



Equality Impact Assessment (EqIA)

Template reviewed June 2023

The Public Sector Equality Duty (PSED) was introduced as part of the Equality Act 2010, which protects people from discrimination in the workplace, in the provision of services and in wider society.

The duty requires all public bodies to have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people

Public bodies demonstrate this due regard in different ways, including producing robust equality impact assessments when considering changes to policies and services.

An EqIA enables us to check the potential impacts on residents and employees of our policies, services and projects. It's an opportunity to challenge how we currently do things.

Carrying out an EqIA should not create extra work; it should be part of your normal service planning process. Most of the information required should already be available to you through other work already undertaken e.g. service user monitoring, analysis of complaints and national research.

The purpose of an EqIA is to *take account* of equality as plans develop, to promote and assist the consideration of equalities issues arising in plans and proposals and to ensure that where possible adverse or disproportionate impacts are minimised and positive impacts are maximised. As such where possible an EqIA should be started at the outset of a project/proposal and continually be developed and reviewed until a final proposal is adopted. An EqIA should be used to ensure decision makers have all the information they need regarding potential impacts to ensure they have due regard to the Public Sector Equality Duty when making judgements.

Carrying out EqIAs should be an integral part of policy or service development/change and larger projects may need more than one EqIA if different areas are impacted by the change.

Any project that requires consultation will automatically require an EqIA.

All approved and signed EqIAs are recorded in a central register. Please email your completed draft EqIA to equalities@buckinghamshire.gov.uk. Previous EqIAs can be made available for information upon request. For any questions or if you require support in completing your EqIA please contact Maria Damigos and Natalie Donhou Morley directly.



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Part A (Initial assessment) - Section 1 - Background

Proposal/Brief Title: Castlefield Traffic Calming Measures

OneDrive link to report/policy: [Opportunity Bucks | Buckinghamshire Council](#)

Related policies: [Levelling Up the United Kingdom - GOV.UK](#)

Date: 03/11/2023

Type of strategy, policy, project or service:

Please tick one of the following:

- Existing
- New or proposed
- Changing, update or revision
- Other (please explain)

This assessment was created by:

Name: Josh Tomlinson

Job Title: Senior Project Manager

Email address: josh.tomlinson@buckinghamshire.gov.uk

Briefly describe the aims and objectives of the proposal below:

This project is part of the Opportunity Bucks programme, helping to improve opportunities for people in Buckinghamshire. www.buckinghamshire.gov.uk/castlefield

Castlefield, High Wycombe, has been subjected to significant anti-social driving behaviour in recent years. Local Castlefield community representatives and Thames Valley Police (TVP) neighbourhood police teams have provided reports to the Council outlining occurrences and concerns.

Proposals have been designed to deter vehicle speeding and/or displace anti-social driving occurrences along the following roads in Castlefield:

- Rutland Avenue
- The Middleway
- Spearing Road
- Booker Lane
- Cross Road
- Whitelands Road

What outcomes do we want to achieve?

Does this proposal plan to withdraw a service, activity or presence? No

Please explain your answer:

No Council service, activity or presence is being withdrawn.



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Does this proposal plan to reduce a service, activity or presence? No

Please explain your answer:

No Council service, activity or presence is being reduced.

Does this proposal plan to introduce, review or change a policy, strategy or procedure? No

Please explain your answer:

No Council service, activity, presence or procedure is being introduced or changed.

Does this proposal affect service users and/or customers, or the wider community? Yes

Please explain your answer:

In the short term, roadworks for the construction will require traffic management including traffic lights and barriers. There will be limited access/restrictions to properties and businesses at various stages and times of day during the construction phase. These will be managed on an individual basis. Access to cars, pedestrians and cyclists will be maintained where possible throughout the delivery of the project.

Long term, the construction of traffic calming measures is to help reduce vehicle speeds and displace anti-social driving behaviour. It should be noted that this will likely also affect the speed of bus services in the local area and the emergency response time of vehicles.

Does this proposal affect employees? Yes

Please explain your answer:

Through consultation and stakeholder engagement, Members and Officers may be subject to negative and potentially targeted communications from the public or organisations opposed to the scheme.

