Shropshire
Council

Date:	Wednesday, 17 January 2018
Time:	12.30 pm
Venue:	Shrewsbury Room, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND
Contact:	Jane Palmer, Senior Democratic Services Officer Tel: 01743 257712 Email: jane.palmer@shropshire.gov.uk

CABINET

TO FOLLOW REPORT (S)

7   Local Transport Plan [LTP] 4 - Approval to proceed and consult (Pages 1 - 24)

Lead Member – Councillor Steve Davenport – Portfolio Holder for Highways and Transport

Report of the Director of Place and Enterprise

Contact: George Candler   Tel: 01743 255003

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3	Cabinet Report 17th January 2018.	Item Public

Approval to commission Local Transport Plan (4) LTP4 for Shropshire Council

Responsible Officer   **Steve Brown – Highways, Transport & Environment Commissioning Manager**
e-mail: Steven.brown@shropshire.gov.uk   Tel: 01743 257802

1. Summary

1.1. This report seeks approval from Cabinet to commission WSP (Cabinet should note that the current contract with WSP encompasses this work via schedule of the contract) to prepare and consult with appropriate internal and external stakeholders to source evidence and prepare a draft Local Transport Plan (version 4).

1.2. A Local Transport Plan (LTP) is a key strategic document which contains Shropshire Council's polices for the promotion and encouragement of safe, integrated, efficient and economic transport facilities and services. As such, the proposed LTP would cover all aspects of transport and highways in Shropshire, included walking, cycling, public transport, and car based travel, freight and the management and maintenance of highways.

1.3. The draft LTP, will be presented to Cabinet for consideration in approximately a year from the date of this report. Further approval will be sought from Cabinet to consult upon the "approved" final draft with the subsequent implementation plans. The results of that consultation together with the final LTP will be presented to Cabinet and then Council for adoption as a key strategic document of this Council

1.4. Shropshire Council has a statutory duty to have a Local Transport Plan (LTP) via the Local Transport Act (LTA) 2008. The existing LTP document now needs to be replaced, predominantly to reflect the forecasted pressure on the county's transport system, housing growth, and the need to harness economic growth as part of the Council's wider strategic direction.

1.5. It is proposed that LTP4 spans the period 2018 to 2028. Thus, the LTP will assist in focussing thinking on the infrastructure for transport, how this is facilitated, delivered and located. The document will also demonstrate strong linkages with other Council agendas such as Economic Growth and Planning, air quality and health. The document acts as an evidence base and facilitation document across these individual and collective disciplines.

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1.6. This report seeks approval to commission and undertake extensive engagement across all sectors to support and evidence the Council's policies and strategic approach to transport in the years to come. It is then proposed, subject to Cabinet approval, to consult on the final draft LTP4 document with the associated implementation plans and then following the outcome of that consultation to seek subsequent approval from Cabinet and Council to adopt the final LTP as a key strategic document of the Council.

2. Recommendations

2.1. Cabinet approve that LTP (4) is commissioned and that a draft strategy is prepared.

2.2. Cabinet approve an extensive internal and external engagement exercise is undertaken as appropriate, over the forthcoming year with agencies, partners, neighbouring authorities , statutory bodies and organisations as appropriate to ensure the thoroughness of the final draft.

2.3. A final draft LTP (4) to be presented to Cabinet in approximately one years' time for consideration with a view to seeking approval from Cabinet to fully consult upon the final draft and the implementation plans for the different modes of travel and transport that the consultation will have developed.

2.4. Cabinet should note that subject to the outcome of the consultation(s) exercise that the final LTP 4 and implementation plans, will be required to be presented to Council for formal adoption as a key strategic document of the Council.

3. Risks and Opportunities.

3.1. There is a statutory requirement to have an LTP in place, and review / replace as an authority sees fit. The LTP is a critical tool in attracting investment directly into the Council and contributing directly towards economic growth either directly (for example how do we manage traffic congestion, or plan for the growth in transport demand due to forecasted increases in housing etc.). Shropshire Council adopted its first transport plan in July 2000 and second in March 2006.The LTP 3 is currently available for reference on the council's web site. Approval of this report will renew the LTP and its evidence base to meet the current context and aspirations of Shropshire Council.

3.2. An evidence based and widely consulted document that has the confidence and support of the wider Shropshire and neighbouring communities will be key in supporting future bids by this Council for supporting infrastructure and other strategic studies and without such an approved document the Council's ability to attract inward investment could be limited. Furthermore, our local partners will also benefit from access to information in support of their growth proposals.

