

## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Boishakhi Mela</b>
<b>Directorate / Service</b>	<b>CLC / Culture, Learning and Leisure</b>
<b>Lead Officer</b>	<b>Stephen Murray</b>
<b>Signed Off By (inc date)</b>	
<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)	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; height: 20px; background-color: #008000; margin-right: 10px;"></div> <div> <p><b>Proceed with implementation</b></p> <p>As a result of performing the QA checklist, the proposal 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> </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)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	This proposal sets out options for future delivery of the Mela.

			<p>The decision making body is asked to consider:</p> <ul style="list-style-type: none"> <li>• the options for the future delivery of the Mela</li> <li>• the recommendation that the 2017 Mela is again delivered in house whilst we market test other options outlined in this report.</li> </ul>
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>This report is to ask the decision making body to consider the options for the future delivery of the Mela.</p> <p>Once a Mela is held, the impact of the event is evaluated by the service. The Mela 2016 was successfully delivered by the Council, which made the event more family friendly and attracted a more culturally diverse audience along with a minimal impact on the local community than the previous years.</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	This report is to ask the decision making body to consider the options for the future delivery of the Mela.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	Participation of events by different groups is reviewed by the service.
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	N/A	
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	The decision making body is asked to consider the options for the future delivery of the Mela.
<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	This report is to ask the decision making body to consider the options for the future delivery of the Mela.
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 Mela 2016 was successfully delivered by the Council. The service will continue making the event more family friendly and attracting a more culturally diverse audience

			along with a minimal impact on the local community than the previous years.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
a	Is there an agreed action plan?	Yes	Once the decision-making body decides which option is to be chosen, the service will work to deliver the option accordingly.
b	Have alternative options been explored	Yes	Four options are set out for the decision making body to consider in the report.
<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	The decision making body is asked to consider the options.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	N/A	
<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	