

# Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

**1. PROPOSAL DETAILS:** (Policy/Change Objective/Budget saving)

|                |                       |
|----------------|-----------------------|
| Proposal Title | Ceredigion Safe Zones |
|----------------|-----------------------|

|              |   |                           |   |                    |            |
|--------------|---|---------------------------|---|--------------------|------------|
| Service Area | Economy and Regeneration<br>Highways and Environmental Services | Corporate Lead Officer(s) | Russell Hughes-Pickering and Rhodri Llwyd | Corporate Director | Barry Rees |
|--------------|---|---------------------------|---|--------------------|------------|

|                                    |               |        |  |          |              |
|------------------------------------|---------------|--------|--|----------|--------------|
| Name of Officer completing the IIA | Michael Smith | E-mail | <a href="mailto:Michael.Smith2@ceredigion.gov.uk">Michael.Smith2@ceredigion.gov.uk</a> | Phone no | 01545 574101 |
|------------------------------------|---------------|--------|--|----------|--------------|

Please give a brief description of the purpose of the proposal

As part of the adjustment process from the COVID-19 lockdown, the Council developed plans that will make it easier to visit and trade in town centres in a safe way. To do this roads were closed to most traffic between 1100 am and 6.00 pm, space for traders was redefined to create new opportunities, pavements were decluttered by removing street furniture (and other items), vehicle users were asked to park outside the town centres and signage was introduced to help visitors to maintain safe distances based on the current 2m rule.

Unless action was taken:

- Many businesses would simply not be viable.
- Shoppers and visitors to the towns would not be safe.

A number of factors contribute to the issues faced:

- Their historic street layout



- Narrow street and pavements
- Some have trunk roads, all have traffic running through them
- On street parking takes up space
- Most shops, cafes, restaurants and pubs are small and do not have outdoor space
- The high influx of visitors – holiday makers, day trippers and students
- Ensuring accessibility including access for disabled people, for example wheel chair users and people with visual impairments.

The above measures were implemented via emergency powers and therefore no public consultation or IIA was required at that stage. Nevertheless, an IIA was been put forward with the initial proposal to re-open town centres so that we could assess any impacts. The IIA process is designed so that it can be revised with different versions in tandem with any changes to town centres re-opening. Due to the rapid but controlled nature of the re-opening process, unfortunately it was not possible to go out to public consultation in the first instance. There was some engagement with local County Councillors as plans emerged and feedback to press releases on Facebook was taken into account. We also used existing relevant data based on previous consultations within the first version of the IIA and other available surveys.

From the 31<sup>st</sup> of July to the 10<sup>th</sup> of August, the County Council conducted an online Town Centre Consultation Survey. This was carried out in a short period of time in order to inform decision making regarding the extension of the safe zones through temporary orders. Please click [here](#) for the survey report. The findings of the survey have been incorporated into this version, (2), 2 of the IIA.

Beyond the time period of emergency powers, a full public consultation will be required for future town centre plans. It is intended to carry out a full consultation during the autumn and early winter of 2020. The results of the full consultation will be used to inform decision making for any future town centre and safe zone plans.

## **The journey so far:**

1. Safe Zones were implemented under emergency powers for Aberystwyth, Aberaeron, Newquay and Cardigan town centres for a three week period from the 13<sup>th</sup> of July to the 2<sup>nd</sup> of August 2020.
2. A further three week period for safe zones under emergency powers was implemented on the 3<sup>rd</sup> of August until the 24<sup>th</sup> of August.
3. A Town Centre Consultation Survey was carried out from the 31<sup>st</sup> of July to the 10<sup>th</sup> of August.
4. Proposals are being worked up for a further 18 month extension of safe zones using a temporary traffic order. The safe zones could be implemented or removed during the eighteen month period to respond to visitor numbers or outbreaks of coronavirus.

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Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

All visitors, businesses and residents of town centres.

People affected by the proposal will be very significant. This will include all visitors to town centres, whether residents of Ceredigion, students, tourists or other visitors. Businesses within town centres and residents will also be affected. There are potential affects with specific groups of people including people with protected characteristics, (particularly disabled people and elderly people), and also all road and footway users including pedestrians, cyclists and motorists.

From the Town Centre Consultation Survey (31/7/20 – 10/8/20), the views of the 2,065 respondents were -

- 64% agree or strongly agree in principle with the safe zones, (27% disagree or strongly disagree).
- 51% agree or strongly agree that the safe zones enable people to visit towns safely, (38% disagree or strongly disagree).
- 37% think the safe zones have a good or very good impact on town centre businesses, (26% said bad or very bad).
- 52% think the impact on disabled people, Blue Badge Holders and the elderly is bad or very bad, (9% said good or very good).
- 52% think they have a good or very good impact on the atmosphere in towns, (27% said bad or very bad).
- 46% think they have a good or very good impact on the environment, (15% said bad or very bad).
- 14% agree or strongly agree that they provide opportunities to promote the Welsh language, (33% disagreed and 29% didn't know).

