

Agenda item:

Decision maker: The Cabinet
City Council

Subject: Trafalgar Gate Link Road – Site Assembly

Date of decision: 9 November 2009
24 November 2009

Report by: Section 151 Officer and Strategic Director

Wards affected: Charles Dickens and Nelson

Key decision: YES

Budget & policy framework decision: NO

1. Summary

- 1.1 The Trafalgar Gate Link Road Scheme (the “Scheme”) is described in sections 3.3 and 3.4 of this report.
- 1.2 Compulsory purchase powers are sought under sections 239, 240, 246, 250 and 260 of the Highways Act 1980 and the Acquisition of Land Act 1981 to compulsorily acquire land and rights to carry out the scheme. The lands to be acquired are within the distance limits prescribed in section 249 of the Highways Act 1980.
- 1.3 The justification for seeking to acquire the land and rights by the use of compulsory purchase powers is given in section 5 of this report.
- 1.4 Purchases by agreement in advance of the compulsory purchase order will continue to be undertaken, wherever possible.
- 1.5 All parties affected by the Scheme have been referenced and are aware of the proposals.
- 1.6 If Cabinet does not resolve to make the Compulsory Purchase Order under the enabling powers, then the Scheme will not have certainty in its programming. This would mean that either the Scheme may not proceed at all or that it may be protracted to an unacceptable degree and / or ransom values may be sought by the owners of the affected land.

2. Purpose of report

- 2.1 To inform members of the progress of the proposed Scheme;

- 2.2 To inform members of the background to, and justification for, the use of compulsory purchase powers; and
- 2.3 To seek members' approval of the use of powers of compulsory purchase for the assembly of the site.

3. Background

- 3.1 The main entrance to Portsmouth's Naval Base is currently located at Unicorn Gate. The Ministry of Defence has recently invested approximately £4million to substantially increase the capacity and security capability of the Trafalgar Gate entrance (formerly East Gate), with the view to this becoming the Naval Base's primary entrance.
- 3.2 Trafalgar Gate's current capacity is severely limited due to its constrained access from Mile End Road. The present situation requires vehicles to continue southbound on Mile End Road onto the Church Street roundabout, then double back, travel northbound on Mile End Road and access Trafalgar Gate via the local side roads of Prospect Road and Flathouse Road. Currently HGV's cannot use this route and have to access the Naval Base using Unicorn Gate and therefore travelling into the heart of the city.
- 3.3 The purpose of the Scheme is to provide a new, high capacity access between Mile End Road and Flathouse Road providing direct access to the Trafalgar Gate entrance to the Naval Base and improved access to the commercial port. The Scheme comprises a four-lane carriageway with separate provision for cyclists and pedestrians between Mile End Road and Flathouse Road, encompassing a right hand turn lane from Mile End Road. Traffic signals will control the junctions at either end of the new road.
- 3.4 To enable delivery of the Trafalgar Link Road the Scheme has been split into two phases, phase 1: the new link road between Mile End Road and Flathouse Road, and phase 2: the right hand turn land from the South bound carriageway of Mile End Road. Funding for phase 1 has been secured and is detailed in section 12 of this report, whilst the funding for phase 2 of the road is yet to be confirmed.
- 3.5 The Scheme will provide the following environmental and socio-economic benefits;
 - Reduce local congestion on city centre highway network
 - Strategic access to a regionally important site (Naval Base)
 - Improved local roads and removal of access traffic from existing inadequate roads
 - Improvements to local road safety
 - Enhanced access for HGVs
 - Positive impact on Air Quality Management Area (AQMA)
- 3.6 The Trafalgar Gate Link Road is important to the sub regional economy and the future success both of the Naval Base and commercial port but also the sustainable development of the City Centre. This has been recognised by the Regional Transport Board in October 2008 showing its support for the Scheme by including funding in its forward programme.

3.7 On the 16 June 2009 the City Council resolved that (Appendix 1): In the event of it appearing unlikely that all interests be acquired by private treaty Members will give consideration to the making of a Compulsory Purchase Order (CPO), which will be the subject of a further report to the Cabinet and City Council. In the mean time authority be given to the Section 151 Officer and Strategic Director to undertake preparatory steps relating to the CPO process as required in tandem with negotiations to acquire by agreement.

