

# Public Document Pack

## Executive Member Decisions

Friday, 13th December, 2019

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### AGENDA

1. **Highways Assets Communication Strategy**  
**EMD - Highways Assets Communication Strategy** 2 - 30  
**Blackburn Communications Process**  
**Plan - Highways Asset Management Communications**  
**Strategy 2 - Highways Asset Management**  
**Communication**  
**EIA - Highway Assets Management Strategy**
  
2. **Proposed Traffic Regulation Order - Ewood Match and**  
**Event Day Prohibition of Driving Various Streets and**  
**Coach Parking Albion Street**  
**EMD - POD VS Match Day Coach Parking Albion Street** 31 - 41  
**experimental to permanent**  
**Appendix 1 - Schedule**  
**Appendix 2 - Plans**  
**Appendix 3 - DF relating to the experimental order**  
**EIA-Checklist**
  
3. **Traded Services - Services for Schools**  
**EMD - Traded Services - Services for schools** 42 - 45  
**EIA - Checklist Trading Services**

Date Published: 12<sup>th</sup> December 2019  
Denise Park, Chief Executive

## EXECUTIVE MEMBER DECISION



**REPORT OF:** Executive Member for Growth and Development

**LEAD OFFICERS:** Director of Environment and Operations

**DATE:** 22/11/2019

**PORTFOLIO/S AFFECTED:** Growth and Development

**WARD/S AFFECTED:** All

**SUBJECT:** Highways Communication Strategy.

### 1. EXECUTIVE SUMMARY

To inform the executive member of the revised communications strategy for highway works. It explains the purpose and rationale of the strategy and describes the advantages this strategy has over the existing system. The communication strategy was previously incorporated into the Asset Management Strategy, however these processes have significantly evolved and communications now warrant their own strategy.

### 2. RECOMMENDATIONS

That the Executive Member:

1. Approves the revised strategy.
2. Approves the introduction of this strategy from 1<sup>st</sup> January 2020.
3. Authorises its publication on the authority's website.
4. Authorises the review and any necessary update of the strategy within 24 months.

### 3. BACKGROUND

The strategic approach to communications has improved meaningful consultation with stakeholders regarding decisions relating to highway matters. This revised and updated strategy, attached as appendix 1, provides a framework which requires consistent levels of communication between stakeholders.

### 4. KEY ISSUES & RISKS

The strategy incorporates the principles described in the Government Communication Service's "Writing a Communication Strategy", <https://gcs.civilservice.gov.uk/wp-content/uploads/2016/06/Writing-a-comms-strategy.pdf>. The strategy describes the nature of highway information to be made available on the Authority's website and through other media. The strategy should be read in conjunction with the Communications Plan and Communication Process, which are attached as appendices 2 and 3 respectively. This revised strategy incorporates a number of amendments to reflect the transfer of the highway service and associated staff from Capita to the Council.

**5. POLICY IMPLICATIONS**

Existing procedures are not affected by this strategy.

**6. FINANCIAL IMPLICATIONS**

None.

**7. LEGAL IMPLICATIONS**

None.

**8. RESOURCE IMPLICATIONS**

None.

**9. EQUALITY AND HEALTH IMPLICATIONS**

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

**10. CONSULTATIONS**

None.

**11. STATEMENT OF COMPLIANCE**

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

**12. DECLARATION OF INTEREST**

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

**VERSION:** 1

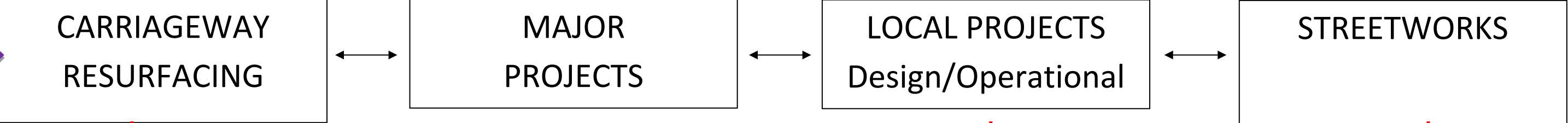
**CONTACT OFFICER:** Matthew Joyce

**DATE:** 22<sup>nd</sup> November 2019

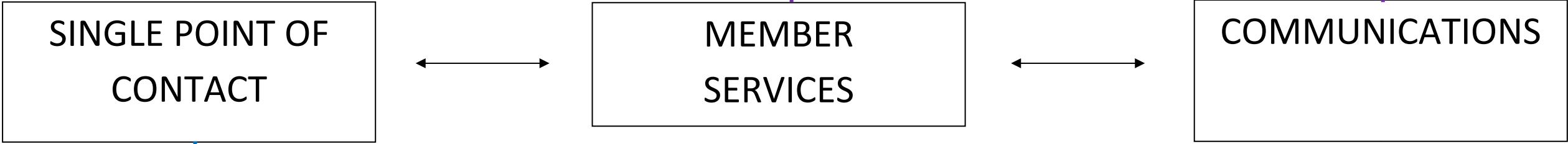
**BACKGROUND  
PAPER:**

Appendix 1. Highways Communications Strategy.  
Appendix 2. Communications Process.  
Appendix 3. Communications Plan.

**COMMUNITY IMPACT**  
Disruption, Congestion, Major Diversion, Road Closure, Lane Closure, Temporary Traffic Lights



**NETWORK CO-ORDINATION**



**NEIGHBOURHOOD NETWORKS**  
Lead Member, MPs, Members, Neighbourhood Managers, Contact Centre, Key Officers, Registered Lists, Schools, Adult/Children's Services, Businesses, Partners, Neighbourhood Networks

Minimum notification period of 10 working days

## Highways Asset Management Communications: Approach and Channel Mapping

This document details how Blackburn with Darwen Council will ensure the delivery of effective communications and engagement to ensure that residents and stakeholders are kept informed of Highways Asset Management activity, and provided with opportunities to comment on, and influence works on the Highway.

The programme timeline and key milestones will be clearly set out to ensure that communications are aligned with project activity, which will be updated on a regular basis as schemes progress.

This document identifies:

- Who the Highways Asset Management stakeholders are
- The communications channels that are available to partners to ensure information sharing and engagement with all stakeholders is both informative, timely, relevant and consistent.