**VERSION CONTROL:** The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

| Author        | Decision making stage   | Version number | Date considered | Brief description of any amendments made following consideration   |
|---------------|---|----------------|-----------------|--|
| Michael Smith | Implementation of safe zones on the 13 <sup>th</sup> of July via emergency powers at Gold Command | 1              | 10/7/20         | <i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i> |
| Michael Smith | Extended implementation of safe zones on the 25 <sup>th</sup> of                                  | 2              | 13/8/20         |  |

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|  | August via emergency powers at Gold Command |  |  |  |
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**COUNCIL STRATEGIC OBJECTIVES:** Which of the Council's Strategic Objectives does the proposal address and how?

|   |  |
|---|--|
| Boosting the Economy                      | <p>The re-opening of town centre businesses following the COVID-19 lockdown is vital for the local economy and also the survival of individual businesses.</p> <p>The proposals consider safe access to business and to allow for social distancing by a series of measures including road closures, decluttering pavements, parking outside town centres and the introduction of social distancing signage. The improvement of the quality of the 'town-centre experience' may be a boost for businesses.</p> <p>There is also the opportunity to evaluate the implementation of the proposal to inform any mid to long term plans for changes to our town centres and how this could boost the economy.</p> <p>From the Town Centre Consultation Survey, 37% of people think the safe zones have a good or very good impact on town centre businesses, (26% said bad or very bad).</p> |
| Investing in People's Future              | <p>Safeguarding future access to and sustainability of town centres and opportunities for all.</p>   |
| Enabling Individual and Family Resilience | <p>Measures to ensure social distancing will help with community resilience to COVID-19.</p> <p>The proposals support ease of movement of pedestrians, wheel-chair users and cyclists around town centres. Road closures to traffic and de-cluttering of pavements will ease access for wheel-chair users and visually impaired people.</p> <p>From the Town Centre Consultation Survey, 52% think the impact on disabled people, Blue Badge holders and the elderly is bad or very bad, (9% said good or very good). The majority of concerns were around general access for the disabled, parking availability for Blue Badge holders and confusion over the safe zones amongst the elderly.</p>   |



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| <p>Promoting Environmental and Community Resilience</p> | <p>The reduction of town centre vehicular traffic will improve the air quality and the safety of pedestrians, wheel-chair users and cyclists. The measures will also help people to keep at a social distance and increase community resilience to COVID-19.</p> <p>From the Town Centre Consultation Survey, 46% think they have a good or very good impact on the environment, (15% said bad or very bad).</p> <p>51% agree or strongly agree that the safe zones enable people to visit towns safely, (38% disagree or strongly disagree).</p> |
|---|---|

**NOTE:** As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people’s perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants’ reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, ‘Is Wales Fairer’ document.*
- *Welsh Language skills data for Council staff*

| 2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development? |  |  |  |
|--|--|--|--|
| Sustainable Development Principle  | Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.          | What evidence do you have to support this view?                          | What action (s) can you take to mitigate any negative impacts or better contribute to the principle? |
| <b>Long Term</b>   | The short term need of re-opening our town centres will be implemented via emergency powers. Meeting the short | We gathered evidence during the short-term re-opening period including a | Negative impacts will be identified during the short term period and addressed if possible.          |

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| <p>Balancing short term need with long term and planning for the future.</p>            | <p>term need of re-opening our town centres includes measures such as road closures, decluttering pavements, parking outside town centres and the introduction of social distancing signage. This will be a radical change and offers a significant opportunity to assess and consult on these short term changes with a view to adapting our town centres as a quality and environmentally sustainable visitor experience with vibrant and successful businesses for the mid and long term periods.</p> | <p>Town Centre Consultation Survey.</p> <p>From the survey 64% of people agree or strongly agree in principle with the safe zones.</p> <p>46% think safe zones have a good or very good impact on the environment, (15% said bad or very bad).</p> <p>37% of people think the safe zones have a good or very good impact on town centre businesses, (26% said bad or very bad).</p> |   |
| <p><b>Collaboration</b><br/>Working together with other partners to deliver.</p>        | <p>Work with Welsh Government and North and Mid Wales Trunk Road Agency and emergency services. Civil enforcement through Ceredigion County Council Parking services and Police for moving traffic offences (including obstructions etc.).</p> <p>Work with the Police on Licencing Legislation.</p>   | <p>Evidence from stakeholder engagement and County Council service planning and delivery – including Parking Services, Planning, economic development and licencing functions.</p>  | <p>Ongoing monitoring of impact of these changes.</p> <p>Civil Parking Enforcement and enforcement by Police.</p> <p>Licencing legislation enforcement to manage anti-social behaviour, alcohol fuelled violence etc.</p> |
| <p><b>Involvement</b><br/>Involving those with an interest and seeking their views.</p> | <p>Due to the high priority and urgent need to re-open town centres emergency powers were invoked. Unfortunately it</p>  | <p>Consultation will take place with future town centre plans beyond the</p>  | <p>A full consultation with stakeholders and the general public is being planned for the autumn and early winter of 2020.</p>   |

