

Appendix B- Equality Impact Assessment/Equality Analysis (updated December 2023)

Title of service or policy	Liveable Neighbourhoods Church Street through-traffic restriction trial
Name of directorate and service	Place Management – Delivery and Transformation
Name and role of officers completing the EqIA	Cathryn Brown- Senior Project Manager, Joanna Sammons- Senior Transport Planner and other members of the Project Team.
Date of assessment	December 2023

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to services provided to customers and residents as well as employment policies/strategies that relate to staffing matters.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis. **Not all sections will be relevant – so leave blank any that are not applicable.** It is intended that this is used as a working document throughout the process, and a final version will be published on the Council’s website.

1.	Identify the aims of the policy or service and how it is implemented.	
	Key questions	Answers / Notes
1.1	<p>Briefly describe purpose of the service/policy e.g.</p> <ul style="list-style-type: none"> ● How the service/policy is delivered and by whom ● If responsibility for its implementation is shared with other departments or organisations ● Intended outcomes 	<p>The Liveable Neighbourhoods (LNs) programme is a community-led initiative supported and managed by the council that aims to improve the local environment and the health, safety and well-being of residents.</p> <p>In line with the Liveable Neighbourhoods Strategy agreed in December 2020, the programme aims to encourage more active travel and reduce people’s reliance on private vehicles for short journeys (where possible) by providing fair, safe and sustainable access to street space for those that want to walk, cycle or use a mobility aid to get around.</p> <p>Proposals could include improved access to outdoor spaces to sit and meet others which can help combat loneliness.</p>

		<p>The strategy sets out how community feedback and co-design is central to the development of a liveable neighbourhood and how the council will facilitate this at each stage of development.</p> <p>The Liveable Neighbourhoods Team, in conjunction with its partner AECOM and other council teams (under the direction of the Directors of Place Management and Sustainable Communities), are responsible for delivering these community-led schemes.</p> <p>An overview of the programme available at https://beta.bathnes.gov.uk/liveable-neighbourhoods</p> <p>As part of this strategy, some measures have been brought forward as trials so that the public can experience them and provide feedback before a decision is made on their permanency.</p> <p>This EQIA relates to an Experimental Traffic Regulation Order (ETRO) in the form of a through-traffic restriction, which was introduced in Church Street, Widcombe in November 2022. At the time of writing, the decision-making process to determine if this trial should be made into a permanent scheme is being initiated.</p>
<p>1.2</p>	<p>Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> ● Is it a new service/policy or review of an existing one? ● Is it a national requirement?). ● How much room for review is there? 	<p>The Liveable Neighbourhood Strategy dated December 2020 sets out a new policy to guide the development of LNs in Bath and North East Somerset (B&NES). The programme aims to mitigate the climate crisis, improve health and well-being, reduce social isolation and give fair, safe access to road space to all road users.</p> <p>The strategy sets out how the development of LNs will come about through community engagement and co-design with residents. In this sense, schemes are constantly reviewed to help meet the overarching strategic aims.</p>

		<p>Various versions of ‘Liveable Neighbourhoods’, ‘low traffic neighbourhoods’ and active travel schemes have been adopted to support these aims in other parts of the UK with funding available via the Government from the West of England Mayoral Combined Authority. The overarching aims are set out in the Government’s Gear Change document.</p> <p>https://www.gov.uk/government/publications/cycling-and-walking-plan-for-england</p> <p>https://www.gov.uk/government/publications/gear-change-one-year-on-review</p> <p>As part of the strategy, ETROs are being introduced so that residents can experience the intervention and provide feedback prior to a decision on whether the trial should be made into a permanent scheme. To support this decision-making process and in addition to public feedback, data on traffic monitoring and air quality is also being, before and during the trial so that meaningful comparison on impacts can be made.</p>
<p>1.3</p>	<p>Do the aims of this policy link to or conflict with any other policies of the Council?</p>	<p>As a programme, LNs embody the three guiding principles set out in the Corporate Strategy:</p> <ul style="list-style-type: none"> • Preparing for the future • Delivering for local residents • Focusing on prevention <p>Encouragement of more active travel and reduced vehicle use means the programme also contributes to the council’s Climate Emergency targets.</p> <p>The Council declared a Climate Emergency in March 2019, and an Ecological Emergency in July 2019, pledging to achieve Carbon</p>

Neutrality in our area by 2030. Our overarching strategic plan, the [B&NES Council Corporate Strategy](#), sets out our two core policies to improve the lives of local people: Tackling the Climate Emergency and Giving people a bigger say.

