


### Appendix 3: EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST


<p><b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)</p>	<p><b>Determination of Poplar Regen Alliance Neighbourhood Planning Forum Application</b></p>
<p><b>Directorate / Service</b></p>	<p><b>Development &amp; Renewal</b></p>
<p><b>Lead Officer</b></p>	<p><b>Steven Heywood</b></p>
<p><b>Signed Off By (inc date)</b></p>	
<p><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)</p>	<p> <b>Proceed with implementation</b></p> <p>Based on the QA a Full EA will not be undertaken at this stage. As a result of performing the QA checklist the proposed decision making process for Neighbourhood Planning Forum applications does not appear to have any adverse effects on people who share Protected Characteristics and no further actions are recommended at this stage.</p> <p>Due regard for the nine protected groups will be embedded in the preparation and production of any resultant Neighbourhood Development Plan (NDP) or Neighbourhood Development Order (NDO).</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	
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>At this stage, the impacts of the proposals will not be felt upon persons with protected characteristics.</p> <p>At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. Officers can share information on the latest Council's Borough Profile to provide an overview of the equality groups to the Forum.</p> <p>Any Neighbourhood Development Plan or Order will need to be in general conformity with the Council's Local Plan.</p>
<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?	n/a	There are no identified impacts upon persons with protected characteristics.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	n/a	There are no identified impacts upon persons with protected characteristics.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	Public consultation and the Council's reporting cycle allow for input into the recommendations for determining applications.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Formal public consultation will be carried out for six weeks. This is the statutory period of public consultation.
<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?	n/a	There are no identified impacts upon persons with protected characteristics, therefore no links have been established.

b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	n/a	There are no identified impacts upon persons with protected characteristics.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	n/a	There are no identified impacts upon persons with protected characteristics, therefore no mitigation has been identified.
b	Have alternative options been explored?	n/a	Because no mitigation actions have been identified as necessary, alternative options for mitigation have not been assessed. The Council has no option but to designate the proposed Forum if it meets the statutory requirements.
<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	At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. At the stage of submitting the Neighbourhood Development Plan or Order, the Council will consider the impact of the plan or order on the protected characteristics.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics?	Yes	At the stage when a Neighbourhood Development Plan or Order is being prepared, officers will work with the Neighbourhood Planning Forum and Equalities team to make sure that actions will be undertaken to mitigate the likely adverse impacts on people who share Protected Characteristics. At the stage of submitting the Neighbourhood Development Plan or Order, the Council will consider the impact of the plan or order on the protected characteristics.
<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?	n/a	There is no executive summary

## Appendix A

### (Sample) Equality Assessment Criteria

<b>Decision</b>	<b>Action</b>	<b>Risk</b>
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	<b>Suspend – Further Work Required</b>	<b>Red</b> 
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.	<b>Proceed with implementation</b>	<b>Green:</b> 