

North Yorkshire County Council
Business and Environmental Services
Executive Members

29 April 2022

Review of Driven Carriageway Inspections during Covid-19

Report of the Assistant Director – Highways and Transportation

1.0 Purpose Of Report

- 1.1 The purpose of this report is to update the Corporate Director, Business and Environmental Services (BES), in consultation with County Councillor Don Mackenzie, Executive Member for Access, in relation to earlier amendments to the current Highway Safety Inspection Manual V2.0 where deemed necessary. The report also provides an update on the move back to double-crewed highway safety inspections following necessary changes and exceptional circumstances due to the outbreak of Covid-19.
- 1.2 The intention is to manage the risk to the Council's employees by striking a balance between the new mantra of 'living with Covid' whilst maintaining and delivering a resilient service. It is acknowledged that at the time of writing this report the final restrictions will have been lifted, however the report will still take account of any central government guidance, infection rates as well as NYCC's position on the pandemic and resultant working arrangements. A further verbal update may well be required during the meeting of 29 April 2022.

2.0 Background

- 2.1 Earlier reports were presented to this meeting on 7 May 2020, then again on 18 December 2020, 23 July 2021, 22 October 2021 and 18 February 2022. In those reports, officers outlined that in complying with its duty to maintain the highway, as outlined within Section 41 of the Highways Act 1980 and for the purposes of Section 58, which provides for special defence, North Yorkshire County Council undertakes inspections of the highway. These inspections incorporate the carriageway, footway, grass verge and pathways upon which the public have a right of access and which are maintained at public expense.
- 2.2 The first report on 7 May 2020 outlined in detail the background to and purpose of the NYCC Highways Safety Inspection Manual (HSIM) and its the primary aim of providing operational guidance to those officers involved in undertaking highways safety inspections and the method of assessing, recording and responding to defects in the highway using a risk based approach.
- 2.3 Also contained in that report was an overview of the Coronavirus Act 2020 and the proposal to amend the HSIM to ensure compliance with the Act and the Regulations without compromising the Council's statutory duties nor unduly compromising the health and wellbeing of Council staff during the Government declaration of a threat to public health.

- 2.4 As such, an amendment to the wording in HSIM V2.0 was approved so that all Category of Roads may be inspected without a dedicated driver so long as that inspection be carried out in both directions and in accordance with the specific Risk Assessment. Following agreement at BES Executive meeting on 7 May 2020, the relevant part of Section 2 of the manual was amended to read as follows:
“As an exception to the above, driven inspections can be carried out from a slow moving vehicle without a dedicated driver being present in low risk situations on category 4b roads, and in the event of a Government declaration of threat to public health for the duration of the declaration made under statutory provisions. This would be in situations where any actionable defects can still be identified and there are no additional public safety risks from not having a dedicated driver. In such circumstances the normal safety inspection vehicle may be replaced with an appropriately liveried Highways Officer’s van. In urban areas, the inspection will be carried out at no more than 10 mph on category 4b roads and 20 mph on higher category roads and in both directions and the Highways Officer must walk any sections where parked vehicles restrict the view of the full highway extent. A record must be kept of the inspection method used.
- 2.5 Minor changes were also made to Section 2.6 – Performance Management, Page 15 of HSIM, regarding the frequency and methodology of safety inspection audits and specifically two types of random inspections.

3.0 Review of these (modified) arrangements

- 3.1 There have been a number of phases and changes to the landscape of national guidance and restrictions during the pandemic. In the summer of 2020, both infection and death rates were falling and restrictions were eased significantly from those initially imposed during the first ‘lockdown’. Towards the end of the summer of 2020, sadly rates rose again, necessitating a second ‘lockdown’. Given this ever changing picture, enquiries from local teams regarding how inspections were being undertaken and the pandemic continuing with no clear end in sight, it was agreed between the Assistant Director, Highways and Transportation and Head of Highway Operations that regular reviews of these arrangements should be undertaken.

