

# City of York Council

## Equalities Impact Assessment

### (v4.0 - 6 November 2023)

<b>Who is submitting this proposal?</b>	
<b>Directorate</b>	Governance / Corporate Services
<b>Service Area</b>	Policy and Strategy
<b>Name of Proposal</b>	Draft Local Transport Plan Consultation and Engagement Plan
<b>Lead Officer</b>	Claire Foale
<b>Date assessment completed</b>	6 <sup>th</sup> November 2023

<b>Names of those who contributed to the assessment</b>			
<b>Name</b>	<b>Job Title</b>	<b>Organisation</b>	<b>Area of Expertise</b>
Claire Foale	AD PS	CYC	Engagement plan
Carl Wain	Information and Social Action Manager	CYC	Age Friendly UK, Community Transport Group
David Smith	Access Officer	CYC	Access – York Access Forum

Niall McVicar	Head of Innovation, Children's Champion	CYC	CYP Voice strategy
Laura Brown	Advocacy and participation	CYC	SEND groups and participation
Natasha Almond	Advocacy and participation	CYC	Youth Council
Community groups			listed below (see 2.1)

Step 1	Aims and intended outcomes
1.1	<b>What is the purpose of the proposal</b>
	Please explain your proposal in Plain English avoiding acronyms and jargon.
	<p>On 15 December 2022 City of York Council adopted the York 2032 10-year Strategy and Policy framework. This includes the Climate Change, Economic and Health and Wellbeing 10-year strategies.</p> <p>The 10-year Plan also recognises Transport as one of five city-wide priorities and sets out the ambition and targets for the decade ahead.</p> <p>Following Council approval of York 2032, the council and partners could begin engagement activities to improve the quality of life for all York's residents. This, the Local Transport Strategy Consultation and Engagement Plan (The Plan) sets out how it will engage different communities in the emerging draft Local Transport Strategy.</p> <p><b>The aim of the plan is to:</b></p> <ul style="list-style-type: none"> <li>• Encourage broad participation from the many different people, groups and organisations who currently do, or have potential to, use York's transport infrastructure</li> <li>• Increase representation that encourages as many diverse voices as possible to share their experiences.</li> <li>• By the end of the engagement plan, everyone who wants to contribute should have had the opportunity and means to do so.</li> </ul>

	<p>This feedback will then inform development of the Local Transport Strategy and be presented at appropriate decision sessions.</p> <p>The strategy is also based on the learning from the feedback from the original ‘Our Big Conversation’.</p>
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<p>1.2</p>	<p><b>Are there any external considerations?</b></p>
	<p>Legislation / government directive / codes of practice etc.)</p>
	<p>Equality Act 2010: Link to Equality Act: <a href="#">Link to the Equality Act 2010</a></p> <p>LGA New Conversations: Link to LGA New Conversations: <a href="#">Link to LGA New Conversations</a></p> <p>Nesta new operating models Upstream Collaborative: <a href="#">Link to Introducing New Operating Models for Local Government</a></p> <p>This National Lottery Community Fund guide: <a href="#">Link to National Lottery guide</a></p>

<p>1.3</p>	<p><b>Who are the stakeholders and what are their interests?</b></p>
	<p>These will be internal (employees or contractors) or external (people living in our communities)</p>
	<p>The draft Local Transport Strategy sets out the vision for York transport infrastructure/system - that it will be inclusive for all. Stakeholders are anyone who uses, could use, or should use, York’s transport infrastructure.</p> <p>Methods of delivery and engagement with stakeholders are categorised below, with The Plan placing emphasis on providing a proactive, inclusive engagement strategy with opportunities for anyone who wishes to contribute:</p> <p><b>Universal: residents, businesses, visitors, commuters via:</b></p> <ul style="list-style-type: none"> <li>• information to households</li> <li>• public spaces, including going in to schools, colleges, libraries and leisure centres</li> </ul>

