveable neighbourhood and how the council will facilitate this at each stage of development.</p> <p>The Liveable Neighbourhoods Team, in conjunction with its partner AECOM and other council teams (under the direction of the Directors of Place Management and Sustainable Communities), are responsible for delivering these community-led schemes.</p>

	<p>delivered and by whom</p> <p>If responsibility for its implementation is shared with other departments or organisations</p> <p>Intended outcomes</p>	<p>An overview of the programme available at https://beta.bathnes.gov.uk/liveable-neighbourhoods</p> <p>As part of this strategy some measures have been brought forward as trials so that the public can experience them and provide feedback before a decision is made on their permanency.</p> <p>This EQuIA relates to an Experimental Traffic Regulation Order (ETRO) in the form of a through-traffic restriction in Winifred’s Lane. At the time of writing, this trial is in the preparatory stages and is yet to be launched. Therefore, this EQuIA is compiled using information known at this time and it will evolve as the scheme is launched and other issues may come forward.</p> <p>A decision must be made on whether to remove the scheme or make it permanent within 18 months of its launch or operative date.</p>
2	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <p>Is it a new service/policy or review of an existing one?</p> <p>Is it a national requirement?).</p> <p>How much room for review is there?</p>	<p>The Liveable Neighbourhood Strategy dated December 2020 sets out a new policy to guide the development of LNs in Bath and North East Somerset (B&NES). The programme aims to mitigate the climate crisis, improve health and well-being, reduce social isolation and give fair, safe access to road space to all road users.</p> <p>The strategy sets out how the development of LNs will come about through community engagement and co-design with residents. In this sense, schemes are constantly reviewed to help meet the overarching strategic aims.</p> <p>Various versions of ‘Liveable Neighbourhoods’, ‘low traffic neighbourhoods’ and active travel schemes have been adopted to support these aims in other parts of the UK with funding available via the Government from the West of England Mayoral Combined Authority. The overarching aims are set out in the Government’s Gear Change document.</p> <p>https://www.gov.uk/government/publications/cycling-and-walking-plan-for-england https://www.gov.uk/government/publications/cycling-and-walking-plan-for-england</p> <p>https://www.gov.uk/government/publications/gear-change-one-year-on-review</p>

		<p>As part of the strategy, ETROs are being introduced so that residents can experience the intervention and provide feedback prior to a decision on whether the trial should be made permanent. To support this decision-making process, in addition to public feedback, data on traffic monitoring and air quality is also being collected and analysed.</p>
<p>3</p>	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>As a programme, LNs embody the three guiding principles set out in the Corporate Strategy:</p> <ul style="list-style-type: none"> • Preparing for the future • Delivering for local residents • Focusing on prevention <p>Encouragement of more active travel and reduced vehicle use means the programme also contributes to the council's Climate Emergency targets.</p> <p>The Council declared a Climate Emergency in March 2019, and an Ecological Emergency in July 2019, pledging to achieve Carbon Neutrality in our area by 2030. Our overarching strategic plan, the B&NES Council Corporate Strategy, sets out our two core policies to improve the lives of local people: Tackling the Climate Emergency and Giving people a bigger say.</p> <p>The aims of the project also correspond with other policies and priorities of the council, such as the Clean Air Zone, The Journey to Net Zero, and wider improvements to public transport and the highway infrastructure (walking and cycling routes).</p> <p>The Liveable Neighbourhood Strategy is linked closely to the following strategies which support its aims. They were considered and published alongside it:</p> <ul style="list-style-type: none"> • Approach to Implementation of Residents Parking Schemes in B&NES (July 2020) • On-street electric vehicle strategy (July 2020)

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, sex, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
1	What equalities training have staff received to enable them to understand the needs of our	<ul style="list-style-type: none"> ● Council officers involved in the programme have received equalities training. Training for staff is available through the internal training portal and is a prerequisite for managers and senior staff. ● Bespoke and ongoing training is available and encouraged. ● AECOM staff (responsible for delivering the engagement, technical design and development of the LNs) have received equalities training and some staff have undertaken a ‘Healthy Streets’ course.

