

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

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| Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal) | Event Fund Applications for Events taking place in financial year 2016/17 |
| Directorate / Service | CLC/ Culture, Learning and Leisure |
| Lead Officer | Steve Murray, Head of Arts, Parks and Events |
| 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; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div>Proceed with implementation</div> </div> <p>An Equality Analysis is attached.</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) |
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| 1 | Overview of Proposal | | |
| a | Are the outcomes of the proposals clear? | Yes | Commissioners are recommended approving continued delegated decision making to award Event Fund grants in 2016/17 set out in Event Fund Continues delegated decision making to award grants 2016/17 Commissioner Decision |

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| | | | Report. 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 | An Equality Analysis (Appendix F) identifies the positive impact on the protected characteristics. Monitoring forms provide an audience profile. The evaluation highlights benefits for residents, including involving equalities groups (e.g. young people, older people, families, under-represented communities) and enhancing cross-cultural understanding and cohesion. |
| 2 | Monitoring / Collecting Evidence / Data and Consultation | | |
| a | Is there reliable qualitative and quantitative data to support claims made about impacts? | 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 B). |
| 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 'Event Fund Application Form' includes expected benefits and impact on the different protected characteristics. Appendix C & D Assessment Questions and Score Sheet, provide interpretation of impact against different protected characteristics. |
| b | Is there a clear understanding of the way in which proposals applied in the same way can have unequal | Yes | See above. |

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| | impact on different groups? | | |
| 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 | Applications which do not meet the criteria and priorities outlined in Appendix A will be recommended 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 evaluation 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 | |