

Board Meeting Paper	
Feb 15 BM D2	
Purpose of report	<input checked="" type="checkbox"/> Decision ¹ <input type="checkbox"/> Discussion / debate <input type="checkbox"/> Information only ²
Sensitive Information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If sensitive, protective marking³	
Date of Meeting	12 Feb 2015
Agenda Item	D2
Report Title	2015-16 business planning
Sponsor	Anthony Smith
Author(s)	Martin Clarke



1. Summary

This paper asks for your agreement to the 2015-16 Transport Focus Workplan and budget as set out by Management Team in the attached paper.

The purpose of the Workplan is to provide a useful explanation of what we're doing and why for our staff and stakeholders. It's not trying to set out our longer-term vision and strategy, nor is it trying to present Transport Focus in a nutshell to a public audience.

2. Recommendations / decision required

This paper asks for your agreement to the 2015-16 Transport Focus Workplan and budget as set out by Management Team in the attached paper

3. Further details

The business planning process started with the Staff Awayday in October. All staff had an opportunity to contribute their thoughts and ideas in workshops, and this information was combined with insight from senior managers to draw up a list of key tasks and themes ready for the Members' Event in December.

Feedback from Board Members and Management Team helped inform the writing of a first draft of the Workplan, and you reviewed it at the January Members' Event. The Management Team Awayday provided a chance to develop a more polished draft with a resourcing plan, and all members of staff have had an opportunity to contribute to this final version. It has been shared with DfT and DiPTAC (Disabled Persons Transport Advisory Committee) for their feedback.

The Workplan will be proof-read externally before it's finalised.

4. Implications – Financial, Risk, Legal, Staffing

The Workplan includes resourcing, prioritisation and risk plans.

¹ If a decision is required, or you are asking for the paper to be formally noted, please set this out in section 2
² If for information only, please make clear in section 1 **why** this information is being provided
³ ie **OFFICIAL/SENSITIVE**: plus COMMERCIAL / POLICY / MANAGEMENT-STAFF / PERSONAL PROTECT

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6. Equalities screen

Sometimes, an equalities impact assessment (EIA) is required for a given report, proposal or project. To help decide whether an EIA is required, a screen must be undertaken based on the information provided above. The screen seeks answers to four questions which are used to determine impact on the protected characteristics – major, minor or none (default). Please choose the correct impact value and, if **major**, link it to an explanation below.

Gender	Age	Sexual orient'n	Disability	Marital status	Political belief	Religious belief	Racial group
1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?							
None	Minor	None	Minor	None	None	None	None
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?							
None	Minor	None	Minor	None	None	None	None
3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?							
					None	None	None
4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?							
					None	None	None

Conclusion (the board's consideration of this paper may result in a change of conclusion)

Based on the information above, and having regard to the guidance below, the sponsor and author of this paper agree that (√)	
(a) A full equalities impact assessment is not required	
(b) A full equalities impact assessment is not required at this time but the impact values above suggest the matter should be kept under view during the lifetime of the project	√
(c) A full equalities impact assessment is required and should be completed during the lifetime of the project	
(d) A full equalities impact assessment is required and should be completed immediately	
Please provide a brief explanation of why you have arrived at this conclusion	
<p><i>The proposal has little or no relevance to equality of opportunity or good relations and / or is purely technical in nature.</i></p> <p><i>It will have little bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.</i></p> <p><i>However, certain areas of work may relate to people for whom age or disability could affect access to services. By and large, our work focuses on increasing accessibility and reducing age-related barriers. Nonetheless, we will consult with DIPTAC on the suitability of 2015-16 Workplan before it is agreed. Individual projects will also require an equalities impact assessment screen to be completed regardless of whether they appear in the Workplan.</i></p>	

