


## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

|   |  |
|---|--|
| <b>Name of 'proposal' and how has it been implemented</b><br>(proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)  | <b>DAAT Commissioning Intentions</b>   |
| <b>Directorate / Service</b>  | <b>CLC, Safer Communities, DAAT</b>  |
| <b>Lead Officer</b>   | <b>Rachael Sadegh, DAAT Coordinator</b>  |
| <b>Signed Off By (inc date)</b>   | <b>Andy Bamber</b>   |
| <b>Summary – to be completed at the end of completing the QA (using Appendix A)</b><br>(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) | <p><b>Example</b></p> <p> <b>Proceed with implementation</b></p> <p>As a result of performing the QA checklist, this report 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>After a proposed model for procurement is agreed, further consultation will take place and an Equality Analysis will be attached to a report regarding DAAT re-procurement.</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) |
|----------|---------------------------|-------------------|--|
| <b>1</b> | Overview of Proposal      |                   |  |

|          |   |     |   |
|----------|---|-----|---|
| a        | Are the outcomes of the proposals clear?  | Yes | The report seeks the approval of MAB to endorse the approach set out regarding the re-procurement of all substance misuse treatment provision. The report asks for MAB to consider the recommendation made by the DAAT Board regarding Option 3 and indicate a MAB preferred option.  |
| 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 | The report asks for MAB to consider the recommendation made by the DAAT Board regarding Option 3 and indicate a MAB preferred option. The indication of a preferred option will inform the re-procurement process, which will include stakeholder consultation.<br><br>Further equalities consideration will take place during the development of the re-procurement process. |
| <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?   | N/A | The report asks for MAB to consider the recommendation made by the DAAT Board regarding Option 3 and indicate a MAB preferred option. Further equalities consideration will take place during the development of the re-procurement process.  |
|          | Is there sufficient evidence of local/regional/national research that can inform the analysis?  | Yes | The service has data on the current service users' equalities data (all 9 protected characteristics). The planned consultation will provide further equalities data of stakeholders.  |
| b        | Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?                                  | Yes | There has been extensive consultation undertaken regarding treatment provision in the Borough with commissioners, providers, service users and other stakeholders. When a proposed model for procurement is agreed, there will be further consultation and equality assessment.   |
| c        | Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?   | Yes | When a proposed model for procurement is agreed, there will be further consultation and equality assessment.  |
| <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  | N/A | When a proposed model for procurement is agreed, there will be further consultation and equality assessment.  |

|          |   |     |  |
|----------|---|-----|--|
|          | amongst the nine 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 | The service is aware that a number of groups require the service, in addition to the groups that have been successfully engaged. A more flexible approach, which may be achieved by re-procurement, may respond to the needs of the emerging groups. |
| <b>4</b> | <b>Mitigation and Improvement Action Plan</b>   |     |  |
| a        | Is there an agreed action plan?   | N/A | A procurement project timetable is attached to the report (Appendix 2). MAB is requested to note the timescale.  |
| b        | Have alternative options been explored  | Yes | The report includes 4 options. Option 3 was unanimously recommended by the DAAT Board.   |
| <b>5</b> | <b>Quality Assurance and Monitoring</b>   |     |  |
| a        | Are there arrangements in place to review or audit the implementation of the proposal?  | Yes | After a proposed model for procurement is agreed, re-procurement will be overseen by competition Board and the DAAT Board.<br><br>The procurement project timetable (Appendix 2) identifies the re-procurement process.                              |
| b        | Is it clear how the progress will be monitored to track impact across the protected characteristics??                             | Yes | A procurement project timetable is attached to the report (Appendix 2).  |
| <b>6</b> | <b>Reporting Outcomes and Action Plan</b>   |     |  |
| a        | Does the executive summary contain sufficient information on the key findings arising from the assessment?                        | N/A |  |