
Rights of Way Improvement Plan

Committee considering report:	Executive
Date of Committee:	6 November 2025
Portfolio Member:	Councillor Nigel Foot
Report Author:	Elaine Cox/Paul Hendry
Forward Plan Ref:	EX4700

1 Purpose of the Report

- 1.1 To request that members adopt the Rights of Way Improvement Plan.
- 1.2 The Countryside and Rights of Way Act 2000 (the Act) places a statutory duty on the Council to produce a Rights of Way Improvement Plan (ROWIP) for its area.
- 1.3 This report presents to members the Draft Rights of Way Improvement Plan (ROWIP) for West Berkshire, which sets the management and improvement agenda for the Countryside service's rights of way work over the next 10 years.
- 1.4 A ROWIP Delivery Plan will be produced, which will detail specific targets arising from the ROWIP actions. It is intended that these targets - based on customer need, available resources and linked to the Council Strategy - will be presented to the relevant Portfolio Holder for consideration and agreement in each financial year.

2 Recommendations

- 2.1 To approve the adoption and publication of the ROWIP. The ROWIP has been compiled using the results of extensive public consultation and gathering of evidence.
- 2.2 To agree that the Countryside service will produce, annually, actionable targets within the ROWIP Delivery Plan. The ROWIP Delivery Plan will set out SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) targets for management activities in the years ahead, and that this Delivery Plan will be agreed with the relevant Portfolio Holder on an annual basis.

3 Implications and Impact Assessment

Implication	Commentary
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Financial:	The emphasis of the ROWIP is on taking new approaches to rights of way programmes and working more closely with partners, communities and parishes. In the main, the ROWIP is to be delivered using the existing Countryside budgets both revenue and capital. Should any Delivery Plan target require additional funding then officers will bring forward a funding request to Asset and Capital Group.			
Human Resource:	None at this stage. However, there could be implications in future years, depending on the agreed targets within the ROWIP Delivery Plan.			
Legal:	Section 60 of the Countryside and Rights of Way Act 2000 requires the Council to prepare and publish a Rights of Way Improvement Plan. This legislation requires the Council to review the plan every ten years. There is forthcoming Definitive Map legislation which may influence the ROWIP and the annual ROWIP Delivery Plan and therefore demand for legal support will have to be prioritised in the light of wider service demands.			
Risk Management:	Stakeholder expectations will be managed by officers in order to address any reputational risk. The ROWIP is based on extensive public consultation and therefore helps to focus resources more effectively. Existing resources dictate what the ROWIP seeks to deliver so the targets set out in the ROWIP Delivery Plan will be ambitious but realistic.			
Property:	None			
Policy:	The ROWIP is a strategy document and as such it refers to all other relevant Council policies in the text of the main ROWIP document.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				

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A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			See attached EIA
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		See the attached EIA.
Environmental Impact:	X			The ROWIP includes a number of actions to improve biodiversity and active travel. These will be further reflected in the draft ROWIP Delivery Plan.
Health Impact:	X			The ROWIP includes a number of actions to improve active travel and outdoor recreation. These will be further reflected in the draft ROWIP Delivery Plan.
ICT Impact:	X			The ROWIP includes some actions to improve interactive mapping. These will be further reflected in the draft ROWIP Delivery Plan.
Digital Services Impact:	X			Some actions of the ROWIP involve improved digital solutions and those will be further reflected in the draft ROWIP Delivery Plan.
Council Strategy Priorities:	X			Targets in the draft ROWIP Delivery Plan will make reference to the Council Strategy and so will be aligned.
Core Business:	X			All targets are consistent with the Council's priorities.

Data Impact:		X		None.
Consultation and Engagement:	The ROWIP has been produced following an initial engagement exercise, and a statutory public consultation on the draft Plan. The results of the statutory consultation, and the Council's responses, are appended. There were over 1,500 responses to the public consultation.			