<b>STAKEHOLDER MAPPING</b>			
<b>GROUP</b>	<b>REASON</b>	<b>ACTIVITY</b>	<b>OWNER</b>
<b>Internal</b> Chief Officer, Heads of Service, Senior Managers, BwD Communications Team, Public Transport, IT, Network Manager, Members, Neighbourhood Managers, BDirect, Streetworks Manager.	To ensure that key stakeholders are provided with advance information to ensure they can carry out their roles in informing, aiding and supporting communities, individuals and residents in relation to these works and the wider strategic benefits of the Highways Asset Management programme.	Clearly define and understand the roles of these priority stakeholders	Stakeholder Relations
<b>External – Local Level</b> Local residents, Businesses/Employers, Commuters	To provide those who are likely to be most acutely affected by both the works and the disruption caused as a result of the works	Identify all properties within a 400 metre radius of the programmed works	Stakeholder Relations
<b>External - Wider Public</b>	Clear communication with the public will mitigate against issues caused as a result of the works and ensure the long term success of Highways Asset Management schemes.	Map key public forums (Blackburn with Darwen)	Stakeholder Relations
		Map key public forums (Lancashire)	Stakeholder Relations
		Identify local information locations	Stakeholder Relations

		(libraries, community centres, municipal buildings, etc)	
		Map key publications (Lancashire)	BwD Press Officer
		Map key local publications (The Shuttle, local papers, journals, etc)	BwD Communications Team
Community services based stakeholders (social workers, carers, schools, bus operators, Housing Associations etc.)	Clear communication with this group will mitigate against community issues caused as a result of the works	Establish key community based contacts	Stakeholder Relations
		Establish processes for informing key workers to inform potential community impact as works progresses	Stakeholder Relations
Community associations and/or groups, neighbourhood committees, resident groups	Sharing project information to ensure the local community have up-to-date and relevant information	Establish key community groups	Stakeholder Relations
		Make initial contact	Stakeholder Relations
Commuter information	Ensure travel information is available to minimise disruption along this route during the works	Consider highway signage and the promotion of a single point of contact	Highways/Contractor

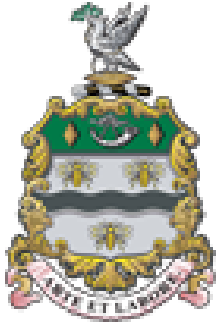


	<b>External – Agencies</b> Utilities companies, Emergency Services (Police, Fire, Ambulance), Environment Agency, Highways England, MPs	Sharing project information to ensure external partners have up-to-date and relevant information	Establish key external agency contacts	BwD Network Manager
			Make initial contact	
<b>COMMUNICATIONS CHANNELS</b>				
<b>INBOUND COMMS</b>	Email and letter	<ul style="list-style-type: none"> <li>Dedicated email address <a href="mailto:highways@blackburn.gov.uk">highways@blackburn.gov.uk</a></li> </ul>	Scheme and/or strategic related	Stakeholder Relations
	Telephone	Highways Asset Management contact number: 01254 585585	All partners to be able to provide high-level information (as detailed in the shared key messages document) <b>BUT</b> if further detailed information is required, the relevant partner should provide follow up communications	Highways/BwD/Contractor
		Contractor number		
BwD Contact Centre				

	Social media (twitter)	@BwDRoads – promoted on Highways Asset Management webpage and in outbound communications	Communications
<b>EXTERNAL COMMUNICATIONS</b>	Newsletters/leaflets	To be distributed as appropriate – initial awareness raising leaflet and subsequent leaflets as/when appropriate	Communications
	Letters	Letter drops to local residents to advise where appropriate, updates on key events such as constructions works affecting specific areas	Communications/Contractor
	Electronic updates	Establish process for people to register for electronic information updates on works	Communications
	Briefing sessions	Prepare and deliver briefing sessions to Members and key stakeholders as appropriate and to other audiences as required	Stakeholder Relations
	Public forums	Prepare and deliver public presentations – community committees, neighbourhood groups, etc	Stakeholder Relations
	Press releases	Media releases as appropriate to promote both the construction phase and longer term Highways Asset Management goals are publicised	BwD Communications
	Press management	Local issue management (post-bag letters, editorials, etc)	BwD Communications
	Publications	Prepare and provide articles for existing local publications as appropriate – e.g electronic neighbourhood newsletters	BwD Communications
	Social media	Traffic updates	
Major project milestone updates			BwD Communications

	Websites	<p>BwD Website</p> <p><a href="http://www.blackburn.gov.uk/Pages/Highways-asset-management.aspx">http://www.blackburn.gov.uk/Pages/Highways-asset-management.aspx</a></p> <p>Dedicated Highways Asset Management page – overview and strategic with regular project updates.</p> <p>ELGIN - <a href="https://blackburn.roadworks.org/">https://blackburn.roadworks.org/</a></p> <p>The public access, web based roadworks map identifies all road and street works taking place within the Blackburn with Darwen Borough Council boundaries.</p>	<p>Highways Asset Manager</p> <p>Network Co-Ordinator</p>
	Survey	Public access, web based survey function to provide opportunities for feedback and analysis, to inform future service delivery. (widely promoted in outbound communications)	BwD Communications
	Public events and exhibitions	Attend scheduled events organise and facilitate ad hoc events where appropriate as required	As appropriate
	On-site notice boards	Provide works information and construction related contact details	Highways/Contractor
<b>INTERNAL COMM</b>	Communications database	Develop and maintain stakeholder database	Highways Communications Officer

UNI CAT ION	Briefing notes and sessions	Provide updates for BDirect and frontline staff (partner agencies and all officers	Stakeholder Relations
	Regular meetings with contractor	Attend Contractor meetings to share information on local issues raised and discuss potential solutions. Pro-actively consider potential community impact.	Stakeholder Relations
	Highways Asset Management communications working group	Monthly (or as appropriate) working group meetings to ensure communications are well planned and effectively managed	All (Stakeholder Relations/Highways/BwD Communications)



# Highways Asset Management Communication Strategy

# Blackburn with Darwen Borough Council

## Contents

Item	Subject	Page
1.	Summary	1
2.	How we communicate	2
3.	Scope	3
4.	Target Audience	3
5.	Stakeholders	6
6.	Aims and Objectives	7
7.	Method of communication	7
8.	Key Messages	7
9.	Funding	8
10.	Monitoring	8
Appendix 1.	Stakeholders.	

### 1. Summary

This Communications strategy is one of a suite of documents forming Blackburn with Darwen's Highway's Asset Management Framework document. This strategy addresses the activities of the routine asset maintenance of the Borough's highways and is intended to improve the effectiveness of the Council's communication with relevant Stakeholders.

It will also allow the service area to budget, plan and focus service delivery based upon feedback from our key Stakeholders, as well as ensure we are communicating and engaging more effectively. It will also ensure a focus on activities that have been developed to achieve Blackburn with Darwen's objectives and provide a solid foundation to support consideration for additional funding in future.

The present communications strategy has been in place since 2015 and continues to fulfil its primary purpose, however, there is clear recognition of the benefits to a more proactive approach in this service area.

This revised strategy provides the impetus to a more proactive approach, which aims to better take into account the views of Stakeholders across the Borough to

ensure we have a more comprehensive and inclusive approach to communications and service delivery.

It incorporates the principles described and detailed in the Government Communication Service's "[Writing a Communication Strategy](#)". As a strategy it addresses the 'what', 'why' and 'who' of communications, additional documents add detailed specifics of 'when', 'because' and 'how'.

## **2. How we communicate.**

Effective communication is a prerequisite to success. Communication should be based upon the following principles:

1. All communications should be clear, non-technical, open, and effective and encourage two-way dialogue.
2. The tone of all communications should be consistent, honest, positive and accurate.
3. All communications should have inherent flexibility, to enable development of all plans and messages.
4. Have a clear and consistent identity for all communications, to which people can relate and which will reinforce key messages.
5. Applying lessons learnt from current best practice and making efficient use of national campaign material to support the Council's messages, placing them in a national context.
6. All communications should be delivered on time and at minimum cost.
7. Use green techniques and methods for communication and publicity as far as possible and maintaining value for money.
8. Communications should adhere to a defined approval and sign off protocol, which resolves ambiguity, ensures clarity and permits appropriate flexibility.
9. Abide by the principles of the Council's Equality Impact Assessment (EIA) process, demonstrating that the Council gives due regard to people with protected characteristics identified under the Equality Act, 2010.
10. Communications should be targeted, where possible, to ensure that messages reach intended recipients and that they are relevant to recipients and that communication is cost effective. Blanket communications should be used where resources and budgets permit.
11. To monitor, review and evaluate communications and adjust and amend where necessary.