4. Recommendations

4.1 The Cabinet agree the following recommendations:

4.2 That the Council resolves to make a compulsory purchase order (a 'CPO') under section 239, 240, 246, 250 and 260 of the Highways Act 1980 and the Acquisition of Land Act 1981 for the acquisition of land and rights within the area shown edged red on the draft plan entitled Area to be Referenced for Proposed (Trafalgar Gate Link Road) Compulsory Purchase Order 2009 dated 29/10/09 attached at Appendix 2 to the report for the purposes of securing the land required for the construction of the Trafalgar Gate Link Road. To note that the draft plan shows where the intention is for the acquisition of all interests in the land, and where the intention is for the acquisition of new rights in the land only.

4.3 That the Section 151 Officer and Strategic Director in consultation with the Leader of the Council and the Cabinet Member for Traffic and Transportation be authorised to finalise the CPO map, schedule and statement of reasons.

4.4 That the Section 151 Officer and Strategic Director be authorised to take all necessary steps to secure the making, submission, confirmation and implementation of the CPO (and where appropriate amendments to the Order) including;

- i. Publication and service of all notices**
- ii. Advertise the Order and submit it to the Secretary of State For Transport in accordance with the Acquisition of Land Act 1981**
- iii. Negotiation with landowners**
- iv. Setting out the terms for the withdrawal of objections to the CPO**
- v. Where appropriate, seeking exclusions of land from the CPO**
- vi. Making arrangements to assist with the relocation of occupiers**
- vii. Making arrangements for the presentation of the Council's case for confirmation of the CPO at any public inquiry**

- viii. **Exercising the compulsory purchase powers authorised by the CPO by way of general vesting declaration and / or notices to treat and notices of entry**
 - ix. **Acquiring third party interests in the site by private treaty**
 - x. **Making arrangements for highway management and traffic regulation orders required to implement the highways scheme**
 - xi. **Making any third party payments of compensation due pursuant to the national Compensation Code as a result of the implementation of the CPO**
- 4.5 The Head of Asset Management be authorised to negotiate and conclude acquisitions following the City Council’s acceptance of blight notices as a result of the Trafalgar Gate Link Road Compulsory Purchase Order.**
- 4.6 The Head of Asset Management be authorised to appropriate the land in the ownership of the City Council required for the Trafalgar Gate Link Road Scheme.**

5. Reasons for recommendations

- 5.1 In order to ensure the delivery of the Scheme (phase 1) the City Council needs now to formally authorise the use of Compulsory Purchase powers to secure the remainder of the site.

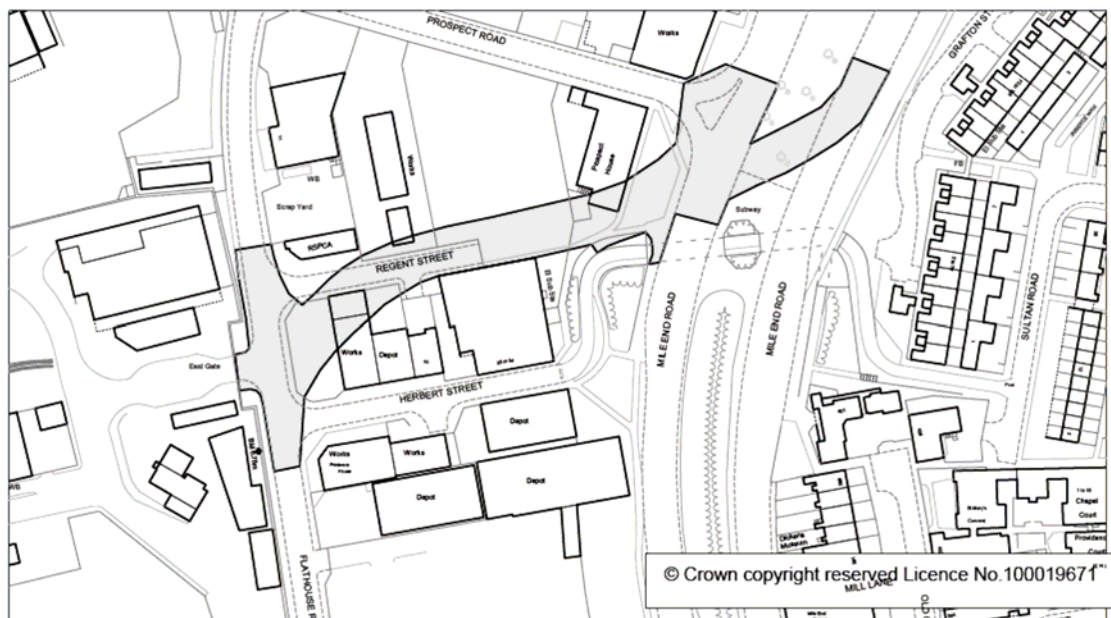
The programme with the use of CPO is as follows

