

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)	CLC 2014/15 Capital Programme
Directorate / Service	CLC
Lead Officer	Margaret Cooper /Stephen Adams
Signed Off By	

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	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	Consultation with user groups and those directly affected will proceed concurrently with scheme design & development and modifications made to address concerns of those affected.
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	Extensive public and stakeholder consultation was carried out on the Local Implementation Plan from which these schemes originate. An Integrated Impact Assessment was completed in parallel which took account of equalities impacts of the plan overall including specific actions such as better street lighting, accessibility, road safety and personal safety improvements to seek to ensure improvements are provided for all. In addition individual schemes are designed with due regard to guidance on providing for people with mobility

			handicaps and vulnerable road users.
2	Monitoring / Collecting Evidence / Data and Consultation		
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 are also carried out along with projects specific surveys that will inform design.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	National Technical Design guidance is followed.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	Experts commissioned and staff trained appropriately.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	This will be part of project plan.
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?	NA	
	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	This is demonstrated in the LIP Integrated Impact Assessment.
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?	Yes	
b	Are all actions SMART (Specific, Measurable, Achievable, Relevant and Time Bounded)	Yes	
c	Are the outcomes clear?	Yes	
d	Have alternative options been explored	N/A	Part of the design process
6	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the	Yes	The LIP has a range of mandatory and non-mandatory

	implementation of the proposal?		targets that have been formally adopted and these will form the basis of our monitoring. In addition the Transport & Highways Project Board will monitor project delivery.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	LIP delivery outcomes
7	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	NA	
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	

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