



MANCHESTER
CITY COUNCIL

Stage 1 Equality Analysis:
Relevance Assessment

Guidance and Template

Equality Analysis Overview

Due Regard

1. Equality lies at the heart of everything that Manchester City Council seeks to achieve; from shaping a city that recognises the value and the needs of all of its residents, to delivering services that improve the life opportunities of our most vulnerable people.
2. By integrating consideration of equality and good relations into our day-to-day business, we can demonstrate that we are paying due regard to the three aims of the general equality duty. The duty's three aims are:
 - I. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - II. Advance equality of opportunity between people who share a protected characteristic and those who do not
 - III. Foster good relations between people who share a protected characteristic and those who do not
3. Having due regard involves:
 - I. Removing or minimising disadvantages suffered by people due to their protected characteristics
 - II. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
 - III. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low
4. The Public Sector Equality Duty requires the Council to undertake equality analysis of all of its current and proposed functions. Completing equality analysis is central to how we pay due regard.

Protected Characteristics

5. The Equality Act 2010 offers protection from numerous types of discrimination, harassment and victimisation on the grounds of a range of people's characteristics. These '[protected characteristics](#)' are:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation

6. The Act also offers protection on the grounds of *discrimination by association*. This provision relates to people who do not necessarily have a protected characteristic themselves, but who may face discrimination because they are associated with individuals who do have protected characteristics, for example a carer of a disabled person. For this reason, the Council has included carers in its equality analysis framework.

Getting Started

7. Although the Public Sector Equality Duty requires the Council to undertake equality analysis, it is not prescriptive about what form this analysis should take. For consistency and transparency, the Council is committed to utilising its **Equality Impact Assessment (EIA)** framework to fulfil its requirements. The EIA framework has two key stages:
 - Stage 1 – *Relevance Assessment*
 - Stage 2 – *Equality Impact Assessment*
8. Please consider which of these documents is most applicable to the function that you are analysing and the stage of analysis that you are at. Support, advice and guidance on this and all other stages of the EIA framework is available from the EDI Team.

Completing your Relevance Assessment – A Step by Step Guide

1. Relevance to equality means that the function that you are assessing will either affect people with the protected characteristics outlined above, that it will affect the [Equality Duty](#), or both. As a large service provider, employer and community leader, it is likely that many of the Council's functions will demonstrate some relevance to equality.
2. Your Relevance Assessment should commence at the earliest point in the decision-making process. This will normally be once a proposal has been made, but before a decision is reached on it. Your Relevance Assessment will determine whether a full Equality Impact Assessment (EIA) is required, to inform your decision-making process.
3. When considering whether your function is relevant to equality, you will need to ask yourself:
 - Will the function have an impact on service users, communities or employees? Consider this in terms of the numbers of people affected and the likely extent of impact.
 - What information do I have to base my relevance assessment on? What does this information tell me?
 - Does it potentially affect different groups of people differently?
 - Will the function have an impact on one or more aim of the Public Sector Equality Duty?
 - Has previous engagement or assessment shown that the function is relevant to equality?
 - Does it have an effect on how other organisations operate in terms of equality (i.e. commissioned services)?
 - Does the function relate to an area of established inequality?
4. In some cases like grant giving, commissioning, funding programmes or changes to service delivery (including new, reduced or disestablished services), it will be easy to show a relevance to equality.
5. However, some functions may be less straightforward to judge. You can consult with your Directorate's nominated officer in the Equality, Diversity, and Inclusion (EDI) Team in these instances.

Relevance Assessment Outcomes

6. Attached below is *Appendix 1 – Relevance Assessment Template*. You should use this template to communicate whether your function has demonstrated a relevance to equality or not.
7. Where your relevance assessment demonstrates that the function is *relevant to equality*:

- I. Briefly use the tick boxes to show which characteristics and / or aims of the duty the function is relevant to, and indicate the function's 'relevance ranking'.
 - II. Ensure that the completed Relevance Assessment is signed off at Director level. Sign-off must be in the form of an actual signature and not an emailed authorisation.
 - III. Scan and send an electronic copy of the signed document to your Directorate's nominated lead officer within the Equality Diversity & Inclusion Team (see below) for publication on the Council's website.
 - IV. You will then need to undertake a Stage 2 Equality Analysis – Equality Impact Assessment. The guidance and template are at: http://www.manchester.gov.uk/downloads/download/3700/equality_impact_assessments_guidance
8. Where your relevance assessment demonstrates that the function is *not relevant to equality*:
- I. Provide a full narrative of how this conclusion was reached, indicating what kind of information you used in your assessment. Simply stating 'no relevance' or 'no information available' will not be sufficient; the Council must be able to assure itself that its decisions are based on thorough analysis of robust data.
 - II. The completed template should follow the sign off and publication process above.