Process	Anticipated timescale
Outline Design / Stakeholder Consultation	Jan 2009 – May 2009
PCC Feasibility Case	28 April 2009 – 8 June 2009
SEERA Business Case Submission	April 2009 – June 2009
Initial land acquisition discussions.	April 2009 – Sep 2009
Detailed Design	May 2009 – July 2009
Planning Application	12 th October 2009 – 6 th January 2010
Land Purchase/potential CPO	Oct 2009 – Oct 2010
Prepare Tender Documents	Nov 2009 –Jan 2010
Pre Qualification Questionnaire	Feb 2010 – March 2010
Tender Period	April 2010 – June 2010
Tender Evaluation	July 2010 – August 2010
Contract Award	September 2010

Contract Mobilisation	September 2010 – November 2010
Construction	November 2010 – April 2011

- 5.2 The above detailed timetable is based on the use of Compulsory Purchase Powers to deliver the land interests and rights needed. In the event that the CPO once confirmed, is not required to be exercised the timetable for implementation of the Scheme will be significantly shorter with construction hopefully commencing on site as early as April 2010.
- 5.3 Planning Policy - The adopted Portsmouth City Local Plan 2001-2011 contains a specific policy relating to the proposed link road and this is reproduced below:

CD14 IMPROVED ACCESS TO TRAFALGAR GATE - Land is allocated for a new access road to Trafalgar Gate from Mile End Road



- 5.4 *This proposal is designed to improve access to the Naval Base and commercial port and to relieve traffic congestion, especially at peak periods.*
- 5.5 A new road will be constructed to link Mile End Road (accessed from a signal-controlled junction) with Flathouse Road (Phase 1). This will enable entry to the Naval Base from outside the city, relieving pressure on the Unicorn Gate junction. The proposed second phase of the Scheme (the right hand turn lane) will enable traffic to avoid the city centre entirely relieving pressure on the Church Street roundabout.
- 5.6 The Second Local Transport Plan for Portsmouth 2006/07-2010/11 (LTP2) commenced in April 2006 and included the Trafalgar Gate Link Road (phases 1 and 2) in Section 9 as one of the potential major schemes for the Western Corridor.
- 5.7 It can clearly be demonstrated that the basic land use principle of the Scheme (phase 1) is established and supported by both adopted local planning policy and future transport strategy, providing essential support to any decision to implement a CPO.