4 Executive Summary

- 4.1 Every local Highway Authority must, under Section 60 of the Countryside and Rights of Way Act 2000, produce a ROWIP. This sets out a council's strategic goals and priorities for public rights of way. ROWIPs must be reviewed every ten years, and this is West Berkshire's second ROWIP. The previous 10-year ROWIP was reviewed after extensive engagement with stakeholders and the public, and a thorough review of evidence. This report brings to the Executive the final draft ROWIP 2025 - 2035 for consideration and, all being well, obtaining approval for its adoption and publication.
- 4.2 Legislation demands that the ROWIP must go further than meeting basic legal duties. It must fully consider the needs of the wider public and not just those who already use public rights of way. It must assess how public rights of way meet those needs, now and in the future. The Plan must include a statement of action, which in this case comprises the ROWIP actions and the SMART targets arising from them in an annual Delivery Plan. Essentially the ROWIP is aspirational, setting broad objectives whilst it is the Delivery Plan which sets out measured targets on an annual basis.
- 4.3 There were over 1,500 responses to the ROWIP consultation questionnaire, illustrating significant public enthusiasm. The district's 1,100km of public rights of way are highly valued by communities and extensively used for improving health, wellbeing and quality of life as well as providing the potential for excellent off-road sustainable transport links. The wide range of responses received has helped officers to draw up actions needed across the network, for instance:
- the promotion of rights of way;
 - identifying local access needs and implementing physical improvements;
 - the creation of accessible routes and the removal of barriers to access for all;
 - embracing local volunteer resources;
 - environmental enhancements in accordance with the declared ecologic emergency; and
 - and closer engagement with landowners and other partners to understand better how to work to mutual benefit.
- 4.4 The report summarises the content of the ROWIP and explains the ROWIP process. A separate supporting information pack has been submitted with this report and includes documentation such as the evidence reports, and the results of the public consultation with officer responses.

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- 4.5 It is recommended that members approve the ROWIP and agree that an annual ROWIP Delivery Plan is brought forward, with SMART targets against the ROWIP actions, for approval by the relevant Portfolio Holder. The annual SMART targets will be compiled after full consideration of available resources. A draft of targets for Year 1 is attached at Appendix H.
- 4.6 It should be noted that the ROWIP is the outcome of extensive consultation and research. The success of the ROWIP will be measured against the achievements of the annual targets set out in the Delivery Plan. To this end a progress report will be provided to the Portfolio Member and Local Access Forum and on an annual basis.
- 4.7 Listed below are key changes which will have taken place at the 10-year conclusion of this ROWIP:
- Greater engagement with landowners, parishes and internal WBC colleagues to progress the priorities of the ROWIP;
 - Priority PROWs to be clear of vegetation and all adequately signposted, some with destinations;
 - SMART targets achieved for resolving unsatisfactory structures, including for equestrians, and for improving structures to increase accessibility;
 - All open access land signed, with easy-access points;
 - The public habitually using a wider PROW network than just popular 'honeypot' sites;
 - PROW structures and surfaces resilient to climate change;
 - Environmental sustainability built into procurement, and all PROW work, e.g. surfacing, drainage and vegetation clearances;
 - PROWs used more widely for short journeys;
 - Strategic traffic-free links created for all PROW users;
 - Creation of easy-access routes around populous areas;
 - Publication of PROWs with easy access;
 - An understanding of the needs of all types of disabilities and steps taken to meet these needs in access improvements;
 - A minimum of 100 stiles replaced with easy-access gaps or gates;
 - A minimum of 50 structures upgraded to improve accessibility;
 - A minimum of 50 new accessible routes provided, with at least 10 on the scale of a capital project;
 - A minimum of 30 promotional items released;
 - The Countryside Code disseminated more widely to encourage responsible use of the countryside; and
 - The volunteer scheme expanded, and a voluntary support officer sought.