	<ul style="list-style-type: none"> <li>• fully accessible online engagement platform</li> <li>• social media &amp; digital comms</li> <li>• media campaign to raise profile of the consultation period and share case studies of different users</li> <li>• dedicated email and phone line for comments to be gathered</li> </ul> <p><b>Demographic data will be collated to inform targeted engagement through targeted engagement:</b></p> <ul style="list-style-type: none"> <li>• residents (by characteristics)</li> <li>• business representatives</li> <li>• community groups</li> <li>• partners</li> </ul> <p>To consider how to ensure a more inclusive consultation process, participation data from Our Big Conversation 2021 was used to assess the levels of representation. In early 2023, a series of workshops were held to better understand the delivery mechanisms which work for different groups and demographics, and comments made at those workshops have influenced both this plan and the Engagement Plan.</p>
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<b>1.4</b>	<b>What results/outcomes do we want to achieve and for whom?</b>	
	This section should explain what outcomes you want to achieve for service users, staff and/or the wider community. Demonstrate how the proposal links to the Council Plan (2019- 2023) and other corporate strategies and plans.	
	<b>The objectives of The Plan are:</b>	
	<b>Objective</b>	<b>Action</b>
	<b>1. To ensure the consultation is inclusive and accessible</b>	We will deliver on-line and off-line engagement activities, encouraging everyone to have a say. We will promote and offer interesting, engaging information to every resident, business and interest group, making transport relevant to all.

		We will ensure that no matter how a comment is collected – in person, by email, via an online platform – that every comment is read, documented, and reported.
	<b>2. Develop and deliver an engagement programme of on and offline activities:</b>	We will offer a wide range of mechanisms for people to take part, ensuring online tools and in-person events are accessible and engaging, as well as in accessible formats including Easy Read, for example. A full strategy will be developed in collaboration with the Transport Policy Group
	<b>3. Raise awareness of the different stages and opportunities:</b>	Through council and partner channels, as well as a media campaign at launch and during the consultation period, we will clearly set out the processes and timeframes of the consultation and what happens next.
	<b>4. Facilitate targeted opportunities</b>	In addition to the far reaching online opportunities, we will tailor our outreach work to ensure that individuals and groups who traditionally do not take part in consultations feel that their views are valid; we will utilise a range of engagement tools, adapting to each audience (for example in-person workshops at schools or for older residents).
	<b>5. Create universal opportunities</b>	To provide feedback and structure to the on- and offline engagement activities, we will collate demographic information to check inclusivity during the consultation period, and target additional marketing work accordingly.
	<b>6. Publish the decision-making schedule:</b>	Relating to the Local Transport Strategy development allowing participants to influence through open democracy, sharing feedback at key moments.

	<p><b>7. Deliver all engagement through the Our Big (Transport) Conversation</b></p>	<p>We will utilise ‘Our Big Conversation’ building on the brand’s recognition from previous consultations, as residents and businesses associate it with engagement and consultation. This will also assist in future consultations on all council matters and creates an identity for engagement.</p>
	<p><b>The Plan</b></p> <ul style="list-style-type: none"> <li>aligns to the council’s resident engagement strategy approved at Executive in April 2021 and builds on the Local Transport Plan Engagement Plan approved at the Executive Member (Transport) Decision Session in May 2021. Since 202 where different aspects of how people experience travel have been explored through iterative engagement activities under the banner of ‘Our Big Conversation’</li> <li>responds to the Council Plan priority for an open and effective council. The Local Transport Strategy itself responds to all the other priorities, with targets to reduce emissions set by the 10-year Climate Change Strategy</li> </ul>	

Step 2	Gathering the information and feedback	
2.1	<b>What sources of data, evidence and consultation feedback do we have to help us understand the impact of the proposal on equality rights and human rights?</b>	
	Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, the views of equality groups, as well your own experience of working in this area etc.	
	<b>Source of data / supporting evidence</b>	<b>Reason for using</b>
	Our Big Conversation 2021, 2022 including the focus groups in 2022	Identify groups of participants who did not respond to consultations - or at least not in the numbers expected
	ONS 2019 ward population estimates	Understand the barriers to engagement and how to improve representation
	Digital Exclusion York Citizen's Advice Report 2020	To understand those groups that are least likely to engage in digital consultations to better understand the requirement and range of other engagement activities required
	Age Friendly Forum (consultative discussion on 2 March 2023)	To understand from older people how to ensure the consultation encouraged older people to take part, recognising different levels of digital engagement
	York Access Forum (consultative discussion on 6 March 2023)	To understand from disabled people how to ensure the consultation encouraged disabled people to take part, recognising different levels of digital engagement and consultation fatigue
	Community Transport Meeting (consultative discussion on 9 March 2023)	To understand from community groups providing transport support how to ensure the consultation could encourage greater participation