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4. Financial implications

4.1. The ability to commission to the work is contained within service schedules 6.3, 6.4 and 6.5 of the WSP contract, which provides the ability to develop Strategic documents, consultation exercises and transport plans. Further, there are no incurred procurement costs with utilising this route.

4.2. The cost of the commission is £173,000, with funds identified from new homes bonus (£160K) and LTP budget service budgets, based upon the itemised activities and work schedules that WSP will be providing to Shropshire Council. It should be remembered that the finalised work as well as achieving a statutory requirement, will also support funding applications over the ten-year cycle of the plan and facilitate growth aspirations within Shropshire.

5. Equality and Social Inclusion Impact Assessment (ESIIA.

5.1. The Council is aware of its duties under the relevant Equalities legislation and to that end a stage one Equality and Social Inclusion Impact Assessment (ESIIA) has been completed. Given that this report seeks approval to commission and consult on a draft strategy, once the draft strategy is formed, consideration will be given as to whether a full ESIIA is required. Thus a stage 1 ESIIA, is completed and signed by appropriate officers for the purposes of this report and attached at Appendix 1.

6. Background

6.1. The Local Transport Act 2008, provides a statutory requirement for Local Transport Authorities (LTAs) to have a local Transport Plan (LTP). The Act allows LTAs the freedom to replace LTPs as and when they see fit rather than requiring a five year planning cycle as in previous legislation (Transport Act 2000).

6.2. The LTP is a critical tool to facilitate appropriate economic growth and assist Shropshire Council (SC) to attract investment from Government or other public funding sources, because it is an evidence based, widely consulted and strategically agreed document for its priority transport growth schemes. It is thus vital that SC has a robust LTP in place. This will provide an opportunity for SC to produce a longer-term plan, enabling the Council to take a strategic view of transport along the same timescales as those that have been used to set out the county's growth ambitions. It is therefore proposed that the new LTP4 spans the period 2018 to 2028.

6.3. The Local Transport Planning process has, by common consent, brought about a step change in the way that local authorities plan strategically for transport in their areas. Good transport is a vital factor in building sustainable local communities. It contributes to the achievement of stronger and safer communities, healthier children and young people, equality and social inclusion, environmental objectives and better local economies. Where transport fails, these aspirations are put at risk, or severely curtailed.

6.4. The proposed LTP covers all aspects of transport and highways in Shropshire, including walking, cycling, public transport, and car based travel, freight, and management and maintenance of highways and interfaces with other corporate strategies and initiatives.

6.5. Local Transport Plans enable Local Authorities to set out their policies and corresponding implementation plans, which best meet and area's needs for all aspects of transport and highways. The Plan and its required implementation plans will form the entire basis of LTP4 documentation.

6.6. The LTA 2008 provides local authorities with the power to review and propose their own arrangements for local transport governance to support more coherent planning and delivery of local transport. The Act retains the statutory requirements to produce and review local transport plans and policies. Authorities are expected to review their LTP to make sure it remains relevant. Each local authority can determine the time span for review.

6.7. Shropshire Council adopted its first transport plan in July 2000 and second in March 2006. The LTP 3 is currently available for reference on the council's web site. Approval of this report will renew the LTP and its evidence base to meet the current context and aspirations of Shropshire Council. Therefore this report and the intended draft plan, which will be presented to Cabinet and Council for approval is to ensure a formally adopted plan is in place. Not having a formally adopted plan may have the implication that Shropshire Council will not have an agreed evidence base for its plans for highway and transport investment and how it wishes to encourage and influence future activity thus making any defence of such decisions problematic. Also, future external funding opportunities that may be competitive are more likely to be successful if they are referenced and evidenced within an agreed and adopted LTP.

7. Setting the context

7.1. A range of data is to be identified, collated and presented to provide an overview of evidence, context and challenge against which the draft LTP 4 strategy will be developed:
- Travel patterns and trends / car availability
- Demographics
- Development pressures
- Public satisfaction
- Road network
- National Travel Survey
- Census 2011
- National Highways and Transport Surveys
- Door to Door Action Plan etc.

Shropshire Council can also supply information on community led road safety concerns and highways complaints.

7.2. Shropshire Council holds Mosaic data that enables an in depth understanding of the lifestyles and behaviours of the public. Part of this commission will be to establish how this data can be used to inform the LTP and to design appropriate consultation.