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|   | <p>was not possible within the time frame to carry out a full consultation or engagement exercise with the initial implementation of emergency powers.</p> <p>Nevertheless, at the formative stage, Town Councils and Elected Members were contacted for feedback. Existing information from previous engagement or consultations and feedback to press releases on social media, was also taken into account in drawing up the initial proposal.</p> <p>A Town Centre Consultation Survey was carried out, (31/7/20 – 10/8/20). The survey report was used as evidence during the decision making process, including the 18 month safe zone proposal under emergency powers.</p> | <p>period of emergency powers.</p>  | <p>This consultation will feed into proposals for long term town centre plans and safe zones.</p>  |
| <p><b>Prevention</b><br/>Putting resources into preventing problems occurring or getting worse.</p> | <p>The measures to ensure social distancing will contribute to reducing or preventing community transmission of COVID-19.</p> <p>The controlled and managed re-opening of town centres will enable business to re-open and contribute to business viability and continuity and prevent closure of businesses and negative impacts on the local economy.</p>   | <p>National guidance and safety advice on social distancing including the current 2 metre rule.</p> <p>The impacts of COVID-19 on the economy are set out in <i>'The Economic Impact of Coronavirus (COVID-19) in</i></p> | <p>Ongoing monitoring of the impact of these changes. Ongoing monitoring will assist with identifying and reacting to any negative impacts as they arise.</p> <p>Civil Parking Enforcement<br/>Enforcement by Police</p> |

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|   | <p>The closure of roads to traffic will help to prevent road traffic accidents and increase safety for pedestrians, wheelchair users and cyclists.</p>   | <p><i>Ceredigion,</i> Ceredigion County Council.</p> <p><i>'Re-allocating Road Space to Make Walking and Cycling Safer – support for Local Authorities during Covid-19 and beyond,'</i> Sustrans.</p>     |  |
| <p><b>Integration</b><br/>Positively impacting on people, economy, environment and culture and trying to benefit all three.</p> | <p>There is currently a wider policy debate on interdependencies between the environment, the economy and pandemics. The re-opening of town centres could be a part of a suite of strategies to promote a green, economically active and resilient Ceredigion.</p> | <p>Evidence and consultation will take place with future town centre plans beyond the period of emergency powers. This will include integration with economic, environmental and cultural strategies.</p> | <p>Gather evidence from future consultations and refer to other relevant strategies.</p> |





**3. WELL-BEING GOALS:** Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

| Well-being Goal  | Does the proposal contribute to this goal? Describe the positive or negative impacts-   | What evidence do you have to support this view?   | What action (s) can you take to mitigate any negative impacts or better contribute to the goal?  |
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| <p><b>3.1. A prosperous Wales</b><br/>Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p> | <p>The proposal to re-open town centres will help town centre business to re-open. This will be of direct benefit to the local economy and will contribute to prosperity.</p> <p>Materials will be sourced and installed using local contractors, thus helping to safeguard jobs within the public and private sectors.</p> | <p>Evidence from town centre improvement projects nationally and internationally.</p> <p>From the Town Centre Consultation Survey, 37% of people think the safe zones have a good or very good impact on town centre businesses, (26% said bad or very bad).</p> <p>Survey respondents cited the beneficial impact on cafes, food establishments and tourism that were able to take advantage of outside seating combined with the influx of visitors during the holiday season.</p> <p>People also told us that safe zones were beneficial for some businesses but not for others, largely</p> | <p>Ongoing monitoring of the impact of changes to identify any negative impacts as they arise.</p> <p>The highways, licensing and economic development officers are working with local businesses to enable outdoor trading where appropriate, and they will continue to work with businesses where they can.</p> <p>The Council is working with partners to provide entertainment in the centres too. In addition officers are working with local organisations, such as Advancing Aberyswtyth and local Council members to identify other measures that improve the attractiveness of the town.</p> <p>Information and advice is available to businesses through the economic teams and via the web who need support at this time.</p> |



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|  |   | <p>depended on the type of business and its location.</p>  |   |
| <p><b>3.2. A resilient Wales</b><br/>Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).</p> | <p>The closure of town centres to traffic will contribute to reducing emissions within the town centre environment and lead to cleaner air. Local people, where possible, would be encouraged to walk or cycle to town centres rather than drive.</p> <p>There is a wider policy discussion on interdependencies between the environment, the economy and pandemics. The future town centres proposals could be a part of a suite of strategies to promote a green, economically active and resilient Ceredigion.</p> | <p>Evidence from town centre traffic reduction schemes nationally and internationally.</p> <p>From the Town Centre Consultation Survey, 46% think that there is a good or very good impact on the environment, (15% said bad or very bad).</p> <p>Many people highlighted the positive impacts of having less cars in the towns, in particular less air and noise pollution. However, there were an equal number of concerns that an increase in litter and overflowing bins was a by-product of the safe zone due to an increase in visitors and reopening of the tourism industry.</p> <p>Developing international, national and local policies.</p> | <p>Ongoing monitoring of the impact of changes to identify any negative impacts as they arise.</p> <p>Ensure that the safe zone proposals integrate into the new policy landscape.</p> <p>Where issues have been identified the Council has introduced large skip type bins that are regularly emptied. In problematic areas the Council is erecting more signage to encourage visitors to take responsibility for their litter and take it home with them.</p> |