	through community groups representing different transport issues and interests
York Civic Trust Transport Panel (consultative discussion on 16 March 2023)	To understand how to ensure the consultation encouraged more people to take part, recognising different levels of digital engagement and particularly those with an interest in transport, demonstrated through their engagement in the YCT transport panel
Inclusive Rights UK 3.0 via email	To understand from people of colour how to ensure the consultation encouraged more BAME people to take part and encouraged much greater diversity of representation, recognising different levels of digital engagement and consultation fatigue
Youth Council (consultative discussion on 17 May)	To understand from young people how to ensure the consultation encouraged more children and young people to take part, recognising different levels of engagement
Children and Young People “a voice” strategy - council officers via email	To understand how to ensure the consultation encouraged more children and young people to take part, recognising different levels of engagement
SEND groups - via email	To understand how to ensure the consultation encouraged more people experiencing transport challenges take part
Head of Communications Group	To understand the best way to engage students who were not represented in the OBC consultations.
Economic Partnership 3 March 2023	To understand how best engage businesses
Cost of Living Summit (November 2022)	To understand the barriers and issues people of lower income face experiencing the transport system



Step 3	Gaps in data and knowledge	
3.1	<b>What are the main gaps in information and understanding of the impact of your proposal?</b>	
	Please indicate how any gaps will be dealt with.	
	<b>Gaps in data or knowledge</b>	<b>Actions to deal with this</b>
	5% of people aged 16-24 years old responded to OBC (compared to 18% of the population being 15-24 years old)	<p>Discussion with Youth Council on 17 May</p> <p>Outcomes: tailored engagement to be held to make transport issues relevant to school and college age groups</p> <p>Review of CYP “voice” strategy and groups to engage SEND groups email to confirm how to encourage parents of SEND children</p>
	2% of student responded to OBC compared to 11% students in the population.	<p>Discussion with CEC directorate and confirmation of preferred engagement routes</p> <p>Engagement with Universities and colleges through the Head of Communications group discussion</p>
	<p>0.1% Asian (compared to 4% in the population)</p> <p>0.4% Black/Black British/African/Caribbean (compared to 0.7% in the population)</p> <p>0.1% other ethnic background (compared to 0.6% in the population)</p>	<p>Discussion with recommendations from IERUK 3.0 via email</p> <p>Outcomes: ensure consultation materials are delivered via existing, trusted networks, with translations available; in-person events held locally</p>

	<p>16% of people look after/give help or support anyone compared to 23% in the population</p> <p>25% of respondents had a physical or mental health condition lasting 12 months or more</p>	<p>Consultative discussion with the York Access Group</p> <p>Email discussion with SEND</p> <p>Consultative discussion with the Community Transport Group (ie. those who provide services for disabled people and carers)</p> <p>Consultative discussion with Age Friendly York</p>
	<p>Business engagement - representative across sectors</p>	<p>York Economic Partnership discussion</p>

<b>Step 4</b>		<b>Analysing the impacts or effects</b>		
4.1	<p><b>Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments?</b></p>			
	<p>Remember the duty is also positive – so please identify where the proposal offers opportunities to promote equality and/or foster good relations.</p>			
	<p><b>Equality Groups and Human Rights</b></p>	<p><b>Key Findings / Impacts</b>                      Note: These findings are based on previous representation in OBC consultations.</p>	<p><b>Positive (+)</b>  <b>Negative (-)</b>  <b>Neutral (0)</b></p>	<p><b>High (H)</b>  <b>Medium (M)</b>  <b>Low (L)</b></p>
<p>Age</p>	<p>Younger people and students don't typically engage in consultations, meaning their voice isn't heard.</p> <p>Although older people do engage - those that are unable to leave their homes are less likely to.</p>	<p>(not yet known until new Plan has been devised and reviewed)</p>	<p>(not yet known until new Plan has been devised and reviewed)</p>	

