


Appendix 2E: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Our Borough, Our Plan: A New Local Plan First Steps
Directorate / Service	Strategic Planning - Plan Making Team Directorate of Development & Renewal
Lead Officer	Hong Chen
Signed Off By (inc date)	Adele Maher (23/09/2015)
Summary – to be completed at the end of completing the QA (using Appendix A)	<p> Proceed with implementation</p> <p>Based on the QA a Full EA will not be undertaken at this stage. Rather steps will be taken to ensure due regard for the nine protected groups is embedded in the process to produce and the policies of the Local Plan.</p> <p>As a result of performing the QA checklist, the Local Plan Engagement Document 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?	Unsure	As the Local Plan is in preliminary stages, it is unclear what the outcomes will be. More information will be gathered after the initial engagement and consultation (scheduled in winter 2015/2016).
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	<p>The council's Borough Profile (2014) provides an overview of the equality groups. The information has informed the engagement version of the Local Plan at this stage. It is clear that the production of the Local Plan seeks to engage all communities within Tower Hamlets. It does not appear to have any adverse effects on the equality profile of those affected.</p> <p>The next stage will involve production of the detailed Local Plan policies. 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.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	There is adequate demographic data and other data sets that can be used to support claims about impacts. More information will be gathered after the initial engagement and consultation (scheduled in winter 2015/2016).
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	There is adequate demographic data and other data sets that can be used to support claims about impacts. More information will be gathered after the initial engagement and consultation (scheduled in winter 2015/2016).
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 and the results from this will inform the next stage of the Local Plan. Public engagement is a mechanism for incorporating public and minority points of view into local policy and plan making. Design of engagement will seek to be as accessible to different groups of people as possible. This includes a range of media types (i.e. print, online, social media), accessible venues, holding events across a range of days and times, and making sure there are no clashes with

			<p>religious days/periods of significance.</p> <p>There is an internal stakeholder group which serves to coordinate efforts and inputs across council, as part of the Local Plan project.</p> <p>There is an external stakeholder group which engages our statutory consultates.</p>
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	<p>There is a draft program of consultation and engagement document. There will be two rounds of consultations. Inclusive design of consultation in accordance with the Statement of Community Involvement has been incorporated into a consultation and engagement strategy and detailed consultation programme. Consultations will be documented as best as possible. Collecting information on stakeholders may pose ethical issues.</p>
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?	Yes	<p>The next stage will involve production of the detailed Local Plan policies. 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.</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	<p>The next stage will involve production of the detailed Local Plan policies. 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.</p>
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	<p>The next stage will involve production of the detailed Local Plan policies. 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.</p>
b	Have alternative options been explored	No	<p>The potential impacts of alternative options on different protected characteristics will need to be assessed, when</p>

			options are developed in the next stage.
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 a full EA for the next stage of the Local Plan.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	A Full EA will be prepared alongside the draft Local Plan in autumn 2016. 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.
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 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	Suspend – Further Work Required	Red 

or analysis is performed – via a the Full Equality Analysis template		
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.	Proceed with implementation	Green: 