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| <p><b>3.3. A healthier Wales</b><br/>People's physical and mental wellbeing is maximised and health impacts are understood.</p> | <p>The proposal sets out measures to allow for social distancing based on the current 2 metre rule to reduce the risk of community transmission in town centres.</p> <p>The re-opening of town centres will also contribute to people's mental health and quality of life due to the social aspects of town centre activities and experiences.</p> | <p>Government and WHO medical advice and guidance on social distancing to prevent coronavirus.</p> <p>From the Town Centre Consultation Survey, 51% agree or strongly agree that the safe zones enable people to visit towns safely, (38% disagree or strongly disagree).</p> <p>The biggest concern was that people, allegedly tourists and visitors, were not adhering to social distancing rules within the safe zones.</p> | <p>Rates of local community transmission of coronavirus will be monitored and restrictions reintroduced or eased accordingly.</p> <p>Social distancing signage has been installed in the safe zones.</p> |
| <p><b>3.4. A Wales of cohesive communities</b><br/>Communities are attractive, viable, safe and well connected.</p>             | <p>Community cohesion is about building social capital by increasing social connectivity between people. The re-opening of town centres as safe spaces and quality environments for people to visit will have a positive impact on community cohesion.</p>   | <p>Community Cohesion Theory – for example the concept of parallel lives by Ted Cattle.</p> <p>National Survey for Wales Community Cohesion Indicators.</p> <p>Information from the Mid and West Wales Community Cohesion Team.</p>  | <p>Monitor for any negative impacts such as anti-social behaviour or hate crime and address via the Community Safety Partnership.</p>  |



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|  |  | <p>From the Town Centre Consultation Survey, 52% think safe zones have a good or very good impact on the atmosphere in towns, (27% said bad or very bad).</p> <p>The written comments in survey in support of this view were that it had created a more relaxed, welcoming and 'continental' atmosphere to the towns which people enjoyed. They also highlighted the lack of cars polluting the air and the safety with which they could browse the shops. However, there were also 27% who thought the effect had been bad. The main issues raised were that locals feel less safe due to the large influx of tourists and visitors to the area who are allegedly not observing social distancing measures, and there is a feeling that the safe zones were created</p> |  |
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|   |  | for the benefit of tourism rather than local people.  |   |
| <p><b>3.5. A globally responsible Wales</b><br/>Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p> | <p>The proposal has the potential to reduce CO<sub>2</sub> production and negative environmental impacts of transport and travel - including emissions of nitrogen oxide, carbon monoxide and hydrocarbons by encouraging local people to walk or cycle to town centres.</p> <p>By taking measures to protect residents and visitors to Ceredigion from coronavirus, we can play a part in globally tackling outbreaks of the virus.</p> <p>The proposals may also go hand in hand with other globally responsible projects, for example Fair Trade Towns.</p> | <p>Evidence from air pollution monitoring.</p> <p>Monitoring of the R-rate.</p> <p>Cross referencing to other projects, for example Fair Trade Towns.</p> | <p>Ongoing monitoring of impact of changes to identify any negative impacts as they arise.</p> <p>Reintroducing or easing restrictions accordingly.</p> |

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| <p><b>3.6. A more equal Wales</b><br/>                 People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i><br/> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i><br/> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i><br/> <b>Please also consider the following guide::</b><br/> <a href="#">Equality Human Rights - Assessing Impact &amp; Equality Duty</a></p> | <p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p> | <p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to <b>involvement</b> box within this template. Please also consider the general guidance.</i></p> | <p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p> |                     |                                    |   |  |  |              |   |  |  |                  |   |   |  |  |  |   |
|--|--|--|---|---------------------|------------------------------------|---|--|--|--------------|---|--|--|------------------|---|---|--|--|--|---|
| <p><b>Age</b><br/>                 Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="69 997 786 1471"> <thead> <tr> <th></th> <th>Positive</th> <th>Negative</th> <th>None/<br/>Negligible</th> </tr> </thead> <tbody> <tr> <td>Children and Young People up to 18</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>People 18-50</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Older People 50+</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>  |  | Positive   | Negative  | None/<br>Negligible | Children and Young People up to 18 | ✓ |  |  | People 18-50 | ✓ |  |  | Older People 50+ | ✓ | ✓ |  | <p>The proposal will have a positive effect on the physical health of people of all ages by the introduction of social distancing measures. Safety will be increased from a reduction of vehicular traffic. The proposal will also have potential widespread positive effects on emotional wellbeing with people able to return safely to town centres for retail, leisure and recreational purposes.</p> <p>Younger people will potentially experience greater benefits</p> | <p>Government and WHO medical advice and guidance on social distancing to prevent coronavirus.</p> <p>RoSPA evidence on road safety.</p> <p>ONS data on the emotional impacts of the coronavirus pandemic.</p> | <p>The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period.</p> |
|  | Positive   | Negative   | None/<br>Negligible   |                     |                                    |   |  |  |              |   |  |  |                  |   |   |  |  |  |   |
| Children and Young People up to 18   | ✓  |  |   |                     |                                    |   |  |  |              |   |  |  |                  |   |   |  |  |  |   |
| People 18-50   | ✓  |  |   |                     |                                    |   |  |  |              |   |  |  |                  |   |   |  |  |  |   |
| Older People 50+   | ✓  | ✓  |   |                     |                                    |   |  |  |              |   |  |  |                  |   |   |  |  |  |   |



