

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)	Carbon Offsetting Solutions Study is a study identifying: <ul style="list-style-type: none"> • Carbon offsetting principles (incl carbon offsetting price and financial mechanism) • Carbon offsetting potential within the Borough • Deliverable carbon offsetting projects • Project selection criteria • Carbon offsetting governance structure
Directorate / Service	Development and Renewal
Lead Officer	Jonathan Taylor
Signed Off By (inc date)	Abdul Khan – 05/06/2015
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)	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div> <p>Proceed with implementation</p> <p>Based on the findings of the QA checklist it is clear that the proposal does give due regard, in line with the Public Sector Equality Duty (part of the Equality Act 2010).</p> </div> </div>


Stage	Checklist Area / Question	Yes / No /	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or
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		Unsure	nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Y	
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?	Y	
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Y	
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Y	
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Y	
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Y	
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?		The Carbon offsetting proposals are designed for access by everyone in the Borough with 3 main project streams identified as: Community energy saving schemes Energy efficiency improvements to public buildings Energy efficiency measures to residential properties
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?		Proposals are not for any specific group as they are to reduce carbon emissions which is a benefit to everyone in the Borough in reducing air pollution and climate change impacts
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Y	
b	Have alternative options been explored	Y	

5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Y	
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	N	Not considered appropriate as the outcomes are Borough wide to deliver carbon reduction measures
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Y	

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 or analysis is performed – via a the Full Equality Analysis template	Suspend – Further Work Required	Red 
As a result of performing the QA checklist, the policy, project or	Proceed with implementation	Green:

<p>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>		
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