7.3. Consultation undertaken as part of developing LTP3 in 2011 is to be reviewed and key emerging themes identified in terms of priorities. The context setting exercise should also consider any progress made since LTP3 in terms of successful funding bids, delivering schemes or the development of new policies or strategies, such as the new car parking strategy and Economic Growth Strategy. Throughout the development of this commission, innovative ways of presenting data are to be considered and must be suitable for interpretation by a non-technical audience. As a basis, all spatial information is to be developed using Geographical Information Systems (GIS).

8. Governance / Project Management Team

8.1. Revenue funding is identified in the current budget to meet the commission for WSP to undertaken this work in partnership with the Council. Cabinet should note that the current agreed contract with WSP allows for this activity to be undertaken. Shropshire Council will implement a Project Management Team (Highways and Transport, Planning, Economic Growth etc.) and establish clear governance arrangements. It is anticipated that WSP would play a key role in the Project Team.

9. Develop project plan and key milestones

9.1. A project plan that identifies key milestones and timelines is to be developed and agreed with the Project Management Team.

10. Development of targets, goals and performance indicators

10.1. A set of performance indicators is to be developed. This is to be shared and agreed with the Project Management Team. The indicators must be SMART (Specific, Measurable, Assignable, Realistic and Time-bound). Particular consideration must be given to data already collected by Shropshire Council and the need to limit any additional resource burden.

11. Consultation plan and stakeholders

11.1. A list of relevant stakeholders and contact details is in preparation, coupled with publicity and various channels of engagement (meetings, social media, media releases etc.). This is to be shared and confirmed with the Project Management Team.

11.2. The Transport Act 2000 as amended, places a duty on local transport authorities, when formulating policies and plans, to consult:
- economic growth stakeholders in order to ensure that economic growth is embedded into the draft transport plan and facilitates this and the allied planning agenda(s),

- bus operators,
- rail operators,
- public transport user groups,
- in the case of county councils, district councils
- the Secretary of State, in respect of Highways Agency roads (in practice, this would be via local HA contacts),
- Public Health,
- any other people they consider appropriate (e.g. environmental organisations, disability groups).

This will ensure local representatives are given genuine opportunities to input into the draft LTP 4 document and be consulted in the final draft LTP prior to adoption.

11.3. A consultation plan is to be developed to outline key consultation milestones and how key user groups will be accessed and their views surveyed. It is anticipated that much of the consultation can be web based, supported by appropriate media coverage. It is anticipated that WSP will produce the material to be used.

11.4. A further duty to involve, introduced in the Local Government and Public Involvement in Health Act 2007, requires local authorities and passenger transport authorities to involve citizens in local decision making and service provision.

11.5. Cabinet will be cognisant of the need for Shropshire to facilitate, through evidence based consultation, with all appropriate stakeholders over the forthcoming year.

11.6. A briefing for senior managers, key officers and Members is to be organised, the purpose of the briefing will be to provide an overview of the draft LTP document and the forthcoming consultation with the general public.

11.7. All of the above will contribute towards the final draft strategy and implementation plans being presented for final consultation and subsequent approval by Council during 2019

12. Joint working

12.1. Consideration to facilitating discussions with Shropshire`s neighbouring authorities, will be necessary to reflect the cross border and interrelationship aspects of transport It is suggested that initially, this mirrors Shropshire Council's partners within the Marches LEP, Telford and Wrekin and Herefordshire. The authorities to be contacted will be agreed by the Project Management Team.

13. Strategic framework

13.1. The strategic framework within which the LTP being produced is to be clarified. Relevant current and emerging strategic documents at a national, LEP and local area level will be identified and reviewed. Consideration should be given to the following documents / bodies:

- Shropshire Council Corporate Plan
- Shropshire Council Local Plan review
- Key economic development documents for Shropshire
- Current Department for Transport (DfT) guidance / priorities
- Marches LEP Strategic Economic Plan
- Marches LEP Devolution Deal
- Marches LEP corridors report (Atkins)
- Highways England Route Improvement Strategies (RiS) and corridor studies
- Midlands Connect "Picking up the Pace"
- Midlands Connect Transport Strategy
- HS2
- Marches LEP Freight Strategy
- Marches Strategic Rail Strategy
- Network Rail Route Strategies
- West Midlands Combined Authority Transport Strategy
- West Midlands Rail
- Midlands Engine for Growth
- The Northern Gateway Partnership.

13.2. These documents are to be used to support and inform the development of the LTP4 mission and objectives. This list is not exhaustive and should be added to where appropriate.

13.3. A list is to be produced of the more detailed transport policies and strategies that currently exist within Shropshire Council. Any gaps will be identified and communicated to enable forward planning. It is envisaged that these will form a suite of documents that will support the overall LTP strategy document.