Tracking your progress

17. Relevance Assessments can take some time to complete from the first draft to the final document submitted to decision-makers. To help you to keep track of your progress on each assessment that you are responsible for, there is a Tracker Tool available at: http://www.manchester.gov.uk/downloads/download/3700/equality_impact_assessments_guidance

Advice, Guidance and Further Information

Directorate	Nominated EDI Team Lead
Corporate Core	Keiran Barnes –07989 148 324 keiran.barnes@manchester.gov.uk
Children's	Lorna Young –07904 679 204 lorna.young@manchester.gov.uk
Adults	Sofia Higgins –07989 162 966 sofia.higgins@manchester.gov.uk

For further information about the Equality Act 2010 please see: <http://www.equalityhumanrights.com/new-public-sector-equality-duty-guidance/>

APPENDIX 1 - Relevance Assessment Template

Directorate:	
Service:	
Function being assessed:	
Is this a proposed or existing function?	

Officer responsible for assessment:	
Lead manager responsible for assessment:	
Date of Relevance Assessment:	
Date of Sign Off:	

1. Purpose of the Analysis

- 1.1 The purpose of this relevance assessment is to analyse the information gathered on *[proposed or existing function name here]*, to test it for potential relevance to equality. A relevance ranking of high, medium or low will be applied.

2. About the Service

Please use this section to provide a concise overview of your service, its key delivery objectives and its desired outcomes:

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3. Evidence and Engagement

Please use this section to detail the information that you have considered to assess the service for its relevance to equality. Please include data, research, engagement etc:

4. Relevance assessment findings

4.1 If your assessment *has identified a relevance to equality*, you will be required to undertake an equality analysis (EIA). Please complete the following tables.

4.2 This analysis has demonstrated relevance to equality with regard to:

Protected Characteristics – Please check relevant boxes

Age ☐ Disability ☐ Race ☐ Gender (includes gender reassignment, pregnancy and maternity) ☐
Sexuality ☐ Religion or Belief (or lack of) ☐ Marriage or Civil Partnership ☐

Aims of the Equality Duty (*with relevance measures*) – Please check relevant boxes

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act (*i.e. the function removes or minimises disadvantages suffered by people due to their protected characteristics*) ☐

Advance equality of opportunity between those who share a protected characteristic and those who do not (*i.e. the function takes steps to meet the needs of people from protected groups where these are different from the needs of other people*) ☐

Foster good relations between people who share a protected characteristic and those who do not (*i.e. the function encourages people from protected groups to participate in public life or in other activities where their participation is disproportionately low*) ☐

4.3 If your assessment has **identified no relevance to equality**, please detail below your rationale and how the information that you have used supports this conclusion.

5. Conclusions

5.1 **Relevance Ranking** – Please identify in this section the degree to which the function has been assessed as relevant to equality. This should be one of (please mark the applicable box):

X	Ranking description
	High – The function shows a high degree of relevance to one or more protected characteristic and / or one or more aim of the general equality duty
	Moderate – The function shows a moderate degree of relevance to one or more protected characteristic and / or one or more aim of the general equality duty
	None – The function is not relevant to any protected characteristic and / or any aim of the general equality duty

5.2 Further Analysis - Please identify here whether your analysis demonstrates the need for further equality analysis (please mark the applicable box):

X	Description
	The relevance assessment has identified a high or medium relevance ranking and a Stage 2 Equality Analysis (Equality Impact Assessment) is required
	The relevance assessment has identified a low relevance ranking, and in consideration of the evidence above, a Stage 2 Equality Analysis process is not required

6. Director-level Sign Off

Name:		Date:	
Directorate:		Signature:	

NB: Sign-off must be in the form of an actual signature; not an emailed authorisation.