The aims of the project also correspond with other policies and priorities of the council, such as the Clean Air Zone, The Journey to Net Zero, and wider improvements to public transport and the highway infrastructure (walking and cycling routes).

The Liveable Neighbourhood Strategy is linked closely to the following strategies which support its aims. They were considered and published alongside it:

- [Approach to Implementation of Residents Parking Schemes in B&NES \(July 2020\)](#)
- [On-street electric vehicle strategy \(July 2020\)](#)

2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, sex, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	Key questions	Data, research and information that you can refer to
2.1	What equalities training have staff received to enable them to understand the needs of our diverse community?	<ul style="list-style-type: none">● Council officers involved in the programme have received equalities training. Training for staff is available through the internal training portal and is a prerequisite for managers and senior staff.● Bespoke and ongoing training is available and encouraged.

		<ul style="list-style-type: none"> • AECOM staff (responsible for delivering the engagement, technical design and development of the LNs) have received equalities training and some staff have undertaken a 'Healthy Streets' course. • AECOM's designers, who are interpreting the communities' ideas, work to national and local standards including government best practice guidance on inclusive mobility. • Council officers are regularly updated on equalities issues through their attendance at the Independent Equalities Advisory Group. Bespoke equalities training sessions are available for teams. • Staff are also able to undertake equalities training through external bodies (such as the Chartered Institute of Highways and Transportation). Blindfold walks (accompanied) have been made available to council staff through the RNIB. • Members of the Independent Equalities Advisory Group have also been invited to join the Technical Reference Group for the Liveable Neighbourhoods programme. <p>The Corporate Equalities Officer is available for ongoing advice.</p> <p>Members of the Project team have discussed the preparation of the Equalities Impact Assessment with the Equalities Officer at the Council.</p>
2.2	What is the equalities profile of service users?	The profile of service users could include all residents and service users of B&NES. Details regarding the profile of the district's population can be found in the Strategic Evidence Base report, at

		<p>https://beta.bathnes.gov.uk/strategic-evidence</p> <p>For the Church Street scheme, service users are the residents and visitors to the Church Street area. Residents are those living within the area of the intervention as well as those outside the area. LNs are designed by communities to address the issues they face and to ensure that everyone has fair and equal access to residential streets. We are supporting this process with our partners.</p> <p>AECOM's designers, who are interpreting the communities' ideas, work to national and local standards including government best practice guidance on inclusive mobility.</p> <p>Our partner Sustrans is helping to widen our engagement by involving people in the community with different and seldom-heard voices.</p>
<p>2.3</p>	<p>Are there any recent customer satisfaction surveys to refer to? What were the results? Are there any gaps? Or differences in experience/outcomes?</p>	<ul style="list-style-type: none"> • During two public consultations we gathered people's views on LNs (as a policy) and then more detailed feedback on the issues people experience getting around their neighbourhood. • At co-design workshops, volunteers from the community used feedback from earlier consultations to discuss and put forward ideas to improve 15 neighbourhoods. • During consultations, respondents are able to submit comments using digital and non-digital options with support offered for both. Consultation materials are typically made available in alternative formats on request.

		<ul style="list-style-type: none"> • In Summer 2022 we appointed a dedicated LN team to respond to calls and queries regarding any aspect of LN engagement and development, and to help people to access our resources and information. • In Autumn 2023 we sought feedback on 3 existing LNs ETROs in Church Street, Widcombe, Southlands, Weston and Queen Charlton Lane, Whitchurch. <p>The results of the consultation and engagements already held are outlined within the overarching EqIA for the Liveable Neighbourhoods programme which can be found here: [insert link when available]</p>
<p>2.4</p>	<p>What engagement or consultation has been undertaken as part of this EIA and with whom?</p> <p>What were the results?</p>	<p>Please see section 2.3 above for all of the consultation details relating to this policy so far.</p> <p>Public consultation/community engagement work is central to the development of LNs which is a community-led programme. It is ongoing throughout the development of the programme.</p> <p>Evidence relating to the through traffic restriction can be found in the appendices of the Single Member Decision TRO report. These appendices contain detailed information of the survey work including results of public feedback, traffic monitoring and air quality monitoring.</p>
<p>2.5</p>	<p>If you are planning to undertake any consultation in the future regarding this service or policy, how</p>	<ul style="list-style-type: none"> • Subject to the decision on whether the trial should become a permanent scheme, consultation and engagement is ongoing and feedback is used to shape equalities considerations.