14. Development of area plans

14.1. A key outcome of the Strategic Review was that LTP4 should contain area based plans. It was suggested that LTP4 should apply the 18 Shropshire Place Plan areas to align with Shropshire Council Planning Policy documents. A key aim of the Place Plans is to ensure that Shropshire Council and its partners understand the local priorities within each community and that resources can be targeted appropriately.

14.2. The LTP brief in responding to this is to recommend an approach for developing area based plans in terms of highways and transport. The development of area based plans is to be supported by consideration of whether there are wider initiatives that would cross more than one place plan area.

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15. Cross cutting themes

15.1. Through the work undertaken from the context setting, consultation and the strategic framework, countywide initiatives and commitments will be identified. It is envisaged that consideration will need to be given to the following themes, as outlined as a result of the Strategic Review:

- Supporting the economy, productivity and growth (including regional corridors),
- Transport (including sustainable transport),
- Carbon and the environment,
- Accessibility and health (considering how transport impacts upon people with disabilities and impact upon public health that travel modes can positively contribute to).
- Safety, security and equality.

15.2. A key element of the LTP will be the maintenance of Shropshire's highway network. As part of the current DfT incentivised funding initiative, Shropshire Council is working towards embedding a strong asset management culture. This will need to be reflected in the LTP.

16. Bus Strategies and Changes to Bus Powers

16.1. The Local Transport Act 2008 removes the requirement to produce a separate bus strategy. Buses will continue to be a key element of LTPs and this legislative change allows bus measures to be integrated more effectively into the core LTP strategy and implementation plan.

16.2. The Act contains a number of important changes that give local authorities improved powers to influence the provision of bus services in their area, as well as bringing greater flexibility for the community transport sector.

16.3. Punctuality is a key issue for bus users. The work of local authorities on traffic management issues can have an important effect on the ability of bus services to run to time.

17. Having Regard to Environmental Policies.

17.1. The Transport Act 2000 as amended, requires local transport authorities to have regard to Government guidance and policies on the environment when formulating Local Transport Plans and policies. The Act makes particular reference to climate change mitigation and adaptation as well as air quality, noise, landscape and biodiversity.

18. Final draft document and implementation plans.

18.1. Once the consultation process and data gathering exercise has been completed, a final draft document with associated implementation plans will be developed. These final draft documents will be presented to Cabinet for approval to consult, and subject to acceptance presented to Cabinet and then Council for formal adoption.

19. Conclusion

19.1. A high quality, well researched strategic transport plan that has been widely consulted upon, will support the council's agenda in developing its strategic approach to transport, policy and economic growth.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information).

- Local Transport Plan 2011 – 2026
- Provisional LTP Strategy 2011 – 2026
- Cabinet Report (16th March 2011) Provisional LTP Plan
- Enterprise and Growth Scrutiny Committee 21st October 2010.

Councillor Steve Davenport: Portfolio Holder for Highways and Transport.

Local Members - all members affected.

Appendices

Appendix 1 - Equality and Social Inclusion Impact Assessment (ESIIA)

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Shropshire Council Equality and Social Inclusion Impact Assessment (ESIIA)

Name of service change: *Local Transport Plan (LTP) 4: initial development 2018*

Contextual Notes 2016

The What and the Why:

The Shropshire Council Equality and Social Inclusion Impact Assessment (ESIIA) approach helps to identify whether or not any new or significant changes to services, including policies, procedures, functions or projects, may have an adverse impact on a particular group of people, and whether the human rights of individuals may be affected.

This assessment encompasses consideration of social inclusion. This is so that we are thinking as carefully and completely as possible about all Shropshire groups and communities, including people in rural areas and people we may describe as vulnerable, for example due to low income or to safeguarding concerns, as well as people in what are described as the nine 'protected characteristics' of groups of people in our population, eg Age. We demonstrate equal treatment to people who are in these groups and to people who are not, through having what is termed 'due regard' to their needs and views when developing and implementing policy and strategy and when commissioning, procuring, arranging or delivering services.

It is a legal requirement for local authorities to assess the equality and human rights impact of changes proposed or made to services. Carrying out ESIIAs helps us as a public authority to ensure that, as far as possible, we are taking actions to meet the general equality duty placed on us by the Equality Act 2010, and to thus demonstrate that the three equality aims are integral to our decision making processes. These are: eliminating discrimination, harassment and victimisation; advancing equality of opportunity; and fostering good relations.

The How:

The guidance and the evidence template are combined into one document for ease of access and usage, including questions that set out to act as useful prompts to service areas at each stage. The assessment comprises two parts: a screening part, and a full report part.