Will employees require training to deliver this proposal? No

Please explain your answer:

No, it is not expected that additional training is required.

Has any engagement /consultation been carried out, or is planned in the future? Yes

Please explain your answer:

Regular monthly engagement with Local Members, community groups, TVP and residents. Public consultation was held between 15-29 September with four consultation events.

The next step will be statutory consultation to comment on the proposals. This is expected to take place in Q3 FY2023/24. This is expected to comprise a project website and Your Voice Bucks feedback form including support from the Comms team to advertise the consultation.



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Section 2 - Impacts

Please highlight potential impacts (including unintended impacts or consequences) for each protected characteristic*. Where there are negative or positive impacts please give more details of the impact. Where the impacts are unclear please explain why.

Age*

Positive

Negative

Unclear

None

Details:

Short-term (construction)

Traffic Management (TM) will be in place during the construction works to safely deliver the scheme. It is expected there will be a temporary loss of on-street parking to enable construction. This may include temporary rerouting of footways. Provision for wheelchairs and prams ramps will be provided to allow users to commute along the footway safely and enable access to nearby businesses and properties. Bus timetables may also be affected.

Long-term (finished scheme)

Traffic calming will enable an improved sense of safety due to the reduction of vehicle speeds. There will be an increased number of informal crossing points with tactile paving because of newly constructed raised tables.

Disability*

Positive

Negative

Unclear

None

Details:

Short-term (construction)

Traffic Management (TM) will be in place during the construction works to safely deliver the scheme. It is expected there will be a temporary loss of on-street parking to enable construction. This may include temporary rerouting of footways. Provision for wheelchairs and prams ramps will be provided to allow users to commute along the footway safely and enable access to nearby businesses and properties. Bus timetables may also be affected.

Long-term (finished scheme)

Traffic calming will enable an improved sense of safety due to the reduction of vehicle speeds. There will be an increased number of informal crossing points with tactile paving because of newly constructed raised tables. This should improve the experience for disabled users.

Pregnancy & maternity*

Positive

Negative

Unclear

None

Details:

Short-term (construction)



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Traffic Management (TM) will be in place during the construction works to safely deliver the scheme. It is expected there will be a temporary loss of on-street parking to enable construction. This may include temporary rerouting of footways. Provision for wheelchairs and prams ramps will be provided to allow users to commute along the footway safely and enable access to nearby businesses and properties. Bus timetables may also be affected.

Long-term (finished scheme)

Traffic calming will enable an improved sense of safety due to the reduction of vehicle speeds. There will be an increased number of informal crossing points with tactile paving because of newly constructed raised tables. This should improve the experience for disabled users.

Race & Ethnicity*

Positive	Negative	Unclear	None
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Details:

Short-term (construction)

All communications about the project are to be provided in an accessible plain English language format.

If information is required in a different format language, then the Council can be contacted to arrange this. Due to cost and technical implications, it may not be possible to translate all the information requested. However, the required parts can be translated or interpreted as appropriate.

Long-term (finished scheme)

None identified.

Marriage & Civil Partnership*

Positive	Negative	Unclear	None
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Details: N/A

Religion & Belief*

Positive	Negative	Unclear	None
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Details: N/A

Sex*

Positive	Negative	Unclear	None
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Details: N/A

Sexual Orientation*

Positive	Negative	Unclear	None
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Details: N/A



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Gender Reassignment*

Positive

Negative

Unclear

None

Details: N/A

Do you anticipate any impacts on military families/veterans in relation to the Armed Forces Act 2021 requirements on local authorities to have due regard to [the Armed forces Covenant](#)? No

Please explain your answer: N/A

Are there any other additional groups/impacts that the EqIA should evaluate in relation to the proposal? Yes

Carers

Details:

Short-term (construction)

Traffic Management (TM) will be in place during the construction works to safely deliver the scheme. It is expected there will be a temporary loss of on-street parking to enable construction. This may include temporary rerouting of footways. Provision for wheelchairs and prams ramps will be provided to allow users to commute along the footway safely and enable access to nearby businesses and properties. Bus timetables may also be affected.