4.0 Review Process

- 4.1 The report of December 2020 outlined how input from key personnel / groups was requested and associated discussion held. This led to the following recommendations being approved at that meeting (18 December 2020):
- i. the relevant part of Section 2 of the Highway Safety Inspection Manual that currently reads: *‘The maximum speed of the inspection vehicle throughout an inspection will be 20mph’* is amended with the highlighted text shown below to read:
 - a. *‘The maximum speed of the inspection vehicle throughout an inspection will be 20mph unless a dynamic risk assessment on rural roads concludes it is safer to undertake these inspections at a speed more in keeping with traffic flows. However, this would still be limited to no more than 20mph on category 4b roads and 30mph on higher category rural roads’*

- ii. to retain the amendments made to the HSIM following the BES Executive Members meeting of 7 May 2020 shown in italics in para 2.4 of this report, with the addition of the text shown as highlighted below:
 - a. *“As an exception to the above, driven inspections can be carried out from a slow moving vehicle without a dedicated driver being present in low risk situations on category 4b roads, and in the event of a Government declaration of threat to public health for the duration of the declaration made under statutory provisions. This would be in situations where any actionable defects can still be identified and there are no additional public safety risks from not having a dedicated driver. In such circumstances the normal safety inspection vehicle may be replaced with an appropriately liveried Highways Officer’s van. In urban areas, the inspection will be carried out at no more than 10 mph on category 4b roads and 20 mph on higher category roads and in both directions and the Highways Officer must walk any sections where parked vehicles restrict the view of the full highway extent. A record must be kept of the inspection method used including those occasions where the inspection was conducted between 20mph and 30mph in rural locations.*
- iii. that such amendments are only to be effective for the duration of the public health response period as conferred by the Coronavirus Act 2020 and the Health Protection (Coronavirus Restrictions) (England) Regulations 2020 and made by Government declaration
- iv. that a further review is undertaken at the end of March 2021 unless deemed necessary to be undertaken sooner.

4.2 Whilst the March 2021 review was delayed due to a variety of factors including that restrictions were still such that social distancing / wearing of masks etc. had not changed, officers were also dealing with a particularly challenging winter season (until May 2021) and other resource was also focused on the launch of NY Highways. In this intervening period, the practice of single crewed inspections was still in force and the arrangement continued throughout. Following the meeting on 23 July 2021 based on input and advice at the time from key consultees and the prevailing situation it was resolved that single-crewed inspections would continue, with a further review in October 2021.

4.3 The October 2021 report contained a number of recommendations which are listed below for ease of reference:

- That a transition to double crewed inspections commences from 1 November 2021, including consultation / engagement with Highway Officers via local management teams.
- As part of that consultation / engagement, where specific circumstances might preclude double crewed inspections - including personal/underlying health conditions - and Highway Officers are in agreement that single crewed inspections are retained in those circumstances
- Where double crewed inspections commence, the Health & Safety / Fleet / Public Health guidance contained in this report regarding mitigation and control measures is followed as rigorously as possible / activities permit and that this is done in conjunction with any task specific and Covid related risk assessments
- That provision remains in place to revert to single-crewed inspections on a larger scale if there is either a large outbreak amongst the workforce and/or the Government’s Plan B on the Autumn /Winter roadmap is invoked

- That ongoing monitoring of the situation continues over the coming months and a further report is submitted to your meeting of 18 February 2022 (unless deemed necessary to be reported sooner).
 - That the transition back to double-crewed inspections is fully concluded by the end of March 2022 unless circumstances dictate otherwise.
- 4.4 Since the meeting of October 2021, a new variant of Covid – the Omicron variant – emerged. This particular variant was highly transmissible and did give cause for ongoing caution and consideration from a business and service continuity perspective. This was particularly salient given that Highway Officers who undertake routine and non-routine highway inspections are also duty officers for our winter service, so any impact of Covid-19 would have the potential to impair two key service functions in Highway Operations. Single crewed inspections remained the norm since the October until the time of the February report given the associated risks of the Omicron variant.
- 4.5 It was acknowledged in the February 2022 report that taking into account all of the comments received, striking balance between ‘Living with Covid’ whilst maintaining an appropriate level of workforce resilience remained valid as it ensures service delivery & continuity as well as taking account of individual circumstances (such as underlying health conditions and/or people who may be clinically vulnerable).
- 4.6 At the time of writing the February report, there did seem to be some degree of optimism in terms of a positive direction of travel and based on the landscape at the time the report contained the following recommendations:
- i. That the transition to double crewed inspections that was enabled from 1 November 2021 (following your last meeting/discussion on this matter) continues, including consultation / engagement with Highway Officers via local management teams.
 - ii. As part of the above consultation / engagement, where specific circumstances might preclude double crewed inspections (such as personal / underlying health conditions) and Highway Officers are in agreement, that single crewed inspections are retained in those circumstances but reviewed bi-monthly by the Highway Officer concerned and their line manager
 - iii. Where double crewed inspections commence, the Health & Safety / Fleet / Public Health guidance contained in this report regarding mitigation and control measures is followed as rigorously as possible / as activities permit and that this is done in conjunction with any task-specific and Covid-related risk assessments
 - iv. That provision remains in place to revert to single-crewed inspections on a wider scale if there is either a large-scale Covid outbreak amongst the workforce and/or Government guidance changes
 - v. That the transition back to double-crewed inspections is fully concluded by the end of March 2022 unless circumstances [such as (iv)] dictate otherwise.
 - vi. That ongoing monitoring of the situation continues over the coming months and a final report is submitted to your meeting of 29 April 2022 (unless deemed necessary to be reported sooner) in order to bring this matter to a conclusion and return to Business as Usual. This would ultimately be dictated by factors such as the anticipated lifting of all restrictions and overall infection rates.
- 4.7 In preparation for this final review, key colleague and subject matter experts’ views have once again been sought as per all previous reports – these are summarised in the remainder of this section.