Screening (Part One) enables energies to be focussed on the service changes for which there are potentially important equalities and human rights implications. If screening indicates that the impact is likely to be positive overall, or is likely to have a medium or low negative or positive impact on certain groups of people, a full report is not required. Energies should instead focus on review and monitoring and ongoing evidence collection, enabling incremental improvements and adjustments that will lead to overall positive impacts for all groups in Shropshire.

A *full report (Part Two)* needs to be carried out where screening indicates that there are considered to be or likely to be significant negative impacts for certain groups of people, and/or where there are human rights implications. Where there is some uncertainty as to what decision to reach based on the evidence available, a full report is recommended, as it enables more evidence to be collected that will help the service area to reach an informed opinion.

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Shropshire Council Part 1 ESIIA: initial screening and assessment

Please note: prompt questions and guidance within boxes are in italics. You are welcome to type over them when completing this form. Please extend the boxes if you need more space for your commentary.

Name of service change
Local Transport Plan (LTP) 4: initial development 2018

Aims of the service change and description
Shropshire Council, is required to procure a new Local Transport Plan (LTP) . The draft LTP will be presented to Cabinet for consideration in approximately a year from the date of this report. Further approval will be sought from Cabinet to consult upon the "approved" final draft with the subsequent implementation plans. The results of that consultation will be presented to Council for adoption as a key strategic document of Shropshire Council.

Shropshire Council has a statutory duty to have a Local Transport Plan (LTP) via the Local Transport Act (LTA) 2008. The existing LTP document now needs to be replaced, predominantly to reflect the forecasted pressure on the county's transport system, housing growth and the need to harness economic growth as part of the Council's wider strategic direction.

A further duty, introduced in the Local Government and Public Involvement in Health Act 2007, requires local authorities and passenger transport authorities to involve citizens in local decision making and service provision.

LTP4 will span the period 2018 to 2028. Thus the LTP will assist in focussing thinking on the infrastructure required for transport, how this is facilitated, delivered and located and in its part is indivisible from the Economic Growth and Planning agenda. The document acts as an evidence base and facilitation document across these individual and collective disciplines.

This report seeks approval to commission and undertake extensive consultation across all sectors to support and evidence the Council's policies and strategic approach to transport in the years to come. Then subject to Cabinet approval, to consult on the final draft LTP4 document with the associated implementation plans and then seek subsequent approval from Council to adopt a key strategic document of the council

The Local Transport Planning process has, by common consent, brought about a step change in the way that local authorities plan strategically for transport in their areas. Good transport is a vital factor in building sustainable local communities. It contributes to the achievement of stronger and safer communities, healthier children and young people, equality and social inclusion, environmental objectives and better local economies. Where transport fails, these aspirations are put at risk, or severely curtailed.

It is envisaged that LTP4 would provide a strategic plan for the development of a transport system that meets the needs of Shropshire as well as providing a framework by which Shropshire can secure investment, respond to change and manage, maintain and monitor its transport system.

The proposed plan will cover all aspects of transport and highways in Shropshire, including walking, cycling, public transport, and car based travel, freight, and management and maintenance of highways and interfaces with other corporate strategies and initiatives. |

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Associated report to Cabinet in January 2018 requests approval to procure a new draft plan and associated strategies for further approval by Cabinet, subject to wider consultation and then to return to Cabinet for final approval / adoption of the LTP . The report asks for approval to commission and widely consult with interest groups, public agencies and associated stakeholders, in order to develop draft polices and plans for further consideration. Then to consult on a draft suite of plans and documents, thus there are at least two further consultation cycles to complete prior to a final document being approved and adopted.

An ESIIA screening assessment has indicated that stage one is appropriate at this stage. When the final report goes to Cabinet in 2019, a further Stage one screening will be undertaken in order to consider all available evidence garnered about likely impacts on groupings within the community, and help assess whether a stage 2 assessment will be required, as the issues, documentation and contract information from private organisations will be available to inform report and assessment.

Intended audiences and target groups for the service change

A list of relevant stakeholders and contact details is in preparation, coupled with publicity and various channels of engagement (meetings, social media, media releases etc.). This is to be shared and confirmed with the Project Management Team.

he Transport Act 2000 as amended, places a duty on local transport authorities, when formulating policies and plans, to consult:
- Economic growth stakeholders in order to ensure that economic growth is embedded into the draft transport plan and facilitates this and the allied planning agenda(s),
- bus operators,
- rail operators,
- public transport user groups,
- in the case of ITAs, district councils and any county councils in their area,
- in the case of county councils, district councils
- the Secretary of State, in respect of Highways Agency roads (in practice, this would be via local HA contacts),
- Public Health,
- any other people they consider appropriate (e.g. environmental organisations, disability groups).

