


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)	Asset Strategy 2015-2020: Scoping, Principles and Priorities Paper Corporate strategy
Directorate / Service	Corporate Property & Capital Delivery, Development & Renewal
Lead Officer	Gavin Wilson, Head of Asset Management
Signed Off By (inc date)	Ann Sutcliffe, Service Head, Corporate Property & Capital Delivery (28/04/2015)
Summary – to be completed at the end of completing the QA (using Appendix A) (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)	Example  Proceed with implementation 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.

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	
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 adoption of the paper itself will not have any impacts on the protected groups. However, any projects (e.g. a disposal or office move) that arise out of the development of the strategy will be required to assess the impact of the project across all the protected groups.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	N/A	See above

	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	As this will primarily be an internal strategy, most of the consultation has been with directorates and services. If an outcome of the development and implementation of the strategy impacts on service users or residents, the appropriate consultation and engagement will need to be carried out.
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	See comments at stage 1(b)
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	
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	No	The workstreams arising from the paper are set out in the report.
b	Have alternative options been explored	Yes	
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	Individual projects will be required to assess the impact of changes across the protected characteristics using the council's standard methodology for carrying out equalities analyses.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	