	Older people are less likely to engage in digital consultations, preferring phone or in person		
Disability	<p>There was a representation level of participation in OBC - 25% of participants had physical or mental health conditions expected to last over 12 months compared to 23% of households with one or more person in the census.</p> <p>However, we understand from York Access Forum (YAF) that consultation fatigues and disillusion in council consultation means we will need to be focused, open and transparent about the feedback gathered, what it says, and what we do with it.</p> <p>Different consultation materials and venues can be inaccessible. Materials will be produced in different formats (video with subtitles, easy read etc) and meetings will be accessible, either in the venue arrangements or presentationally with BSL provided where appropriate.</p>		
Gender	<p>Participation is typically evenly spread in OBC</p> <ul style="list-style-type: none"> <li>• Male (47% compared to 49% of the population)</li> <li>• Female (50% compared to 51% of the population)</li> <li>• Chose not to declare (3%)</li> </ul> <p>Themes in the consultation will explore how different genders would like to improve the transport system or barriers specific to gender</p>		

Gender Reassignment	<p>Non-binary/gender variant 1% participation in OBC</p> <p>Themes in the consultation will explore how different genders would like to improve the transport system or barriers specific to gender, this could include facilities that might prohibit travel such as toilets or showers at businesses encouraging active travel</p>		
Marriage & Civil Partnership	<p>Not considered an impact in use of the transport network</p>		
Pregnancy & Maternity	<p>Parents have been included in focus group sessions. Themes in the consultation will explore the different barriers parents with young children, or who are pregnant, face in the transport system, this could include issues faced by young families around difficulties boarding buses or trains, steps instead of ramps, etc</p>		
Race	<p>Previous consultations have not encouraged participation from a diverse group. Themes in the consultation will explore different barriers people of colour or different background face in York's transport system.</p>		
Religion & Belief	<p>Typically, participation in OBC has not been representative according to census data:</p> <ul style="list-style-type: none"> <li>• (No religion 53% compared to 33% in the census,</li> <li>• Christian 35% compared to 57% in the census)</li> </ul> <p>Faith groups will be encouraged to share opportunities to get involved.</p>		

	Sexual Orientation	<p>OBC has not collated data on participant's sexual orientation. The local transport strategy is keen that everyone feels included and safe and therefore themes will explore whether LGBTQIA groups feel as safe and included as non. This could include facilities that might prohibit travel such as toilets or showers at businesses encouraging active travel</p> <p>Council attendance at Pride will promote the consultation to LGBTQIA groups attending.</p>		
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	Other socio-economic groups (inc)	Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?	Positive (+) Negative (-) Neutral (0)	High (H) Medium (M) Low (L)
	Carer	<p>Previous OBC representation had 16% as carers (compared to a census of 9% and a household average of 23% with one or more having a long-term health problem).</p> <p>Although this suggests representation, engagement with the Community Transport providers shows there is more to do to encourage carers to share their unique barriers to York transport.</p>		
	Low Income Groups	<p>The Cost of Living Summit demonstrated the wide range of issues affecting lower income groups. We will invite participants to share information to understand levels of participation and explore themes that are specific to people with lower incomes.</p>		

	Veterans & armed forces community	8% of participants in OBC indicated they were in public administration/defence/compulsory social security compared to 6% in the census - although this shows representation we will invite participants to tell us direct and share information to get involved via the Armed Forces.		
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	Impact on Human Rights	Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?	Positive (+) Negative (-) Neutral (0)	High (H) Medium (M) Low (L)
	List any human rights impacted.	<p><b>Article 9 - Right to freedom of thought, conscience, and religion</b></p> <p>All feedback is valid, regardless of the participant's background characteristics - noting however that some characteristics experiences will be very different from others - and all are important and add to the rich diverse texture of York</p> <p><b>Article 10 - Right to freedom of expression</b></p> <p>All feedback is welcome</p> <p><b>Article 8 - Right to respect for privacy</b></p> <p>All feedback is anonymised</p> <p><b>Article 14 - Right not be discriminated against</b></p> <p>Feedback is of equal importance; none is less than and none more than - other than when the subject the participant is commenting on could lead to discrimination once implemented/installed.</p> <p>All rights in terms of daily participation in York life - by setting out to be inclusive from the outset, and encourage high levels of participation and high representation, the consultation will help inform a more inclusive transport system.</p>		

### Use the following guidance to inform your responses:

<b>Positive (+)</b>	Where you think that the proposal could have a positive impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
<b>Negative (-)</b>	Where you think that the proposal could have a negative impact on any of the equality groups, i.e. it could disadvantage them.
<b>Neutral (0)</b>	Where you think that this proposal has a NEUTRAL effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a proposal may be highly relevant to one aspect of equality and not relevant to another.