- 5.8 There is no statutory requirement for planning permission to precede the confirmation of a CPO made under the Highways Act 1980 nevertheless it is not the practice of the Secretary of State to confirm a CPO until the related planning permission has been obtained. Highway management and traffic regulation orders may also be required to facilitate the Scheme.
- 5.9 A Planning Application for the Trafalgar Gate Link Road (phases 1 and 2) was submitted on 12 October 2009, planning reference number 09/01375/FUL, and is due to be determined at Planning Committee in early 2010.
- 5.10 The proposed site of the Trafalgar Gate Link Road is occupied by approximately eight separate businesses, including the local authority run dog kennels through to an MOT car repair garage. Negotiations with owners have already led to agreement over compensation with a number of the affected parties.
- 5.11 Compulsory Purchase - Compulsory Purchase Orders must follow a statutory process. The basic steps are as follows:
- i. obtain information regarding legal interests in the land including serving requisitions for information, title checks and notification of affected persons that their interests in the land can be sold to the authority in advance of compulsory purchase or an Order will be made in due course. This stage has been carried out.
 - ii. The Council resolves to make a Compulsory Purchase Order.
 - iii. the Order is formally made by affixing the Council's Seal, advertisements are placed in the press, formal Notices including a copy of the Compulsory Purchase Order and the statutory forms served upon all persons with legal interests in the land. This allows a 28 day objection period.
 - iv. If objections are received the Secretary of State will direct a Compulsory Purchase Order Inquiry to be held. This is held within a timescale set by the Secretary of State and will normally involve a Pre-Inquiry Meeting and a formal Open Public Inquiry into whether the Compulsory Purchase Order should be confirmed or not. Once the Inquiry has been completed, the Inspector will put a report before the Secretary of State who will decide whether to confirm the Order as drawn, modify it, or reject the Compulsory Purchase Order.
 - v. If there are no objections the Secretary of State, or in certain circumstances the local authority, confirm the Compulsory Purchase Order. Once a Compulsory Purchase Order has been confirmed the Council can serve a General Vesting Declaration, or a Notice to Treat and Notice of Entry which will transfer the legal interest from the then owner to the Council.
 - vi. The various Acts lay down a set of rules for compensating persons who have had legal interests compulsory purchased, based upon putting that individual into a similar position as before they lost their interest, either by compensating them in money terms and/or providing them with alternative accommodation.

- 5.12 Compulsory Purchase Boundary - The City Council has had to consider each plot within the proposed CPO carefully with regard to severance. Where only part of a property is included in the CPO and subsequent General Vesting Declaration (GVD), and the owner considers the effect on the remainder of their property is particularly severe, then they may be entitled to serve a notice of objection to severance. This serves to freeze the GVD process until the Lands Tribunal have resolved the issue of compensation. This is one of the reasons why the boundary of the CPO may extend out further than the land required solely for the road itself in order to preempt potential severance claims.
- 5.13. When land is acquired for a statutory purpose, it continues to be held by the authority for that purpose until formally appropriated to another purpose.
- 5.14 It is a fundamental principle that land may not be appropriated to another purpose from that which it was acquired without statutory authority. Under Section 122 of the Local Government Act 1972, a council can appropriate land held for one statutory purpose to some other statutory purpose so long as it is one for which the council is empowered by enactment to acquire land by agreement. Section 238 of the Highways Act 1980 empowers a council to acquire land by agreement for highways purposes.
- 5.15 The appropriation of land owned by Portsmouth City Council will provide greater flexibility for the implementation of the Scheme.

6. Options considered

- 6.1 Regarding alternative options to the construction of the Trafalgar Gate Link Road, these were considered when the Portsmouth Local Transport Plan Strategy (LTP2) was adopted in March 2006 and there have been no fundamental changes in transport policy to warrant re-examination of those options.
- 6.2 Acquisition by agreement
- 6.3 Following the resolution passed on the 16 June 2009 (attached as Appendix 1) the City Council has made contact with all property owners directly affected by the Scheme with the intention of negotiating and concluding acquisition by agreement following the national compensation code. Land acquisition could proceed solely on the basis of negotiation, but with the risk of never acquiring all the land by agreement. With a road scheme of this nature, Compulsory Purchase Powers are now required to ensure that the project is delivered on time.
- 6.4 Attached as appendix 3 is a matrix detailing the general contact and negotiations with the affected parties to date.
- 6.5 Efforts to acquire land and property interests by agreement will be continued after the Council's resolution, if obtained up to the point at which it becomes necessary to make a CPO for the remaining interests in order to maintain the programme for the delivery of the Scheme in accordance with Government Circular 06/2004.
- 6.6 Exercise of Landlord and Tenant powers

- 6.7 Where appropriate, the Council will use its landlord and tenant powers to acquire control of property interests required for the Trafalgar Gate Link Road as follows:
- 6.7.1 Tenants occupying outside the protection of the Landlord and Tenant Act 1954 where the relevant lease expires or break option falls within the required time frame
- 6.7.2 Tenants occupying within the protection of the Landlord and Tenant Act 1954 where the relevant lease expires or break option falls within the required time frame appropriate notices will be served to secure vacant possession on the grounds of redevelopment (S.30(f) Landlord and Tenant Act 1954), incorporating negotiations if necessary to refine the actual date for vacant possession.

