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)	**All-Zone Multi-Purpose Permits for Car Clubs – Amendment to Permitted Bays**
Directorate / Service	**Place / Parking & Mobility Services**
Lead Officer	**Anita Haylock**
Signed Off By (inc date)	**Michael Darby, 15 January 2018**
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)	**Proceed with implementation** As a result of performing the QA checklist, the proposal does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage.

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	This is an amendment to a scheme approved by Cabinet in July 2016.
b	Is it clear who will be or is likely to be affected by what	Yes	The impact of this proposal on the groups is mostly neutral. It

	is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?		will ensure consistency with other boroughs and make the service more open and transparent.
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	The following evidence has been examined to think about the likely impacts on service users: • Service user levels • Benchmarking from neighbouring and similar London local authorities • LBTH demographics • Complaints
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	See above.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	See above.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The service will consult stakeholders if required to do so and agreed by the executive.
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	As the proposal amends a scheme that has already been approved by Cabinet, the same analysis of the current practice/situation, potential impact and proposed options are applicable.
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	No action plan has been identified as being required.
b	Have alternative options been explored	Yes	Do nothing option was considered.
5	Quality Assurance and Monitoring		

a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The service collects information on the uptake of services by users. They will be able to monitor any changes through these processes. Also, the service is planning to develop a system to monitor the impact of the proposals on the different groups.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	As above.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	The main body of the report contains necessary information.

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 *Protected Characteristics.* 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 *Protected Characteristics* and no further actions are recommended at this stage.	**Proceed with implementation**	**Green:** 

Proceed with implementation

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