

Appendix 7: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<p>Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)</p>	<p>Statement of Community Involvement Refresh</p>
<p>Directorate / Service</p>	<p>Strategic Planning - Plan Making Team Directorate of Development & Renewal</p>
<p>Lead Officer</p>	<p>Hong Chen</p>
<p>Signed Off By (inc date)</p>	<p>Adele Maher (25/08/2016)</p>
<p>Summary – to be completed at the end of completing the QA (using Appendix A)</p>	<p> Proceed with implementation</p> <p>The Statement of Community Involvement (SCI) sets out how, when and where the council will consult with local and statutory stakeholders in the process of planning for the local authority area, both in producing development plan documents and in carrying out the development control function. A statement of Community Involvement is no longer considered a development plan document and is therefore not subject to examination. The intention to update the existing SCI is solely for the Local Plan purpose.</p> <p>As a result of performing the QA checklist, the project does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

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)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	<p>The consultation will contain updated information in relation to how the Council engagement with the public on planning decisions. It is not removing and changing any existing requirements but to reflect new planning legislation at national level, together with some changing local circumstances which is considered minor. See section 3 of the CMT report for details of these proposed changes. It aims to:</p> <ul style="list-style-type: none"> • set out Tower Hamlets' vision and standards for community involvement - and show how these link with other initiatives, such as the Community Plan; • recognise the importance of community involvement from the earliest stages of the planning process; • reflect community needs - identifying a wide range of local groups who should be involved; • identify suitable ways of involving people that are appropriate to the scale and type of planning issues being discussed. For example, workshops may be used to look at complicated issues, while shorter information sessions may be sufficient for more straightforward ones; <p>clarify the different stages of community involvement – from providing initial</p>
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	The SCI sets out how, when and where the council will consult with local and statutory stakeholders in the process of planning for the local authority area, both in producing development plan documents and in carrying out the development control function. The document take account of

			the wide ranging community involvement in planning to make sure all our communities can have a say in the Council's planning decision making processes, including language diversity issues, knowledge of planning issues, age, the business community, residential who are likely to be most affected by what is proposed through the planning system, consultation period and on and off-line services.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	There are adequate demographic data and other data sets that can be used to support claims about impacts.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	There are adequate demographic data and other data sets that can be used to support claims about impacts.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	Forthcoming public engagement activities are currently being designed for the Local Plan preparation. The SCI Refresh will be consulted alongside the Local Plan.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The nature of the SCI is to encourage public participation in planning decisions. The proposed change to the existing SCI is not to diminish the Council's objectives as such It is considered that no evidence is required of the consultation with stakeholders and users from groups affected by the proposal.
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	N/A	The nature of the SCI is to encourage public participation in planning decisions. The proposed change to the existing SCI is not to diminish the Council's objectives as such It is considered there should be mitigating the negative impacts amongst the nine protected characteristics.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	N/A	Same as above.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	N/A	The SCI sets out how, when and where the council will consult with local and statutory stakeholders in the process of

			planning for the local authority area, both in producing development plan documents and in carrying out the development control function.
b	Have alternative options been explored	Yes	The alternative option is not to do anything about the existing SCI. However, after consideration, this is the preferred approach.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	An Equality Monitoring Form will be distributed during the consultation stage and the feedback received will be analysed by officers. This will inform the final quality assurance checklist.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	N/A	The team will work with corporate strategy to discuss further work on monitoring track impact across the protected characteristics in relation to community participation in planning decisions subject to further discussion in the future.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	Officers will work with Equalities team to make sure that actions will be undertaken to mitigate the likely impacts on the equality profile of those affected by the draft Local Plan.

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or	Suspend – Further Work Required	Red 

<p>otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is recommended that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template</p>		
<p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>Proceed with implementation</p>	<p>Green: </p>