

## 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>Tower Hamlets Multifaith Burial Scheme</b>
<b>Directorate / Service</b>	<b>D&amp;R, Corporate Property &amp; Capital Delivery</b>
<b>Lead Officer</b>	<b>Gavin Wilson, Interim Head of Asset Management</b>
<b>Signed Off By (inc date)</b>	
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (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, the policy, project or function 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>

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	
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	This proposal will benefit all residents of Tower Hamlets, irrespective of protected characteristic. The equality profile can be found in the Census data or population briefing.

<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	Yes – officers have relied on Census and ONS data, as well as information from the council’s Registrars service
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	No	Very little evidence exists at local, regional, or national level.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	Officers have had a range of discussions including with colleagues in Registrars, as well as a range of burial providers.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	See above (Officers will also be attending the Tower Hamlets Inter Faith Forum)
<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?	Yes	
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	
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	
b	Have alternative options been explored	Yes	Officers have considered and discounted a number of options for delivering this provision
<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	The service will be subject to the council’s usual monitoring in terms of internal audit, as well as regular monitoring of the contract with the service provider
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	Mechanisms will be put in place to collect the appropriate monitoring information in a tactful and sensitive way
<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?	Yes	