

APPENDIX 3:

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLISTS

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)	Adoption of the of the Updated Conservation Strategy
Directorate / Service	Place, Planning and Building Control, Strategic Planning, Place Shaping
Lead Officer	Michael Ritchie – Team Leader (Place Shaping)
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>This strategy is directed toward the protection of the historic environment within the Borough and will equally affect the community who live within it irrespective of their characteristics.</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)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	YES	The Council has in place a Conservation Strategy which was adopted in October 2010. The draft for adoption updates this existing strategy. It provides guidance on the management of the Boroughs heritage for a period of 5-10 years. It is aligned with the Local Plan and key elements of it have been integrated into the new Local Plan.

			<p>The NPPF introduced in March 2012 requires local planning authorities to set out in their local plan a positive strategy for the conservation and enjoyment of the historic environment.</p> <p>The draft for adoption updates the existing strategy, reflecting changes to relevant legislation and policy, updating the boroughs heritage assets, and reviewing the emerging development context. It sets out clear goals for the heritage and how these are to be achieved.</p> <p>It is in accordance with the requirements of the NPPF and is aligned with the Borough's Local Plan to 2031. The Conservation Strategy contributes to the key priorities of the Tower Hamlets Community Plan 2020.</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?	NO	The Strategy is for everyone with an interest in the future conservation and enjoyment of the Boroughs heritage. No equality profile of those affected has been undertaken as the Strategy goals are dependent upon the heritage assets and built fabric of the historic environment rather than upon the characteristics of the Boroughs communities.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	YES	The document to be adopted has Borough wide application. It is supported by formal designations and conservation area appraisals and is written in conjunction with the updated Local Plan, forming a key part of the evidence base.

b	Is there sufficient evidence of local/regional/national research that can inform the analysis?	YES	<p>The London Plan, and the Tower Hamlets Local Plan identify the protection of the historic environment as a goal.</p> <p>National policy as set out in the NPPF supports the preparation of a positive strategy for the conservation and enjoyment of the historic environment.</p> <p>The Borough's Conservation Strategy helps to make Tower Hamlets a great place to live, by managing and sustaining the heritage, and thereby reinforcing the distinctive identity and unique sense of place of the Borough.</p>
c	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	YES	<p>The strategy pulls together the various designations which together comprise the historic environment and sets out a strategy for their conservation and management. It has been prepared by consultants with expertise in the assessment of the historic environment; in collaboration with officers who manage change within the historic environment of the borough.</p>
d	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	YES	<p>The baseline information in the strategy was discussed together with the vision and strategy goals at a workshop attended by key stakeholders including representatives of Historic England, the Statutory Amenity Societies and the Tower Hamlet History Library and Archives.</p> <p>Following this the draft updated Conservation Strategy was then published as part of the evidence base supporting the new local Plan regulation 18 consultation between 11th November 2016 and 2nd</p>

			January 2017. No adverse comments were received as a result of this.
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?	NO	The policy is directed toward the management of the historic environment and is dependent upon the quality of the built environment, rather than upon the characteristics of the Boroughs community. The strategy will have long term benefits for all.
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	The proposals are applied according to the character of the historic built environment, not the characteristics of residents; albeit the policy may unintentionally focus resources upon particular buildings or areas, and hence upon the local resident communities, and any particular characteristics of that community.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	NO	The proposals are intended to be for the benefit of all the boroughs residents and are based purely on the existing historic environment of tower hamlets.
b	Have alternative options been explored	YES	The option to take no action – The decision to retain the existing strategy and not update it was considered. However, this is not recommended as provision of a strategy is recommended by the NPPF. The strategy helps to inform decisions about the heritage resource and it is important that it accurately reflects current legislation and policy and provides up to date information regarding the Boroughs heritage resource.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	YES	The Conservation Strategy is a long-term strategy for the management of the historic environment for a period

			of five to ten years. At an appropriate time during this period, the strategy will be reviewed and updated if necessary.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	NO	There is no intention to monitor the proposals against protected characteristics this is a strategy for the management of the historic environment and is entirely dependent upon the character of these resources rather than the communities who live within the Borough.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	YES	

Appendix A (Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template	Suspend – Further Work Required	Red 
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.	Proceed with implementation	Green: 