- 4.8 In terms of Legal and Democratic Services:
- Parts of the Coronavirus Act 2020 are still in force and have been retained to allow the Government to bring in further restrictions and regulations, if they are considered to be necessary. The Act is also subject to six monthly reviews. It was also acknowledge that the message from the Government is to live with Covid.
 - Whilst there are currently no legal restrictions in England that would prevent a return to the Highway Authority's policies regarding highway inspections we can be mindful of government guidance when considering how to manage the workforce. The key factor here is, absent any current restrictions, continuing with a modified inspection regime, which was adopted whilst Government restrictions were in place no longer carries, the same justification. Legal & Democratic services advised risk assessments to be carried out where any policy or procedure departure is being considered on an ongoing basis
- 4.9 From an Insurance & Risk Management (IRM) Perspective:
- Comments remain as per the last report insomuch that our third party claim repudiation rates are in line with expectation and not showing deterioration i.e. there does not appear to have been a drop in our ability to defend third party claims as a consequence of single crewed inspections being undertaken.
 - From an IRM perspective, a preference would be for twin crewed inspections simply to take away any challenge - however whilst the required measures for staff safety are in place then that remains the justification for single crewed.
 - Clearly this would need to be considered in conjunction with any Legal position & advice and being cognisant of comments in 4.8
- 4.10 In terms of ADEPT (Association of Directors of Economy, Planning & Transport) Engineering Board
- NYCC's Assistant Director H&T confirmed feedback from ADEPT members was that the approach was varied with some members retaining single crewed inspections 'for now', some members having moved permanently to single crewed inspections and some members having reverted to double crewed inspections
- 4.11 From a Health & Safety perspective, the following feedback was received:
- Covid-19 infection rates continue to remain high throughout North Yorkshire, however there have been no positive cases reported for NYCC staff working from Highways & Transportation offices during the previous three month period
 - Government guidance for Working safely during Coronavirus has now been replaced by reducing the spread of respiratory infections, including COVID-19, in the workplace issued 1st April 2022. Whilst there is no longer a specific reference to sharing vehicles within this document it does contain actions to reduce the spread of respiratory infections, including COVID-19 in workplaces, which could be used to translate to actions to control the spread of respiratory infection in vehicles. The relevant sections would be:
 - 'Let fresh air in – we continue to advise provision of adequate ventilation in vehicles by switching on ventilation systems that draw in fresh air or opening windows
 - Maintain a clean workplace – We continue to maintain cleaning of shared vehicles on a regular basis, especially high touch areas.'