	diverse community?	<ul style="list-style-type: none"> • AECOM's designers, who are interpreting the communities' ideas, work to national and local standards including government best practice guidance on inclusive mobility. • Council officers are regularly updated on equalities issues through their attendance at the Independent Equalities Advisory Group. Bespoke equalities training sessions are available for teams. • Staff are also able to undertake equalities training through external bodies (such as the Chartered Institute of Highways and Transportation). Blindfold walks (accompanied) have been made available to council staff through the RNIB. • Members of the Independent Equalities Advisory Group have also been invited to join the Technical Reference Group for the Liveable Neighbourhoods programme. <p>The Corporate Equalities Officer is available for ongoing advice.</p> <p>Members of the project team have discussed the preparation of the Equalities Impact Assessment with the Equalities Officer at the Council.</p>
2	What is the equalities profile of service users?	<p>The profile of service users could include all residents and service users of B&NES. Details regarding the profile of the district's population can be found in the Strategic Evidence Base report, at https://beta.bathnes.gov.uk/strategic-evidence</p> <p>For the Winifred's Lane ETRO scheme service users are the residents and visitors to this road and surrounding area. Residents are those living within the area of the intervention as well as those outside the area.</p> <p>LN's are designed by communities to address the issues they face and to ensure that everyone has fair and equal access to residential streets. We are supporting this process with our partners.</p> <p>AECOM's designers, who are interpreting the communities' ideas, work to national and local standards including government best practice guidance on inclusive mobility.</p>

		Our partner Sustrans is helping to widen our engagement by involving people in the community with different and seldom-heard voices.
3	Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?	<ul style="list-style-type: none"> • During two public consultations we gathered people’s views on LNs (as a policy) and then more detailed feedback on the issues people experience getting around their neighbourhood. • At co-design workshops, volunteers from the community used feedback from earlier consultations to discuss and put forward ideas to improve 15 neighbourhoods. • During consultations, respondents are able to submit comments using digital and non-digital options with support offered for both. Consultation materials are typically made available in alternative formats on request. • In Summer 2022 we appointed a dedicated LN team to respond to calls and queries regarding any aspect of LN engagement and development, and to help people to access our resources and information. • In Autumn 2023 we sought feedback on 3 existing LN ETROs in Church Street, Widcombe, Southlands, Weston and Queen Charlton Lane, Whitchurch. <p>The results of the consultation and engagements already held are outlined within the overarching EQulA for the Liveable Neighbourhoods programme which can be found here:</p> <p>https://beta.bathnes.gov.uk/sites/default/files/Overarching%20Liveable%20Neighbourhood%20EQulA%20%28January%202024%29.pdf</p> <p>Evidence relating to the background of the through traffic restriction can be found in the co-design workshop for the area.</p>
4	What engagement or consultation has	<p>Please see section 2.4 above for all of the consultation details relating to this policy so far.</p> <p>Public consultation/community engagement work is central to the development of LNs which is a community-led programme. It is ongoing throughout the development of the programme.</p>

	<p>been undertaken as part of this EIA and with whom?</p> <p>What were the results?</p>	<p>The community will be able to have their say and respond to the public consultation by completing a questionnaire that will be available as an online form and in alternative formats on request.</p>
<p>5</p>	<p>If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?</p>	<ul style="list-style-type: none"> • Consultation is ongoing with equalities considerations regularly updated. • Sustrans will continue to help us identify diverse groups and individuals to consult with and to gather feedback from residents. • A team of dedicated officers take calls and address issues and queries by phone or email. • Members of the project team will continue to attend the Independent Equalities Advisory Group meetings and Area Forums for five areas in B&NES. The scheme for Winifred’s Lane was discussed at a meeting held on 2 May 2024. <p>Specific equalities considerations relating to engagement and consultation are set out in section 3 below.</p>
<p>3. Assessment of impact: ‘Equality analysis’</p>		
	<p>Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:</p> <ul style="list-style-type: none"> • Meets any particular needs of equalities groups or could help promote equality in some way. • Could have a negative or adverse impact for any of the equalities groups 	

