

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST


Name of 'proposal' and how has it been implemented <small>(proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)</small>	2016-19 Children and Families Plan
Directorate / Service	Children's and Adults Resources
Lead Officer	Joanne Starkie
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) <small>(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)</small>	Example <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: red; margin-right: 10px;"></div> <div> Suspend – Further Work Required Based on the findings of the QA checklist it is clear that the proposal does not give due regard, in line with the Public Sector Equality Duty (part of the Equality Act 2010). Moreover, it is evident that the proposal would have a disproportionate impact on disabled people. As a result, further work and analysis is needed before the proposal can be agreed. A Full Equality Analysis will be undertaken. </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?	Yes	
b	Is it clear who will be or is likely to be affected by what	Yes	

	is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?		
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	
	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	
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	
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?	Yes	
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	
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the	Yes	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
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: 

The priorities in the 2016-19 Children and Families Plan have been based on the findings of a “needs assessment” of children and families in Tower Hamlets. This assessment included a detailed analysis of need based on age, ethnic background, religion or belief, gender, disability, sexual orientation, gender reassignment, marital status, pregnancy and maternity and socio-economic status. A number of priorities in the 2016-19 Children and Families Plan have been identified as a result of this needs assessment: The aim of the priorities and the actions to achieve them is to reduce inequality.