

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

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| Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal) | Community Buildings Review (Property Elements) |
| Directorate / Service | Development & Renewal, Corporate Property & Capital Delivery |
| Lead Officer | Ann Sutcliffe |
| Signed Off By (inc date) | |
| Summary – to be completed at the end of completing the QA (using Appendix A) | <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: #00b050; margin-right: 10px;"></div> <div> <p>- Proceed with implementation</p> <p>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 Protected Characteristics and no further actions are recommended at this stage.</p> </div> </div> |

| Key questions | | | |
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| a | Does the proposal have a legitimate aim? | Yes | The proposal aims to regularise the occupation of a number of tenants in the council's community buildings portfolio and sets out proposals for the management of those buildings going forward. The current bases of occupation could be found to be incompatible with various legal obligations the council is under. |
| b | Is the proposal proportionate, appropriate and necessary? | Yes | Yes; the proposals in the report satisfy the council's legal obligations in respect of s123 LGA72 and s32, HA85 as well as the council's general duties to act fairly, openly and transparently. In order to mitigate some of the potential impacts, the council is also establishing a number of |

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| | | | community hubs. This will increase the availability of affordable space in the borough; not just for existing tenants but also for groups who may not currently have access to community activity space. To mitigate the financial impact of the new charging regime, the council is establishing a Community Benefit Rent Reduction Scheme (this is the subject of a separate equalities analysis). |
| c | Is the proposal fair and reasonable? | Yes | See above and Cabinet report |

| 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) |
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| 1 | Overview of Proposal | | |
| a | Are the outcomes of the proposals clear? | Yes | There are two main potential outcomes for existing users: <ul style="list-style-type: none"> To remain in their existing premises and enter into a lease; or To move into a community hub on a licence. Both of these outcomes will require a rent to be paid (except for TRA-activities in HRA buildings). Tenants may be able to get some support from the council to meet those costs (see detail of community benefit rent reduction scheme in the report). |
| 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 Yes – limited | There are a broad range of users in the council's current community buildings portfolio. This includes disability support groups, tenants and residents associations, youth groups, faith groups and nurseries/playgroups. A range of activities are being delivered from the current estate. However, while the primary use is known, in many cases the council does not have any detailed information on who the actual users of these facilities are. Where tenants apply for a rent reduction under the proposed scheme, they will be asked to submit information on the equality profile of their users. |
| 2 | Monitoring / Collecting Evidence / Data and Consultation | | |

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| a | Is there reliable qualitative and quantitative data to support claims made about impacts? | No | In relation to the property elements, this is difficult to know for the time being until there is more certainty on which organisations will be offered leases and which will be moving to a community hub. There is likely to be impacts for the elderly and those who are disabled accessing services. However, the council will be taking steps to ensure that where groups move to hubs, it is a reasonable distance from their existing premises. In addition, these hubs will be in a much better condition than much of the existing estate, particularly in terms of accessibility. |
| b | Is there sufficient evidence of local/regional/national research that can inform the analysis? | No | |
| c | Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis? | Yes | |
| d | Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal? | Yes | A consultation exercise was carried out which asked questions about the proposals to create community hubs and enter into leases where tenants were to stay in existing buildings. Both of these proposals were supported (60% strongly agreed or tended to agree with the community hubs proposals; 68% strongly agreed or tended to agree with the proposal to enter into leases). |
| 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 | |
| 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 | There is likely to be impacts for the elderly and those who are disabled accessing services. However, the council will be taking steps to ensure that where groups move to hubs, it is a reasonable distance from their existing premises. In addition, these hubs will be in a much better condition than much of the existing estate, particularly in terms of accessibility |
| 4 | Mitigation and Improvement Action Plan | | |

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| a | Is there an agreed action plan? | Yes | The service will be monitoring the equalities information that is collected by the Third Sector Team as part of the Community Benefit Rent Reduction Scheme. This will help us better understand who uses our buildings and also help us address where, or why, there may be gaps in provision. |
| 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? | No | |
| 6 | Reporting Outcomes and Action Plan | | |
| a | Does the executive summary contain sufficient information on the key findings arising from the assessment? | Yes | |