## **3. Scope**

This strategy covers all areas within highways including the following.

1. Asset management.
2. Carriageway resurfacing.
3. Footway resurfacing and reflagging.

4. Reactive repair safety defects.
5. Gully emptying and drainage.
6. Winter maintenance.
7. Roadmarking.
8. Aids to movement.
9. Street Lighting.
10. Structures.
11. Traffic Signals
12. Streetworks and Network Management

#### 4. Target Audience

The effectiveness of communications will be improved if the composition of the target audience is assessed and understood.

This Borough has a wide variety of residents; variables include age, education, ethnicity, employment status, gender and language. Other relevant factors include the distance and duration of journeys made by residents and visitors. Highway works affect all the Boroughs residents as well as visitors. The methods of communication are as important as the content and the ‘tone of voice’. We have to communicate effectively across the full age range, a variety of education abilities and ethnic backgrounds.

The statistics below have been sourced from the Office for National Statistics ([www.ons.gov.uk/](http://www.ons.gov.uk/)). They describe aspects of the Boroughs population that are pertinent to highway maintenance and inherent in improving effective communication and compare it with the national average.

Age	0 - 20	20 - 40	40 -60	60 - 80	80+
Blackburn with Darwen	28.7%	26.3%	26.1%	15.5%	3.4%
England and Wales	23.7%	26.5%	26.7%	18.3%	4.8%

Education All Qualifications					
	16 - 24	25 - 34	35 - 49	50 - 64	65 +
Blackburn with Darwen	16%	18%	27%	22%	17%



England and Wales	15%	17%	26%	22%	20%
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Education. Detailed qualifications						
	Age/Qualification	16 - 24	25 - 34	35 - 49	50 -64	65+
Blackburn with Darwen	None	7%	10%	21%	27%	35%
	Apprentice, Level 1 or 2	25%	18%	30%	18%	9%
	Level 3 or 4 or higher	14%	25%	30%	21%	10%
	All	16%	18%	27%	22%	17%
England and Wales	None	7%	7%	14%	25%	47%
	Apprentice, Level 1 or 2	21%	15%	30%	22%	12%
	Level 3 or 4 or higher	14%	23%	30%	21%	12%
	All	15%	17%	26%	22%	20%

Ethnicity	White <sup>1</sup>	Asian <sup>2</sup>	Black <sup>3</sup>	Mixed/Other <sup>4</sup>
Blackburn with Darwen	69.2	28.2	0.6	2.0
England and Wales	85.9	7.5	3.4	3.2
1. White: English, Welsh, Scottish, Northern Irish, British, Irish, Gypsy or Irish Traveller; Other. 2. Asian: Asian British, Indian, Pakistani, Bangladeshi, Chinese; Other. 3. Black: African, Caribbean, Black British, African; Other. 4. Mixed: Multiple ethnic group, White and Black Caribbean, White and Black African, White and Asian, other mixed, Arab, any other group.				

Employment Ages 16 to 64	Employment Rate %	Unemployment Rate %	Economic Inactivity %	Jobseekers Allowance %
Blackburn with Darwen	64.8	7.8	29.6	2.9
Great Britain	72.7	6.0	22.6	2.2

Gender	Males	Females
Blackburn with Darwen	49.9	50.1
England and Wales	49.2	50.8

Language	All people aged 16 and over in household have English as a main language.	At least one but not all people aged 16 and over in household have English as a main language.	No people aged 16 and over in household but at least one person aged 3 to 15 has English as a main language.	No people in household have English as a main language.
Blackburn with Darwen	84.0	7.5	1.4	7.1
England and Wales	91.2	3.7	0.8	4.3

Distance commuted to work	km
Blackburn with Darwen	12.5
England and Wales	<b>15.0</b>

Mode of transport Percent	Car/ motorbike	Public transport	Taxi	Walk / cycle / other	Work from home	Not employed
Blackburn with Darwen	40.1	4.0	1.1	8.1	4.7	42.0
England and Wales	38.8	10.2	0.3	8.5	6.7	35.5

## 5. Stakeholders

Highways are used by all the Boroughs residents and visitors to the Borough, their maintenance affects these groups as well. All utilities have service pipes and cables below the highway. Co-ordination between utilities and the highway authority prevents conflict.

A stakeholder is a person or organisation who has either:

1. An active interest in the condition and maintenance of highways with the Borough, or
2. Is or will be significantly affected by proposed highway works.

Additional contact information is available at

<https://democracy.blackburn.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13260>

Stakeholders are listed below, contact information for external bodies is given in appendix 1.

### Internal

Chief Officers.

Senior Managers.

Public Relations.

Public Transport.

IT.

Traffic signals

Members.

Neighbourhood Managers

### External

Utilities

Gas

Water

Electricity

Telephone

Cable

Emergency Services

Police

Fire

Ambulance

**Other**

Environment Agency

Highways England

MPs

Blackburn, Kate Hollern, MP

Darwen and Rossendale, Jake Berry, MP

Residents

Key Workers

Commuters

Hospitals

Schools

Housing associations

Businesses/Employers

**Media**

Lancashire Telegraph

Radio Lancashire

External stakeholders should be contacted if they are directly affected by any proposed works.

## **6. Aims and objectives**

The purpose of communication is to both advise the stakeholders of the nature, extent and duration of any proposed works, as well as gather and evaluate feedback received, to ensure service improvement opportunities are both recognised and acted upon where possible.

It is important to keep stakeholders up to date during the course of any work especially if additional work becomes necessary or unforeseen delays arise.

These messages will reduce frustration caused by delays encountered at roadworks and will improve road safety for road users.

## **7. Methods of communication**

We will make use of the most effective means of communication.

Available methods include.

1. Intranet.
2. Internet.
3. The Shuttle.
4. Elgin.
5. Road closure notices.
6. Letter drops.
7. Leaflets
8. Twitter.
9. Facebook.
10. Member briefings.
11. Public consultation events

## **8. Key messages**

Clarity is key to effective communication, all messages should be checked for ambiguity.

All communications should contain the following information as a minimum.

1. What we intend to do.
2. When we intend to start.
3. How long it is expected to take.
4. Why we are carrying out this work.
5. Contact information.

Additional information could include.

6. The consequences of not carrying out this work.

7. Other options that have been considered.
8. Why they have been rejected.
9. Describe appropriate alternate routes.

## 9. Funding

The cost of communications is borne by the highways maintenance budget. It is believed that the benefits of effective communication in terms of improved efficiency and reduced delays outweigh the costs.

## 10. Monitoring and evaluation

The communications plan should achieve the following:

1. Improve communications with all stakeholders.
2. Improve the effectiveness of communication with all stakeholders.
3. Reduce delays.
4. Reduce frustration at roadworks.
5. Improve safety at roadworks.
6. Improve production.

