

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)	Adoption of Statement of Community Involvement
Directorate / Service	Place
Lead Officer	Steven Heywood
Signed Off By (inc date)	Marissa Ryan-Hernandez, 29.1.2018
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)	Example  Proceed with implementation <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> <p>The proposal requires that equalities issues be considered during consultations on planning matters, but there are no identified impacts on the nine protected groups that stem directly from the proposal.</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 proposal is for the adoption of an updated Statement of Community Involvement, which sets out how the Council will engage with stakeholders on planning matters.
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	<p>The impact of the proposal will be on all potential stakeholders for engagement on planning matters in the borough, as the proposals in the SCI apply uniformly. The Statement of Community Involvement recognises the need for planning consultations to explicitly consider how to consult with 'hard to reach' or otherwise underrepresented groups, including people with protected characteristics. This is included in the currently adopted SCI, and does not represent a change in policy. Therefore, there are no identified impacts on people with protected characteristics.</p> <p>The SCI is in conformity with all relevant planning legislation and regulations.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	N/A	There are no identified impacts on people with protected characteristics, so no claims about impacts are made.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	N/A	There are no identified impacts on people with protected characteristics.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	A formal public consultation was held for eleven weeks on the SCI document; the Plan Making, Development Management and Planning Technical Support teams have all been involved in its production; and the Council's reporting cycle for adoption will now allow for further input.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	A formal public consultation was held for eleven weeks on the SCI document, and was open to representations from all interested parties. There is no statutory consultation period for SCIs, but this was a longer consultation than is usually

			held on this type of document, and included five events for stakeholders to attend to discuss the proposals. A consultation statement has been produced, setting out the consultation process, the representations received and the Council's response to them.
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?	N/A	There are no identified impacts on people with protected characteristics.
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 an acknowledgement in the SCI that planning consultations need to give particular consideration to engaging 'hard to reach' or otherwise underrepresented groups, and that without this consideration, these groups are likely to remain underrepresented.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	N/A	There are no identified impacts on people with protected characteristics, and therefore no mitigation has been identified.
b	Have alternative options been explored	N/A	Because no mitigation actions have been identified as necessary, alternative options for mitigation have not been assessed. The SCI is clear that equalities issues must be considered in planning consultations – the only alternative to this would be to not mention such issues in the SCI, which would be unacceptable in terms of the Council's requirement to consider equalities.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	Each planning policy consultation must lead to the production of a consultation statement, which sets out the process used for consultation, and the results of the consultation. This includes identifying any areas for improvement. Pre-application consultations on proposed developments will also be expected to explain how consultation took place and what the results were. The SCI will be reviewed within the next five years after adoption.

b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	Consultation statements should set out how 'hard-to-reach' or otherwise underrepresented groups have been considered in planning a consultation. This includes identifying any areas for improvement. At the stage of submitting any planning proposal for consideration that has been consulted on under the policies of the SCI, the Council will consider the impact of the proposal on people with protected characteristics, and how the consultation considered the needs of these people.
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 

<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 <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>Proceed with implementation</p>	<p>Green:</p> 
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