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|  |  |  | <p>from emotional wellbeing and road safety.</p> <p>Older people will experience greater benefits from social distancing / virus protection measures due to a relatively higher vulnerability. There are also potential increased benefits from road safety and tackling isolation / emotional wellbeing.</p> <p>For some older people a negative impact is that safe zones mean that people have to walk further.</p> | <p>Ceredigion has one of the highest proportions of older people in Wales. The majority of deaths involving COVID-19 have been among people aged 65 years and over, (24,009 out of 27,356), with 43% (10,410) of these occurring in the over-85 age group, (ONS data up to the 24/4/20).</p> <p>From the Town Centre Consultation Survey, 52% think the impact on disabled people, Blue Badge Holders and the elderly is bad or very bad, (9% said good or very good). The majority of concerns were around general access for the disabled, parking availability for Blue Badge holders and confusion over the safe zones amongst the elderly.</p> | <p>The time that the safe zones commence was moved from 1000 am to 1100 am to help to give people an increased opportunity to drive into town centres if required.</p> <p>Blue badge parking has been designated with the safe zones. Additional Blue Badge car parking spaces have been created and we continue to monitor the situation.</p> |
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| <b>Disability</b><br>Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓) |          |          |                     | <p>The proposal will have a positive effect on people with disabilities by the introduction of social distancing measures and increased safety from a reduction of vehicular traffic. The proposal will also have potential widespread positive effects on mental health with people able to return safely to town centres for retail, leisure and recreational purposes.</p> <p>Wheelchair users and people with hearing, physical and visual impairments will all benefit from a reduction in vehicular traffic and from a de-cluttering of street furniture.</p> <p>For some disabled people a negative impact could be increased distances in visiting town centres, especially for people with limited mobility or for people who use wheelchairs.</p> | <p>Government and WHO medical advice and guidance on social distancing to prevent coronavirus.</p> <p>RoSPA evidence on road safety.</p> <p>The Decluttering Ceredigion Campaign demonstrated how a decluttered street scene improved accessibility.</p> <p>From the Town Centre Consultation Survey, 52% think the impact on disabled people, Blue Badge Holders and the elderly is bad or very bad, (9% said good or very good). The majority of concerns were around general access for the disabled, parking availability for Blue Badge holders and</p> | <p>The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period.</p> <p>An accessibility audit will help to identify and address barriers to access. As part of the plans thus far we have added ramps to improve access and will continue to look at how access can be improved.</p> <p>Blue badge parking has been designated with the safe zones. Additional Blue Badge car parking spaces have been created and we continue to monitor the situation.</p> <p>The time that the safe zones commence was moved from 1000 am to 1100 am to help to give people an increased</p> |
|--|----------|----------|---------------------|---|--|---|
| Hearing Impairment   | Positive | Negative | None/<br>Negligible |   |  |   |
|  | ✓        |          |                     |   |  |   |
| Physical Impairment  | Positive | Negative | None/<br>Negligible |   |  |   |
|  | ✓        | ✓        |                     |   |  |   |
| Visual Impairment  | Positive | Negative | None/<br>Negligible |   |  |   |
|  | ✓        | ✓        |                     |   |  |   |
| Learning Disability  | Positive | Negative | None/<br>Negligible |   |  |   |
|  | ✓        | ✓        |                     |   |  |   |
| Long Standing Illness  | Positive | Negative | None/<br>Negligible |   |  |   |
|  | ✓        | ✓        |                     |   |  |   |
| Mental Health  | Positive | Negative | None/<br>Negligible |   |  |   |
|  | ✓        |          |                     |   |  |   |
| Other  | Positive | Negative | None/<br>Negligible |   |  |   |
|  |          |          |                     |   |  |   |





|  |  |  |  |   |  |   |
|--|--|--|--|---|--|---|
|  |  |  |  | <p>A potential barrier is the accessibility of easily understandable information and signage on town centres.</p> | <p>confusion over the safe zones amongst the elderly.</p> <p>People have told us that a simplified map with landmarks would be easier to understand. People have also asked for information in easy read and other accessible formats including audio. People with Learning Disabilities have told us that they do not like changes in their routines.</p> | <p>opportunity to drive into town centres if required. However, some people have told us that they need to take medication in the morning and that they are not able to go out until later in the day.</p> <p>We are looking at producing simplified maps. An easy read version of the Town Centre Consultation Survey was produced. Other accessible formats are available on request.</p> |
|--|--|--|--|---|--|---|

|   |          |          |                     |  |  |   |
|---|----------|----------|---------------------|--|--|---|
| <p><b>Transgender</b><br/>Do you think this proposal will have a positive or a negative impact on transgender people?<br/>(Please tick ✓)</p> |          |          |                     | <p>The proposal will have a positive effect on the physical health of all people including the protected characteristic of transgender by the introduction of social distancing measures and increased safety from a reduction of vehicular traffic. The proposal will also have potential widespread positive effects on emotional wellbeing with people able to return</p> | <p>Government and WHO medical advice and guidance on social distancing to prevent coronavirus.</p> <p>RoSPA evidence on road safety.</p> <p>ONS data on the emotional impacts of the coronavirus pandemic.</p> | <p>The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period.</p> |
| Transgender   | Positive | Negative | None/<br>Negligible |  |  |   |
|   | ✓        |          |                     |  |  |   |