7. Duty to involve

- 7.1 Portsmouth City Council intend to communicate with those who are in the immediate area of the Scheme's proposed work site throughout the whole project, keeping them informed of constant situations regularly, clearly and positive manner.
- 7.2 Portsmouth City Council will adhere to the guidelines put in place by the Local Development Framework (LDF) and its Statement Of Community Involvement (SCI) when performing any of the relevant planning consultations during the project
- 7.3 A Public exhibition was held on the 24 September 2009 at Buckland Community Centre to raise the profile of the project, inform the public of the Scheme objectives and the process required to achieve these. The public were made aware of the potential timescales of the delivery of this project with and without the need for a Compulsory Purchase Order. In addition to Scheme drawings, plans and FAQ's, officers were in attendance to give more specific information about certain elements of the Scheme.
- 7.4 Overall the exhibition was considered successful by officers with a total of 47 members of the public in attendance. Along with generally positive comments being received, a few concerns were expressed on how the new arrangements would impact upon accessing businesses in the area. This is something which will be addressed through the planning process.
- 7.5 Before submitting the CPO to the Secretary of State for confirmation, the Council is required, pursuant to the provisions of the Acquisition of Land Act 1981, to serve notices on all owners, lessees and occupiers of land comprised in the CPO, as well as those persons who may have a claim for compensation pursuant to Section 10 of the Compulsory Purchase Act 1965 (compensation for injurious affection) and those who would, if the Council was proceeding under Section 5(1) of the Compulsory Purchase Act 1965, be entitled to service of notice to treat. The Council is also required to publish press notices for two successive weeks in one or more local newspapers and post notices on or near the site. These notices will state that the CPO has been made and is about to be submitted and will also indicate the time within which objections must be made.

8. Implications

- 8.1 Human Rights - Regard must be had to the provisions of article 1 of the first protocol to the European Convention on Human Rights (protection of property) and article 8 of the Convention Rights and Freedoms (right to respect for private and family life). In deciding to take compulsory purchase action the Council has to weigh the human rights interests of public need against private property rights and consider that sufficient justification exists for making a Compulsory Purchase Order. The Council must be of the opinion that a compelling case for compulsory acquisition exists in the public interest.
- 8.2 In considering the promotion of a CPO, account must also be taken of the guidance in Government Circular 2/97 'Notes on the Preparation, Drafting and Submission of Compulsory Purchase Orders for highways schemes' and Circular 06/2004, 'Compulsory Purchase and the Crichel Down Rules' including the need to demonstrate that impediments to implementation (including planning impediments) can or have been overcome, the Scheme is capable of implementation within a reasonable period of time and there is a compelling case in the public interest to proceed with the acquisition. It is considered that those criteria will be met in the promotion of the Order.

9. Corporate priorities

- 9.1 This report and the project it refers to contribute to the following Corporate Priorities:
- Regenerate the city
 - Cleaner and greener city
 - Improve public transport

10. Equality impact assessment (EIA)

- 10.1 Attached at appendix 4.

11. Legal implications

- 11.1 The making of this Order will follow the statutory process set down in the Highways Act 1980 and the Acquisition of Land Act 1981, as amended by the Planning and Compulsory Purchase Act 2004.
- 11.2 Section 239 of the Highways Act 1980 allows the construction of a new length of highway as well as improvement of an existing highway.
- 11.3 Section 240 of the Highways Act 1980 allows the use of land in the connection with the construction of a highway and the provision of new means of access.
- 11.4 Section 246 of the Highways Act 1980 allows the acquisition of land for the purpose of mitigating any adverse effect which the existence or use of the proposed highway will have on its surroundings.

- 11.5 Section 250 of the Highways Act 1980 allows for the creation of new rights
- 11.6 Section 260 of the Highways Act 1980, where land acquired by agreement is included in a CPO it allows for restrictive covenants and third party rights to be over-ridden.
- 11.7 The City Solicitor is satisfied that it is within the Council's powers to approve recommendations set out above.

