

## 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>The Implementation of a New Community Infrastructure Levy (CIL) Charging Schedule</b></p> <p>The London Borough of Tower Hamlets is a Charging Authority for the purposes of Part 11 of the Planning Act 2008 and may therefore charge the Community Infrastructure Levy (CIL) in respect of development in Tower Hamlets.</p> <p>The proposal relates to undertaking consultations and going through the process of adopting a new Charging Schedule which will set new rates for the Council's Charging Schedule.</p> <p>Approval to consult will be sought from the Mayor in Cabinet and a subsequent approval to adopt will be referred to Full Council for approval.</p>
<p><b>Directorate / Service</b></p>	<p><b>Place</b></p>
<p><b>Lead Officer</b></p>	<p><b>Joseph Ward</b></p>
<p><b>Signed Off By (inc date)</b></p>	<p><b>Joseph Ward, 20/10/2017</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>Example</b></p> <p> <b>Proceed with implementation</b></p> <p>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.</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	The proposals relate to approvals to consult on and submit for examination a new local Community Infrastructure Levy Charging Schedule which will help the Council raise funding to deliver infrastructure.
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	The proposals will provide residents with an opportunity to comment on the Council's proposals with regards to a new CIL Charging Schedule. The equality profile of residents is available from the Census or GLA population data/projects.
<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	It is not envisaged that the new Charging Schedule will have any unequal impacts on the nine protected groups. The new Charging Schedule will be the subject of two consultations prior to adoption. This will ensure that the public have an opportunity to comment prior to adoption.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The equality profile of residents is available from the Census or GLA population data/projects.
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 CIL rates have been formed in collaboration with other teams in the Council in a way that will have reasonably accounted for any equalities issues.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The proposal relates to carrying out consultations, so this will occur in due course.
<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	It is not envisaged that the proposals will have any unequal impacts on the nine protected groups.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal	Yes	It is not envisaged that the proposals will have any unequal impacts on the nine protected groups.

	impact on different groups?		
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	Not required.
b	Have alternative options been explored	Yes	Not required, the alternative option would be to not adopt a new Charging Schedule.
<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	Following the consultations, if appropriate, the proposals will be referred to Full council for approval to adopt.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	Equalities matters will be considered in any report for adoption. If appropriate, a plan will be formed to track any impacts across protected characteristics at that time.
<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	Yes

## Appendix A - 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	<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 <i>Protected Characteristics</i> and no further actions are recommended at this stage.	<b>Proceed with implementation</b>	<b>Green:</b> 