This will ensure local representatives are given genuine opportunities to input into the draft LTP 4 document and be consulted in the final draft LTP prior to adoption.
A consultation plan is to be developed to outline key consultation milestones and how key user groups will be accessed and their views surveyed. It is anticipated that much of the consultation can be web based, supported by appropriate media coverage. It is anticipated that WSP will produce the material to be used and manage the consultation exercises.

A briefing for senior managers, key officers and Members is to be organised, the purpose of the briefing will be to provide an overview of the draft LTP document and the forthcoming consultation with the general public.

All of the above will contribute towards the final draft strategy and implementation plans being

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presented for final consultation and subsequent approval by Council during 2018.

Evidence used for screening of the service change

A range of data is to be identified, collated and presented to provide an overview of evidence, context and challenge against which the draft LTP 4 strategy will be developed:

- Travel patterns and trends / car availability
- Demographics
- Development pressures
- Public satisfaction
- Road network

Suggested sources are the National Travel Survey, Census 2011, National Highways and Transport Public Satisfaction survey, Door to Door Action Plan and community led road safety concerns and highways complaints etc.

Shropshire Council holds Mosaic data that enables an in depth understanding of the lifestyles and behaviours of the public. Part of this commission will be to establish how this data can be used to inform the LTP and to design appropriate consultation.

Consultation undertaken as part of developing LTP3 in 2011 is to be reviewed and key emerging themes identified in terms of priorities. A context setting exercise wll also consider any progress made since LTP3 in terms of successful funding bids, delivering schemes or the development of new policies or strategies.

Throughout the development of this commission, innovative ways of presenting data are to be considered and must be suitable for interpretation by a non-technical audience. As a basis all spatial information is to be developed using GIS.

Specific consultation and engagement with intended audiences and target groups for the service change

The report clearly states that a wide and through consultation with stakeholders, public authorities and interest groups will be required, this process will be finalised in the next few weeks.

Potential impact on Protected Characteristic groups and on social inclusion

Using the results of evidence gathering and specific consultation and engagement, please consider how the service change as proposed may affect people within the nine Protected Characteristic groups and people at risk of social exclusion.

1. Have the intended audiences and target groups been consulted about:
   - their current needs and aspirations and what is important to them;
   - the potential impact of this service change on them, whether positive or negative, intended or unintended;

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- The potential barriers they may face.
2. If the intended audience and target groups have not been consulted directly, have their representatives or people with specialist knowledge been consulted, or has research been explored?
3. Have other stakeholder groups and secondary groups, for example carers of service users, been explored in terms of potential unintended impacts?
4. Are there systems set up to:
   - monitor the impact, positive or negative, intended or intended, for different groups;
   - Enable open feedback and suggestions from a variety of audiences through a variety of methods.
5. Are there any Human Rights implications? For example, is there a breach of one or more of the human rights of an individual or group?
6. Will the service change as proposed have a positive or negative impact on:
   - Fostering good relations?
   - Social inclusion?

Initial assessment for each group

Please rate the impact that you perceive the service change is likely to have on a group, through inserting a tick in the relevant column. Please add any extra notes that you think might be helpful for readers.

Protected Characteristic groups and other groups in Shropshire	High negative impact *Part Two ESIIA required*	High positive impact *Part One ESIIA required*	Medium positive or negative impact *Part One ESIIA required*	Low positive or negative impact *Part One ESIIA required*
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)			✓	
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)			✓	
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)			✓	
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)			✓	
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)			✓	
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)			✓	

Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)			✔	
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)			✔	
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)			✔	
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)			✔	

Guidance on what a negative impact might look like

High Negative	Significant potential impact, risk of exposure, history of complaints, no mitigating measures in place or no evidence available: urgent need for consultation with customers, general public, workforce
Medium Negative	Some potential impact, some mitigating measures in place but no evidence available how effective they are: would be beneficial to consult with customers, general public, workforce
Low Negative	Almost bordering on non-relevance to the ESIIA process (heavily legislation led, very little discretion can be exercised, limited public facing aspect, national policy affecting degree of local impact possible)

Decision, review and monitoring

Decision	Yes	No
Part One ESIIA Only?	✔	
Proceed to Part Two Full Report?		

If Part One, please now use the boxes below and sign off at the foot of the page. If Part Two, please move on to the full report stage.