- 4.12 With regard to NY Highways (NYH) (under normal circumstances NYH would typically provide drivers to assist NYCC Highway Officers undertake such inspections):
- NYH's Operations Manager (NYHOM) has confirmed now that with a few minor exceptions the additional fleet vehicles that had been used to facilitate single crewed travel to site had been either off-hired or repurposed. NYHOM stated he was still comfortable with providing a driver in a double-crewed scenario to facilitate / support double crewed inspections if control measures such as those outlined above were followed.
- 4.13 HR colleagues' comments remain largely unchanged from October 2021 and February 2022 reports and were:
- There is little change from last time: HR would still encourage the consultative approach you have started, with the view to returning to 'normal' in terms of crewed inspections.
 - Whilst the organisation is moving to working as normal, like UNISON, HR would still encourage appropriate risk assessments are in place and measures in place to mitigate any risk of infection (ventilation etc.) and identify and address any with serious pre-existing health conditions.
 - Any absence now due to COVID is addressed through our normal Attendance Management Policy and Procedure
- 4.14 Public Health colleagues commented as outlined below:
- COVID restrictions/mitigations have been removed nationally. The workplace guidance is now quite generic: [Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace). There is no longer any reference to social distancing or face coverings – focus is on not coming to work if you feel unwell, being vaccinated, and making sure spaces are clean and well ventilated.
 - The general NYCC guidance has been aligned with the above – we are now in the situation where our current measures are essentially our 'baseline'. COVID-19 is likely to be with us for years, and while additional measures may be brought in at a later date for now we need to assume that what we do after Easter is how we work for the foreseeable future. In this case, if the aim is to get back to multi-person crews then I would continue to proceed towards this. However, to mitigate there will need to be continued focus on ventilation, vaccination, and not attending work if unwell.
 - That said, COVID-19 rates are still extremely high. ONS Survey data estimates 1 in 14 people across England in the week ending 9th April (and slightly higher than that in Yorkshire & Humber).
 - Face coverings are now no longer required in NYCC workplaces (with some exceptions e.g. social care), but can be worn by individual choice, or following risk assessment for a particular area. People should still follow guidance on when to wear face coverings in the national guidance e.g. when in close contact with someone at higher risk from COVID-19 or other respiratory infections, or if you have symptoms/positive COVID-19 test result and you need to leave your home

- 4.15 UNISON, having taken soundings from members who work in this area replied as outlined below:
- Our position remains as outlined in the previous report, with the addition that given NYCC is moving even more towards normality (i.e. no face masks in buildings, no testing except for social care, etc). We would support a return to normal working with the previous caveats about ventilation, risk assessments, protecting vulnerable staff, etc.
 - Additionally, NYCC have now declassified Covid as an infectious disease in respect of sick pay arrangements, absence management trigger points and increment decisions, and the authority now defines Covid as being the same as any other respiratory illness.
- 4.16 Within Highway Operations, local teams' views were sought. By way of overview, their summarised views / overall feedback was:
- There is a range of very mixed opinions on what people would wish.
 - Looking at the comments received, along with the increasing disruption due to illnesses, it was felt that there needed to still be the options available to staff of both single and double crewed inspections.
 - There is also talk of the loss of cross-pollination of ideas and processes that is happening during single crewed inspections. However, the underlying worry is 'if we go to 100% double crewed inspections, we will have more people off ill'.
- 4.16.1 More detailed (but still précised for the purposes of this report) comments from teams is included as Appendix A to this report
- 4.17 Colleagues in Fleet stated from a fleet perspective double crewing was feasible based on other areas of fleet activity across NYCC and maintaining the suggestions offered in previous reports, but modified to take account of latest guidance, namely:
- Adequate ventilation
 - Regular cleaning with appropriate cleaning materials of surfaces especially regular touch points
 - Maximise distance between passengers – use outer seats.
 - Sit side by side and not behind others wherever possible
- 4.18 Taking into account all of the comments listed above, there are a number of key factors that need to be considered in coming to a conclusion and making subsequent recommendations whilst considering any legal or insurance implications from a change to policy or procedure and mindful of government guidance; those are:
- Given there are no legal restrictions, risk assessments to be carried out where any policy or procedure departure is being considered on an ongoing basis
 - The need to retain a consultative approach
 - The fact that infection rates are still high and the potential impact on service continuity has probably been mitigated throughout the pandemic by single crewed inspections. At the time of writing, the latest data (week ending 2 April) showed that 8.7% or 1 in 11 of our population was infected with Covid, which is slightly higher than the England average
 - The range of comments from those undertaking said inspections
 - The concept of 'Living with Covid'
 - Ensuring those with underlying / ongoing health conditions continue to be acknowledged and appropriate risk assessments / measures put in place