5 Supporting Information

Introduction

- 5.1 This report brings to Executive the final draft ROWIP for adoption and publication. The ROWIP is the result of extensive consultation and sets to the actions which the council and the Countryside Service should strive to achieve over the next 10 years.

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- 5.2 All the supporting documentation to this report has been enclosed separately.
- 5.3 A short summary of the ROWIP (Appendix G ROWIP Executive Summary) is also available in the supporting information pack.

Background

- 5.4 Public rights of way are an important asset for West Berkshire. They enable people to access and enjoy the outstanding countryside and natural areas of the district, as well as being important for health, mental wellbeing, travel and the local economy. In urban areas, they provide networks of mobility and interaction for people at the community level, helping to reduce reliance on motorised transport. In the rural context, they define access to the countryside, critically linked to recreation and tourism, as well as providing mobility networks for local residents and visitors.
- 5.5 West Berkshire's network of public rights of way comprises public footpaths, bridleways, restricted byways and byways open to all traffic. They are all public highways, with a total network length of 1,192 km (741 miles), which is comparable to the length of the road network, this being 1,280km.
- 5.6 A Rights of Way Improvement Plan is a statutory document created by local authorities to outline strategies for enhancing and managing public access routes, such as footpaths, bridleways, and cycle paths, within their area, considering the needs of different users and aiming to improve the overall quality of the network for walkers, cyclists, horse riders, and others with mobility needs. It typically includes assessments of the current network, identified areas for improvement, and proposed actions to address these identified improvements. The ROWIP is informed by and supports the delivery of many of West Berkshire Council's strategies, these links are detailed in the ROWIP document.
- 5.7 The compilation of this ROWIP has followed all relevant formal guidance. The overall process was as follows:
- 5.8 A public engagement between April 2021 and September 2022. The results are set out in the Evidence Report 2 – Surveys and Stakeholders (Appendix E). The consultation took the form of:
 - an online public and parish council survey;
 - a landowner survey;
 - interviews with a wide range of stakeholders (including those living with mobility impairments) i.e., the Local Access Forum, the tourism and active travel sectors and a wide range of users and volunteers; and
 - engagement with elected councillors.
- 5.9 Consultation took place during the second year of the COVID-19 pandemic (i.e. 2021/22), during which use of green spaces and the countryside increased, providing special insight into the use of public rights of way during this time. The online public survey attracted over 1,500 responses.

- 5.10 An evidence review of all relevant rights of way documentation is set out in the Evidence Report 1 – Network and Needs Analysis (Appendix D) and has been provided in the separate supporting information pack. This is a study detailing the nature of the WBC rights of way resource, the condition of the rights of way network, the demographic profile and health needs of residents of West Berkshire, the needs of users of public rights of way, the wider context (such as the climate, economy and transport), and the policy context for the ROWIP.
- 5.11 Formal statutory consultation on the draft ROWIP, which took place between 31st August 2023 and 23rd November 2023. The responses are set out in the Collation of Responses (Appendix F) in the supporting information pack, together with our comments as to whether they have influenced the final draft ROWIP. Note that generally there was a high level of agreement with the initial broad objectives of the draft ROWIP included within the consultation documentation.
- 5.12 Several headline themes came out of the public consultation such as:
- Public rights of way are highly valued and are an important part of everyday life and widely used for improving health and wellbeing and quality of life;
 - Protecting public rights of way affected by development and maintaining and investing in the current network were viewed as the highest overall priorities for the Public Rights of Way service;
 - Developing new partnerships could help to develop and deliver initiatives and to ensure the public rights of way network adapts to meet future needs of all West Berkshire residents;
 - There appeared to be generally good public awareness that West Berkshire Council is responsible for public rights of way, but less clarity around how problems should be reported;
 - Most people had encountered a problem on a public right of way, with overgrown paths and surface issues the most common problems;
 - West Berkshire Council's online 'Report a Problem' function was well-used by the public, who were generally satisfied with the service;
 - There were high levels of satisfaction in how West Berkshire Council responded to reported problems;
 - The Kennet and Avon Canal and the Ridgeway long distance routes were popular, but there was low awareness and usage of routes promoted by West Berkshire Council;
 - There is demand for information on public rights of way and where to go. It is less clear how this should be provided and the role of West Berkshire Council in information provision;
 - Specific types of users considered they were under-represented in terms of promotional material and wanted more routes and promotion – including for equestrians, cyclists and motorised vehicle users; and
 - There are some tensions arising from the use of public rights of way but there is a strong desire to improve responsible enjoyment of the countryside.
- 5.13 The ROWIP takes full account of these responses in its actions. These include actions marked as 'Business as Usual', which are elements which arose from the consultation which can be seen as broad principles to be applied to relevant work going forward. Through the annual Delivery Plan we will identify and prioritise