<p><b>High impact</b> (The proposal or process is very equality relevant)</p>	<ul style="list-style-type: none"> <li>• There is significant potential for or evidence of adverse impact</li> <li>• The proposal is institution wide or public facing</li> <li>• The proposal has consequences for or affects significant numbers of people</li> <li>• The proposal has the potential to make a significant contribution to promoting equality and the exercise of human rights.</li> </ul>
<p><b>Medium impact</b> (The proposal or process is somewhat equality relevant)</p>	<ul style="list-style-type: none"> <li>• There is some evidence to suggest potential for or evidence of adverse impact</li> <li>• The proposal is institution wide or across services, but mainly internal</li> <li>• The proposal has consequences for or affects some people</li> <li>• The proposal has the potential to make a contribution to promoting equality and the exercise of human rights</li> </ul>
<p><b>Low impact</b> (The proposal or process might be equality relevant)</p>	<ul style="list-style-type: none"> <li>• There is little evidence to suggest that the proposal could result in adverse impact</li> <li>• The proposal operates in a limited way</li> <li>• The proposal has consequences for or affects few people</li> </ul>



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|  | <ul style="list-style-type: none"> <li>• The proposal may have the potential to contribute to promoting equality and the exercise of human rights</li> </ul> |
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<b>Step 5</b>	<b>Mitigating adverse impacts and maximising positive impacts</b>
<b>5.1</b>	<p><b>Based on your findings, explain ways you plan to mitigate any unlawful prohibited conduct or unwanted adverse impact.</b></p>
	<p>Where positive impacts have been identified, what is been done to optimise opportunities to advance equality or foster good relations?</p>
	<p>The draft LTS consultation and engagement plan has been tested with a wide range of stakeholders. Their different recommendations for adding into the plan are included below:</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Conduct a completely new stakeholder mapping exercise to plot out all groups, individuals and businesses to ensure everyone in York has an opportunity to respond to the consultation</li> <li>• How do we join up policy - recommend creating system-leaders York Policy Network to be established</li> <li>• Be clear on how partners and voluntary groups can support to help with scheduling and voluntary commitments (particularly as time is freely provided)</li> <li>• Ensure that we go out to communities rather than expect them to come to us: commit to a series of targeted and general audience in-person events</li> <li>• Ensure content that is produced is engaging, interesting and accessible, such as BSL during the webinars or face to face sessions that are for disabled groups, easy read, sub-titles on video</li> <li>• Ensure venues are accessible and this is promoted in advance, including facilities and travel to and from the venue – this will mean repeating events across the city, published well in advance</li> <li>• In the revised Consultation and Engagement Plan, clearly show which engagement activities are online / digital and which are face to face/in person – publishing the programme, and how to access, well in advance</li> </ul>

### Develop and deliver an accessible engagement programme of on and offline activities (Stage 1)

- Hold additional webinars to include information about how to participate and engage (the first four webinars generated questions that will be used in the consultation for example). Questions in the first four webinars will be published. The webinars demonstrated residents interest in balancing the need for a functional, accessible and efficient network with carbon emissions and health and wellbeing. It was clear from the questions that residents who watched the webinars that they understand there are no right answers, instead a series of acceptable trade-offs to get to a preferred position. The additional webinars will further explore these trade-offs.
- Have a set of clear key messages which explain what we are consulting on, why it's important, how people can get involved, and what the next steps are
- Include “we asked, you said, we did” to make clear participation makes a difference
- Explain how strategies join up
- Share existing feedback – eg:
  - York Civic Trust Transport consultation
  - Age Friendly York getting out and about
  - York Disability Rights Forum disabled bus user feedback, 2022
  - SEND bus and taxi feedback, cost of living summit transport issues and actions
  - York Youth Council workshop
- Focus on issues/topics not just broad ideas. Include more about park and ride and dial a ride  
(~~We should also mention the York Seating Strategy, Disabled Cycle Strategy, Gold Car Parks standard?~~)
- Consider following a resident journey so can capture issues (walking/wheeling tour? From a to b? - include different target audiences - including school aged children)
- **No Jargon** – according to Governments style guide, the national reading age is 9 years old –
- Easy read and accessible content for all content inc. ALT TEXT websites and social media / alternative formats boiler plate which is big enough and easy enough to see – not at the end of the document/text
- Develop carefully crafted and targeted questions. No misleading questions - test/sense check with partners / CYC Access Officer first