## 11. Community Engagement and Communication – Activities

A range of tools and activities can be utilised to both improve the level of communications, as well as feedback opportunities across the Borough. These are designed to support the achievement of a more proactive approach going forwards. It is possible to utilise all of the tools and activities, or a select few, according to the anticipated level of neighbourhood impact. A precursor to deciding the communications approach should be a Neighbourhood Impact Assessment, taking into consideration the scale of works, duration, likelihood of disruption and the direct impact anticipated within the neighbourhood, as a result of the works. Local knowledge is invaluable in assessing impact levels and opportunities to gather this local information and gain an understanding of the neighbourhood dynamics should be a primary consideration of any Neighbourhood Impact Assessment.

Project Timeline and Key Milestones	Understand projected timelines and key milestones of works/scheme to allow the development of a works/scheme communications and engagement strategy which ensures local information sharing and engagement is both informative and timely.
Neighbourhood Protection	Map timelines and works locations, incorporating Neighbourhood Impact Assessment - establish processes for informing key workers (social

	workers, carers, schools, bus operators etc) of potential delays
Key Contacts and Stakeholders Network (Local Level)	Establish key contacts and stakeholders to allow mapping of existing local networks.
Initial Contact (Local Level)	Undertake initial contact with key contacts and stakeholders at the local level, sharing initial project information and allowing for network review.
Briefing Sessions (Local Level)	Prepare and deliver briefing sessions where relevant appropriate to target audience; to include Members, Contact Centre, Partner Agencies, Council Officers and Key Stakeholders
Public Forums/ Consultation Events (Local Level)	Prepare and deliver public presentations. Organise and facilitate consultation events where appropriate
Public Information Sharing Networks (Local Level)	Map key public forums, local information locations, publications and social network sharing opportunities
Single Point of Contact	Promote single point of contact to better manage point of enquiry and responses.
Information Sharing (Issues)	Determine key contact within each organisation to share issues/responses information with. Avoid duplication.
Leaflets and letters (Local Level)	Prepare and distribute leaflets and letters as appropriate, providing clear opportunities for feedback
Electronic Updates – Partnership Liaison	Agree appropriate updates frequency and establish procedures for feeding into updates from all organisations. Explore My BwD functionality and capability.
Local Issues – Press Management	To effectively manage local press issues.
Social Network Forums	Establish information sharing protocols for wider distribution of key messages through social network forums to include project Twitter, Facebook, Web Site and re-posts on partner sites, where relevant.
Publications (Local Level)	Share articles for publications as appropriate – electronic Shuttle/Neighbourhood Newsletters etc
Website Review	Review content and update with relevant evidence (strategies, policies, information and contact updates etc) in support of DfT requirements for Highways specific web presence. To introduce a Members portal area for query handling and information sharing at a ward based level.
Web based feedback	Develop opportunities for feedback on Highways web facility (e.g Monkey Survey) sharing feedback for analysis.

Single Point of Contact	Agree resource to allow a single point of contact to co-ordinate, record and provide information and responses to enquiries/complaints (emails, phone calls, Facebook, twitter). Determine responsibility strategic vs operational.
Highways Meetings - Community Impact	Communications representative to attend relevant Highways meetings to share information on local issues raised and discuss potential solutions. Pro-actively consider potential community impact.



## Appendix 1- Stakeholders

### Internal

Organisation	Contact details
<b>Internal</b>	By email
Chief Officers.	By email
Heads of Service	By email
Senior Managers.	By email
Public Relations.	By email
Public Transport.	By email
IT.	By email
Traffic signals	By email
Members.	By email, Weekly bulletin
Neighbourhood Managers	By email
<b>External</b>	
<b>Utilities</b>	
Gas	
Water	
Electricity	
Telephone	
Cable	
<b>Emergency Services</b>	
Police	Greenbank
Fire	Byrom Street
Ambulance	
<b>Other</b>	
Environment Agency	<a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a>
Highways England	
MPs	
Blackburn, Kate Hollern, MP	
Darwen and Rossendale, Jake Berry, MP	
Residents	
Key Workers	
Commuters	
Hospitals	
Schools	
Housing associations	
Businesses/Employers	
<b>Media</b>	
Lancashire Telegraph	
Radio Lancashire	

<b>Name of the activity being assessed</b>	Highway Asset Management Policy & Strategy				
<b>Directorate / Department</b>	Growth & Development	<b>Service</b>	Highways	<b>Assessment Author</b>	Matthew Joyce
<b>Is this a new or existing activity?</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	<b>Responsible manager / director for the assessment</b>		Simon Butt <b>Updated 15/06/15:</b> David Proctor Updated 12/07/2017: Stuart Scott. Updated 04/12/2019: Dwayne Lowe.	
<b>Date EIA started</b>	10/03/2015	<b>Implementation date of the activity</b>		26/06/2015	

**SECTION 1 - ABOUT YOUR ACTIVITY**

<b>How was the need for this activity identified?</b> i.e. Why are we doing this activity?	The Council has a legal duty as the local highway authority to maintain the adopted highways. Highway maintenance is carried out on an ongoing basis. Asset management supports decisions and provides long term financial benefits; it assists in understanding the structure and character of the highway network and describes how it performs as well as assisting in determining the funding needed to meet the requirements placed upon it. Best practice guidelines published by the UK Roads Liaison Group, recommend that it is good practice to define maintenance practices in a policy document.				
<b>What is the activity looking to achieve?</b> <b>What are the aims and objectives?</b>	The Council as local highway authority has a duty to maintain the adopted highway as specified in the Highways Act 1980. This policy is designed to continue to improve the overall condition of the network, to reduce accidents and to reduce the overall ongoing cost of meeting our legal obligation to maintain the highway. The Highway Asset Management Strategy defines how the Council will establish long term objectives for the highway network incorporating statutory obligations, stakeholder needs, local priorities, structural condition, funding and resources. <b>Updated 12/07/2017:</b> The strategy fully embraces the <a href="#">UKRLG Well Managed Highways Infrastructure - A Code of Practice</a> . <b>Updated 4/12/2019:</b> This revised and updated strategy provides a framework which requires consistent levels of communication between stakeholders.				
<b>Services currently provided</b> (if applicable)	Currently the management of the asset is carried out in an ad-hoc manner by various officers. <b>Updated 15/06/15:</b> Management of the maintenance is carried out in accordance with existing policies and strategies and budgetary constraints. <b>Updated 04/12/2019:</b> The strategy should be read in conjunction with the Communications Plan and Communication Process. The revised strategy incorporates a number of amendments to reflect the transfer of the highway service and associated staff from Capita to the Council.				
<b>Type of activity</b>	<input type="checkbox"/> Budget changes <input checked="" type="checkbox"/> Change to existing activity <input type="checkbox"/> Decommissioning <input type="checkbox"/> Commissioning <input type="checkbox"/> New activity <input type="checkbox"/> Other [ <a href="#">please state here</a> ]				

**SECTION 2 - UNDERSTANDING YOUR CUSTOMER****What resources will support in undertaking the equality analysis and impact assessment?**

*Please identify additional sources of information you have used to complete the EIA, e.g. reports; journals; legislation etc.*

The head of service and the partnership director have contributed to the draft policy as has Network Recovery's project manager. Recommendations have been taken from several documents published through the Highways Maintenance Efficiency Programme such as the [Pothole Review](#), [Asset Management Guidance](#) and [What Should Councillors Know](#)

Health & Social Care Act (2012): <http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted>

**Who are you consulting with? How are you consulting with them? (Please insert any information around surveys and consultations undertaken)**

Consultation with residents takes place through local ward solution meetings; these are open to all residents and are usually chaired by ward councillors. Complaints and concerns are logged and investigated and subsequently progress is fed back to a subsequent meeting.