Long-term (finished scheme)

Traffic calming will enable an improved sense of safety due to the reduction of vehicle speeds. There will be an increased number of informal crossing points with tactile paving because of newly constructed raised tables. This should improve the experience for disabled users and those with prams.

Section 3 – Is a full assessment required?

If you have answered yes to any of the initial assessment questions in section 1 of this EqIA, or have indicated a negative or unclear impact in section 2, it is likely you will need to complete part B of the EqIA form. Should you need guidance as to whether a full EqIA is needed at this time please contact Maria Damigos or Natalie Donhou Morley before continuing.

Following completion of part A, is part B completion required?

Yes

No

Not required at this time

Explain your answer:

N/A



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Have you completed an DPIA for this project/change? No, not deemed necessary.

Part B (Full assessment) - Section 5 – Further information

Will there be an impact on any other functions, services or policies? If so, please provide more detail:

During the construction works, Traffic Management (TM) will be in place to safely deliver the scheme. This may include temporary rerouting of footways. Provision for wheelchairs and prams ramps will be provided to allow users to commute along the footway safely and enable access to nearby businesses and properties. It is expected that there will be a temporary loss of on-street parking in specific locations where works are being carried out.

Emergency Service will be affected, as speeds will be lowered due to the traffic calming measures. They will also be affected by temporary traffic management during the construction of the works.

Council waste collection services are not considered to be affected by this scheme in the long term. However, they will be affected by temporary traffic management.

Existing on-street parking restrictions are not affected by this scheme in the long term. However, they will be affected by temporary traffic management whilst the measures are constructed

Castlefield schools will be affected by temporary traffic management.

Bus route 3 Arriva will be affected by temporary traffic management.

Castlefield Family/Community Centre access will be affected by temporary traffic management. However, no on-site parking will be affected.

Nearest Council Access Plus Centre is not affected by this scheme.

High Wycombe Library is not affected by this scheme.

Nearest Hospital and GP services are not affected by this scheme.

There will be disruption to nearby properties and businesses. Such as noise/vibration/dust generation, and works which will be managed by the determined restrictions/conditions.

Further coordination with the Council's Environmental Health team will be held once the detailed design of the project has developed sufficiently to allow for a high level of confidence in the construction methodology.

Construction sites are noisy by nature. As a certain degree of noise emission is inevitable, we will always work towards the best practical solution for all concerned.

<https://www.buckinghamshire.gov.uk/environment/environmental-health-and- nuisance/noise-light-smoke-and-smells/noise-from-a-construction-site/>



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Are there any potential barriers to implementing changes to your service/strategy/policy/project?

Planning permission is not required for this scheme. The extent of the work is within the maintained highway boundary. But will require statutory consultation for the vertical traffic measures in accordance with our obligations under section 90c of the Highways Act 1980, section 4 of The Highways (Traffic Calming) Regulations 1999 and section 3 of The Highways (Road Humps) Regulations 1999.

Capital funding has been identified to deliver the design and construction but has not yet been approved, expected 14 November 2023. The council will seek value for money in the delivery of the scheme.

Section 6 - Information gathering – what do you need to know about your customers and making a judgement about potential impacts on them?

What data do you already have about your service users or the people your policy or strategy will have an impact on, that is broken down by protected characteristics* and equality groups (non-statutory)?

Age*: None

Disability*: None

Pregnancy and maternity*: None

Race*: None

Marriage & Civil Partnership*: None

Religion or belief*: None

Sex*: None

Sexual orientation*: None

Gender re-assignment*: None

Military families/veterans: None

Additional groups (*where appropriate - please identify*): None

Do you need any further information broken down by protected characteristic or equality group to inform this EqIA?

Yes

No

If yes, list here to help you gather data for the action plan in Section 11



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Section 7 – Negative effects, impacts or consequences

Is there any potential for or actual direct or indirect discrimination or a disproportionate effect on a protected group or equality group?

