

## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Substance Misuse Commissioning (2)</b>
<b>Directorate / Service</b>	<b>CLC/ DAAT</b>
<b>Lead Officer</b>	<b>Rachael Sadegh, DAAT coordinator</b>
<b>Signed Off By (inc date)</b>	
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA?)	<b>Example</b>  <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: #92d050; border: 1px solid #ccc; margin-right: 5px;"></div> <b>Proceed with implementation</b> </div> <p>An Equality Analysis (EA) is attached.</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	The report seeks the approval to de-commissioning Harbour Recovery Centre. The Mayor in Cabinet is also recommended to agree:

			<ul style="list-style-type: none"> <li>the recommendation that the Council pursue a restricted competition process with the potential provider routes</li> <li>the recommendation for a direct award to ELFT for the Health E1 Homeless Substance Misuse service</li> <li>the recommendation to pursue a section 75 agreement with Tower Hamlets Clinical Commissioning Group (CCG) for the commissioning of the Specialist Midwifery Service and the Hospital Alcohol and Drugs Service.</li> </ul>
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 attached Equality Analysis states that should the Harbour Recovery Centre be decommissioned, service users would follow the same route for inpatient treatment as others in Tower Hamlets. This is via an application that is considered by the inpatient detox and rehabilitation panel. For those cases considered an emergency, the panel can consider and approve applications online within 2 days. This pathway is likely to result in improved outcomes for all service users including this group.
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Quantitative data is sourced from NDTMS service user data. We also have staff monitoring data from quarterly monitoring returns. These data have informed the attached EA.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	DAAT has completed a comprehensive Substance misuse needs assessment and holds performance data about comparable Tier 4 organisations including information about value for money.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	DAAT has completed a comprehensive Substance misuse needs assessment including extensive stakeholder involvement. We analysis quarterly performance data and monitor progress against targets.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the	Yes	An extensive consultation process was undertaken with key stakeholders around the decommissioning the unit.

	proposal?		
<b>3</b>	<b>Assessing Impact and Analysis</b>		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	Sources available about service users and staff include information about most of the nine protected characteristics including age, gender, ethnicity, religion and sexuality. See the attached EA.
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	Any unequal impacts by the proposal will be mitigated as part of the drug services re-commissioning with targeted service specifications.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	An action plan produced to mitigate against any potential negative impact.
b	Have alternative options been explored	Yes	Alternative options are detailed in the report.
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	Monitoring of user data and overall staff structure of drug services will continue being carried out as part of quarterly monitoring process.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics?	Yes	As part of quarterly performance monitoring by DAAT. New contract specification will include clear demands achieving best outcomes for protected characteristics.
<b>6</b>	<b>Reporting Outcomes and Action Plan</b>		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

## 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	<b>Suspend – Further Work Required</b>	<b>Red</b> 
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.	<b>Proceed with implementation</b>	<b>Green:</b> 