		Examples of what the service has done to promote equality	Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this
3.0	Issues relating to all groups and protected characteristics	<p>The Liveable Neighbourhood Strategy sets out how the council will facilitate communities to come together to design and develop their neighbourhood streets in a way that ensures fair and equal access to road space for all road users. This includes tackling anti-social driving and parking, creating better/safer routes for walking, wheeling and cycling, reducing through-traffic, and providing more</p>	<p>Feedback has highlighted the need to consider people with disabilities who rely on their vehicles to get around plus other groups that rely on vehicles for their jobs.</p> <p>Vehicle access to homes and disabled parking is not intended to be impacted by LNs, but it will be necessary to assess any adverse impacts which could arise through the introduction of a one-way system or through traffic restriction e.g. any adverse impacts by only being able to access properties from a certain direction or any impact on parking availability in general.</p> <p>Action:</p> <ul style="list-style-type: none"> • Identify the needs of people on the street and those regularly visiting the street to assess possible impacts, home to school transport providers • Ensure any approved plans incorporate the needs of people with disabilities i.e. ensuring plated/advisory bays for blue badge holders outside their homes are maintained etc. • Ensure plans balance the needs of all residents including young people, businesses, disabled people, children, families those that rely on their vehicles for work and cyclists by engaging with a wide range of people in a variety of ways.

		pleasant places to stop, rest and meet others. LNs aim to reduce social isolation and improve health, safety and well-being by encouraging active travel.	
3.1	Sex – identify the impact/potential impact of the policy on women and men.	As in 3.0 above	<p>It is important that both men and women feel physically and psychologically secure when walking around their neighbourhood. Well-lit routes and additional CCTV could support this, especially if the location becomes quieter at night due to less traffic.</p> <p>Action:</p> <ul style="list-style-type: none"> • Prepare, publish and regularly update the EQuIAs for this scheme. • Where feedback from the community suggest areas are unsafe but the solutions are not within the scope of the LN programme, the feedback and suggested solutions will be passed to other departments e.g. police, transport etc.
3.2	Pregnancy and maternity	As in 3.0 above	<p>It is important that we consider the views of pregnant women, and people with babies and young children when designing LNs.</p> <p>Action:</p> <ul style="list-style-type: none"> • Prepare, publish and regularly update the EQuIAs for this scheme.

			<ul style="list-style-type: none"> • Sustrans worked with the council to run workshops and hold consultation sessions with groups we seldom hear from, like school children, parents and carers of young children. Sustrans have already engaged with parent and baby groups during the workshops in Summer 2022 and will be offering to do specific engagement work with any educational establishments close to the scheme See Sustrans reports at www.bathnes.gov.uk/yourLN • Get feedback in particular on outdoor spaces being proposed for LNs i.e. the position and design of benches and parklets etc. to ensure they provide what families with children might need and they are positioned in the best places. • Consider impact of removal or alteration of benches/seating may have on parents with young infants
3.3	Gender reassignment – identify the impact/potential impact of the policy on transgender people	As in 3.0 above	Personal safety in public spaces and being a target of hate crime is often felt to be an issue particularly for people in the trans community. According to the Walking and Cycling Index 2021 produced by Sustrans, 59% of LGBQ+ people feel welcome and comfortable walking or spending time on the streets in their neighbourhood, compared to 67% of heterosexual people. <p>Action:</p> <ul style="list-style-type: none"> • Prepare, publish and regularly update the EQulA for this scheme. • The Independent Equalities Advisory Group includes representatives from the LGBTQ+ community. • We ask specifically for them to consider any impacts of the proposed LN on the LGBTQ+ community, particularly with regard to personal security and feeling vulnerable.

