

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)	Local Community Ward Forums (LCWFs) LCWFs are the most localised arrangements of the new Partnership structures.
Directorate / Service	CLC, Localisation Service
Lead Officer	Shazia Hussain
Signed Off By	Shazia Hussain

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	<p>This report presents the processes for the implementation of the Local Community Ward Forums (LCWFs).</p> <p>The Partnership structures have recently been refreshed and as part of this process it was agreed that the most localised arrangements will operate on a ward level as a LCWF. The LCWF will be coordinated by the Community Champion Coordinators (volunteers, recruited from within each ward) who will bring together local residents from within the ward. Through a programme of yearly meetings, residents will agree local priorities, create the means of addressing and undertake evaluation.</p> <p>The LCWFs will also have clear links to local arrangements including existing SNTs and any future Neighbourhood</p>

			<p>Forums and, if appropriate local Neighbourhood Agreements. They will also operate locally as a clear means of escalating local issues to localised services and Community Plan Delivery Groups (CPDGs) as appropriate.</p> <p>The arrangements will provide a clear mechanism for residents to address local priorities and empowering local people to co-produce services appropriate to local needs.</p>
b	<p>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?</p>	Yes	<p>All of the Borough's residents will have the opportunity to take an active part in the LCWFs. To monitor the profile of applicants ward level residents' data will be used.</p> <p>In the first instance this will be through the Community Champion Coordinator (CCC) application process. All residents who submit an application and fulfil the minimum criteria will be considered for this role. Equalities information is available on the Borough's residents through nationally undertaken population profiles and counts, such as the Census results and the applications process for CCCs will be mindful of this when recruiting CCCs.</p> <p>All residents will have the opportunity to play an active part in both the priority setting and addressing processes. Once priorities have been established and means of addressing agreed equalities issues will be considered as appropriate.</p> <p>The local arrangements have been designed to be as inclusive as possible – with ward level considered to be an appropriate level of geography to ensure that our communities can continue to be heard and shape the delivery of services locally.</p>
c	<p>If there a narrative in the proposal where NO impact has been identified? Please note – if a Full EA is not be undertaken based on the screen or fact that a proposal has not been 'significantly' amended, a narrative needs to be</p>	No	<p>It is anticipated that the equalities impacts will be positive for the protected groups - given the opportunities for addressing local priorities and the 'community offer' which the Council is making available.</p>

	included in the proposal to explain the reasons why and to evidence due regard		
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Information on the equalities profile of our residents is available corporately. As the LCWFs are rolled out across the Borough this information will be used when analysing the CCC recruitment process, attendance at LCWF meetings and the priority addressing process. This information will be monitored and addressed, as appropriate.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	See above
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	See above
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Stakeholders representing the Borough's community have been consulted with. For example, this has included the Partnership Executive, Voice and Representation group and internal Council stakeholders.
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	Ward level equalities data will contribute to assessing the impact of the implementation of this proposal amongst the protected characteristics.
	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	
b	Has the assessment sufficiently considered the three aims of the Public Sector Equality Duty (PSED) and OTH objectives?	Yes	The objectives this proposal include promoting equalities and cohesion in the borough
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	N/A	An implementation plan is set out within this report. The LCWFs will consider the arrangements for delivering the meetings in appropriate venues and presenting opportunities for all our communities to be involved. The means of

			addressing LCWF priorities through the 'Community Offer' will be evaluated individually for implications on protected characteristics. If required, mitigating activity will be undertaken.
b	Are all actions SMART (Specific, Measurable, Achievable, Relevant and Time Bounded)	N/A	See above
c	Are the outcomes clear?	N/A	See above
d	Have alternative options been explored	N/A	See above. However, alternative options for delivering the LCWFs have been explored.
6	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The LCWF arrangements include a meeting which undertakes evaluation on effectiveness of addressing the local priorities.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	See above
7	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	
8	Sign Off and Publication		
a	Has the Lead Officer signed off the EA? Please note – completed and signed off EA and Quality Assurance checklists to be sent to the One Tower Hamlets team	Yes	

Any other comments			
Signature		Date	20/11/2012

Please keep this document for your records and forward an electronic version to the One Tower Hamlets Team