

## 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>CLC 2013/14 Capital Programme</b>
<b>Directorate / Service</b>	<b>CLC, Public Realm</b>
<b>Lead Officer</b>	<b>Margaret Cooper /Stephen Adams</b>
<b>Signed Off By</b>	

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)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	Agreed scope of works and funding streams agreed.
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?	No	For those schemes in the programme outside of LIPS2, consultation will proceed concurrently with scheme design & development and therefore those affected will be identified. For those schemes identified through the LIPS2 Consultation, those who will be affected are known.
c	Is there a narrative in the proposal where NO impact has been identified? Please note – if a Full EA is not to be undertaken based on the screen or fact that a proposal has not been 'significantly' amended, a narrative needs to be included in the proposal to explain the reasons why and to evidence due regard	No	LIPS2 Consultation was carried out late 2010/early 2011 in response to the Mayor of London's Transport Strategy Statement (MTS). LIPS2 included SEA, HIA and EIA. The final LIPS document that informs the 2013/14 CLC Capital Programme was approved by Cabinet on 11 <sup>th</sup> May 2011. Other Capital schemes have been developed in response to individual representations from stakeholders whereas others are based upon condition surveys.

<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	LIPS2 included large amounts of data dealing with travel patterns and priorities. Local Consultations also carried out.
	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	
<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?	NA	
	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	NA	
b	Has the assessment sufficiently considered the three aims of the Public Sector Equality Duty (PSED) and OTH objectives?	NA	
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	NA	
b	Are all actions SMART (Specific, Measurable, Achievable, Relevant and Time Bounded)	NA	
c	Are the outcomes clear?	NA	
d	Have alternative options been explored	NA	
<b>6</b>	<b>Quality Assurance and Monitoring</b>		
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	

<b>7</b>	<b>Reporting Outcomes and Action Plan</b>		
<b>a</b>	Does the executive summary contain sufficient information on the key findings arising from the assessment?	NA	
<b>8</b>	<b>Sign Off and Publication</b>		
<b>a</b>	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	NA	

<b>Any other comments</b>			
<b>Signature</b>		<b>Date</b>	

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