			<ul style="list-style-type: none"> Sustrans supported our consultation with younger people in areas with LN, including youth to ensure diverse feedback and a range of opinions. This work will continue with engagement with schools in the area.
3.4	Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)	<p>As in 3.0 above</p> <p>In addition:</p> <p>improving access and the environment for people with a disability (whether it is a physical, sensory or mental disability) is a key objective of the LN programme. As is safeguarding vehicle access for residents and the needs of disabled people who may rely on vehicles to get around.</p> <p>Residents have the opportunity to feedback any concerns during the ETRO process. These will be closely monitored</p>	<p>Measures such as dropped kerbs, disabled parking bays, continuous footways, cycle lanes, wider pavements, better crossings and more places to sit and meet others all aim to improve experiences for people with disabilities (both seen and unseen), but there is a risk that some measures put forward could impact certain groups adversely.</p> <p>Action:</p> <ul style="list-style-type: none"> Prepare, publish and regularly update the EQuIA for this scheme taking account the individual measures and how they might impact on people with disabilities Ensure any surveys collect equalities information and details on protected characteristics and any physical or learning disabilities We will engage with the Independent Equalities Advisory Group on the measures featured in the draft plans and our consultation material Sustrans supported us to present the proposals to specific community groups including people with disabilities so that we can gather feedback on the impacts before final plans are drawn up Supporting materials will be available on request in a range of formats to accommodate different needs, such as large print and easy read. A dedicated team is available to answer email and phone calls – they will respond and cater for people’s needs

		and addressed according to their needs.	<ul style="list-style-type: none"> • Maps will have accessible colour palette and appropriate colour contrast to support partially sighted and people with colour blindness <p>The through traffic restriction may require some residents to travel further to reach their home, however, access to their property or garage will not be impeded. The Project Team have engaged with the Council's Passenger Transport Team to understand any impacts on home to school transport for any residents living within the vicinity of the scheme.</p>
3.5	Age – identify the impact/potential impact of the policy on different age groups	<p>As in 3.0 above.</p> <p>In addition:</p> <p>LN's can provide a safer and more amenable environment for walking and wheeling. This will benefit both younger and older people who are more reliant on active travel because they cannot drive or are unable to own a car.</p>	<p>We will actively seek feedback from a wide range of age groups, including seldom-heard-from younger people, and older people. There will be specific engagement events with sheltered housing complexes and schools in the vicinity of the scheme.</p> <p>Sustrans engaged specifically with youth groups and community groups for older people to gain their feedback on proposals.</p> <p>In introducing the through-traffic restriction there may be displaced traffic to other roads where schools are located. This will be monitored throughout the duration of the trial.</p>

<p>3.6</p>	<p>Race – identify the impact/potential impact on across different ethnic groups</p>	<p>As in 3.0 above</p> <p>In addition:</p> <p>Providing safe, accessible walking and wheeling routes in residential areas – and the impact of improving these routes – can benefit everyone. We are keen that people from a diverse range of backgrounds take part in co-design</p>	<p>Personal safety in public spaces and being a target for hate crime is an issue for different ethnic minority groups. It will be important to consider issues of safety and personal security in the development of individual schemes.</p> <p>Minoritised people or communities as well as those for whom English is an additional language may be less familiar with written or spoken English. Where we are aware of translation needs for any consultation work, we will aim to provide a relevant translator</p> <p>There may be cultural issues regarding correspondence during consultation periods. For example, it could be inappropriate for members of some cultures to interact with officers of the opposite sex.</p> <p>Actions:</p> <ul style="list-style-type: none"> • We are engaging with the Independent Equalities Advisory Group and may encompass the following: • B&NES Ethnic Minority Staff Network • Black Families Education Support Group • SARI - Stand Against Racism & Inequality • BEMSCA (Bath Ethnic Minority Senior Citizen's Association) • Bath Polish Association • The Bath Anti-racism Collective (BARC) • We will prepare Easy Read consultation documents
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			<ul style="list-style-type: none"> • We will ensure a mix of male and female officers are available at consultation events • We will arrange for documents to be translated on request – but as far as possible – all consultation materials -will be prepared in simple, direct, everyday language • We will provide translators at our events on request – and this opportunity will be promoted on our promotion material
3.7	<p>Sexual orientation - identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual people</p>	As in 3.0 above	<p>Personal safety in public spaces and being a target hate crime can be an issue for the LGBTQ+ community. It will be important to consider issues of safety and personal security as individual schemes are developed.</p> <p>Actions:</p> <p>Engagement carried out with the Independent Equalities Advisory Group may encompass the following groups in Bath:</p> <ul style="list-style-type: none"> • SPACE LGBT Youth Group • Bath Gender Equality Network • B&NES LGBTQ+ Staff Network <p>Sustrans support engagement directly with youth and community groups.</p>
3.8	<p>Marriage and civil partnership – does the policy/strategy treat married and civil partnered</p>	As in 3.0 above	<p>Liveable Neighbourhoods aim to benefit all groups within the community through improved access to green space and active travel opportunities within Bath.</p>

