


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)	Bartlett Park Improvement Plan
Directorate / Service	CLC / Strategy & Resources
Lead Officer	Edmund Wildish
Signed Off By	Edmund Wildish

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 Improvement Plan and the accompanying documents clearly set out the proposed improvement works to the park and its surroundings.
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	All park users will be affected.
c	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 included in the proposal to explain the reasons why and to evidence due regard	Yes	There are positive impacts on 7 of the protective characteristics. No impacts were identified for religion/belief, marriage and civil partnerships, or other socio-economic carers.

Monitoring / Collecting Evidence / Data and Consultation		
2	Monitoring / Collecting Evidence / Data and Consultation	Yes – data taken from the Bartlett Park Consultation Summary Report and evidence base for the LDF. The Landscape Consultants who drew up the Improvement Plan made reference to national best practice in their designs.
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?	The Consultation Summary contains details of the groups, individuals, and organisations consulted.
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 See detailed Equalities Analysis.
	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
4	Mitigation and Improvement Action Plan	
a	Is there an agreed action plan?	No There is no action plan as the Improvement Plan was developed and amended following consultation, in order to minimise any potential impacts.
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
6	Quality Assurance and Monitoring	
a	Are there arrangements in place to review or audit the implementation of the proposal?	n/a

b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	n/a
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	15/08/13

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