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specific targets for improvements to the network over the next ten years. Other responses were considered to form part of normal core work and will be addressed directly through current service processes.

- 5.14 The annual draft Delivery Plan will set out the recommended targets arising out of the ROWIP actions. Officers will bring forward annual SMART targets, for approval by the relevant portfolio member. These targets will be ambitious but will take into account available resources.
- 5.15 The annual Delivery Plan targets, based on consultation outcomes, will include items such as the following:
- Revise our priorities for maintenance and improvement works;
 - Work more closely with landowners and other partners to understand better how to target work to maximum benefit;
 - Improve environmental sustainability of PROW works and plan environmental enhancements;
 - Seek opportunities to increase traffic-free routes and general connectivity for all users;
 - Create and publicise new accessible routes every year;
 - Regularly publicise aspects of the PROW network, especially where improvements have been made, to encourage wider use;
 - Remove restrictive barriers and upgrade structures every year;
 - Improve mapping to show infrastructure, routes, public transport and other information to support all users to make route choices; and
 - Seek a Volunteer Support Officer to expand volunteering and community action on the PROW network.

Proposals

- 5.16 It is proposed that the Draft ROWIP is approved for adoption. The ROWIP is a statutory document and sets the broad objectives for rights of way improvements over the next 10 years.
- 5.17 It is proposed that the process for setting annual ROWIP Delivery Plan targets is approved, i.e. the production of annual SMART targets which take account of public need and expectation addressed through the consultation, and taking account of available resources, both staffing and budgetary. An annual progress report will form part of the delivery planning process; this will be presented to the Portfolio Holder and the Local Access Forum (LAF).
- 5.18 The ROWIP is seen as a mechanism for focussing and prioritising current resources both capital and revenue. Consequently, Service efforts will be focussed on those maintenance and improvement projects which are most valued by the public. If specific projects require additional resources, then these projects will be presented to the Capital Strategy Group as a distinct project for approval.

6 Other options considered

- 6.1 No other options may be considered because a ROWIP is a statutory requirement under The Countryside and Rights of Way Act 2000, and therefore councils are

required to provide a plan and Delivery Plan for their area. ROWIPs must be reviewed every 10 years.

7 Conclusion

- 7.1 An extensive public consultation process was carried out on the Council's draft Rights of Way Improvement Plan. 1,500 public and stakeholder responses have been taken into consideration and have helped to shape the final Plan recommended here for adoption. Officers consider that adoption and publication is appropriate because its preparation has been a transparent process informed by this extensive public consultation and research.
- 7.2 The Plan will be supported by an annual ROWIP Delivery Plan, which takes account of public need, with targets against the ROWIP actions. It is essential that the targets are based on SMART objectives and take account of available resources. These Delivery Plan targets will be brought forward annually for consideration and approval by the relevant Portfolio Member. Progress on the Delivery Plan targets will be reviewed annually and a progress report prepared for presentation to the Portfolio Holder and Local Access Forum.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment – Stage One
- 8.3 Appendix C – Draft ROWIP
- 8.4 Appendix G – Executive Summary
- 8.5 Appendix H – Draft Delivery Plan with Year 1 targets
- 8.6 The following appendices can be found in the separately enclosed supporting information pack:
- Appendix D – Evidence Report 1 – Network and Needs Analysis
- Appendix E – Evidence Report 2 – Surveys and Stakeholders
- Appendix F – Collation of responses and officer responses