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|  |               |               |                     |   |   |  |
|--|---------------|---------------|---------------------|---|---|--|
|  |               |               |                     | safely to town centres for retail, leisure and recreational purposes.   |   |  |
| <b>Marriage or Civil Partnership</b><br>Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓) |               |               |                     | The proposal will have a positive effect on the physical health people of all people by the introduction of social distancing measures and increased safety from a reduction of vehicular traffic.  | Government and WHO medical advice and guidance on social distancing to prevent coronavirus.<br><br>RoSPA evidence on road safety. | The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period. |
| Marriage   | Positive<br>✓ | Negative      | None/<br>Negligible |   |   |  |
| <b>Civil partnership</b><br>Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)             |               |               |                     | The proposal will also have potential widespread positive effects on emotional wellbeing with people able to return safely to town centres for retail, leisure and recreational purposes.   | ONS data on the emotional impacts of the coronavirus pandemic.  |  |
| Civil partnership  | Positive<br>✓ | Negative      | None/<br>Negligible |   |   |  |
| <b>Pregnancy or Maternity</b><br>Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)               |               |               |                     | The proposal will have a positive effect on the physical health of all people, including pregnancy and maternity, by the introduction of social distancing measures and increased safety from a reduction of vehicular traffic. Those who are pregnant or new parents will also benefit from a de-cluttered and a safer town centre space | Government and WHO medical advice and guidance on social distancing to prevent coronavirus.<br><br>RoSPA evidence on road safety. | The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period. |
| Pregnancy  | Positive<br>✓ | Negative<br>✓ | None/<br>Negligible |   |   |  |
| <b>Maternity</b><br>Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)                            |               |               |                     |   |   |  |
| Maternity  | Positive<br>✓ | Negative<br>✓ | None/<br>Negligible |   |   |  |

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|--|--|--|--|---|---|--|
|  |  |  |  | <p>The proposal will also have potential widespread positive effects on emotional wellbeing with people able to return safely to town centres for retail, leisure and recreational purposes.</p> <p>For some people who are pregnant or who have recently given birth, a negative impact could be the need to walk further.</p> | <p>ONS data on the emotional impacts of the coronavirus pandemic.</p> |  |
|--|--|--|--|---|---|--|

| <b>Race</b><br>Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓) |          |          |                     | <p>The proposal will have a positive effect on the physical health of people of all races by the introduction of social distancing measures. Races with relatively higher vulnerability to coronavirus will have an increased benefit from social distancing measures, including black, Asian and minority ethnic people</p> | <p>Government and WHO medical advice and guidance on social distancing to prevent coronavirus.</p> <p>Black and Asian people, are relatively more vulnerable to the COVID-19 virus. When taking into account age in the analysis, black males are 4.2 times more likely to die from a COVID-19-related death and black females are 4.3 times more likely than white ethnicity males and females. People of Bangladeshi and Pakistani, Indian, and mixed ethnicities also had statistically significant</p> | <p>The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period.</p> |
|--|----------|----------|---------------------|--|--|---|
| White  | Positive | Negative | None/<br>Negligible |  |  |   |
|  | ✓        |          |                     |  |  |   |
| Mixed/Multiple<br>Ethnic Groups  | Positive | Negative | None/<br>Negligible |  |  |   |
|  | ✓        |          |                     |  |  |   |
| Asian / Asian<br>British   | Positive | Negative | None/<br>Negligible |  |  |   |
|  | ✓        |          |                     |  |  |   |
| Black / African<br>/ Caribbean /<br>Black British  | Positive | Negative | None/<br>Negligible |  |  |   |
|  | ✓        |          |                     |  |  |   |
| Other Ethnic<br>Groups   | Positive | Negative | None/<br>Negligible |  |  |   |
|  | ✓        |          |                     |  |  |   |

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|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  | <p>The proposal will also have widespread positive effects on increased safety from a reduction of vehicular traffic and on emotional wellbeing with people able to return safely to town centres for retail, leisure and recreational purposes.</p> | <p>raised risk of death involving COVID-19 compared with those of white ethnicity. (Coronavirus (COVID-19) related deaths by ethnic group, England and Wales: 2 March 2020 to 10 April 2020, ONS).</p> <p>People from ethnic minorities are also more likely to work in at risk areas of employment, (either job security or risk of coronavirus infections), for example hospitality, tourism, health, social care and meat processing, (Wales BAME Forum).</p> <p>RoSPA evidence on road safety.</p> <p>ONS data on the emotional impacts of the coronavirus pandemic.</p> |  |
| <p><b>Religion or non-beliefs</b><br/>Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)</p> |  |  |  | <p>The proposal will have a positive effect on the physical health of all people by the introduction of social</p>   | <p>Government and WHO medical advice and guidance on social distancing to prevent coronavirus.</p>   | <p>The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and</p> |

