

Appendix A

Equality Impact Assessment - Stage One

We need to ensure that our strategies, polices, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- "(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others."**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Approve Highway Winter Service Plan 2017/18
Summary of relevant legislation:	Section 111 of the Railways and Transport Act 2003
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Andrew Reynolds
Date of assessment:	22/09/17

Is this a:	Is this:		
Policy	Yes	New or proposed	n/a
Strategy	No	Already exists and is being reviewed	Yes
Function	Yes	Is changing	Yes
Service	Yes		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To comply with best practice and the statutory duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice (Railways and Transport Act 2003).
Objectives:	The Council aims to provide as far as reasonably practicable safe travelling conditions on the treated network during the winter period.
Outcomes:	Safe travelling conditions on identified roads.
Benefits:	Reduce number of traffic collisions during winter period.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	Older residents may have difficulty using footways during the winter period due to frost/ice or snow.	Customer Services calls Claim submissions
Disability	As above	Customer Services calls Claim submissions
Gender Reassignment	n/a	n/a
Marriage and Civil Partnership	n/a	n/a
Pregnancy and Maternity	n/a	n/a
Race	n/a	n/a
Religion or Belief	n/a	n/a
Sex	n/a	n/a
Sexual Orientation	n/a	n/a

Further Comments relating to the item:

Following the severe snow episodes in 2009 & 2010, the Council undertook a full and detailed performance review across all its services. The review was carried out by the Overview and Scrutiny Management Commission and their findings and recommendations, where applicable, were incorporated within the Winter Service Plan. As a result of this review, a defined snow clearance footway network was established across the district which included major town and village centres as well as footways to NHS surgeries, West Berkshire Community Hospital, schools and other key public buildings. In addition, the Winter Service Plan goes out to consultation to all Members and Town and Parish Councils each year and the Plan and associated treatment routes are published on the Council's website to allow users to decide whether to make a journey. As a result of the above, no Stage 2 Audit is required.

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	n/a
Timescale for Stage Two assessment:	n/a

Date: 22 September 2017

Name:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

APPENDIX B

Contractors Performance in Delivering 2016/17 Winter Service

Contract Performance Indicator – the percentage of gritting routes completed within the specified time.

Month	Number of Routes Treated (Precautionary treatment only)	Number of Routes Completed within 3 hours	Percentage of routes completed within time (3 hours)
November 2016	63	60	95.2%
December 2016	72	72	100%
January 2017	144	143	99.3%
February 2017	72	72	100%
March 2017	9	9	100%
Totals	360	356	98.9%

APPENDIX C

Summary of Winter Operations: 31 October 2016 to 2 April 2017

Precautionary Treatment Runs

Month	Precautionary Salting Runs on Primary Treatment Network	Precautionary Salting Runs on Secondary Treatment Network	Precautionary Salting Runs on the Contingency Treatment Network
November 2016	8	0	0
December 2016	8	0	0
January 2017	18	0	0
February 2017	9	0	0
March 2017	1	0	0
Totals	44	0	0

Number of snow clearance days	3*
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* The figure shown relates to the number of days the snow clearance network was treated on the forecast of snow. In reality, no significant accumulations occurred through the season. Performance during this period is therefore excluded from the above summary.

APPENDIX D

Changes to the Primary, Secondary, Snow Clearance and Contingency Networks for 2017/18

Primary Salting Route Additions in 2017/18

Name	Start	End	Parish	Funding
Pangbourne Road & Aldworth Road (via Upper Basildon)	Pangbourne Hill	Bethesda Street	Basildon	WBC
Bethesda Street & Park Wall Lane	Aldworth Road	A329 Reading Road	Basildon	WBC
Racecourse View Road	Hambridge Road (Roundabout)	Racecourse Road (Roundabout)	Greenham	WBC