Actions to mitigate negative impact or enhance positive impact of the service change
The Cabinet report makes the following recommendations   **1.1.   Cabinet approve that LTP (4) is commissioned and that a draft document is prepared.**

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1.2.	Cabinet approve an extensive internal and external consultation exercise is undertaken as appropriate, over the forthcoming year with agencies, partners, neighbouring authorities , statutory bodies and organisations and the wider community as appropriate to seek to ensure the thoroughness of the final draft.
1.3.	A final draft strategy to be presented to Cabinet in approximately one years' time for consideration with a view to seeking approval from Cabinet to fully consult upon the final draft and the implementation plans (including proposals for developments of specific underpinning policies) for all aspects of highways and transport in Shropshire that the consultation will have developed.
1.4.	Cabinet should note that subject to the outcome of the consultation(s) exercise that the final LTP 4 strategy and implementation plans, will be required to be presented to Council for formal adoption as a key strategic document of the council.

In the light of these, if approved, actions are not as yet identifiable to either mitigate or enhance the negative or positive aspects of the proposed service change, beyond consideration of likely impacts based upon extensive service knowledge
.

Actions to review and monitor the impact of the service change
The stage one ESIIA has been completed, indicating desirability of ongoing engagement with the wider community and specific consultation with groupings within the community, including rural communities and those at risk of social exclusion. Once the draft strategy is formed, consideration as to whether a full ESIIA is required will be undertaken, at which time actions may then be identified to review and monitor the likely impact of the service change on the wider community and on groupings wthin the community.

Scrutiny at Part One screening stage

People involved	Signatures	Date
Lead officer carrying out the screening		
Any internal support*		
Any external support**	*Lois Dale* Mrs Lois Dale, Rurality and Equalities Specialist	2nd January 2018
Head of service	Steve Brown	19th December 2017

This refers to other officers within the service area
**This refers either to support external to the service but within the Council, e.g. from the Rurality and Equalities Specialist, or support external to the Council, e.g. from a peer authority*

Sign off at Part One screening stage

Name	Signatures	Date
Lead officer's name		
Head of service's name	Steve Brown	19th December 2017

Shropshire Council Part 2 ESIIA: full report

Guidance notes on how to carry out the full report

The decision that you are seeking to make, as a result of carrying out this full report, will take one of four routes:

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

The Part Two Full Report therefore starts with a forensic scrutiny of the evidence and consultation results considered during Part One Screening, and identification of gaps in data for people in any of the nine Protected Characteristic groups and people who may be at risk of social exclusion, e.g. rural communities. There may also be gaps identified to you independently of this process, from sources including the intended audiences and target groups themselves.

The forensic scrutiny stage enables you to assess:

- **Which gaps need to be filled right now, to help you to make a decision about the likely impact of the proposed service change?**

This could involve methods such as: one off service area focus groups; use of customer records; examination of data held elsewhere in the organisation, such as corporate customer complaints; and reference to data held by similar authorities or at national level from which reliable comparisons might be drawn, including via the Rural Services Network. Quantitative evidence could include data from NHS Foundation Trusts, community and voluntary sector bodies, and partnerships including the Local Enterprise Partnership and the Health and Well Being Board. Qualitative evidence could include commentary from stakeholders.

- **Which gaps could be filled within a timeframe that will enable you to monitor potential barriers and any positive or negative impacts on groups and individuals further along into the process?**

This could potentially be as part of wider corporate and partnership efforts to strengthen the evidence base on equalities. Examples would be: joint information sharing protocols about victims of hate crime incidents; the collection of data that will fill gaps across a number of service areas, e.g. needs of young people with learning disabilities as they progress through into independent living; and publicity awareness campaigns that encourage open feedback and suggestions from a variety of audiences.

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Once you have identified your evidence gaps, and decided on the actions you will take right now and further into the process, please record your activity in the following boxes. Please extend the boxes as needed.

Evidence used for assessment of the service change: activity record
How did you carry out further research into the nine Protected Characteristic groups and those who may be at risk of social exclusion, about their current needs and aspirations and about the likely impacts and barriers that they face in day to day living?   *And what did it tell you?*

Specific consultation and engagement with intended audiences and target groups for the service change: activity record
How did you carry out further specific consultation and engagement activity with the intended audiences and with other stakeholders who may be affected by the service change?   *And what did it tell you?*

Further and ongoing research and consultation with intended audiences and target groups for the service change: activity record
What further research, consultation and engagement activity do you think is required to help fill gaps in our understanding about the potential or known affect that this proposed service change may have on any of the ten groupings and on the intended audiences and target groups? This could be by your service area and/or at corporate and partnership level.

