



# 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 City of London Intranet at: [Equality and Inclusion](#)

## 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 statutory '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
- Sexual orientation

**It is also Corporation policy to give voluntary (non-statutory) 'due regard' to the impact upon Social Mobility**

## What is due regard?

- Statutorily, 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.

The Corporation has also adopted a voluntary (non-statutory) due regard of the impact upon social mobility issues. This should be considered generally

## 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

and, more specifically, against the aims/objectives in the Social Mobility Strategy, 2018-28.

### **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 must 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 references to it in the Background Papers when reporting to the Committee or other decision making process.

**1. Proposal / Project Title:  
St Peter Westcheap Enhancement**

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

The site contains what is reportedly the City's oldest plane tree, approximately 300 years old. There is evidence the tree is being negatively impacted by the current layout and this needs to be addressed quite urgently. It is proposed to relandscape the former churchyard, now garden, that feels dated, tired and unkempt attracting smokers and littering. It is proposed to improve the garden by increasing its green coverage with resilient planting and ensuring the existing mature tree, is protected. Existing pavements are concrete and these are to be replaced by natural stone that is befitting an historic churchyard. There is an opportunity to utilise surface water run-off by introducing measures to slow the rate at which ground water enters the sewer system via jointing between stone pavements. The project will also utilise reclaimed timber for new seating to replace the existing seats that have deteriorated. There are aspirations to incorporate historic interpretation. However this is subject to a separate funding stream that will be reported at the Gateway 5 stage.

The project has been designed by consultant architects with City Gardens, Transport and Public Realm, City Surveyor and the Diocese of London who own the churchyard. There is a single option being proposed and this will be progressed to Gateway 4 for approval. This project is not a Sustainable Drainage System. It is important to note this is the site of a former burial ground and there are existing access restrictions that prevent level access into the space. Therefore, improvements to access are limited and will take the form of introducing handrails either side of the single point of entry.

**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)	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 proposed scheme is design to be inviting by improving legibility and increasing green coverage encouraging visitors to dwell and rest. It is believed proposed enhancements will encourage a wider range of users, providing natural surveillance that helps to reduce the possibility of anti-social behaviour.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to the churchyard garden is via steps (two treads) it remains the only point of entry. The site also has some known restrictions namely the in-situ burial ground which prevents change the level of the ground significantly to meet street level. Provision of a ramp is not possible because longitudinal/lateral falls prevent a navigable route which does not negatively impact the space itself. Therefore, improvements to access are limited and will take the form of introducing handrails either side of the single point of

				entry that will improve access for some visitors. Upgrading the concrete pavements to natural stone together with varied seating options will accommodate differing needs.
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more inviting to people, the natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Sex (i.e. gender)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.

**4. Are there any potential social mobility or wider issues?** Please check appropriate box

Yes

No

**Briefly explain your answer:**

Not applicable

**5. There are no negative / adverse impact(s)** Please briefly explain and provide evidence to support this decision:

A core objective of the project is to enhance to local area for public benefit. The project has been designed collaboratively and focuses on providing an enhanced public realm, recognising the importance of providing protection for the City's oldest plane tree. It is recognised that access to the space is not fully inclusive the site conditions, namely the burial ground beneath and the extensive tree roots prevent in significant changes in height in the space. Therefore, minor improvements to access such as handrails either side of the gated entry point are being introduced. The proximity of a newly completed fully accessible garden

spaces at the junction of Cheapside and New Change is within close proximity to the project site and provides an alternative option for visitors unable to access the garden at St Peter Westcheap.

**6. Are there positive impacts of the proposal on any equality groups or Social Mobility?** Please briefly explain how these are in line with the equality aims or social mobility strategy:

The space is currently dominated by smokers and those brave enough to take a moment to have their lunch. Unfortunately, due to poor legibility the site is dark, uninviting and prone to littering. The project will increase green coverage, provide places to dwell and encourage natural surveillance reducing the possibility of behaviours that may be considered anti-social. This is in keeping with the City's response to improve wellbeing, address climate change and counter the "Urban heat island effect", by providing green lungs to improve air quality and cool surrounding areas.

**7. As a result of this screening, is a full EA necessary?**

Please check appropriate box

Yes

No

**Briefly explain your answer:**

The design process to date has ensured that improved greenery and legibility, have been the main focus of the project development. Through the detailed design phase, this will be optimised become key outcomes of the project.

**8. Name of Lead Officer:** Emmanuel Ojugo

**Job title:** Project Manager

**Date of completion:** 26/09/2024

**Signed off by Department Director:**



**Name:** Ian Hughes

**Date:** 01/11/2024