Primary Salting Route Deletions in 2017/18

Name	Start	End	Parish	Funding
Nil				

Secondary Salting Route Additions in 2017/18

Name	Start	End	Parish	Funding
East Lane	High Street	Oxford Road	Chieveley	WBC

Secondary Salting Route Deletions in 2017/18

Name	Start	End	Parish	Funding
Pangbourne Road & Aldworth Road (via Upper Basildon)	Pangbourne Hill	Bethesda Street	Basildon	WBC
Bethesda Street & Park Wall Lane	Aldworth Road	A329 Reading Road	Basildon	WBC

APPENDIX D (C'ont)

Snow Clearance Route Additions in 2017/18

Name	Start	End	Parish	Funding
Pebble Hill	Rooksnest Lane	The Green	West Woodhay	WBC
The Green	Pebble Hill	UNR to West Woodhay	West Woodhay	WBC
UNR to West Woodhay	The Green	Rooksnest Lane	West Woodhay	WBC
Rooksnest Lane	UNR to West Woodhay	Trapps Hill	West Woodhay	WBC
Trapps Hill	Rooksnest lane	UNR to Rooksnest Lane	West Woodhay	WBC

Snow Clearance Route Removals in 2017/18

Name	Start	End	Parish	Funding
Nil				

Contingency Route Additions in 2017/18

Name	Start	End	Parish	Funding
Nil				

Contingency Route Removals in 2017/18

Name	Start	End	Parish	Funding
Nil				

APPENDIX E

Salt Bins to be removed from the Network in 2017/18

Parish/Town	Road	Location	No.
Nil			

APPENDIX F

Departures from the Code of Practice for Maintenance Management Recommendations for Winter Service

Recommendation	Description	Adopted by WBC	Comments	Reason for not adopting recommendation
1	Authorities should formally approve and adopt policies and priorities for Winter Service, which are coherent with wider objectives for transport, integration, accessibility and network management, including strategies for public transport, walking and cycling. They should also take into account the wider strategic objectives of the authority.	Yes	Winter Service Plan reviewed in accordance with recommendations of the Overview and Scrutiny Management Commission (OSMC) and COP as amended December 2009. Plan to be approved by Individual Decision 8 October 2014.	
2	Authorities should consider, consult on and formally adopt local service standards for resilience of their winter service in terms of number of days continuous severe conditions salting on a defined Minimum Winter Network for the Overall Winter Period and for the Core Winter Period.	Yes		
3	Authorities should review their approach to climate change and in particular their resilience to prolonged cold weather.	Yes		
4	Authorities should consider whether collaborative arrangements such as shared services, lead authority arrangements, collaborative service procurement and sharing depots and salt stock, would prove effective and provide value for money approach to increasing winter service resilience.	Yes	Joint procurement with Berkshire Unitaries for sensor maintenance and forecasting services.	

Departures from the Code of Practice for Maintenance Management Recommendations for Winter Service

APPENDIX F (cont'd)

Recommendation	Description	Adopted by WBC	Comments	Reason for not adopting recommendation
5	Authorities should determine critical areas and infrastructure in conjunction with key public services and other stakeholders and seek to ensure that appropriate winter treatment has been considered by the appropriate party.	Yes	See Item 1.	
6	Authorities should ensure effective communication of information for the public before and during normal and severe winter conditions.	Yes	Publication of 'Safer Driving this Winter on West Berkshire Roads' leaflet and Winter Service Plan and associated route plans via the website.	All adjoining authorities and stakeholders informed of daily decisions via the MeteoGroup UK message board.
7	Authorities should ensure that there is appropriate consultation and communication with other highway authorities, key public services and other stakeholders and seek to ensure improved service for the public.	Yes		
8	Authorities should formally approve, adopt and publish, in consultation with users and key stakeholders, a Winter Service Plan based on the principles of this Code	Yes	See Item 1.	
9	Authorities should define treatment route plans for carriageways, cycle routes and footways for pre-treatment and snow conditions, based upon the general maintenance hierarchy, but adapted to take into account the factors identified by this Code.	Yes	Route plans in place where appropriate.	The Council only salts specified sections of footway network during prolonged hazardous conditions and when snow is forecast. Remote cyclepaths are not treated.