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|            |          |          |                     |   |   |   |
|------------|----------|----------|---------------------|---|---|---|
| Christian  | Positive | Negative | None/<br>Negligible | <p>distancing measures and increased safety from a reduction of vehicular traffic.</p> <p>The proposal will also have potential widespread positive effects on emotional wellbeing with people able to return safely to town centre places of worship.</p> <p>A negative impact would be where access is required for people with limited mobility to town centre places of worship, (please see the above sections on age and disability).</p> | <p>RoSPA evidence on road safety.</p> <p>ONS data on the emotional impacts of the coronavirus pandemic.</p> <p>We have had contact with some town centre places of worship. Plans are currently being worked up by places of worship to reopen in a safe way.</p> | <p>negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period.</p> <p>Continue dialogue with town centre places of worship in terms of access.</p> |
|            | ✓        |          |                     |   |   |   |
| Buddhist   | Positive | Negative | None/<br>Negligible |   |   |   |
|            | ✓        |          |                     |   |   |   |
| Hindu      | Positive | Negative | None/<br>Negligible |   |   |   |
|            | ✓        |          |                     |   |   |   |
| Humanist   | Positive | Negative | None/<br>Negligible |   |   |   |
|            | ✓        |          |                     |   |   |   |
| Jewish     | Positive | Negative | None/<br>Negligible |   |   |   |
|            | ✓        |          |                     |   |   |   |
| Muslim     | Positive | Negative | None/<br>Negligible |   |   |   |
|            | ✓        |          |                     |   |   |   |
| Sikh       | Positive | Negative | None/<br>Negligible |   |   |   |
|            | ✓        |          |                     |   |   |   |
| Non-belief | Positive | Negative | None/<br>Negligible |   |   |   |
|            | ✓        |          |                     |   |   |   |
| Other      | Positive | Negative | None/<br>Negligible |   |   |   |
|            |          |          |                     |   |   |   |
| <b>Sex</b> |          |          |                     |   |   |   |

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| Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓) |          |          |                     | The proposal will have a positive effect on the physical health of people of all sexes by the introduction of social distancing measures. Men are at a relatively higher risk of coronavirus and will gain an increased benefit from social distancing. | Government and WHO medical advice and guidance on social distancing to prevent coronavirus. | The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period. |
|---|----------|----------|---------------------|---|---|--|
| Men   | Positive | Negative | None/<br>Negligible |   |   |  |
|   | ✓        |          |                     |   |   |  |
| Women   | Positive | Negative | None/<br>Negligible |   |   |  |
|   | ✓        |          |                     |   |   |  |

The proposal will also have widespread positive effects on increased safety from a reduction of vehicular traffic and on emotional wellbeing with people able to return safely to town centres for retail, leisure and recreational purposes.

RoSPA evidence on road safety.

ONS data on the emotional impacts of the coronavirus pandemic.

| <b>Sexual Orientation</b><br>Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓) |          |          |                     | The proposal will have a positive effect on the physical health of people of all sexual orientations by the introduction of social distancing measures and increased safety from a reduction of vehicular traffic. The proposal will also have potential widespread positive effects on emotional wellbeing | Government and WHO medical advice and guidance on social distancing to prevent coronavirus. | The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period. |
|--|----------|----------|---------------------|---|---|--|
| Bisexual   | Positive | Negative | None/<br>Negligible |   |   |  |
|  | ✓        |          |                     |   |   |  |
| Gay Men  | Positive | Negative | None/<br>Negligible |   |   |  |
|  | ✓        |          |                     |   |   |  |
|  | Positive | Negative | None/               |   |   |  |



|                         |          |          |                  |  |  |  |
|-------------------------|----------|----------|------------------|--|--|--|
| Gay Women / Lesbian     | ✓        |          | Negligible       | with people able to return safely to town centres for retail, leisure and recreational purposes. | ONS data on the emotional impacts of the coronavirus pandemic. |  |
| Heterosexual / Straight | Positive | Negative | None/ Negligible |  |  |  |
|                         | ✓        |          |                  |  |  |  |

**Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.**

**3.6.2. How could/does the proposal help advance/promote equality of opportunity?**

*You should consider whether the proposal will help you to:* ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

Re-opening town centres relates strongly to equality of opportunity, especially in terms of addressing socio-economic impacts of COVID-19. The proposal considers all people in Ceredigion and also considers the protected characteristics. The protected characteristics who are most impacted include age (especially older and younger people), disability, belief and race.

**3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?**

*You should consider whether there is evidence to indicate that:* ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impede you in making reasonable adjustments

It is not anticipated that the proposal will have any negative impacts resulting in unlawful discrimination, harassment or victimisation and addresses impacts across the protected characteristics. Consultation and engagement will be required with the general public and stakeholders for any changes that extend beyond the period of emergency powers.

**3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?**

*You should consider whether the proposal will help you to:* ● Tackle prejudice ● Promote understanding

Community cohesion is about building social capital by facilitating positive social interactions and connectivity. The proposal may have a positive impact on promoting good relations by increasing opportunities for social interactions in a safe environment.



## Having due regard of the Socio-Economic Duty of the Equality Act 2010.

### **Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.**

As a listed public body, Ceredigion is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

### **3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?**

Describe why it will have a positive/negative or negligible impact.

The proposal of re-opening town centres will have a positive impact on socio-economic factors. The re-opening of town centre business will have a positive impact on the economy. There will also be a positive social impact with an increase in people's wellbeing and mental health.

What evidence do you have to support this view?

Please refer to Ceredigion County Council's Tackling Hardship Strategy and Economic Recovery Strategy for evidence and further details.