	<p>will you include equalities considerations within this?</p>	<ul style="list-style-type: none"> • Sustrans will continue to help us identify diverse groups and individuals to consult with and to gather feedback from residents. • A team of dedicated officers take calls and address issues and queries by phone or email. • Members of the Project team will continue to attend the Independent Equalities Advisory Group meetings and Area Forums for five areas in B&NES. <p>Specific equalities considerations are highlighted in Section 3 below.</p>
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3. Assessment of impact: 'Equality analysis'

	<p>Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:</p> <ul style="list-style-type: none"> • Meets any particular needs of equalities groups or could help promote equality in some way. • Could have a negative or adverse impact for any of the equalities groups.
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		<p>Examples of what the service has done to promote equality</p>	<p>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</p>
<p>3.0</p>	<p>Issues relating to all groups and protected characteristics</p>	<p>The Liveable Neighbourhood Strategy sets out how the council will facilitate communities to come</p>	<p>Feedback has highlighted the need to consider people with disabilities who rely on their</p>

		<p>together to design and develop their neighbourhood streets in a way that ensures fair and equal access to road space for all road users. This includes tackling anti-social driving and parking, creating better/safer routes for walking, wheeling and cycling, reducing through-traffic, and providing more pleasant places to stop, rest and meet others. LNs aim to reduce social isolation and improve health, safety and well-being by encouraging active travel.</p>	<p>vehicles to get around plus other groups that rely on vehicles for their jobs.</p> <p>Vehicle access to homes and disabled parking is not impacted by LNs but it is necessary to assess any adverse impacts from through-traffic restrictions e.g., having to drive a longer route to access homes and any impact on parking availability in general.</p> <p>Action:</p> <ul style="list-style-type: none">• Identify the needs of people on the street and those regularly visiting the street to assess possible impacts.• Ensure any approved plans incorporate the needs of people with disabilities i.e., ensuring plated/advisory bays for blue badge holders outside their homes are maintained etc.• Ensure plans balance the needs of all residents including young people, businesses, disabled people, children, families those that rely on their vehicles for work and cyclists by engaging with a wide range of people in a variety of ways.
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			In the Residents end-point survey completed in September/October 2023, 86% of respondents said they had access to a motor vehicle and 50% had access to a usable bicycle or e-bike. 8% percent did not have access to either of these.
3.1	Sex – identify the impact/potential impact of the policy on women and men.	As in 3.0 above	<p>It is important that both men and women feel physically and psychologically secure when walking around their neighbourhood. Well-lit routes and additional CCTV could support this.</p> <p>Action:</p> <ul style="list-style-type: none"> • Prepare, publish and regularly update the EqlAs for this scheme. • Where feedback from the community suggest areas are unsafe but the solutions are not within the scope of the LN programme, the feedback and suggested solutions will be passed to other departments e.g., police, transport etc. <p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>
3.2	Pregnancy and maternity	As in 3.0 above	It is important that we consider the views of pregnant women, and people with babies and young children when designing LNs.

			<p>Action:</p> <ul style="list-style-type: none"> • Prepare, publish and regularly update the EqlAs for this scheme. • Sustrans worked with the council to run workshops and hold consultation sessions with groups we seldom hear from, like parents and carers of young children. Sustrans have already engaged with parent and baby groups during the workshops in Summer 2022. See Sustrans reports at www.bathnes.gov.uk/yourLN <p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>
3.3	<p>Gender reassignment – identify the impact/potential impact of the policy on transgender people</p>	<p>As in 3.0 above</p> <p>In addition:</p> <p>Sustrans supported our consultation with younger people in areas with LN, including youth to ensure diverse feedback and a range of opinions</p>	<p>Personal safety in public spaces and being a target of hate crime is often felt to be an issue particularly for people in the trans community. According to the Walking and Cycling Index 2021 produced by Sustrans, 59% of LGBTQ+ people feel welcome and comfortable walking or spending time on the streets in their neighbourhood, compared to 67% of heterosexual people.</p> <p>Action:</p>

			<ul style="list-style-type: none"> • Prepare, publish and regularly update the EqlA for this scheme. • The Independent Equalities Advisory Group includes representatives from the LGBTQ+ community and advice will be sought from them on any impacts of this through-traffic restriction on the LGBTQ+ community, particularly with regard to personal security and feeling vulnerable. <p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>
3.4	<p>Disability - identify the impact/potential impact of the policy on disabled people (ensure consideration both physical, sensory and mental impairments and mental health)</p>	<p>As in 3.0 above</p> <p>In addition:</p> <p>improving access and the environment for people with a disability (whether it is a physical, sensory or mental disability) is a key objective of the LN programme. As is safeguarding vehicle access for residents and the needs of disabled people who may rely on vehicles to get around.</p> <p>Residents have had the opportunity to feedback any concerns during the</p>	<p>Measures such as dropped kerbs, continuous footways, cycle lanes, wider pavements, better crossings and more places to sit and meet others all aim to improve experiences for people with disabilities (both seen and unseen) there is a risk that some measures put forward could impact certain groups adversely.</p> <p>Action:</p> <ul style="list-style-type: none"> • Prepare, publish and regularly update the EqlA for this scheme taking account the individual measures and how they might impact on people with disabilities