APPENDIX F (cont'd)

Departures from the Code of Practice for Maintenance Management Recommendations for Winter Service

Recommendation	Description	Adopted by WBC	Comments	Reason for not adopting recommendation
10	Authorities should prepare contingency Winter Service Plans for severe weather conditions, which include possibilities such as salting a Minimum Winter Network. Authorities should seek agreement on plans in advance with other highway authorities and key public services such as hospitals and public transport providers. There should be a co-ordinated approach to implementing Minimum Winter Networks across adjacent Authorities.	Yes	The Council has a defined Contingency network which is detailed in the Winter Service Plan. Route plans are also in place.	
11	Authorities should explore the potential for mutual aid in salt supply and other aspects of winter service and should make contingency arrangements in advance.	Yes	Alternative salt supply arrangements in place with WBC's Term Maintenance Contractor.	
12	Authorities should take full advantage of decision support systems and services to enable timely, efficient and accurate decision making.	Yes	West Berkshire Council makes use of information from roadside sensors and detailed site specific forecasts issued by MeteoGroup UK in its decision making process.	

APPENDIX F (cont'd)

Departures from the Code of Practice for Maintenance Management Recommendations for Winter Service

Recommendation	Description	Adopted by WBC	Comments	Reason for not adopting recommendation
13	Authority should continually monitor performance during service delivery and respond effectively to changing conditions or network incidents.	Yes	KPI's in Term Maintenance Contract and Winter Service Plan.	
14	To ensure appropriate level of competence, training and development needs of all personnel should be established and reviewed annually, including health and safety and appropriate vocational qualifications. Training should then be provided where appropriate before the Winter Service season.	Yes	All Duty Officers trained to City and Guilds Supervisor Standard. All Term Contractor WS operatives have City & Guilds 6157 accreditation (superseded by 6159). 4 no. West Berkshire Council staff accredited with City & Guilds Winter Service Supervisors qualification.	
15	Authorities and relevant organisations should provide training and conduct periodic exercising to test plans for responding to severe weather events.	Yes	Ad hoc audits are undertaken to test Winter Service Plan during winter season.	
16	Authorities and salt suppliers should treat the supply of salt as a service rather than a simple commodity purchase.	Yes	Term Contractor / Compass Minerals re-stocking arrangements in place.	

APPENDIX F (cont'd)

Departures from the Code of Practice for Maintenance Management Recommendations for Winter Service

Recommendation	Description	Adopted by WBC	Comments	Reason for not adopting recommendation
17	As a means of enhancing local salt storage capacity, Authority and salt suppliers should jointly consider supplier owned salt stocks held on a short or long term basis in a number of widely distributed locations around the country. A joint approach may include agreements such as purchase of some or all stock by the end of season or provision of land.	Yes	The salt stock held at Chieveley Depot will be 1,500 tonnes for the coming season. However, should the need arise the Council have access to an additional 1,000 tonnes of salt held off site by the Council's Term Contractor (Volker Highways Ltd).	
18	Authority should seek a broad approach to salt supply, for example establishing framework contracts with more than one supplier.	Yes	Arrangements in place with Highway Term Contract for alternative salt supplies.	

APPENDIX F (cont'd)

Departures from the Code of Practice for Maintenance Management Recommendations for Winter Service

Recommendation	Description	Adopted by WBC	Comments	Reason for not adopting recommendation
19	Authorities should consider whether efficiency benefits can be obtained from collaborative salt procurement and should also consider ways to improve the balance of risk between salt suppliers and themselves, e.g. Longer contracts, performance contracts with minimum guaranteed purchase and supply, and contracts that include supply of salt and investment facilities.	Yes	Arrangements in place with Compass Minerals to maintain a total salt stock of 2,500 tonnes.	
20	All aspects of the Winter Service Plan, including service delivery arrangements, should be reviewed annually in consultation with key stakeholders to take account of changing circumstances.	Yes	The Winter Service Plan is reviewed annually.	