

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)	Event Fund Applications for Events taking place in financial year 2016/17 – Ring Fence of £5000 for events celebrating the Queen's 90th Birthday.
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;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div> <p>Proceed with implementation</p> <p>An Equality Analysis is attached.</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	Commissioners are recommended to: 1. Approve the ring fence of £5000 for community events to celebrate the Queen's 90 th Birthday for grants of up to £250.

			<p>2. To relax certain criteria to remove barriers to participation, and considering the expected nature of events.</p> <p>3. To move the deadline to give sufficient time for grants to be publicised and community to apply.</p> <p>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.</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>An Equality Analysis (Appendix A) identifies the positive impact on the protected characteristics.</p> <p>Monitoring forms provide an audience profile.</p> <p>Ring-fencing a proportion of the annual budget for a specific month, lowering event fund grant amounts and increased marketing for the fund will increase amount of time staff will spend on supporting application process, assessing applications, writing reports and follow up post events.</p> <p>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.</p>
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
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 will evaluate the data and information provided by the applicants and recommend events making high scores.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	In the past, Royal events such as the Queens Golden Jubilee, have generated a lot of interest from communities seeking to come together and celebrate.

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	The Event Fund Application Form' includes expected benefits and impact on the different protected characteristics. The 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 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	The report includes the Alternative Options section.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	All groups funded must fill in the Event Fund monitoring forms which include a template for the recording the nine protected characteristics. This information may be used by the Council to assess the degree to which funded events are successfully serving people with protected characteristics.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	See above.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	