Subject to Call-In:

Yes: ☒ No: ☐

The item is due to be referred to Council for final approval ☐

Delays in implementation could have serious financial implications for the Council ☐

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Delays in implementation could compromise the Council's position	<input type="checkbox"/>
Considered or reviewed by Scrutiny Commission or associated Committees, Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

Wards affected: All Wards

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West Berkshire Council
Equity Impact Assessment

September 2025

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Section 1: Summary details

Directorate and Service Area	Environment Department, Countryside Service
What is being assessed (e.g. name of policy, procedure, project, service or proposed service change).	Adoption of an updated Rights of Way Improvement Plan (ROWIP) 2025 – 2035.
Is this a new or existing function or policy?	Renewal of an existing plan. Please see the next section.
Summary of assessment Briefly summarise the policy or proposed service change. Summarise possible impacts. Does the proposal bias, discriminate or unfairly disadvantage individuals or groups within the community? (following completion of the assessment).	<p>Every local authority which is responsible for public rights of way must produce a Rights of Way Improvement Plan (ROWIP). It sets out the Council's strategic goals and priorities for public rights of way. Rights of Way Improvement Plans must be reviewed every ten years, and this is West Berkshire's second ROWIP.</p> <p>Rights of Way Improvement Plans must carry out a full assessment of the needs of the public in using public rights of way, now and in the future. The ROWIP must assess how well the public rights of way network meets these needs and set out a statement of action.</p> <p>The Policy aims to improve equality of access; indeed, this is one of its major functions and so will not have any detrimental impact on equalities.</p>
Completed By	Elaine Cox, Senior Rights of Way Officer
Authorised By	Paul Hendry, Countryside Manager
Date of Assessment	15 October 2025

Section 2: Detail of proposal

Context / Background Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.	<p>The council has a statutory duty to produce a Public Rights of Way Improvement Plan (ROWIP). This sets out the Council's strategic goals and priorities for public rights of way. ROWIPs must be reviewed every ten years, and this is West Berkshire's second ROWIP. The previous 10-year ROWIP was reviewed after extensive engagement with stakeholders and the public, and a thorough review of evidence. This Plan is the result of over 1,500 consultation responses and many of these deal specifically with equality of access. The annual ROWIP Delivery Plan will set out targets for improving access for all members of the community.</p>
Proposals Explain the detail of the proposals, including why this has been decided as the best course of action.	<p>The ROWIP has the following over-arching objectives:</p> <ol style="list-style-type: none">1. Increase levels of physical activity2. Improving quality of life3. Supporting physical and mental health, and tackling health inequalities and improving health outcomes4. Increasing active travel5. Climate change mitigation and adaptation6. Improving West Berkshire's environment and green infrastructure7. A strong economy, respecting the environment and improving outcomes for all.8. Involving and empowering local people9. Effective and efficient delivery of Council services <p>These proposals and objectives are based on extensive user and community feedback arising out of the consultation exercise carried out prior to finalising the draft plan under consideration.</p>
Evidence / Intelligence	<ul style="list-style-type: none">• Public rights of way are highly valued and are an important part of everyday life and widely used for improving health and wellbeing and quality of life