~~Every two months, officers attend the Blackburn and Darwen Town Centre Partnership Board's meetings where highway issues are regularly discussed. Blackburn Chamber of Trade and Darwen Shop and Business Association are members on these boards and represent the wider business communities in each town.~~

Consultations have taken place with the Director of Growth and Prosperity and the Director for Environment, Housing & Neighbourhoods and the Executive Member for Environment. The Director of Growth and Prosperity and the Director of Environment, Housing & Neighbourhoods meet regularly with the leaders of all political parties.

**Updated 18/06/2016:** Consultations have taken place with the Director of Planning and Prosperity and the Executive Member for Regeneration.

The Director of Planning and Prosperity meets regularly with the leaders of all political parties.

Individual Equality Impact Assessments should be carried out for specific work packages within the overall highway maintenance remit.

**Updated 12/07/2017:** Consultations have taken place with the Director of Growth and Development and the Executive Member for Regeneration. The Director continues to meet regularly with the leaders of all political parties. Individual Equality Impact Assessments will be carried out for discrete schemes and specific packages of work. The updated strategy prescribes extensive communication with stakeholders via social media.

<b>Who does the activity impact upon?*</b>	Service users	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Indirectly			
	Members of staff	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	General public	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Indirectly			
	Carers or families	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Indirectly			
	Partner organisations	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Indirectly			
<b>Does the activity impact positively or negatively on any of the protected characteristics as stated</b>	Positive impact	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input checked="" type="checkbox"/> Gender reassignment	<input checked="" type="checkbox"/> Marriage & Civil Partnership	<input checked="" type="checkbox"/> Pregnancy & maternity	<input checked="" type="checkbox"/> Vulnerable groups
		<input checked="" type="checkbox"/> Race	<input checked="" type="checkbox"/> Religion or belief	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Sexual orientation	<input checked="" type="checkbox"/> Deprived communities	<input checked="" type="checkbox"/> Carers

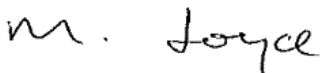
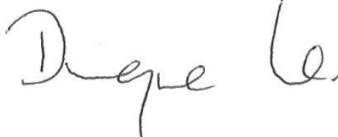
<b>within the Equality Act (2010)?*</b>  <b>The groups in blue are not protected characteristics</b> <i>(please refer to p. 3 of the guidance notes)</i>	Negative impact	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> <b>Vulnerable groups</b>
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> <b>Deprived communities</b>	<input type="checkbox"/> <b>Carers</b>
	No impact	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Marriage & Civil Partnership	<input type="checkbox"/> Pregnancy & maternity	<input type="checkbox"/> <b>Vulnerable groups</b>
		<input type="checkbox"/> Race	<input type="checkbox"/> Religion or belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> <b>Deprived communities</b>	<input type="checkbox"/> <b>Carers</b>

\*If no impact is identified on any of the protected characteristics a full EIA may not be required. Please contact your departmental Corporate Equality & Diversity representative for further information.

Does the activity contribute towards meeting the Equality Act's general Public Sector Equality Duty? *Refer to p.3 of the guidance for more information*  
**A public authority must have 'due regard' (i.e. consciously consider) to the following:**

DUTY	DOES THE ACTIVITY MEET THIS DUTY? EXPLAIN
<p><b>Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act</b>  <i>(i.e. the activity removes or minimises disadvantages suffered by people due to their protected characteristic)</i></p>	<p>Maintaining the highway system benefits all residents of and visitors to the Borough. Residents are able to raise concerns via their ward councillors which along with the annual structural surveys of the physical condition of the highway indicate which areas and lengths of carriageway are in need of maintenance. <b>Updated 15/06/2016:</b> Non-residents can make use of specific social media facilities and the <u>Council's</u> own website to report issues.            The new policy and strategy define how highway management will comply with both the Equality Act (2010) and the Health and Social Care Act (2012).</p> <p>Updated 04/12/2019: Revised link to <u>Council's website</u>.</p>
<p><b>Advance equality of opportunity between those who share a protected characteristic and those who do not</b>  <i>(i.e. the activity takes steps to meet the needs of people from protected groups where these are different from the needs of other people)</i></p>	
<p><b>Foster good relations between people who share a protected characteristic and those who do not</b>  <i>(i.e. the function encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i></p>	

ASSESSMENT	Is a full EIA required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Please explain how you have reached your conclusion <i>(A lack of negative impacts must be justified with evidence and clear reasons, highlight how the activity negates or mitigates any possible negative impacts)</i></p>			
<p>As all roads in the Borough are available for use by all persons irrespective of any protected characteristics, everyone benefits from improved management of the highway network.</p> <p>The introduction of this policy will positively assist the Council to manage the highway network to nationally recognised standards and recommendations.</p>			

Author Signature		Date	04/12/2019
Head of Service/Director Signature		Date	04/12/2019

*The above signatures signify acceptance of the ownership of the Initial EIA and the responsibility to publish the completed Initial EIA as per the requirements of the Equality Act 2010.*

<b>Departmental E&amp;D Lead Signature</b>	<i>G. B. Kinloch</i>	<b>Date</b>	<b>04/12/2019</b>
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## EXECUTIVE MEMBER DECISION



**REPORT OF:** Executive Member for Growth and Development

**LEAD OFFICERS:** Director of Growth and Development

**DATE:** 19<sup>TH</sup> November 2019

**PORTFOLIO/S AFFECTED:** Growth and Development

**WARD/S AFFECTED:** Ewood

**SUBJECT: : Proposed Traffic Regulation Order – Ewood match and event day Prohibition of Driving various streets and Coach Parking Albion Street**

### 1. EXECUTIVE SUMMARY

To inform the Executive Member for Regeneration of the proposal to seek approval to make permanent an experimental Traffic Regulation Order as detailed below:-

To inform the Executive Member for Regeneration of the proposal to introduce an Experimental Traffic Regulation Order as detailed below and seek approval to make it:-

Nuttall Street, Blackburn .....	Prohibition of Driving except for access Event Day Only
Top O' Th' Croft.....	Prohibition of Driving except for access Event Day Only
Velvet Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Tweed Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Kidder Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Tapestry Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Calico Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Bolton Road, Blackburn.....	Prohibition of Driving except for access Event Day Only
Aqueduct Road, Blackburn.....	Prohibition of Driving except for access Event Day Only
Albion Road, Blackburn.....	Coach parking 7am – 11pm Event Day only

### 2. RECOMMENDATIONS

That the Executive Member:

Authorise the Director of HR, Legal & Governance to advertise the making permanent of a previously experimental Traffic Regulation Order as per the attached schedule.

