

## 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>Development Viability Supplementary Planning Document (SPD)</b>
<b>Directorate / Service</b>	<b>Place / Planning &amp; Building Control (Infrastructure Planning)</b>
<b>Lead Officer</b>	<b>Joseph Ward</b>
<b>Signed Off By (inc date)</b>	<b>Joseph Ward, 17/07/2017</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: 30px; height: 30px; background-color: #008000; margin-right: 10px;"></div> <div> <b>Proceed with implementation</b>   The Development Viability SPD will provide guidance on the information requirements for financial viability assessments and the basis on which these will be assessed and made publicly available. This will ensure that all applications are dealt with efficiently, consistently and with transparency. The Councils financial viability assessments are in line with national, regional and local planning policy.   It is not envisaged that the Development Viability SPD will have any impacts on any particular equalities groups. </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?	Y	The SPD will provide guidance on when a financial viability

			assessment is required, what methodology should be followed and the basis on which financial viability assessment will be assessed by the council.
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?	Y	Staff, residents and planning applicants will have a clearer understanding of the information requirements for financial viability assessments that are required to be submitted in support of planning applications. 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?	Y	It is not envisaged that the SPD will have any unequal impacts on the nine protected groups. The SPD will be the subject of two consultations prior to adoption. This will ensure that the public have an opportunity to comment prior to the SPD being adopted.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Y	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?	Y	The SPD was formed in a cross Council working group and will be the subject of a public consultation. This checklist has also been informed by previous equalities analyses undertaken for planning policy documents, our evidence base documents and our local knowledge and expertise.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Y	The local community and key stakeholders have been consulted appropriately as required by the Council's Statement of Community Involvement.
<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?	Y	It is not envisaged that the SPD 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 impact on different groups?	Y	It is not envisaged that the SPD will have any unequal impacts on the nine protected groups.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		

a	Is there an agreed action plan?	N/A	Not required.
b	Have alternative options been explored	N/A	Not required, the alternative would be to continue without a SPD. However, the adoption of a SPD is considered to be the best way forward as it will ensure planning applicants and the Council have a clear understanding of what is required while preparing and assessing financial viability assessments.
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Y	Following the consultations, if appropriate, the SPD will be referred to Cabinet for approval to adopt.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Y	Equalities matters will be considered in any Cabinet report for adoption. If appropriate, a plan will be formed to track any impacts across protected characteristics at this 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?	Y	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>	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 <i>Protected Characteristics</i> and no further actions are recommended at this stage.	<b>Proceed with implementation</b>	Green: 