	people equally?		
3.9	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	As in 3.1 above	<p>Personal safety in public spaces and being a target of hate crime is an issue for some faith groups. It is important to consider issues of safety and personal security as individual schemes are developed.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Representatives of faith groups attend the Independent Equalities Advisory Group meetings. • Communications and engagement will ensure that that any engagement events do not take place at the same time as certain religious ceremonies/holidays that may prevent people from being involved. If engagement sessions do fall over such periods, additional engagement sessions will be offered to impacted groups, outside of the main engagement sessions. • We will reach out to places of worship in the areas to get direct feedback on proposals • In preparing engagement sessions with communities, the Council will seek to ensure that a mix of male and female project team members are available to accommodate different faiths/beliefs.
3.10	Socio-economically disadvantaged* – identify the impact on people who are	<p>As in 3.1 above</p> <p>In addition:</p> <p>It's recognised that not everyone can afford to run a car,</p>	<p>Communities with higher levels of deprivation may have lower levels of social capital when compared with more affluent areas, and therefore will be less able to present the case for a LN in their area.</p> <p>The improved environment facilitated by the through traffic restriction in this scheme can support socio economically disadvantaged groups in accessing somewhere to walk and wheel.</p>

	<p>disadvantaged due to factors like family background, educational attainment, neighbourhood , employment status can influence life chances (this is not a legal requirement, but is a local priority).</p>	<p>especially for regular short journeys. Improving walking, wheeling routes and local outdoor spaces can benefit individuals and families who are socially and economically disadvantaged.</p> <p>To deliver the LN strategy, the Council will:</p> <ul style="list-style-type: none"> actively identify areas as candidates for liveable neighbourhoods. In tandem, the Council will invite communities , via their ward member, to put forward their own 	<p>Some socio-economically disadvantaged people may experience digital poverty and so care must be taken to ensure we promote the programme and provide our materials in a range of formats.</p> <p>The Project Team will engage with Curo Housing Association and any other social housing providers to ensure that the communities living within the vicinity of the scheme are aware of it and can provide feedback.</p> <p>Actions:</p> <ul style="list-style-type: none"> Any consultation materials will be promoted online, mailed in print to households in relevant areas, and engagement opportunities are posted in the community (via posters/banners etc). The project team will request that members advertise engagement opportunities in local newsletters and notice boards, as well as online. A team of officers are available to explain concepts and answer questions on the phone and by email – including any drawbacks or trade-offs that people may experience as a result of changed road layouts etc from the through traffic restriction. <p>Sustrans/and or our own engagement team will be seeking to engage with groups supporting disadvantaged people, through specific community groups such as food banks.</p>
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		<p>proposals for liveable neighbourhoods in their areas.</p> <ul style="list-style-type: none"> • work with local ward members and their communities to share information on the potential role that liveable neighbourhoods can play and explain the potential suitability benefits and potential trade-offs 	
3.1 1	<p>Rural communities* – identify the impact / potential impact on people living in</p>	<p>As in 3.0 above</p> <p>Largely the LNs are located in residential areas within the city - offering a variety of amenities within</p>	<p>B&NES is a rural district with many communities located away from towns and cities. Some rural communities may have limited active travel options.</p> <p>Action:</p> <p>Consider the impact of proposals where travel options are limited but provide increased opportunity for the health benefits of active travel opportunities.</p>

