

## 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>Youth Volunteering – Volunteer Centre Tower Hamlets (VCTH)</b>
<b>Directorate / Service</b>	<b>CLC / Safer Communities</b>
<b>Lead Officer</b>	<b>Hasan Faruq</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)	<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: #008000; margin-right: 10px;"></div> <p><b>Proceed with implementation</b></p> </div> <p>As a result of performing the QA checklist, the policy 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	The Commissioners are recommended to authorise further 7 month extension of the existing Service Level Agreement with the Volunteer Centre Tower Hamlets (VCTH) from 1

			<p>September 2015 to 31 March 2016. The existing Service Level Agreement was approved back in April for a sum of £16,667 from 1 April 2015 to 31 August 2015 and for the sum of £23,333.</p> <p>Under the SLA, VCTH has provided free advice, information and training to Volunteer Involving Organisations on implementing best practice in volunteer management and assistance to NPOs to develop their volunteering programmes and opportunities.</p>
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	<p>Youth Service can draw on the skills &amp; expertise VCTH offers to respond to national and local policy and campaigning on volunteering issues, marketing and promotion of volunteering in Tower Hamlets and the development of LBTH's 3 year Youth Volunteering Strategy, which will require a refresh this year.</p> <p>Young people in the Borough will benefit from VCTH's expertise in volunteering. For example, VCTH had 44 1:1 meetings with young people to discuss volunteering between April and mid-August 2015. Last year, 53% of volunteer starters supported by VCTH were female and 47% male. Over 85% of the young service users were from BAME communities. 69% of the young service users were aged between 15 and 17. 16% of young volunteer starters had disabilities.</p>
<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	See above. VCTH have data of young service users.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	VCTH have data of young service users.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	As above, the previous service user data were analysed. VCTH have submitted a plan for the next 7 months (Appendix 4).
c	Is there clear evidence of consultation with	Yes	VCTH maintains records and data on service delivery.

	stakeholders and users from groups affected by the proposal?		
<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	VCTH have data on gender, age, ethnicity and disability of the service users.
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	VCTH will continue recording service users' data.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	VCTH have submitted a plan for the next 7 months (Appendix 4).
b	Have alternative options been explored	Yes	An option for no further 7 month extension is explored.
<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	VCTH will provide a comprehensive end of year report. This will be reviewed by the service and made available to the Commissioners.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The implementation of the forward plan submitted by VCTH will be monitored by the service. VCTH will also provide service users' data for the service.
<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	