


## APPENDIX F: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Event Fund 2017/ 18 Revised Guidelines and Criteria and Application Form</b>
<b>Directorate / Service</b>	<b>Children's / Culture, Learning and Leisure</b>
<b>Lead Officer</b>	<b>Steve Murray, Head of Arts, Parks and Events</b>
<b>Signed Off By (inc date)</b>	
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	 <b>Proceed with implementation</b>

Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	New Guidelines and Criteria and Application Forms for the Event Fund
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)?	Yes	An Equality Analysis (Appendix G) identifies the positive impact on the protected characteristics.

	Is there information about the equality profile of those affected?		<p>Monitoring data which will be collected is included in the Evaluation Form to provide an audience profile.</p> <p>The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion.</p>
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Evaluation / monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	<p>The service will evaluate the data and information provided by the applicants and recommend Event Fund awards to applications making high enough scores.</p> <p>Final awards will be approved by the <a href="#">Acting Divisional Director for Sports, Leisure and Culture</a></p>
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Open workshops have been and will continue to be delivered prior to Event Fund application quarterly deadlines to engage with the community.
<b>3</b>	<b>Assessing Impact and Analysis</b>		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	<p>The online Event Fund Application Form and guidelines and criteria include expected benefits and impact on the different protected characteristics.</p> <p>The assessment questions and score sheet provide interpretation of impact against different protected characteristics.</p>
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.

<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	The Equalities Data (Appendix E) is included in the application form and guidelines and criteria. The evaluation post events will include the equalities data which will inform areas to be included in an action plan for increasing outreach for the Equalities 9 protected Characteristics.
b	Have alternative options been explored	Yes	Applications which do not fully meet the criteria and priorities outlined in section 3 of the Event Fund 2017/18 Guidelines and Criteria will not be awarded funding.
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund procedures are reviewed annually along with its criteria and how it is marketed. Additional reviews are ongoing to ensure that any areas not being addressed are targeted. Quarterly and annual reports are completed to further analyse the implementation of the fund.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The application form asks applicants to describe how they will meet the protected characteristics.  The successful applicants will be asked to provide a completed evaluation form.  The second payment of 20% will not be made until the Council receive required documents including a completed evaluation form and equalities monitoring.
<b>6</b>	<b>Reporting Outcomes and Action Plan</b>		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	