What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

The proposal is being introduced under emergency powers. The proposal is to be monitored for positive and negative impacts. These will be taken into account, along with a public consultation in the autumn of 2020, for any mid to longer term changes beyond the emergency powers period.





| <b>3.7. A Wales of vibrant culture and thriving Welsh language</b><br>Culture, heritage and Welsh Language are promoted and protected.<br><i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i> |          |          |                     | Describe why it will have a positive/negative or negligible impact.   | What evidence do you have to support this view?   | What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts? |
|---|----------|----------|---------------------|---|---|---|
| Will the proposal be delivered bilingually (Welsh & English)?   | Positive | Negative | None/<br>Negligible | The re-opening of town centres will be conducted bi-lingually.  | All signage, plans, supporting documents and officer support will be delivered bi-lingually.<br><br>The actions are mainstreamed across Ceredigion County Council and will be delivered bilingually.  | The delivery of the proposal bi-lingually will contribute to a positive impact on the Welsh Language.   |
|   | ✓        |          |                     |   |   |   |
| Will the proposal have an effect on opportunities for persons to use the Welsh language?  | Positive | Negative | None/<br>Negligible | The proposal to re-open town centres will not alter the linguistic nature of communities.<br>In terms of building community cohesion by improving socio-economic factors, an increase in social connectivity could lead to an increased opportunity for people to use the | Community cohesion theory on connectivity, (for example Cantle's concept of parallel lives).<br><br>From the Town Centre Consultation Survey 4% agree or strongly agree that safe zones provide opportunities to promote the Welsh language, (33% | Increased social connectivity due to safe spaces would have a positive impact.                          |
|   | ✓        |          |                     |   |   |   |

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|   |                 |                 |                             |  |  |  |
|---|-----------------|-----------------|-----------------------------|--|--|--|
|   |                 |                 |                             | <p>Welsh Language in a social setting. The proposal does not directly provide opportunities to develop Welsh language skills in the community</p>                      | <p>disagreed and 29% didn't know).</p> <p>People also told us the following. Less traffic provides more opportunities for people to stop and converse in town using Welsh, and also creates opportunities for non-Welsh speakers to hear it in daily use. The peak holiday season means a large increase in tourists who do not speak Welsh and therefore reduces the opportunities to use Welsh. Difficulty accessing the town for the elderly could mean fewer opportunities for Welsh to be used in town.</p> |  |
| <p>Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?</p> | <p>Positive</p> | <p>Negative</p> | <p>None/<br/>Negligible</p> | <p>In general, the proposal to re-open town centres facilitates access to services and this includes opportunities to access services through the medium of Welsh.</p> | <p>The proposal facilitates access to support and services</p>   | <p>The delivery of services bi-lingually will contribute to a positive impact on the Welsh Language.</p> |
|   | <p>✓</p>        |                 |                             |  |  |  |

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|  | Positive | Negative | None/<br>Negligible |   |  |                     |
|--|----------|----------|---------------------|---|--|---------------------|
| How will the proposal treat the Welsh language no less favourably than the English language? | ✓        |          |                     | The proposal to re-open town centres will be available on our website bi-lingually. All signage, materials and publicity will be produced bi-lingually. | All information will be available bi-lingually on Ceredigion County Council's website. All signage and publicity will be bi-lingual. | No negative impact. |
| Will it preserve promote and enhance local culture and heritage?                             |          |          |                     | Fostering good relations can increase a sense of belonging that can relate to culture and heritage.   | National Indicators on a sense of belonging, National Survey for Wales.  | No negative impact. |



**4. STRENGTHENING THE PROPOSAL:** If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

**4.1 Actions.**

| What are you going to do?   | When are you going to do it?   | Who is responsible?   | Progress   |
|---|--|---|--|
| The re-opening of town centres with safe zones was implemented rapidly via emergency powers. The safe zones commenced on the 13 <sup>th</sup> of July. There will be a need to consult with the public and with stake-holders regarding any changes that could be continued after the period of emergency powers. | Public consultation during the emergency power period.   | Economy and Regeneration<br><br>Highways and Environmental Services | A Town Centre Consultation Survey was carried out between the 31/7/20 and the 10/8/20.<br><br>A full public consultation will take place during the autumn and early winter 2020, which will inform the decision making process for future town centre plans and safe zones, |
| There will be a need to monitor the re-opening of town centres for positive and negative impacts that could inform mid to long term plans after the emergency power period has finished.  | Monitor for positive and negative impacts of the re-opening of town centres during the emergency power period. | Economy and Regeneration<br><br>Highways and Environmental Services | Continue ongoing monitoring and dialogue with stakeholders.  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |

**4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.**  
*(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).*



### 4.3. Monitoring, evaluating and reviewing.

*How will you monitor the impact and effectiveness of the proposal?*

Please see 4.1 above.

### 5. RISK: What is the risk associated with this proposal?

| Impact Criteria  | 1 - Very low          | 2 - Low                                     | 3 - Medium                    | 4 - High                                     | 5 - Very High         |
|--|-----------------------|---|-------------------------------|--|-----------------------|
| Likelihood Criteria  | 1 - Unlikely to occur | 2 - Lower than average chance of occurrence | 3 - Even chance of occurrence | 4 - Higher than average chance of occurrence | 5 - Expected to occur |
| Risk Description   | Impact (severity)     |   | Probability (deliverability)  |  | Risk Score            |
| Delay to making long term plans for town centres and for safe zones. | 5                     |   | 3                             |  | 15                    |
|  |                       |   |                               |  |                       |

Does your proposal have a potential impact on another Service area?

The proposal to re-open town centres will be cross cutting across service areas and closely relates to Economy and Regeneration and Highways and Environmental Services.

### 6. SIGN OFF

| Position               | Name | Signature | Date |
|------------------------|------|-----------|------|
| Service Manager        |      |           |      |
| Corporate Lead Officer |      |           |      |
| Corporate Director     |      |           |      |
| Portfolio Holder       |      |           |      |