- Make sure car-ownership isn't seen as the norm
- Prepare 2-3 case studies (from York Civic Trust examples) to enhance understanding of how other cities have made improvements to their environment and health by changing the transport network, and draw the audience to participate

### **Facilitate targeted opportunities to ensure under-represented groups can be heard and can contribute (stage 2)**

- Identify and engage to help reach residents through analogue communication needs (those who do not have digital access)
- Reach people who can't or don't get out through existing networks or groups (e.g. social prescribers, local area co-ordinators) providing an interesting, targeted quick-to complete postcard with details on how to respond
- Share postcards with home care providers; care homes, independent living schemes / sheltered housing schemes, York CVS etc
- Make sure all face-to-face engagement is in accessible locations - which are promoted on joining information in advance, accessibility of locations to be checked by the CYC Access Officer.
- Work with a community partner/ leads and CYC Access Officer to ensure workshop materials are accessible and relevant to the audience
- Engage with media to help share the news about the consultation activities – from family magazines to elderly resident newsletters
- Offer language translations where these would be helpful
- Ensure that during the consultation period, analysis is undertaken of the respondents and any demographic / geographic gaps are identified, followed by targeted media work

### **Hold targeted workshops with:**

- Age Friendly York
- OAPP Assembly
- York Access Forum (x2)

- York Civic Trust, Transport Panel
- 4 x SEND groups (Access4All, primary voice group, York Inspirational Kids, Parent Carer Forum)
- Community Transport Group
- Schools and colleges – from primary level up
- business groups
- target business organisations (e.g. Hospital?)

**Prepare a community workshop toolkit for partners to share and provide feedback - for use at:**

- Dementia Day Care Clubs, (Rainbow)
- Home Instead Technology Workshops
- Local history groups
- York Bus Forum
- York Cycle Campaign
- Walk York
- Student groups & York Youth Council
- LACs
- Shared Lives Wheldrake
- Parish councils, ward committees
- Autism/neurodiversity groups
- York Travellers Trust

**Provide targeted workshop toolkit for specific groups to share through their own networks and events**

- AgeUK
- York Neighbours
- Ageing without Children

- Parkinson's Society
- Dementia Forward
- Move the Masses
- Ways into wellbeing
- Vary times and weekdays to encourage attendance at events
- Identify where participation is not representative and hold either focus groups or targeted workshops (this is in plan, although consider whether focus group or workshop would be most beneficial based on the above workshop schedules)
- Explore establishing a resident transport group throughout the duration of the development of the LTS and subsequent LTP - with broad representation building on the YCT successful transport forum and in line with the appropriate GDPR guidance
- Include primary and secondary school children - with a letter to students and class focus groups - including targeted focus groups to SEND/special schools  
Work with the VOICE network to develop a workshop toolkit for young people focus groups and in line with the appropriate GDPR guidance

### **Create universal opportunities to provide feedback (stage 3,4,5)**

#### **Collecting feedback:**

##### **Digital**

Make sure online engagement platform is fully accessible on mobile and browser so that residents can easily add their views. The online engagement platform provides different ways of asking residents questions, such as polling, surveys, maps. Information will be provided to help residents know how to engage online. All data to be held in compliance with GDPR law

##### **Analogue**

- Go to where people are - on buses or at bus stops, at schools, coffee mornings, chatty benches, car parks, park and ride
- Share information at events (YOPA, Pride)

- Create a corresponding Communications Strategy to ensure a rolling programme of media and marketing work promotes the consultation
- Share survey / information in “Our City of York Council”
- Provide postcards in public places, e.g. Explore Libraries,
- Display information and consultation details at the Urban Room in Coney Street (throughout June)
- Provide content for newsletters (York CVS, York Carers Forum, York Older Persons Assembly etc)
- Provide maps for updating offline at key locations
- Include an option for people who can’t follow maps (the wheel/walk journeys?)
- Make sure comments are representative of York residents (or commuters) - use postcodes
- Consider how feedback can be provided from either individual OR representative organisation