### 3. BACKGROUND

Following Blackburn Rovers taking over traffic management at Ewood Park Football Ground on event and match days, a Traffic Regulation Order (TRO) was required which gave their traffic management contractor delegated powers to carry out road closures and management of access to streets around the ground. Additionally a request was made by Lancashire Police and Blackburn Rovers that a more formal arrangement be introduced for coach parking near to the ground on match and event days. An experimental TRO was implemented which introduced restrictions similar to those used previously by the police under the Town Police Clauses Act 1847 together with dedicated coach parking on Albion Road on match and event days only.

The order has been operating since 12<sup>th</sup> October 2018. No objections or comments regarding the restrictions have been received and we are now in a position to make it permanent. For more background details please see previous report (appendix 3)

#### 4. KEY ISSUES & RISKS

No risks arising from this proposal have been identified. The proposal is of benefit to the social and economic well being of the Borough.

#### 5. POLICY IMPLICATIONS

The proposal to make and revoke Traffic Regulation Orders requires delegated approval from the Executive Member for Regeneration and Chief Officer. Traffic Regulation Orders are required to be published in the local press and on site to comply with the Road Traffic Regulations Act 1984. Directly affected properties are consulted in line with current procedure.

#### 6. FINANCIAL IMPLICATIONS

The cost of making and advertising this Traffic Regulation Order will be approximately £2500 and will be funded from the Traffic and Transportation element of the Highways Maintenance budget.

#### 7. LEGAL IMPLICATIONS

The necessary legal powers to implement this scheme are within the Road Traffic Regulations Act 1984. Members of the public were given the opportunity to object to or comment on the proposal during the first six months of operation of the experimental order.

#### 8. RESOURCE IMPLICATIONS

None

#### 9. EQUALITY AND HEALTH IMPLICATIONS

**Please select one of the options below. Where appropriate please include the hyperlink to the EIA.**

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

#### 10. CONSULTATIONS

The necessary legal powers to implement this scheme are within the Road Traffic Regulations Act 1984. Members of the public were given the opportunity to object to or comment on the proposal during the first six months of operation of the experimental order. No objections or comments regarding the restrictions have been received.

#### 11. STATEMENT OF COMPLIANCE



The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	Simon Littler
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<b>DATE:</b>	19 <sup>th</sup> November 2019
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<b>BACKGROUND PAPER:</b>	Appendix 1 - schedule Appendix 2 - plan Appendix 3 – Executive Member Decision Form relating to the previous experimental order
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## SCHEDULES

### Schedule 1

**Prohibition of Driving except access on Match Days  
(from 2 hours before the start of the match until 1 hour after the end of the match)**

<u>Road Name</u>	<u>Length Affected</u>
Nuttall Street, Blackburn	Full length, from its junction Top O Th' Croft to its junction with Calico Street
Top O' Th' Croft, Blackburn	Full length, from its junction with Bolton Road to its junction with Nuttall Street
Velvet Street, Blackburn	Full length, from its junction with Bolton Road to its junction with Nuttall Street
Tweed Street, Blackburn	Full length, from its junction with Bolton Road to its junction with back Bolton Road
Kidder Street, Blackburn	Full length, from its junction with Bolton Road to its junction with Nuttall Street
Tapestry Street, Blackburn	Full length, from its junction with Bolton Road to its junction with Nuttall Street
Calico Street, Blackburn	Full length, from its junction with Bolton Road to its junction with Nuttall Street

### Schedule 2

**Prohibition of Driving except access on Match Days  
(from 2 hours before the start of the match until 1 hour after the end of the match or other times as required, to be determined by the Police or an accredited person depending on specific circumstances and category of match or event)**

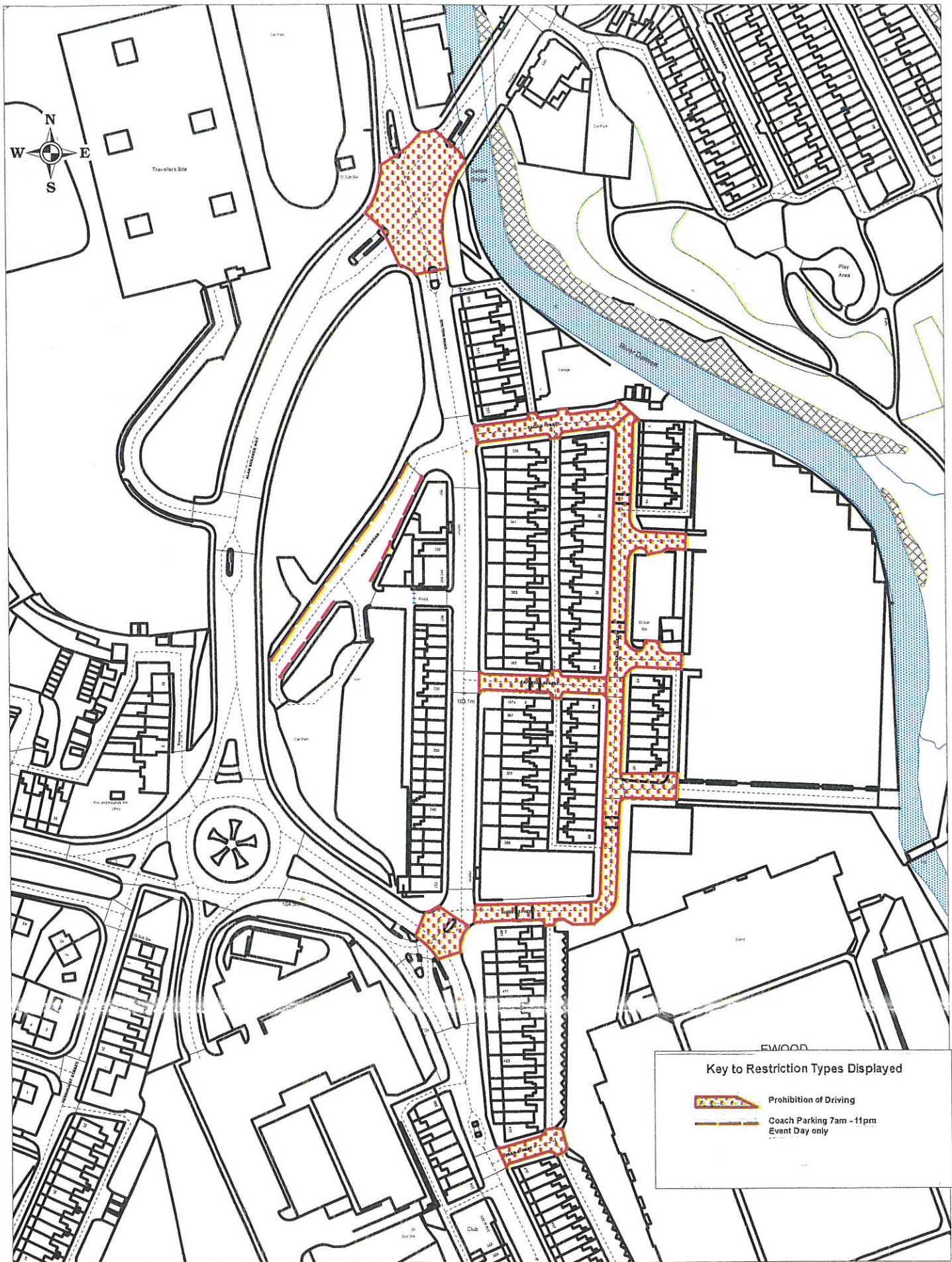
<u>Road Name</u>	<u>Length Affected</u>
Bolton Road, Blackburn	From its junction with Jack Walker way for a distance of 7 metres in a north westerly direction (north bound carriageway only)  from a point 9 metres south east of the centreline of Edmund Street for a distance of 7 metres in a south easterly direction  from a point 4 metres south of the centreline of Kidder Street for a distance of 12 metres in a southerly direction (south bound carriageway only)
Bolton Road, Blackburn	At its junction with Alan Shearer Way and Aqueduct Road

