

## Annex A

# TSAR – Consultation Strategy

### Introduction

The TSAR (Traffic Systems Asset Renewal) Project involves the construction of numerous highway schemes of varying scope and impact. A three-level consultation strategy has been developed to ensure that each scheme has been implemented with the appropriate level of consultation.

### Consultation vs Information

This strategy differentiates between ‘Consultation’ and ‘Information’. Consultation is used to refer to communication with a stakeholder where a response is expected and that response can have an impact upon the project. Information is used to refer to communication with a stakeholder where no response is required or expected.

### Project Stage

Transport projects typically involve 3 distinct phases of design. Feasibility, Preliminary Design and Detailed Design. It is not always realistic to fully consult a stakeholder group at every stage of the project. As such, the Project Manager will determine *at what stage of the project* each listed recipient will be consulted. Indeed the same recipients may be consulted on more than one occasion.

### Level 1 Consultation

Level 1 consultation will be used for schemes of minimal impact where there are no proposed significant changes to the layout or operation of the junction.

#### Consultation

##### Recipients

- Internal consultation list

##### Format

- Internal emails explaining proposals

#### Information

##### Recipients

- All premises affected by the construction works
- Local Ward Councillors

##### Format

- ‘Information Bulletin’, A document that details planned construction works, timescales and traffic management

## **Level 2 Consultation**

Level 2 Consultation will be used for schemes that involve changes significant enough to require an Executive decision before implementation. These schemes are those that involve a significant alteration to layout or operation.

### Consultation

#### Recipients

- Internal Consultation List
- Local Ward Councillors
- External Stakeholders List

#### Format

- Emails with appropriate information

### Information

#### Recipients

- All premises affected by the construction works
- Local Ward Councillors

#### Format

- 'Information Bulletin', A document that details planned construction works, timescales and traffic management.

## **Level 3 Consultation**

Level 3 Consultation is reserved for those schemes that not only propose significant changes to layout and operation, but also are likely to involve wide public interest. This could be due to the sensitive location of the junction, or due the radical nature of the proposals.

### Consultation

#### Recipients

- Internal Consultation List
- Local Ward Councillors
- External Stakeholders List
- General Public

#### Format

- Emails with appropriate information
- Public Consultation Event

### Information

#### Recipients

- All premises affected by the construction works
- Local Ward Councillors

#### Format

- 'Information Bulletin', A document that details planned construction works, timescales and traffic management.

## **Internal Consultation Summary**

The internal consultation list includes representatives from the following teams / departments

- Highway Design
- Conservation
- Road Safety
- Street Lighting

- Traffic Management
- Public Rights of Way
- Sustainable Transport (buses)
- Streetworks
- Archaeology
- Arboriculture
- Community Engagement

### **External Stakeholders Summary**

The external consultation list includes representatives from the following stakeholders

- Statutory Undertakers
- Emergency Services (Fire, Ambulance and Police)
- Bus Services
- Cycling groups
- Disability groups
- Motorcycling groups
- Taxi companies
- Motoring groups
- Local Business groups