- 4.19 As per the last report, it does appear that the impact of both the Omicron Strain around Christmas and the latest surge of infections remain of some concern. In terms of severity or staff absences in Highway Operations must have been mitigated to some extent by the practice of single crewed inspections, which as acknowledged earlier in this report has had no impact on our repudiation of third party claims. That said, we have also had some teams undertaking double crewed and the absence of Covid cases as per para 4.11 could also be partly attributed to a responsible approach from those officers who have been double crewing
- 4.20 Any issues due to isolated staff absences have been managed along the way, and a blended approach of working from home, limited time in the office and other guidance/common-sense practice has no doubt assisted. Whilst the notion of fully returning to double crewed inspections by the end of March was referenced in the last report, infection rates are still high. Retaining an overall direction of travel back to full business as usual in a measured manner still seems feasible, but perhaps not at the rate / pace hoped for and recommended in the February report.
- 4.21 Ensuring the appropriate risk mitigation and control measures are in place, such as sanitising and ventilating vehicles and 'buddying up' / same pairings as much as possible remains valid.
- 4.22 A key consideration throughout these series of reports during the pandemic has always been the ability to maintain as much resilience and business continuity as possible whilst protecting staff. Having personnel double-crewed means twice the impact in terms of absences if positive tests result and the second person contracts Covid-19 from the first and this would still need close monitoring with any change in approach or return to double-crewed inspections. However, as can be seen from earlier commentary in this report, ultimately there is that balance to be struck between living with Covid and managing the associated risks. These risks include managing the health and well-being of employees, safety elements associated with single crewed driving, the County Council's ability to successfully defend against third party claims and the benefits that can be gained from shared knowledge, mentoring and 'live' training with an experienced and new HO sharing a vehicle.
- 4.23 Having taken all of the above into account, the recommendations in section 9 of this report continue to outline a way in which the direction of travel, transition and ultimately a return to double crewed inspections can still be enacted and managed, but with a slightly extended end date. With regard to that end date, where legitimate mitigating factors and associated risk assessments can evidence the need for single crewed inspections to be continued beyond this, but will need to be considered, evidence and justified on a case-by-case basis.

5.0 Equalities

- 5.1 Consideration has been given to the potential for any adverse equalities impacts arising from the recommendations of this report in consideration of the protected characteristics identified in the Equalities Act 2010 and NYCC's additional agreed characteristics. An initial equality and impact assessment screening form has been completed and is outlined in Appendix B

6.0 Finance

- 6.1 There are no additional financial implications arising from this report. Activity will continue to be managed within existing budgets.

7.0 Legal

- 7.1 The County Council as Local Highway Authority, has a wide range of statutory duties imposed by a variety of legislation. Preparation of plans and carrying forward proposals is part of the County Council's function and there is an expectation that local authorities will have given government guidance due consideration.
- 7.2 The legal impacts of the emergency legislation were referenced in the report of 18 December 2020 and background paper (Executive Members report of 7 May 2020) as well as the report of July 2020.
- 7.3 Proper consideration as outlined in Section 5.0 is being given to equalities issues that are pertinent

8.0 Climate Change Impact Assessment

- 8.1 The current changes to the Highways Safety Inspection Manual with respect to driven carriageway inspections during Covid-19 were put in place to allow certain safety inspections to be completed without a dedicated driver. This amendment to how the service is delivered has no impacts with respect to climate change and so there is no need for a climate change impact assessment.
- 8.2 The completed Climate Change Impact Assessment can be found in Appendix C.

9.0 Recommendations

- 9.1 It is recommended that the Corporate Director, Business and Environmental Services (BES), in consultation with County Councillor Don Mackenzie, Executive Member for Access agree:
- i. That the transition to double crewed inspections that was enabled from 1 November 2021 (following your last meeting/discussion on this matter) continues, but with consultation / engagement with Highway Officers via local management teams on an individual case-by-case basis where it is believed a need for single crewed inspections to continue.
 - ii. As part of the above consultation / engagement, specific circumstances might preclude double crewed inspections. If it is established by the line manager (in consultation with HR if necessary) that mitigating circumstances exist and a double crewed inspection is not possible, then a work management approach is to be undertaken. This will include consideration of inspections being undertaken by another member of staff to enable double crewed inspections to take place. In those circumstances, a regular review will be undertaken of each individual case.
 - iii. Where double crewed inspections are undertaken, the Health & Safety / Fleet / Public Health guidance contained in this report regarding mitigation and control measures is followed as rigorously as possible / as activities permit and that this is done in conjunction with any task-specific and Covid-related risk assessments / NYCC guidance
 - iv. Acknowledging that parts of the Coronavirus Act 2020 are still in force and have been retained to allow the Government to bring in further restrictions and regulations, if they are considered to be necessary, provision remains in place to revert to single-crewed inspections on a wider scale if there is either a large-scale Covid outbreak amongst the workforce and/or Government guidance changes