- Yes
- No
- Not sure at this time

What are the potential negative effects, impacts or consequences and how have, or may, they arise: None

Section 8 – Proposals to remove or minimise negative effects, impacts or consequences

How is it proposed to mitigate or minimise the negative effects, impacts or consequences identified in Section 7? N/A

Section 9 - Other factors to take into consideration:

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Section 10 - Conclusion:

The current EqIA assessment outlines the current understanding of the project concerning the potential impacts associated with the delivery of the scheme.

It should be noted that the scheme has not yet received confirmation of permitted development rights from the Planning Authority.

It is proposed that the EqIA is to be updated following the public consultation later in 2023/early 2024.



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Section 11 - Action Planning

Actions to be taken to address negative effects, impacts or consequences and maximise positive impacts	Potential Outcomes	Lead	Timescales
To carry out a public consultation to seek the view of key stakeholders. Addressing issues raised as part of the detailed design process	Completion of public consultation	Josh Tomlinson	November – December 23
Undertake Road Safet Audits 1 and 2. Continue to look at the detailed design of the scheme including the potential use of additional signage and/or lining to aid vulnerable footway users during construction.	Pedestrian, cycle and vehicle conflicts	Josh Tomlinson	November 23 and March 24
Coordinate with the Council Parking team on recent planned parking enforcement changes to the area.	Parking and Parking Restrictions	Josh Tomlinson	February 24

Section 12 - Monitoring Arrangements

What are the plans to monitor the actual and/or final impact? (The EqIA will help anticipate likely effect but the final impact may only be known after implementation)

As part of the design approach for the highway scheme, the project team will use independent RSA auditors to help identify potential issues with the proposed scheme.

A Road Safety Audit (RSA) is a formal way of examining how safe a new or improved road will be for all users, especially those who are more vulnerable like pedestrians and cyclists. The audit aims to reduce the number and severity of crashes that might happen after the highway scheme is completed. The audit looks for potential road safety issues and suggests practical solutions to improve them.

What are the proposals for reviewing and reporting actual impact?

The Buckinghamshire Highways design team follows the guidance under [GG 119 Road Safety Audit](#). In GG119 there are four road safety audit stages:

- Stage 1 – Completion of Preliminary Design
- Stage 2 – Completion of Detailed Design
- Stage 3 – Completion of Construction



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- Stage 4 – Post opening monitoring

For RSA Stage 1-3 it is necessary to produce a RSA Response report. The RSA Response Report must respond to each of the problems raised, either by:-

- accepting the RSA problem and recommendation, or
- accept the RSA problem but suggesting an alternative solution, or
- disagreeing with the RSA problem and recommendation, giving justifiable reasons for their rejection.

The responses to each problem must then be agreed with the Highway Authority, with the actions to be taken recorded in a decision log, which would form part of the final RSA Response report.

Following the first year a Highway Improvement Scheme is complete, a check should be undertaken of the personal injury incidents that have occurred, so that any new patterns or trends that may be associated with the works are identified and remedial actions taken where necessary.

Stage 4 monitoring reports shall be prepared using 12 months of incident data from the time the scheme became operational. The collision records shall be analysed in detail to identify:

- Higher than anticipated numbers of incidents that have occurred since the scheme became operational compared to control data
- Locations at which incidents have occurred
- Incidents that appear to arise from similar causes or show common factors or trends.

The analysis should include the identification of changes in the incident population in terms of number, types, and other incident variables, with comparisons made with control data. Where the Highway Improvement Scheme is an improvement then the incident record before the scheme was built should be compared with the situation after opening.

The Stage 4 Road Safety Audit report will identify any road safety problems indicated by the data analysis and observations during any site visits undertaken. The reports should make recommendations for remedial action.

Section 13 - Part A and B Sign off – (If Part B has not been completed please complete Section 4)

Officer completing Part A and B assessment: *Josh Tomlinson* Date: 03/11/2023

Equality advice sought from: *Natalie Donhou Morley* Date: 13/11/2023

Service Director sign off: *Kevin Goad* Date: 13/11/2023

GMT sign off: (Please insert name) Date: (Please insert Date)

~~Cabinet/Leader sign off: (if deemed necessary by CMT/decisions progressing to Cabinet/Council) (Please insert name) Date: (Please insert date)~~



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Next review date: March 2024