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<p>List and explain any data, consultation outcomes, research findings, feedback from service users and stakeholders etc, that supports your proposals and can help to inform the judgements you make about potential impact on different individuals, communities or groups and our ability to deliver our climate commitments.</p>	<ul style="list-style-type: none">• Protecting public rights of way affected by development and maintaining and investing in the current network were viewed as the highest overall priorities for the Public Rights of Way Service• Developing new partnerships could help to develop and deliver initiatives and to ensure the public rights of way network adapts to meet future needs of all West Berkshire residents• There appeared to be generally good public awareness that West Berkshire Council is responsible for public rights of way, but less clarity around how problems should be reported• Most people had encountered a problem on a public right of way, with overgrown paths and surface issues the most common problems• West Berkshire Council's online 'Report a Problem' function was well-used by the public, who were generally satisfied with the service• There were high levels of satisfaction in how West Berkshire Council responded to reported problems• The Kennet and Avon Canal and the Ridgeway long distance routes were popular, but there was low awareness and usage of routes promoted by West Berkshire Council• There is demand for information on public rights of way and where to go. It is less clear how this should be provided and the role of West Berkshire Council in information provision• Specific types of users considered they were under-represented in terms of promotional material and wanted more routes and promotion – including for equestrians, cyclists and motorised vehicle users• There are some tensions arising from the use of public rights of way but there is a strong desire to improve responsible enjoyment of the countryside
<p>Alternatives considered / rejected</p> <p>Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.</p>	<p>A ROWIP is a statutory requirement under The Countryside and Rights of Way Act 2000 and therefore councils are required to provide a plan and Delivery Plan for their area. ROWIPs must be reviewed every 10 years.</p>

Equity Impact Assessment

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Section 3: Impact Assessment - Protected Characteristics

Protected Characteristic	No Impact	Positive	Negative	Description of Impact	Any actions or mitigation to reduce negative impacts	Action owner* (*Job Title, Organisation)	Timescale and monitoring arrangements
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The younger and older age range groups who are less likely to access the countryside will benefit from specific targets in the Delivery Plan.			
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The ROWIP sets out how barriers to access will be overcome.			
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not considered that the impacts of the ROWIP on persons with this protected characteristic will differ in any way from other interested parties.			
Marriage & Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not considered that the impacts of the ROWIP on persons with this protected characteristic will differ in any way from other interested parties.			

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Pregnancy & Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not considered that the impacts of the ROWIP on persons with this protected characteristic will differ in any way from other interested parties.			
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In West Berkshire there is a lower than the South East average of residents of non-White ethnicity. Organisations representing minority ethnic groups were consulted during the information-gathering phase of the ROWIP and the findings included in the actions around increasing awareness of public rights of way.			
Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not considered that the impacts of the ROWIP on persons with this protected characteristic will differ in any way from other interested parties.			
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not considered that the impacts of the ROWIP on persons with this protected characteristic will differ in any way from other interested parties.			
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is not considered that the impacts of the ROWIP on persons with this protected characteristic will differ in any way from other interested parties.			

Section 3: Impact Assessment - Additional Community Impacts

Additional community impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner (*Job Title, Organisation)	Timescale and monitoring arrangements
Rural communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The majority of WBC rights of way are in rural communities. The ROWIP seeks to improve rural rights of way as sustainable transport links and routes to and from local amenities.			
Areas of deprivation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteering on rights of way presents opportunities for skills development in displaced and deprived communities			
Displaced communities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Volunteering on rights of way presents opportunities for skills development in displaced and deprived communities			
Care experienced people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
The Armed Forces Community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Section 4: Review

Where bias, negative impact or disadvantage is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	Not applicable
Person Responsible for Review	
Authorised By	

EDI employee related EQiA's should now be sent to Human Resources hrenquiries@westberks.gov.uk

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Place
Service:	Environment
Team:	Countryside (Public Rights of Way)
Lead Officer:	Elaine Cox
Title of Project/System:	West Berkshire Council Rights of Way Improvement Plan
Date of Assessment:	15/10/25

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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	Yes	No
Will your project/system involve CCTV or monitoring of an area accessible to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using the data you collect to match or cross-reference against another existing set of data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will you be using any novel, or technologically advanced systems or processes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised		

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.