

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)	Process for deciding on awarding Events Funds
Directorate / Service	CLC/ Culture, Learning and Leisure
Lead Officer	Steve Murray
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) (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)	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div> <p>Proceed with implementation</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> </div> </div>

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 decision making body is asked to approve officers recommendations to fund or not fund applications to the events fund.

			Through the provision of the Events Fund, high-quality public events and festivals, which are accessible to, and of benefit to the community, will be made available to the residents and those work in the Borough.
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	Monitoring forms provide an audience profile. Appendix B identifies expected benefit from each event that officers recommend for approval. The evaluation highlights benefits for residents, including equalities groups (e.g. children, young people, older people, families, people with disabilities and people whose first language is not English).
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Yes monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application (Appendix D).
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The service have evaluated the data and information provided by the applicants and recommended events making high scores.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Covered in application process
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	Appendix B 'New Event Fund applications recommended for approval' includes expected benefits and impact on the different 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	See above.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The report includes a project timeline.
b	Have alternative options been explored	Yes	Appendix C lists event fund applications that the service recommend for rejection.

5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund is reviewed annually along with its criteria and how its marketed
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The successful applicants will be asked to provide a completed assessment form (Appendix E).
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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