### **Analysing Feedback**

- Follow a logical sequence to develop the engagement plan in a cycle of what is shown below. Suitable time will be allowed between each cycle to analyse findings (this will be dependent on when the content is available to engage with - noting stages 1-3 are completed and part of the Plan and not listed below):
  1. Co-create a common vision for the city – to include agreement on policy objectives for transport.- consult on the draft LTS as early as possible - including the easy read version - this refers to stage 3 in the plan
  2. Get feedback on strategic priorities - through community and targeted workshops
  3. Validate measure packages - this refers to the more detailed proposals in stage 4
  4. Ensure wide public support for actions
- Seek to resolve outstanding issues - including reducing car use (where appropriate) and the mechanisms for doing so

### **Publishing Feedback**

- Share feedback throughout by publishing feedback or summary of the reports on the online engagement platform
- Ensure that all feedback, no matter how it has been delivered, is captured in the final report

<b>Step 6</b>		<b>Recommendations and conclusions of the assessment</b>	
<b>6.1</b>	<b>Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done.</b>		
	In all cases, document your reasoning that justifies your decision. There are four main options you can take:		
	<b>Option Selected</b>	<b>Conclusions / Justification</b>	
	Adjust the proposal	<p>The benefit of developing this EIA through consultation with multiple community groups and individuals is to better understand how to ensure the Plan is as inclusive and accessible as it could be to all.</p> <p>The rich and incredibly helpful feedback from the groups will now lead to a refreshed Plan that shows activities taking place and when.</p> <p>There is an emphasis on community workshops or community visits/activities and how this is resourced and delivered will need to be carefully considered first.</p>	

<b>Step 7</b>		<b>Recommendations and conclusions of the assessment</b>		
<b>7.1</b>	<b>What action, by whom, will be undertaken as a result of the impact assessment.</b>			
	List all recommendations, who is responsible and any timescales.			
	<b>Impact / Issue</b>	<b>Action to be taken</b>	<b>Person Responsible</b>	<b>Timescale</b>
	Community groups have provided helpful advice and information to improve the accessibility of the Plan - encouraging greater participation	Refresh the Plan with the above recommendations, including a roadmap showing timescales and what, delivered by who, by when	Lara Thornton, Communications Team Claire Foale, PS Julian Ridge, Transport	By May 2023 - for approval at the first Transport decision session

Define the role of community groups based on their feedback and engage them in the plan and how they can get involved	Community engagement plan with opportunities for partners Develop a resourcing plan for community engagement - this might include volunteers from community groups, ward members, students and toolkits to cover as wide a participation as possible	Lara Thornton, Communications Team Lara Thornton, Communications Team Julian Ridge, Transport	As part of the approval of the refreshed plan - ongoing engagement
Accessibility of the engagement platform	As part of the commissioning process, work with the supplier to ensure the engagement platform meets required accessibility standards	Eddie Coates Madden Communications Team Ian Cunningham, BI David Smith (Access Officer)	Completed July 2023
A concern was expressed throughout about how joined-up policy is across the council and partners	As part of embedding the council's York 2032 strategy and policy framework, launch a York Policy Network for officers across the city working in Policy and share reports/feedback as published	Claire Foale, AD PS Ian Cunningham, BI	May 2023



<b>8.1</b>	<b>How will the impact of your proposal be monitored and improved upon going forward?</b>
	Consider how will you identify the impact of activities on protected characteristics and other marginalised groups going forward? How will any learning and enhancements be capitalised on and embedded?
	<ul style="list-style-type: none"><li>• Regular reporting of participation and how representative they are across census data, adjusting the Plan to encourage greater participation if the %'s are not aligned</li><li>• York Policy Network to share learnings.</li><li>• Communications and Transport to run a 'lessons learned' activity about scope, stretch and capacity required to deliver outcomes - in advance of the development of Local Transport Plan 4</li><li>• An engagement framework to be produced following this process to support council officers with ongoing engagement - bringing together the different frameworks that currently exist for different audiences.</li><li>• Feedback to be provided to stakeholders, such as when this EIA and annex are published, the updated engagement plan prior to approval, to invite feedback and as part of the ongoing "we asked, you said, we did" approach</li><li>• Provide a contact email and details of how stakeholders can continue to share feedback throughout the engagement programme, to explore additional aspects or delve deeper into themes.</li><li>• Provide materials to allow feedback from the original workshops/group discussions back to those groups</li></ul>