12. Head of finance's comments

- 12.1 The projected cost of Phase 1 (link road) is £6.805m, which covers land acquisition, project management fees and construction of the road. Funding of £5m has been secured and released from the Department for Transport, with the balance of £1.805m committed by Portsmouth City Council from the Local Transport Plan budget over the next 3 years. This permits the acceleration of project delivery as the construction phase can commence as soon as planning consent is granted.
- 12.2 Phase 2 (right hand turn off Mile End Road) is costed at approximately £800,000, with no confirmed funding at the time of writing. However, discussions are continuing with a number of key stakeholders over contributions, which may enable Phase 1 & Phase 2 to commence at the same time.

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Signed by:

Appendices:

Appendix 1 – Council resolution 16 June 2009

Appendix 2 – CPO boundary plan

Appendix 3 – Contact / Negotiation schedule

Appendix 4 – Equality Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
1 Report to Council dated 16 June 2009	PCC website
2	

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by the Cabinet on 9 November 2009.

.....
Signed by: Gerald Vernon-Jackson Leader of the City Council

Appendix 1

16 June 2009 City Council

107 Recommendations from Individual Cabinet Member Decision Meetings

The following reports were approved unamended:

- Minute 97 - Trafalgar Gate Link Road

The following is an extract from the Traffic and Transportation Decision Meeting:

CABINET MEMBER FOR TRAFFIC & TRANSPORTATION DECISION MEETING MINUTES OF THE DECISIONS taken by the Cabinet Member for Traffic & Transportation, Councillor Lynne Stagg, at her meeting held on Thursday 11 June 2009 at 10.00am in the Guildhall, Portsmouth.

24. Trafalgar Gate Link Road (AI 10)

(TAKE IN REPORT BY THE SECTION 151 OFFICER AND STRATEGIC DIRECTOR)

David Maxted introduced the report.

Mr Holland of the Portsmouth Cycle Forum made a deputation relating to cyclists crossing Mile End Road, the cycle facility at Flathouse Road and the upgrading work at Herbert Street.

Opposition spokespersons Councillors Luke Stubbs and Jim Patey also spoke on this matter expressing some disappointment that the project would be completed in two phases rather than one.

DECISION: That the Cabinet Member for Traffic & Transportation made the following recommendations to Council:

- **Approve the design of proposed Phase 1 of the Trafalgar Gate Project, the link road between Mile End road and the Trafalgar Gate access to the dockyards as shown in Appendix 1.**
- **Trafalgar Gate Link Road (TGLR) be progressed to include the following;**
 - i Submission of a planning application, including undertaking a Traffic Assessment and an Environmental Impact Assessment**
 - ii Preparation of a Land Assembly Strategy**

iii Undertake land referencing

- **The Section 151 Officer and Strategic Director be authorised to accept the LTP grant of £5m upon approval of the TGLR Business case by SEEPB (South East England Partnership Board), previously SEERA in summer 2009.**
- **Approve the expenditure of up to £6.805m (subject to receipt of the funds in bullet 2.2 above) from the LTP allocations in 2009-12 to allow the necessary progression in developing the TGLR Project and implementing Phase 1, the Trafalgar Gate Link Road.**
- **That contribution towards the cost of constructing the Trafalgar gate Link Road project is sought from the Ministry of Defence and BVT as the main beneficiaries.**
- **The Acting / Head of Asset Management be authorised to negotiate and conclude acquisitions by private treaty using the national Compensation Cod of third party interests on the site of the proposed TGLR**
- **In the event of it appearing unlikely that all interests be acquired by private treaty Members will give consideration to the making of a Compulsory Purchase Order (CPO), which will be the subject of a further report to the Cabinet and City Council. In the mean time authority be given to the Section 151 Officer and Strategic Director to undertake preparatory steps relating to the CPO process as required in tandem with negotiations to acquire by agreement.**