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)	Local List Nomination and Selection Process.
Directorate / Service	Development and Renewal Strategic Planning – Place Shaping Team
Lead Officer	Michael Ritchie – Team Leader (Place Shaping)
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: #008000; margin-right: 10px;"></div> <div> <p>Proceed with implementation</p> <p>The nomination and selection process are entirely independent of who makes the proposal, and whether the building is locally listed or not is dependent upon the quality of the building and how well it meets the selection criteria. There are no direct equalities implications.</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	<p>In January 2016 the Council resolved to establish a process whereby local residents can make additions to the Local List easily.</p> <p>This project is directed toward the identification and protection of buildings which are considered to be non-designated heritage assets, the significance of which must be taken into account when</p>

			<p>making planning decisions. The Council does not currently have a formal process for adding buildings to the Local List on an ad hoc basis making it difficult to respond to requests from residents and other stakeholders to add buildings to the list.</p> <p>The preparation and adoption of such a process is also an objective of the draft updated conservation strategy</p> <p>A draft nomination and selection process was prepared in accordance with Historic England guidance on local listing, and was the subject of public consultation between November 2016 and January 2017</p> <p>No adverse comment on the proposals was received.</p> <p>It is proposed that an appointed panel will assess nominations for local listing against an agreed set of selection criteria, if a building is selected it will then be subject to consultation.</p> <p>Designation of a non-designated asset in this manner will be dependent upon the qualities of the buildings itself.</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?	NO	<p>The nomination process establishes a process by which requests for addition to the local list will be managed, whilst the selection criteria provides a measure by which they will be assessed.</p> <p>Agreement of the process will standardise the way in which buildings are selected and</p>

			assessed. No specific equality profile of those affected has been undertaken as the process by which nominations will be and assessed will be applied on a Borough wide basis to all suggestions and therefore impact all of the Boroughs residents equally.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	YES	<p>The nomination and selection process are to be adopted and will have Borough wide application.</p> <p>The process has been determined in line with Historic England's advice and has been the subject of public consultation.</p>
b	Is there sufficient evidence of local/regional/national research that can inform the analysis?	YES	<p>The London Plan, and the Tower Hamlets Local Plan identify the protection of the historic environment as a goal.</p> <p>National policy as set out in the NPPF supports the creation of a local list</p> <p>Preparation of the local list will help to ensure that Tower Hamlets is a great place to live, by managing and sustaining the heritage, and thereby reinforcing the distinctive identity and unique sense of place of the Borough.</p>
c	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	YES	The nomination process and selection criteria have been informed by published Historic England advice and specialist officers.
d	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	YES	The draft nomination and selection process was published on the Council's website during the Local Plan Regulation 18 consultation. Comments on the document were invited from 11 November 2016 to 31 January 2017. Awareness of

			the consultation was also raised via an article in the Tower Hamlets Local History Library and Archives monthly newsletter, which is sent to around 2,500 individuals and organisations with an interest in Tower Hamlets historic environment. The consultation was also featured on the influential Spitalfields Life blog and Twitter feed, which has almost 19,000 followers.
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?	NO	Local listing of undesignated heritage assets is a process which can help management of the historic environment. It is dependent upon the quality of the built environment rather than upon the characteristics of the Boroughs community.
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	The selection criteria are applied to the buildings presented regardless of who makes the application and locally listed status applied according to the quality of the building proposed. This process is completely independent of the person making the nomination.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	NO	The proposals are intended to be for the benefit of all the boroughs residents and are based purely on the existing historic environment of tower hamlets.
b	Have alternative options been explored	YES	The option to take no action has been explored. This would not be advisable, as suggestions for local listing are regularly made and the concept of local listing is supported by the NPPF.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	YES	The implementation of these proposals will be monitored and reviewed to ensure.
b	Is it clear how the progress will be	NO	There is no intention to monitor the

	monitored to track impact across the protected characteristics?		implementation of this process against protected characteristics. The process is entirely independent of the person making the application.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	YES	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the QA checklist, it is evident that due regard is not evidenced in the proposal and / or a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the proposal be suspended until further work or analysis is performed – via a the Full Equality Analysis template	Suspend – Further Work Required	Red 
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.	Proceed with implementation	Green: 