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Full report assessment for each group

Please rate the impact as you now perceive it, by inserting a tick. Please give brief comments for each group, to give context to your decision, including what barriers these groups or individuals may face.

Protected Characteristic groups and other groups in Shropshire	High negative impact	High positive impact	Medium positive or negative impact	Low positive or negative impact
Age (please include children, young people, people of working age, older people. Some people may belong to more than one group eg child for whom there are safeguarding concerns eg older person with disability)				
Disability (please include: mental health conditions and syndromes including autism; physical disabilities or impairments; learning disabilities; Multiple Sclerosis; cancer; HIV)				
Gender re-assignment (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Marriage and Civil Partnership (please include associated aspects: caring responsibility, potential for bullying and harassment)				
Pregnancy & Maternity (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Race (please include: ethnicity, nationality, culture, language, gypsy, traveller)				
Religion and belief (please include: Buddhism, Christianity, Hinduism, Islam, Judaism, Non conformists; Rastafarianism; Sikhism, Shinto, Taoism, Zoroastrianism, and any others)				
Sex (please include associated aspects: safety, caring responsibility, potential for bullying and harassment)				
Sexual Orientation (please include associated aspects: safety; caring responsibility; potential for bullying and harassment)				
Other: Social Inclusion (please include families and friends with caring responsibilities; people with health inequalities; households in poverty; refugees and asylum seekers; rural communities; people for whom there are safeguarding concerns; people you consider to be vulnerable)				

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ESIIA Full Report decision, review and monitoring

Summary of findings and analysis - ESIIA decision

You should now be in a position to record your decision. Please highlight in bold the route that you have decided to take.

1. To make changes to satisfy any concerns raised through the specific consultation and engagement process and through your further analysis of the evidence to hand;
2. To make changes that will remove or reduce the potential of the service change to adversely affect any of the Protected Characteristic groups and those who may be at risk of social exclusion;
3. To adopt the service change as it stands, with evidence to justify your decision even though it could adversely affect some groups;
4. To find alternative means to achieve the aims of the service change.

Please add any brief overall comments to explain your choice.

You will then need to create an action plan and attach it to this report, to set out what further activity is taking place or is programmed that will:

- *mitigate negative impact or enhance positive impact of the service change,*
AND
- *review and monitor the impact of the service change*

Please try to ensure that:

- *Your decision is based on the aims of the service change, the evidence collected, consultation and engagement results, relative merits of alternative approaches and compliance with legislation, and that records are kept;*
- *The action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.*

Scrutiny at Part Two full report stage

People involved	Signatures	Date
Lead officer		
Any internal support		
Any external support		
Head of service		

Sign off at Part Two full report stage

Signature (Lead Officer)	Signature (Head of Service)
Date:	Date:

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Appendix: ESIIA Part Two Full Report: Guidance Notes on Action Plan

Please base your action plan on the evidence you find to support your decisions, and the challenges and opportunities you have identified. It could include arrangements for:

- continuing engagement and involvement with intended audiences, target groups and stakeholders;
- monitoring and evaluating the service change for its impact on different groups throughout the process and as the service change is carried out;
- ensuring that any pilot projects are evaluated and take account of issues described in the assessment, and that they are assessed to make sure they are having intended impact;
- ensuring that relevant colleagues are made aware of the assessment;
- disseminating information about the assessment to all relevant stakeholders who will be implementing the service change;
- Strengthening the evidence base on equalities.

Please also consider:

- resource implications for in-house and external delivery of the service;
- arrangements for ensuring that external providers of the service are monitored for compliance with the Council's commitments to equality, diversity and social inclusion, and legal requirements including duties under the Equality Act 2010.

And finally, please also ensure that the action plan shows clear links to corporate actions the Council is taking to meet the general equality duty placed on us by the Equality Act 2010, to have due regard to the three equality aims in our decision making processes.

These are:

- Eliminating discrimination, harassment and victimisation
- Advancing equality of opportunity
- Fostering good relations

Note: Shropshire Council has referred to good practice elsewhere in refreshing previous equality impact assessment material in 2014 and replacing it with this ESIIA material. The Council is grateful in particular to Leicestershire County Council, for graciously allowing use to be made of their Equality and Human Rights Impact Assessments (EHRIAs) material and associated documentation.

For further information on the use of ESIIAs: please contact your head of service or contact Mrs Lois Dale, Rurality and Equalities Specialist and Council policy support on equality, via telephone 01743 255684, or email lois.dale@shropshire.gov.uk.

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