


Appendix 3: 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>Determination of Neighbourhood Planning Forum and Area Applications</p>
<p>Directorate / Service</p>	<p>Development & Renewal</p>
<p>Lead Officer</p>	<p>Sophie Hall-Thompson</p>
<p>Signed Off By (inc date)</p>	<p>Adele Maher, 24.03.15</p>
<p>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)</p>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Proceed with implementation</p> <p>Based on the QA a Full EA will not be undertaken at this stage. As a result of performing the QA checklist the proposed procedural changes to the decision making process for Neighbourhood Planning Area and Forum applications 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>Due regard for the nine protected groups will be embedded in the preparation and production of any resultant Neighbourhood Development Plan (NDP) or Neighbourhood Development Order (NDO).</p> </div> </div>



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?	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	<p>At this stage, the impacts of the proposals will not be felt upon persons with protected characteristics.</p> <p>At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. Officers can share information on the Council's Borough Profile (2014) to provide an overview of the equality groups to the Forum.</p> <p>Any Neighbourhood Development Plan or Order will need to be in general conformity with the Council's Local Plan.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	n/a	<p>The degree to which there are impacts from approving the proposals for Neighbourhood Planning Forums or Areas is not known. There is no reliable qualitative and quantitative data to support claims made about impacts, where there are known to be impacts.</p> <p>Neighbourhood Planning is a new planning policy tool. In future, there may be a need to capture information to be able to assess impact.</p>
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	n/a	Neighbourhood Planning is a new planning policy tool. In future, evidence may be developed nationally.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	In accordance with Neighbourhood Planning Regulations, public consultation and the Council's reporting cycle allow for input into the recommendations for determining applications

			being taken forward.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Formal public consultation was carried out for six weeks. This is the statutory period of public consultation.
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?	No	Neighbourhood Planning is a new planning policy tool. There is no evidence of impacts. At the stage when a Neighbourhood Development Plan or order is being prepared, links may be established.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	No	Neighbourhood Planning is a new planning policy tool. There is no evidence of impacts. At the stage when a Neighbourhood Development Plan or order is being prepared, an understanding will be development and assessed for unequal impacts.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	n/a	
b	Have alternative options been explored	n/a	It is our statutory duty to support forum and area applications where they are meet legislative requirements. We are required by the Localism Act (2011) to designate an appropriate area where an application is submitted.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. At the stage of submitting the Neighbourhood Development Plan or Order, the Council will consider the impact on the plan or order on the protected characteristics.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely

			adverse impacts on people who share Protected Characteristics. At the stage of submitting the Neighbourhood Development Plan or Order, the Council will consider the impact on the plan or order on the protected characteristics.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	N/A	There is no executive summary

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 function does not appear to have	Proceed with implementation	Green: 

any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.		
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