		<p>trial process. These have been closely monitored and addressed according to their needs.</p>	<ul style="list-style-type: none">• Ensure any surveys collect equalities information and details on protected characteristics and any physical or learning disabilities.• Supporting materials will be available on request in a range of formats to accommodate different needs, such as large print and easy read.• A dedicated team is available to answer email and phone calls – they will respond and cater for people’s needs.• Maps will have accessible colour palette and appropriate colour contrast to support partially sighted and people with colour blindness. <p>In the recent Resident’s Endpoint Survey in September/October 2023, 8% of respondents said that their day-to-day activities were limited because of a health problem or disability, whilst 90% said they were not, and 2% did not disclose this information.</p> <p>The modal filter and subsequent road closure along Church Street has the potential to upset those with neuro divergence who are sensitive to changes in their environment and routine, however the Resident’s Endpoint Survey in September/October 2023 provided evidence</p>
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			<p>that the public found Church Street to be a quieter, safer and more pleasant environment to be in.</p> <p>It is acknowledged that the closure of this road has led to some slight increases in traffic on surrounding roads and as such increases of stress for drivers and residents who live on and use these.</p>
3.5	Age – identify the impact/potential impact of the policy on different age groups	<p>As in 3.0 above.</p> <p>In addition:</p> <p>LN's can provide a safer and more amenable environment for walking and wheeling. This will benefit both younger and older people who are more reliant on active travel because they cannot drive or are unable to own a car.</p>	<p>We will actively seek feedback from a wide range of age groups, including seldom-heard-from younger people, and older people.</p> <p>The recent surveys have provided evidence that the through traffic restriction has reduced traffic on the road such that both young and elderly people now feel happier and safer to walk, wheel and cycle along it. There is evidence of more cycling on Church Street by school children due to the introduction of the trial.</p>
3.6	Race – identify the impact/potential impact on across different ethnic groups	As in 3.0 above	<p>Personal safety in public spaces and being a target for hate crime is an issue for different ethnic minority groups. It will be important to consider issues of safety and personal security in the development of individual schemes such as this trial.</p> <p>Minoritised people or communities as well as those for whom English is an additional</p>

			<p>language may be less familiar with written or spoken English. Where we are aware of translation needs for any consultation work, we will aim to provide a relevant translator, if requested.</p> <p>There may be cultural issues regarding correspondence during consultation periods. For example, it could be inappropriate for members of some cultures to interact with officers of the opposite sex.</p> <p>Actions:</p> <ul style="list-style-type: none">• We are engaging with the Independent Equalities Advisory Group and may encompass the following:• B&NES Ethnic Minority Staff Network• Black Families Education Support Group• SARI - Stand Against Racism & Inequality• BEMSCA (Bath Ethnic Minority Senior Citizen's Association)• Bath Polish Association• The Bath Anti-racism Collective (BARC)
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			<ul style="list-style-type: none"> • We will prepare Easy Read consultation documents. • We will ensure a mix of male and female officers are available at consultation events. • We will arrange for documents to be translated on request – but as far as possible – all consultation materials -will be prepared in simple, direct, everyday language. • We will provide translators at any events on request – and this opportunity will be promoted on our promotion material. <p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>
<p>3.7</p>	<p>Sexual orientation - identify the impact/potential impact of the policy on lesbian, gay, bisexual, heterosexual people</p>	<p>As in 3.0 above</p>	<p>Personal safety in public spaces and being a target hate crime can be an issue for the LGBTQ+ community. It will be important to consider issues of safety and personal security as individual schemes are developed.</p> <p>Actions:</p>

			<p>Engagement carried out with the Independent Equalities Advisory Group may encompass the following groups in Bath:</p> <ul style="list-style-type: none"> • SPACE LGBT Youth Group • Bath Gender Equality Network • B&NES LGBTQ+ Staff Network <p>Sustrans support engagement directly with youth and community groups.</p> <p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>
3.8	Marriage and civil partnership – does the policy/strategy treat married and civil partnered people equally?	As in 3.0 above	<p>Liveable Neighbourhoods aim to benefit all groups within the community through improved access to green space and active travel opportunities within Bath.</p> <p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>
3.9	Religion/belief – identify the impact/potential impact of the policy on people of different religious/faith groups and also upon those with no religion.	As in 3.1 above	<p>Personal safety in public spaces and being a target of hate crime is an issue for some faith groups. It is important to consider issues of safety and personal security as individual schemes are developed.</p> <p>Actions:</p>