### Schedule 3

**Coach Parking 7am - 11pm Event Day only.**

<u>Road Name</u>	<u>Side</u>	<u>Length Affected</u>
Albion Road, Blackburn	Both	from a point 24 metres south west of the centre line of Bolton Road to its southerly point





**Key to Restriction Types Displayed**

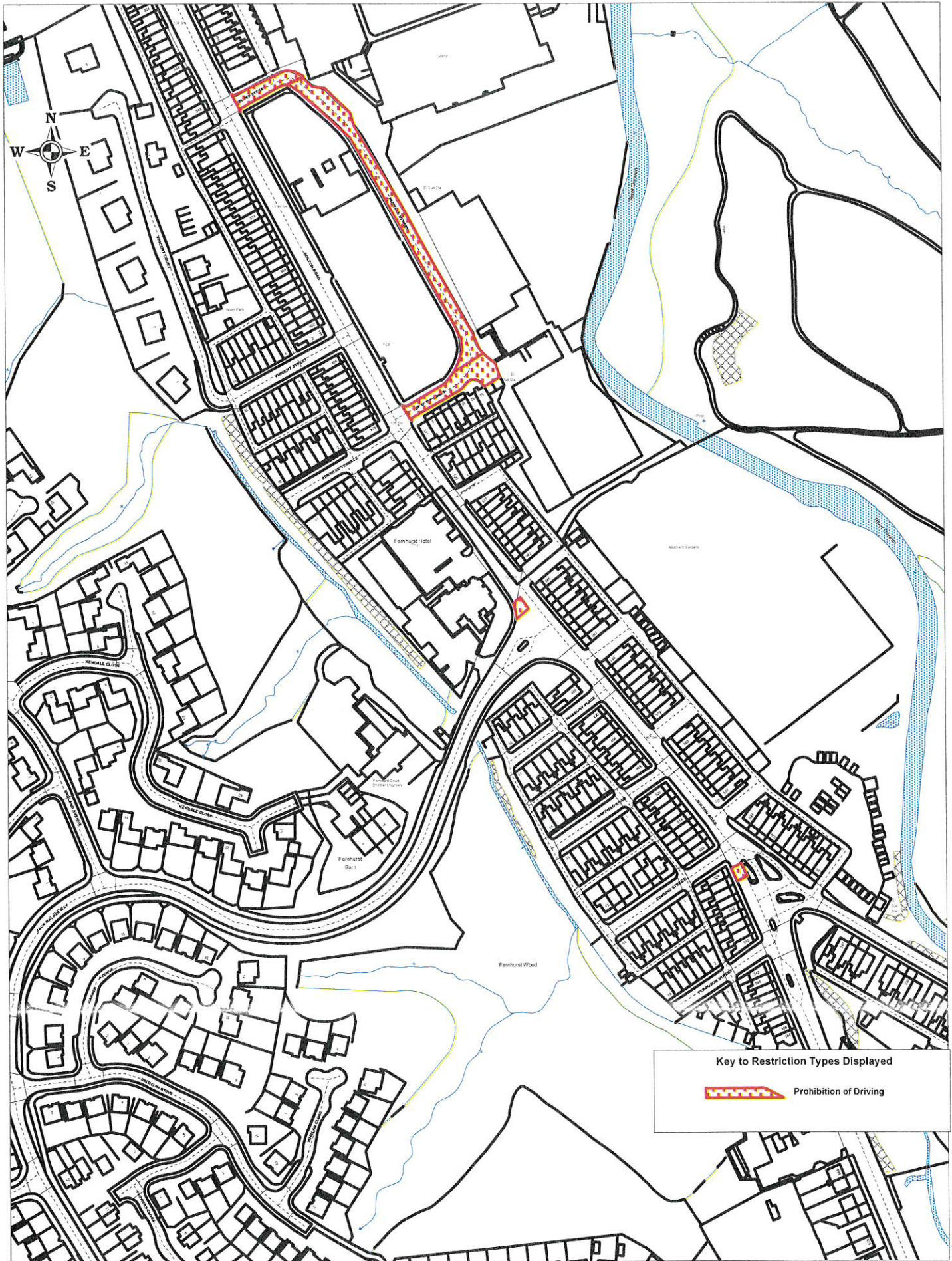
-  Prohibition of Driving
-  Coach Parking 7am - 11pm Event Day only

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SCALE	1 : 2000
DATE	23/08/2018
DRAWING No.	
DRAWN BY	
CHECKED BY	



Ewood Experimental Licence No. 100019493 Matchday Order



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SCALE	1 : 2500
DATE	28/08/2018
DRAWING No.	
DRAWN BY	
CHECKED BY	



Ewood Experimental Licence No. 100018493 Matchday Order

# EXECUTIVE MEMBER DECISION



**REPORT OF:** Executive Member for Regeneration  
(Please Select) (Please Select...)

**LEAD OFFICERS:** Deputy Chief Executive  
(Please Select)

**DATE:** 13<sup>th</sup> November 2019

**PORTFOLIO/S AFFECTED:** Regeneration (Please Select...)

**WARD/S AFFECTED:** Ewood (Please Select...)

**SUBJECT:** Proposed Experimental Traffic Regulation Order – Ewood Park Football Ground, Prohibition of Driving, Event Day coach parking

## 1. EXECUTIVE SUMMARY

To inform the Executive Member for Regeneration of the proposal to introduce an Experimental Traffic Regulation Order as detailed below and seek approval to make it:-

Nuttall Street, Blackburn .....	Prohibition of Driving except for access Event Day Only
Top O' Th' Croft.....	Prohibition of Driving except for access Event Day Only
Velvet Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Tweed Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Kidder Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Tapestry Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Calico Street, Blackburn.....	Prohibition of Driving except for access Event Day Only
Bolton Road, Blackburn.....	Prohibition of Driving except for access Event Day Only
Aqueduct Road, Blackburn.....	Prohibition of Driving except for access Event Day Only
Albion Road, Blackburn.....	Coach parking 7am – 11pm Event Day only

## 2. RECOMMENDATIONS

That the Executive Member:

Authorise the Director of HR, Legal and Governance to advertise and make the proposed Experimental Traffic Regulation Order as per the attached schedule. The order will be made for a maximum of 18 months. If no objections, the order can be made permanent by a separate order. Should objections be received these will be recorded, reviewed and a report submitted to the planning and Highways committee for review and rule on the recommendations of the officer submitting the report.

## 3. BACKGROUND

Following a court case between Wigan Football Club and Greater Manchester Police, responsibility for traffic management at football matches and on event days has passed to local authorities and event organisers. Since then, Lancashire Constabulary ceased to be responsible for traffic management on match days at Ewood Park Football Ground and Blackburn Rovers took over, employing their own traffic management contractors to carry out those duties. These duties are mainly road closures and management of access to streets around the ground.

