

TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required. The EA template and guidance plus information on the Equality Act and the Public Sector Equality Duty (PSED) can be found on Colnet at: <http://colnet/Departments/Pages/News/Equality-and-Diversity.aspx>

Introduction

The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have ‘due regard’ to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

What is due regard?

- It involves considering the aims of the duty in a way that is proportionate to the issue at hand
- Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision
- Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative.

The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.

Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.

It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.

How to demonstrate compliance

Case law has established the following principles apply to the PSED:

- **Knowledge** – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind.
- **Sufficient Information** – must be made available to the decision maker
- **Timeliness** – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken.
- **Real consideration** – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- **Sufficient information** – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty
- **No delegation** - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.
- **Review** – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed.

However there is no requirement to:

- Produce equality analysis or an equality impact assessment
- Indiscriminately collect diversity data where equalities issues are not significant

- Publish lengthy documents to show compliance
- Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met
- Make services homogeneous or to try to remove or ignore differences between people.

The key points about demonstrating compliance with the duty are to:

- Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups
- Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications
- Keep adequate records of the full decision making process

Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision making process.

1. Proposal / Project Title: Children and Young People's Plan 2018-2021

2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought):

The CYPP is the single, overarching strategic plan for services affecting children and young people over the next 3 years. The aim of the CYPP is to provide more integrated and effective services to secure the outcomes for children. It identifies children and young people whose outcomes need to be improved and explains how this will be achieved.

3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:

Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plan relates to children, young people (aged 0–25) and their families and aims to improve their outcomes. We have consulted with young people in the City and stakeholders who work with them and used data from the Child Health Needs Assessment to determine what the needs are of this group and what we can do to improve their outcomes. Therefore this plan should have a positive effect on advancing equality of opportunity for this group.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plan considers the specific service and development barriers faced by children and young people with health problems and disabilities, such as their additional risk of harm and abuse, and highlights the need to provide extra provision for these young people. This will have a positive effect in advancing equality of opportunity for people with disabilities.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The plan promotes equality of opportunity for children, young people and their families irrespective of whether they are the same gender they were at birth or not. The data shows that transgender young people are at greater risk of mental health issues but this has not been identified as a particular issue locally. It is likely that young transgender people will benefit from the universal actions outlined in this plan however it does not include any actions targeting transgender people specifically.
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The plan relates to children, young people (0-25) and their families but does not outline any plans that relate to those who are married or in a civil partnership.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plan considers a whole lifetime approach from conception through to young adulthood. It aims to improve the services and information that pregnant women and new mothers receive so will improve outcomes for this group.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plan also focuses on particularly vulnerable communities and the barriers to children's development in these communities. The data shows that 40% of children and young people in the City are from BAME groups and we know these young people can be hard-to-reach. This plan promotes inclusivity and celebrating diversity. It plans to review the requirements of hard to reach groups and monitor

				the take up of services to ensure they reach all sections of the communities we serve. This will have a positive impact on people with this protected characteristic by fostering good relations and advancing equality of opportunity.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plan promotes equality of opportunity for children, young people and their families irrespective of faith or religion. It
Sex (i.e gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The plan promotes equality of opportunity for children, young people and their families irrespective of sex or gender.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Plan promotes equality of opportunity for children, young people and their families irrespective of sexual orientation. It highlights the increased risk of LGBTQ young people of developing mental health issues and aims to improve our provision for this group.
4. There are no negative/adverse impact(s) Please briefly explain and provide evidence to support this decision:	This plan outlines how to improve the lives of all children and young people in the City and their families. It promotes equality of opportunity for all irrespective of any of any of the protected characteristics and therefore there should be no negative impacts on these groups. In addition, this promotes targeted actions to mitigate against the effects of disadvantages for vulnerable groups who have one or numerous protected characteristics and improve their life chances. This should guarantee that any possible negative impacts are avoided and inequality is decreased.			
5. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:	This plan puts an emphasis on inclusiveness and equality and the removal of any discrimination that may exist for people in protected groups. It aims to remove any barriers to inclusion that exist for people with protected characteristics and to ensure that services and activities are appropriate for all. It targets vulnerable groups who have worse outcomes, such as children with disabilities and from ethnic minority groups and from disadvantaged backgrounds. By targeting these groups this plan should reduce longstanding inequality between those with protected characteristics and those without.			
6. As a result of this screening, is a full EA necessary? (Please check appropriate box using <input type="checkbox"/>)	Yes	No	Briefly explain your answer: No negative impacts on any protect characteristics have been identified.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7. Name of Lead Officer: Tizzy Keller	Job title: Strategy Officer, Health and Children		Date of completion: 04 January 2018	

Signed off by Department Director :

Andrew Carter

Name: Andrew Carter

Date: 9/3/18