

1. Topic of assessment

EIA title:	Operation of a Permit Scheme to better manage Street works and Road works on the Highway.
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EIA author:	Matthew Jezzard, Traffic and Streetworks Manager
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2. Approval

	Name	Date approved
Approved by¹	Jason Russell, Assistant Director	10 January 2013

3. Quality control

Version number	1.2	EIA completed	10/01/13
Date saved	20/12/12	EIA published	

4. EIA team

Name	Job title (if applicable)	Organisation	Role
Matthew Jezzard	Traffic and Streetworks Manager	SCC	Assessment Author
Maureen Prescott		SCC	DEG comments
Louise Ivison		SCC	DEG comments

¹ Refer to earlier guidance for details on getting approval for your EIA.

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5. Explaining the matter being assessed

What policy, function or service is being introduced or reviewed?	<p>Surrey CC has a statutory duty under Section 59 of the New Roads and Street Works Act 1991 (NRSWA) to manage and coordinate all works on the Public Highway; including those of the Utility Companies and those carried out by the Council, its agents and contractors.</p> <p>The Traffic Management Act 2004 (TMA '04) imposed a further statutory 'Network Management Duty' on all Councils to <i>'expedite the movement of all traffic on the public highway'</i>.</p> <p>SCC currently discharges these duties in accordance with the above legislation and the associated Codes of Practise.</p> <p>The TMA '04 and Traffic Management Permit Schemes Regulations 2007, provides authorities with the option to operate a permit scheme to manage works on the Highway, providing some enhanced powers to manage and coordinate works. Approval has to be gained from the Secretary of State to operate a Permit Scheme. There is a prescribed process to achieve this approval.</p>
What proposals are you assessing?	<p>SCC is proposing to submit an application to the Secretary of State to operate a 'Common' Permit Scheme (utilising shared rules across authority boundaries) with our Partner Authority; East Sussex CC. This potentially Regional 'South East Permit Scheme', could also subsequently be adopted by other South East Authorities.</p> <p>The use of a Permit scheme to manage works on the Highway will involve all those planning and executing works on the Public Highway to provide additional information about their works in order to seek permission from the Highway Authority to execute their works in an agreed method and for an agreed period of time.</p> <p>Utility Companies and their Contractors working on the public highway will be charged for each permit they receive, on the major roads within SCC. Works on the minor roads will require the same level of permit information and planning, but no charge will be levied for permits on these roads.</p> <p>The anticipated outcome of the operation of a permit scheme is better planned and executed works – improving site safety, reduced works clashes on the highway network, increased opportunities for collaborative works and overall minimised disruption to residents, businesses and the general public.</p>

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Who is affected by the proposals outlined above?	<p>All users of the Highway will be affected by the proposed Permit Scheme, whenever they interact with the works being carried out on the highway.</p> <p>SCC staff are affected. Staff in the Street works team will undertake more comprehensive review of the works proposals they receive and will work in a larger team to process such applications.</p> <p>SCC staff in other teams 'promoting' works on the Highway and their agents and contractors may be required to further refine processes to complete more detailed applications than those previously required. Additional resource may be required to successfully complete these refined processes.</p> <p>Statutory Undertakers (usually Utility Companies) and their agents and contractors will also need to amend their processes to meet the enhanced requirements for planning and execution of works, which may require additional resources. They will also need to allow for the estimated costs of approved permits in their financial planning of their services. These additional operating costs may be passed on to their customers.</p> <p>Customers of Utility Companies may see a small increase in their utility bills where the Utility Companies generically pass on the (unavoidable) costs of approved permits and any additional resource required to comply with the scheme.</p> <p>Customers (residential/business/developers) paying for new services or alterations to services to their premises from Utility Companies will bear the direct cost of the permit application itself for the works required on the highway, in addition to the charges already levied by the Utility Companies for such chargeable works.</p>
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6. Sources of information

Engagement carried out
<p>The development of the permit Scheme proposals has involved the following engagement;</p> <p>Regular reviews with Partner Authority; East Sussex CC and consultants – Halcrow Ltd Informal consultation with Utility Companies working in SCC Informal consultation with all other South East Authorities Presentations to and discussions with Members Utility Works Task Group Presentation to Street works team staff Progress updates relayed to Cabinet Member Informal discussion with operational representatives from May Gurney (SCC primary Highways Contractor) Discussions with DfT staff and reference to draft guidance docs on permit scheme development Discussions with JAG UK National Street Works Manager Attendance/discussion at National Permits Forum Formal public consultation for 12 week period via SCC website, specifically targeted at key stakeholders, including;</p> <ul style="list-style-type: none">• DfT• National Joint Utilities Group• Local Government Association• All Utility Companies who work in SCC• All neighbouring Authorities• All District and Borough Councils within SCC• All Parish Councils within SCC• Environment Agency• Disabled Persons Transport Advisory Committee• Royal Association For Deaf People• Royal National Institute for the Blind <p>Consideration is given to any responses to this formal consultation before scheme submission to the DfT.</p>
Data used
<p>Data held in the SCC Street works Register (Symology system) The Traffic Management Act 2004 Traffic Management Permit Schemes Regulations 2007 Kent CC annual report on their Permit Scheme Operation (commenced Jan 2010) TMA; Code of practice for Permits – March 2008 TMA; Statutory Guidance for permits – March 2008 TMA; Permit Fees guidance – July 2008 TMA; Permit Schemes decision making and development (2nd edition) – Nov 2010 <u>Draft</u> revised DfT guidance on permit scheme principles and clarifications – Nov 2012</p> <ul style="list-style-type: none">•

7. Impact of the new/amended policy, service or function

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7a. Impact of the proposals on residents and service users with protected characteristics