			<ul style="list-style-type: none">• Representatives of faith groups attend the Independent Equalities Advisory Group meetings.• Communications and engagement will ensure that that any engagement events do not take place at the same time as certain religious ceremonies/holidays that may prevent people from being involved. If engagement sessions do fall over such periods, additional engagement sessions will be offered to impacted groups, outside of the main engagement sessions.• In preparing engagement sessions with communities, the Council will seek to ensure that a mix of male and female project team members are available to accommodate different faiths/beliefs. <p>The recent surveys provided some comments relating to access to the Church by elderly people, in that the lack of parking and perceived lack of access could be a deterrent to them attending services. In response to this, a parking space near to the Church will now provide limited waiting on Sundays (it was previously unlimited) so that people attending services have a better chance of using it. The Project Team will continue to remain in touch</p>
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			with the Church Wardens on any issues relating to access.
3.10	<p>Socio-economically disadvantaged* – identify the impact on people who are disadvantaged due to factors like family background, educational attainment, neighbourhood, employment status can influence life chances (this is not a legal requirement, but is a local priority).</p>	As in 3.0 above.	<p>The improved ease of access to greenspace facilitated by the through traffic restriction at Church Street can support socio economically disadvantaged groups in giving access to somewhere to walk and wheel. This is borne out by the feedback from the recent surveys.</p> <p>Some socio-economically disadvantaged people may experience digital poverty and so we will continue to ensure we promote the programme and provide our materials in a range of formats.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Any consultation materials will be promoted online, mailed in print to households in relevant areas, and engagement opportunities are posted in the community (via posters/banners etc). • The project team will request that members advertise engagement opportunities in local newsletters and notice boards, as well as online.

			<ul style="list-style-type: none"> • A team of officers are available to explain concepts and answer questions on the phone and by email – including any drawbacks or trade-offs that people may experience as a result of changed road layouts etc from the through traffic restriction.
3.11	Rural communities* – identify the impact / potential impact on people living in rural communities	As in 3.0 above	<p>B&NES is a rural district with many communities located away from towns and cities. Some rural communities may have limited active travel options.</p> <p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>
3.13	Armed Forces Community ** serving members; reservists; veterans and their families, including the bereaved. Public services will soon be required by law to pay due regard to the Armed Forces Community when developing policy, procedures and making decisions, particularly in the areas of public housing, education and healthcare (to remove disadvantage and consider special provision).	As in 3.0 above	<p>The recent public surveys have not raised issues of either positive or negative impact upon this protective characteristic.</p>

*There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

** The Equality Act does not cover armed forces community. However, when the Armed Forces Bill becomes law there will be a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

4. Bath and North East Somerset Council & NHS B&NES

Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Ensure that engagement material and consultation documents are available on the B&NES website.	Upload all engagement material and consultation documentation to B&NES website.	Upload of relevant documentation.	Project Team	Ongoing
Ensure all documents written by AECOM, policy team and comms are accessible prior to upload to the website.	Send all documents to web team to carry out accessibility checks.	Prior to publication of any document	Project Team	Ongoing
Ensure that large print or alternative formats such as Easy Read can be provided where requested.	Check provision with equalities team.	Prior to publication of any document	Project Team	Ongoing

Publish telephone and email contact details for LN Team	Prepare for face-to-face community engagement and working group sessions. Provide FAQs and key messages to team to help support engagement	Continuous	Project Team	Ongoing
Ongoing monitoring	Staff will regularly review issues raised by members of the public to identify if there are any unintended negative impacts for particular groups	Issues identified will be addressed/mitigated wherever possible. All equality issues raised will be added to the EqIA	Project Team	Ongoing
Ensure our consultation survey collects applicable equalities information and details on protected characteristics and any accessible needs.	Review the information collected on surveys to ensure its up-to-date.	Prior to publication of survey	Project Team	Ongoing
EqIAs to be reviewed annually or if significant changes happen within the service provision.	To review the EqIA.		Project Lead	Ongoing
Issues raised by consultees through engagement exercises.	Staff to review feedback and identify equalities issues and actions required as necessary.	Completion of review of feedback.	Project Lead	After engagement ends and prior to any final decision on the scheme.

5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team (equality@bathnes.gov.uk), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

Signed off by: Tom Foster (Head of Delivery and Transformation)

Date: XX/12/2023