Appendix 2

CPO Boundary Plan

Appendix 4

Appendix 3 - Contact Schedule

<u>Reference No.</u>	<u>Unit Address</u>	<u>Land take Required</u>	<u>Letters</u>	<u>Meetings</u>	<u>Offers</u>	<u>Agreed</u>
	Prospect House (Former Hertz building), Prospect Road	Yes	23 June 2009 Numerous correspondence over purchase	Two site visits	Offer and negotiation completed	Yes – purchase completed
	MMD Car Park, Prospect Road	Yes	23 June 2009 Continual dialog with board members	Numerous meetings attended by Board Members	Jointly appointed third party has assessed compensation package	Yes – In principle
	BOC Ltd. 38 – 40 Regent Street	Yes	23 June 2009 Numerous correspondence over compensation	Three site meetings	Agreement in principle reached	Yes – In principle
	Dog Kennels, Regent Street	Yes	4 June 2009 Various correspondence over lease surrender	30 July 2009 meeting with agent. Further meeting arranged for 16 October 2009	No formal offer made for surrender of lease Negotiations ongoing	No



	Flathouse Vehicle Testing Station, 8 Herbert Street	Yes	23 June 2009	Site meeting with owner and solicitor 13 July 2009	Negotiations ongoing Written offer made 29.10.09	No
	Flathouse Vehicle Testing Station, 8 Herbert Street	Yes	23 June 2009	Site meeting with occupier and solicitor 13 July 2009	Negotiations ongoing Written offer made 29.10.09	No
	10 Herbert Street, Portsmouth, PO1 4QR	Yes	23 June 2009 Three further letters	Two meetings	Section 25 notice served	Landlord and Tenant situation
	Flathouse Road (Former Burgess Marine)	Yes	23 June 2009 Various correspondence from agent acting	One site meeting	Offer made by letter 6 October 2009 Negotiations ongoing	No
	Access Self Storage	No (although rights affected)	23 June 2009	One site meeting 3 July 2009		No

Area to be Referenced for Proposed (Trafalgar Gate Link Road) Compulsory Purchase Order 2009



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Ver	Date	Comments	Drn	Chk	App
0.1	29/10/09				

Key plan:

 — Area to be Referenced

Delivered to:
 Portsmouth City Council

Business Unit	Land Acquisition	Status	Draft
Approved By	Approved Date	Checked By	Checked Date
CC	29/10/09	CC	29/10/09
Drawn By	Date Drawn	Drawn By	Date Drawn
AR	29/10/09	AR	29/10/09

Title:
 Area to be Referenced for Proposed (Trafalgar Gate Link Road) Compulsory Purchase Order 2009

Date of Issue	Project Code	Scale
29/10/09	1310-3-7310	1:500 @ A2

Doc Number	Drawing Reference Number	Version
-	Draft Referencing Map	0.1

Equality Impact Assessment

Preliminary assessment form v2 / 2009

www.portsmouth.gov.uk

The preliminary impact assessment is a quick and easy screening process.

It should:

- identify those policies, projects, services, functions or strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Service:

Title of policy, function or service:

Type of policy, function or service:

Existing:

New/proposed

Changed



Q1 - What is the aim of your policy or new service? 

Q2 - Who is the policy or service going to benefit? 

Q3 - Thinking about each group below, does, or could the policy, project, service have a negative impact on members of the equality groups below?

Group	Yes negative	No positive/ no impact	Unclear
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships between groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "yes" or "Unclear" consider doing a full EIA

Q4 - Does, or could, the policy, project or service help to promote equality for members of the equality groups

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships between groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer is "No-" or "Unclear" consider doing a full EIA

Q5 - Do you have any feedback data from the equality groups that influences, affects or shapes this policy, project or service?

Group	Yes	No	Unclear
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transgender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships between groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other socially excluded groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


If the answer is "No-" or "Unclear", no-one knows or opinion is divided consider doing a full EIA

Q6 - Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, project or service?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you have to complete a full EIA click here to to the easy to follow EIA toolkit and form.

Q7 - How have you come to this decision? 

Q8 - What is you priority for doing the full EIA 

High	Medium	Low
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q9 - Who was involved in the EIA, and how? 

This EIA has been approved by:

Date:

Contact number:

Please send a copy of your completed EIA to the Equality and diversity team. We will contact you any comments or queries about your preliminary EIA.