- v. That the transition back to double-crewed inspections continues (subject to any individual exemptions / risk assessments) is fully concluded by the end of May 2022 (as opposed to March 2022 as referenced in the February 2022 report) unless circumstances [such as (iv)] dictate otherwise.
- vi. That, whilst ongoing monitoring of the situation continues over the coming months by local management teams in conjunction with the Head of Highway Operations and assistant Director Highways & Transportation) no further reports are required to be submitted and the matter becomes part of business as usual unless circumstances [such as (iv)] dictate otherwise

BARRIE MASON
Assistant Director
Highways and Transportation

Author of Report: Nigel Smith

Background Documents: Reports to Executive Members 7 May 2020, 18 December 2020, 23 July 2021, 22 October 2021 and 18 February 2022

Précised feedback from Highway Operations teams to supplement comments in para 4.16

- One area already undertaking double crewed inspections during March but with one Highway Officer (HO) driving and the other inspecting, with a level of 'comfort' coming from working with the same trusted partner. It was commented that this would be a concern if instructed to use other (and possibly regularly changing) drivers that a desire to return to single crewed may emerge
- Another area has been undertaking double crewed inspections recently and made a suggestion that we need to either agree that all routes that are of a particular class or hierarchy need to be double crewed or undertake a risk assessment of all the routes by the HOs to determine which routes need to be double crewed. Whichever approach is chosen, then this needs to be documented appropriately.
- A third area commented that, whilst Covid and other bugs are here to stay and we have to live with them, they can impact on absence records and 'lay a person out for days/ a week. So the preference is to be safe and only travel in pairs if necessary
- In one area, single crewed inspections have been done in March, to two HOs already planning to do double crewed inspections. A further comment was that one HO is Clinically Extremely Vulnerable (CEV) so would prefer to stay with single crewed, whereas another HO is very eager to return to double crewed
- Elsewhere there is a significant degree of nervousness and reluctance to return to double crewed given a combination of locally known cases, high national rates and one HO who is CEV/at risk.
- In another part of the county there is an almost 50/50 split with half of the HOs preferring to wait another month before transitioning and then others more comfortable sharing a vehicle (and have done throughout March)
- The final area's feedback was that they would welcome the return to double crewed and, juxtaposed to earlier comments about non-NYCC drivers, were asking for a driver that was not a HO (i.e. provided by NYHighways).

Initial equality impact assessment screening form (As of October 2015 this form replaces 'Record of decision not to carry out an EIA')			
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.			
Directorate	BES		
Service area	H&T		
Proposal being screened	Amendment to Highways Safety Inspection Manual V2.0 (HSIM)		
Officer(s) carrying out screening	Nigel Smith		
What are you proposing to do?	Amend the HSIM to allow for single person carriageway inspections during the Covid-19 social distancing protocols		
Why are you proposing this? What are the desired outcomes?	Endorsement of the Recommendations within this report allows NYCC to fulfil its obligations under the Highways Act 1980 whilst complying with the social distancing guidelines set down by Public Health England.		
Does the proposal involve a significant commitment or removal of resources? Please give details.	No		
Is there likely to be an adverse impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics?			
As part of this assessment, please consider the following questions:			
<ul style="list-style-type: none"> To what extent is this service used by particular groups of people with protected characteristics? Does the proposal relate to functions that previous consultation has identified as important? Do different groups have different needs or experiences in the area the proposal relates to? 			
If for any characteristic it is considered that there is likely to be a significant adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.			
Protected characteristic	Yes	No	Don't know/No info available
Age		✓	
Disability		✓	
Sex (Gender)		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	

NYCC additional characteristic			
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)		✓	
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	No.		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	No		
Decision (Please tick one option)	EIA not relevant or proportionate:	✓	Continue to full EIA:
Reason for decision	The proposed works will have no negative impact on the operation of the highway from the current position. As a consequence no people will be impacted including those with protected characteristics.		
Signed (Assistant Director or equivalent)	<i>Barrie Mason</i>		
Date	<i>19 April 2022</i>		