Protected characteristic ²	Potential positive impacts	Potential negative impacts	Evidence
Age	Fewer and safer work sites generally, should result in older people who are less mobile encountering fewer difficulties in using the highway.	None	Regulations and guidance documents, along with experience from other Authorities currently operating Permit Schemes indicate better coordination and collaboration of works on the highway along with improved planning and visibility of specific site layouts. This should result in fewer activities on the highway and also allows SCC Officers to specify both generic requirements of works site layouts and agreed solutions at locations where it can be anticipated that specific protected characteristic groups may require bespoke solutions.
Disability	Fewer and safer work sites generally, should result in disabled people who are less mobile, or use wheelchairs, or have limited vision, encountering fewer difficulties in using the highway.	None	Regulations and guidance documents, along with experience from other Authorities currently operating Permit Schemes indicate better coordination and collaboration of works on the highway along with improved planning and visibility of specific site layouts. This should result in fewer activities on the highway and also allows SCC Officers to specify both generic requirements of works site layouts and agreed solutions at locations where it can be anticipated that specific protected characteristic groups may require bespoke solutions.
Gender reassignment	none	none	The permit scheme proposal covers the management and coordination of works activities for all users of the highway network and any on site impacts are restricted to a person's physical abilities whilst interacting with such works. As such this protected

² More information on the definitions of these groups can be found [here](#).

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			characteristic group is not specifically impacted.
Pregnancy and maternity	Fewer and safer work sites generally, should result in pregnant women who may be less mobile or those people using buggies/pushchairs, encountering fewer difficulties in using the highway.	none	Regulations and guidance documents, along with experience from other Authorities currently operating Permit Schemes indicate better coordination and collaboration of works on the highway along with improved planning and visibility of specific site layouts. This should result in fewer activities on the highway and also allows SCC Officers to specify both generic requirements of works site layouts and agreed solutions at locations where it can be anticipated that specific protected characteristic groups may require bespoke solutions.
Race	none	none	The permit scheme proposal covers the management and coordination of works activities for all users of the highway network and any on site impacts are restricted to a person's physical abilities whilst interacting with such works. As such this protected characteristic group is not specifically impacted.
Religion and belief	none	none	The permit scheme proposal covers the management and coordination of works activities for all users of the highway network and any on site impacts are restricted to a person's physical abilities whilst interacting with such works. As such this protected characteristic group is not specifically impacted.
Sex	none	none	The permit scheme proposal covers the management and coordination of works activities for all users of the highway network and any on site impacts are restricted to a person's physical abilities whilst interacting with such works. As such this protected characteristic group is not specifically impacted.
Sexual orientation	none	none	The permit scheme proposal covers the management and coordination of works activities for all users of the highway network and any on site impacts are restricted to a person's physical abilities whilst

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			interacting with such works. As such this protected characteristic group is not specifically impacted.
Marriage and civil partnerships	none	none	The permit scheme proposal covers the management and coordination of works activities for all users of the highway network and any on site impacts are restricted to a person's physical abilities whilst interacting with such works. As such this protected characteristic group is not specifically impacted.

7b. Impact of the proposals on staff with protected characteristics

Protected characteristic	Potential positive impacts	Potential negative impacts	Evidence
Page 197 Age	None	None	SCC staff in both the Street works team receiving permit applications and in departments promoting works on the Highway already send/receive information about works planning and on street activities. Whilst the operation of a permit scheme enhances the data exchanged and the format/process involved, this does not constitute a change which would have any impact on any protected characteristic group.
Disability	None	None	See comments in 'age' row (above)
Gender reassignment	None	None	See comments in 'age' row (above)
Pregnancy and maternity	None	None	See comments in 'age' row (above)
Race	None	None	See comments in 'age' row (above)

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Religion and belief	None	None	See comments in 'age' row (above)
Sex	None	None	See comments in 'age' row (above)
Sexual orientation	None	None	See comments in 'age' row (above)
Marriage and civil partnerships	None	None	See comments in 'age' row (above).

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8. Amendments to the proposals

Change	Reason for change
No change to the current proposal to operate a permit scheme to manage roadworks to date.	Not applicable to date.

9. Action plan

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
No potential negative impacts identified in sections 7a or 7b.			

10. Potential negative impacts that cannot be mitigated

Potential negative impact	Protected characteristic(s) that could be affected
No potential negative impacts identified in sections 7a or 7b.	

11. Summary of key impacts and actions

Information and engagement underpinning equalities analysis	<p>SCC is proposing to apply to the DfT to operate a permit scheme to manage road works and street works on the public highway</p> <p>SCC has reviewed the legislation and considered our options with our partner Authority; East Sussex CC. Following informal engagement and consultations with DfT and other stakeholders such as Utility Companies and Neighbouring Authorities, a 12 week formal consultation process with all stakeholders – including the general public, is being undertaken on the operation of the scheme.</p> <p>The anticipated outcome of the operation of a permit</p>
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	<p>scheme is better planned and executed road works – improving safety around these works and minimising disruption to residents, businesses and the general public.</p>
<p>Key impacts (positive and/or negative) on people with protected characteristics</p>	<p>Fewer and safer work sites generally, should result in; the elderly, pregnant women or those with a disability who may be less mobile, those people in wheelchairs or using buggies/pushchairs, or those who have limited vision, encountering fewer difficulties in using the highway.</p> <p>No key negative impacts have been identified for people with protected characteristics.</p>
<p>Changes you have made to the proposal as a result of the EIA</p>	<p>No changes proposed</p>
<p>Key mitigating actions planned to address any outstanding negative impacts</p>	<p>None</p>
<p>Potential negative impacts that cannot be mitigated</p>	<p>None</p>