

## APPENDIX L: 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>Event Fund Applications for Events taking place in financial year 2015/16</b>
<b>Directorate / Service</b>	<b>CLC/ Culture, Learning and Leisure</b>
<b>Lead Officer</b>	<b>Steve Murray, Head of Arts, Parks and Events</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: green; margin-right: 10px;"></div> <div><b>Proceed with implementation</b></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)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	Annual Report showing the awards made from the Event Fund 1516.

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 K) identifies the positive impact on the protected characteristics.  Monitoring data included in the Evaluation Form 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.
<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	Evaluation / 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 A).
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
<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	Appendix A 'Event Fund Application Form' includes expected benefits and impact on the different protected characteristics. Appendix B & M 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.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	The report is retrospective, however the Equalities Data (Appendix K) highlights an action plan for increasing outreach for the Equalities 9 protected Characteristics.

b	Have alternative options been explored	Yes	Applications which did not meet the criteria and priorities outlined in Appendix A were not successful.
<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 fund is reviewed annually along with its criteria and how it is 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).
<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	