

Appendix 3: 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)	Article 4 Direction (Conversion of A1 retail, A2 financial and professional services and specified town centre-compatible Sui Generis uses (Betting Offices, and Payday Loan shops) to C3 residential)
Directorate / Service	Development & Renewal
Lead Officer	Patrick Harmsworth
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>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 the Article 4 Direction does not appear to have any adverse effects on people who share Protected Characteristics 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)
1	Overview of Proposal		
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	Yes	The impacts of the proposals will not be felt upon persons with protected characteristics.

	there information about the equality profile of those affected?		
2	Monitoring / Collecting Evidence / Data and Consultation		
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 four weeks. This is the statutory period of public consultation.
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?	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.
4	Mitigation and Improvement Action Plan		
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	Yes, these are included in the Cabinet Report.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The Annual Monitoring Report produced by the Strategic Planning team will audit the implementation of the Article 4 direction.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics?	Yes	The Annual Monitoring Report produced by the Strategic Planning team will audit the implementation of the Article 4 direction.
6	Reporting Outcomes and Action Plan		

a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	n/a	There is no executive summary
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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: 