The purpose of this report is to seek approval to implement an experimental Traffic Regulation Order introducing restrictions similar to those used previously by the police under the Town Police Clauses Act 1847.

Lancashire Police and Blackburn Rovers have requested that a more formal arrangement is introduced for coach parking near to the ground. A previous coach park is no longer available and currently coaches are parking at the bus interchange between Aqueduct Road and Kidder street. This parking impacts on residents and it is proposed to introduce coach parking on match and event days only on Albion Road.

#### **4. KEY ISSUES & RISKS**

No risks arising from this proposal have been identified. The proposal is of benefit to the social and economic well being of the Borough as traffic queues will be reduced in the area and the safety for road users will be improved.

#### **5. POLICY IMPLICATIONS**

The proposal to make and revoke Traffic Regulation Orders requires delegated approval from the Executive Member for Regeneration and Chief Officer. Traffic Regulation Orders are required to be published in the local press and on site to comply with the Road Traffic Regulations Act 1984. Directly affected properties are consulted in line with current procedure.

#### **6. FINANCIAL IMPLICATIONS**

The cost of making and advertising this Traffic Regulation Order will be approximately £2500 and will be funded from the Traffic and Transportation element of the Highways Maintenance budget.

#### **7. LEGAL IMPLICATIONS**

The necessary legal powers to implement this scheme are within the Road Traffic Regulations Act 1984. The advertising of the proposals will enable comments/objections and suggestions on how the experimental order may be improved by variation from members of the public as well as relevant council highway officers.

Experimental orders are predominantly to provide the Highways Authority with a proper period of time to test the effects of a traffic order. An experimental order enables the impact of the new restriction to be examined and potentially minor changes made to address unforeseen issues more readily. For an experimental order the objection period is 6 months which allows people to raise any objections or recommendations they may have with knowledge of how the restriction really works. Hence the recommendation for the review after 6 months is a reasonable and appropriate requirement although additionally the recommendation could be to continue with the experimental order for a further period if it was considered necessary. The order could be modified sooner than the initial 6 months depending on how it was operating and the interim objections and feedback that was being received.

The experimental period will allow the council to make the necessary adjustments although it should be noted that every time an experimental order is modified, the 6 month objection period starts again

#### **8. RESOURCE IMPLICATIONS**

None

## 9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

Members of the public will be given the opportunity to comment on the experimental order during the first 6 months from its implementation.

## 11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

## 12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	Gina Lambert
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<b>DATE:</b>	9 <sup>th</sup> November 2019
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<b>BACKGROUND PAPER:</b>	Appendix 1 - schedule Appendix 2 - plans
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## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	Traffic	<b>Date the activity will be implemented</b>	19/12/2019
<b>Brief description of activity</b>	Proposed Traffic Regulation Order – Ewood match and event day Prohibition of Driving various streets and Coach Parking Albion Street		


Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
<b>FOR =0</b>	<b>TOTAL</b>	<b>AGAINST =6</b>

**Will you now be completing an EIA?**

Yes

No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	
<b>E&amp;D Lead Signature</b>	Gwen kinloch
<b>Date</b>	19/11/2019

# Agenda Item 3

## EXECUTIVE MEMBER DECISION



<b>REPORT OF:</b>	Executive Member for Finance and Governance Executive Member for Children's Young People and Education
<b>LEAD OFFICERS:</b>	Director of HR, Legal and Governance Director of Children's Services and Education
<b>DATE:</b>	<b>18<sup>th</sup> November 2019</b>

<b>PORTFOLIO/S AFFECTED:</b>	Finance and Governance Education	Children's Young People and Education
<b>WARD/S AFFECTED:</b>	All	

**SUBJECT: Traded Services – Services for Schools**

### 1. EXECUTIVE SUMMARY

That the Executive Member for Children's Young People & Education and the Executive Member for Finance & Governance approve that the Traded Services (Services for Schools) function transfers from Children's Young People and Education portfolio to the Finance & Governance Portfolio, where responsibility will be held by Director of HR, Legal & Governance.

### 2. RECOMMENDATIONS

The above proposal is approved and consultation commences with any staff affected and the trade unions.

### 3. BACKGROUND

Schools & Education services have historically developed a service for schools website, which has simplified the arrangements for schools to purchase SLA's from the local authority. We recognise that the service needs dedicated support and support provided to schools managed by the resources function to enable a consistent and collective service for all.

Currently all SLA's across the Council for Schools are purchased through the services for schools website and there is one member of staff that administers all of this on behalf of the Council.

### 4. KEY ISSUES & RISKS

As part of the wider Education Department changes ongoing currently it is recognised that the professional Education Services currently operating need to evolve under the leadership of the Head of Education ensuring relationships with schools across the Borough continue to improve, which ultimately benefits all of our children and young people in BwD schools. Part of this strategy will be to modernise the offer to schools for professional education services.

The largely administrative role associated with the Traded Services (Services for Schools) function, including the management of the services for schools website needs to be positioned organisationally to allow the Education Service to focus on outcomes whilst the Services to Schools function receives support from the Resources Directorate to achieve this objective.

It is considered appropriate within this context that the function should transfer under the management of the HR Service. They will provide management support and oversight of the function and the development of the website. The HR team will facilitate an effective sharing of experience

and knowledge and provide directed leadership. It will also ensure the site and related support for services is positioned to be ready for expansion and access, when the professional services review is completed by the Head of Education.

#### **5. POLICY IMPLICATIONS**

There are no changes to policy associated with this proposal.

#### **6. FINANCIAL IMPLICATIONS**

Budget associated with the small Traded Services (Services for Schools) function will transfer to the Finance & Governance portfolio.

#### **7. LEGAL IMPLICATIONS**

There are no legal implications arising from this proposal.

#### **8. RESOURCE IMPLICATIONS**

This change will be managed from existing resources.

#### **9. EQUALITY AND HEALTH IMPLICATIONS**

**Please select one of the options below. Where appropriate please include the hyperlink to the EIA.**

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. (*insert EIA link here*)

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. (*insert EIA attachment*)

#### **10. CONSULTATIONS**

There is one employee who currently carries out this function, and they will be consulted on their transfer from the Education Department to the HR Team in the HR, Legal and Governance Department. Appropriate consultation with the Trade Unions will also take place in line with the Council's approved policy and procedures.

#### **11. STATEMENT OF COMPLIANCE**

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

#### **12. DECLARATION OF INTEREST**

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

<b>CONTACT OFFICER:</b>	<b>Corinne McMillan, Head of HR Services, Joanne Siddle, Head of Education</b>
<b>DATE:</b>	18 <sup>th</sup> November 2019
<b>BACKGROUND PAPER:</b>	

## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	HR Services	<b>Date the activity will be implemented</b>	29/11/2019
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<b>Brief description of activity</b>	Traded Services – Services for Schools
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<b>Answers favouring doing an EIA</b>	<b>Checklist question</b>	<b>Answers favouring not doing an EIA</b>
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
<b>FOR = 0</b>	<b>TOTAL</b>	<b>AGAINST = 6</b>

**Will you now be completing an EIA?**

Yes

No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	Nafisha Master
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date</b>	29/11/2019