	rural communities	walking distance or via public transport.	
3.1 3	Armed Forces Community ** serving members; reservists; veterans and their families, including the bereaved. Public services will soon be required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove	As in 3.0 above	No impact identified at this time. This will be reviewed throughout the programme.

	disadvantage and consider special provision).		
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*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, when the Armed Forces Bill becomes law there will be a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

4. Bath and North East Somerset Council & NHS B&NES

Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Ensure that engagement material and consultation documents are available on the B&NES website.	Upload all engagement material and consultation documentation to B&NES website.	Upload of relevant documentation.	Project Team	Ongoing
Ensure that any community engagement sessions are held in accessible locations and that BSL interpreters are available on request.	Check accessibility of all community engagement locations. Find a different venue if not accessible.	Accessible venues booked and BSL interpreters booked for the central event, plus on demand for others where requested.	Project Team	Ongoing
People on lower incomes may be disproportionately affected by a LN if they are more likely to	Assess likelihood that low incomes groups will be adversely affected by proposed LN schemes.	Assess proposals against deprivation map of B&NES and identify appropriate mitigation measures including schemes to	Project Team	Ongoing

live on main roads that see an increase in traffic.		facilitate a modal shift from cars to sustainable travel.		
Ensure all documents written by AECOM, policy team and comms are accessible prior to upload to the website.	Send all documents to web team to carry out accessibility checks.	Prior to publication of any document	Project Team	Ongoing
Ensure that large print or alternative formats such as Easy Read can be provided where requested.	Check provision with equalities team.	Prior to publication of any document	Project Team	Ongoing
Publish telephone and emails contact details for LN Team	Prepare for face-to-face community engagement and working group sessions. Provide FAQs and key messages to team to help support engagement	Continuous.	Project Team	Ongoing
Officers to ask Parish Council's and Residents Associations to display information about engagement and consultations on noticeboards and in newsletters.	Project team to contact both	On consultation	Project Team	Ongoing
Officers to investigate best ways to engage schools, young people, seldom-heard-from groups, people with disabilities,	Engage Sustrans, IEAG, Achieve Together to identify local groups and opportunities to engage with	On consultation planning and as part of event booking	Project Team	Ongoing

faith groups, community groups and LNs where there is a higher level of socio-economic disadvantage				
Ensure a mix of male and female officers are available at engagement events.	Ensure a mix of male and female officers are available at engagement events.	In preparing engagement sessions.	Project Team	Ongoing
Officers to check calendar of religious ceremonies / events to ensure engagement does not clash, wherever possible.	Check calendar of religious ceremonies / events and engage with Faith groups	In preparing engagement sessions.	Project Team	Ongoing
Ongoing monitoring	Staff will regularly review issues raised by members of the public to identify if there are any unintended negative impacts for particular groups	Issues identified will be addressed/mitigated wherever possible. All equality issues raised will be added to the EQulA	Project Team	Ongoing
Ensure our consultation survey collects equalities information and details on protected characteristics and any accessible needs.	Review the information collected on surveys to ensure its up-to-date	Prior to publication of survey	Project Team	Ongoing
EQulAs to be reviewed annually or if significant changes happen within the service provision.	To review the EQulA		Project Lead	Ongoing

Issues raised by consultees through engagement or consultation exercise	Staff to review feedback and identify equalities issues and actions required as necessary.	Completion of review of feedback	Project Lead	After engagement ends and prior to final decision on the proposals.
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5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by: Tom Foster (Head of Capital Programme and Project Delivery)

Date: 25 September 2024