

Board Meeting Paper	
Mar 16 BM C 3.4	
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	17 March 2016
Agenda Item	C 3.4
Report Title	Workplan 2016-17
Sponsor	Anthony Smith
Author(s)	Anthony Smith



1. Summary
Attached is the final draft of the Transport Focus work plan 2016-17. We have tried hard to incorporate comments made by Members at the last Members Event and subsequently – thank you for those comments.
2. Recommendations / decision required
The board is asked to approve the workplan for 2016-17.
3. Further details
<p>We are conscious this plan needs a final proof read before publication. The letters that we will write to the governments in Scotland and Wales that sets out the specific work we will do in these countries are being drafted. This draft incorporates comments received from:</p> <ul style="list-style-type: none"> • Transport Focus board members • Transport Focus staff • The Department for Transport • Transport for Scotland • Transport for Greater Manchester • Office of Rail and Road • Highways England • Confederation of Passenger Transport • Rail Delivery Group • RAC Foundation • RAC Motoring Services • Transport for London • London Travel Watch <p>Copies of the plan were sent to, but no reply was received from:</p> <ul style="list-style-type: none"> • Welsh Government • Greater London Assembly • The AA • Freight Transport Association • Road Haulage Association

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

4. Implications – Financial, Risk, Legal, Staffing

We are now concentrating on the Business Plan that will underpin this plan. The sections on budget and funders missing from this version of the work plan will be provided in advance of the meeting – we are sorry they are not ready for inclusion at this point.

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	None	None	None	None	None	None	None
2. Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?							
None	None	None	None	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 no relevance to equality of opportunity or good relations and / or is purely technical in nature and will have no 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>	