

Licensing and General Purposes Committee (Special) AGENDA

DATE: Thursday 16 January 2020

TIME: 6.00 pm

VENUE: Committee Rooms 1 & 2, Harrow Civic Centre,
Station Road, Harrow, HA1 2XY

MEMBERSHIP (Quorum 4)

Chair: Councillor Natasha Proctor

Councillors:

Michael Borio	Christopher Baxter
Sarah Butterworth	Ramji Chauhan
Pamela Fitzpatrick	Chetna Halai
Dean Gilligan	John Hinkley
Maxine Henson	Amir Moshenson
Angella Murphy-Strachan (VC)	Kanti Rabadia
Primesh Patel	Stephen Wright

Reserve Members:

- | | |
|---------------------------|-------------------|
| 1. Ghazanfar Ali | 1. Nitesh Hirani |
| 2. Vacancy | 2. Ameet Jogia |
| 3. Niraj Dattani | 3. Marilyn Ashton |
| 4. James Lee | 4. Susan Hall |
| 5. Kairul Kareema Marikar | 5. Mina Parmar |
| 6. Sachin Shah | 6. Vina Mithani |
| 7. Honey Jamie | 7. Paul Osborn |
| 8. Dan Anderson | |

Contact: Alison Atherton, Senior Professional - Democratic Services
Tel: 020 8424 1266 E-mail: alison.atherton@harrow.gov.uk

Useful Information

Meeting details:

This meeting is open to the press and public.

Directions to the Civic Centre can be found at:
<http://www.harrow.gov.uk/site/scripts/location.php>.

Filming / recording of meetings

The Council will audio record Public and Councillor Questions. The audio recording will be placed on the Council's website.

Please note that proceedings at this meeting may be photographed, recorded or filmed. If you choose to attend, you will be deemed to have consented to being photographed, recorded and/or filmed.

When present in the meeting room, silent mode should be enabled for all mobile devices.

Meeting access / special requirements.

The Civic Centre is accessible to people with special needs. There are accessible toilets and lifts to meeting rooms. If you have special requirements, please contact the officer listed on the front page of this agenda.

An induction loop system for people with hearing difficulties is available. Please ask at the Security Desk on the Middlesex Floor.

Agenda publication date: Wednesday 8 January 2020

AGENDA - PART I

1. ATTENDANCE BY RESERVE MEMBERS

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. DECLARATIONS OF INTEREST

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee;
- (b) all other Members present.

3. REVIEW OF POLLING DISTRICTS AND POLLING PLACES (Pages 5 - 28)

Report of the Director of Legal and Governance Services

AGENDA - PART II

Nil

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**REPORT FOR: Licensing & General
 Purposes Committee**

Date of Meeting: 16 January 2020

Subject: Review of Polling Districts and Polling Places

Responsible Officer: Hugh Peart – Director of Legal & Governance Services

Exempt: No

Wards affected: All

Enclosures: Appendix A Recommendations of the Polling District Review Working Group

 Appendix B – Equality Impact Assessment

Section 1 – Summary and Recommendations

In accordance with the Representation of the People Act 1983 Electoral Registration and Administration Act 2013 the Council is required to undertake a review of its polling districts and polling places. A Working Group was established to undertake this review and the recommendations of the Working Group are attached at Appendix A.

Recommendations:

The Committee is requested to:

- (i) Approve the recommendations of the Working Group in relation to the individual polling districts and polling places for all future elections up to 2022.
- (ii) Note that following the publication of the final recommendations of the Local Government Boundary Commission for England (LGBCE) work will now commence on the future polling district and polling places arrangements which will come into effect in May 2022.

Section 2 – Report

The current polling districts and polling places were last reviewed in accordance with the Representation of the People Act 1983 in November 2014.

The Act requires the Council to undertake a review every 5 years.

In February 2019, this Committee agreed to establish a cross party Review Working Group to undertake the review of the polling districts and polling places in Harrow. The terms of reference for the Group and membership were agreed at that time.

The Review Working Group is required to make recommendations on the proposed review to Committee.

The consultation commenced on 1 April 2019 and ended on 12 May 2019. The notice of the review was published on the Council's website and sent to all Members of Council, Members of Parliament for Harrow East, Harrow West and Ruislip Northwood and Pinner Constituencies, The Member of the London Assembly for Brent and Harrow, Key Stakeholders and the Electoral Registration Officer for Hillingdon (in relation to Pinner, Pinner South and Hatch End, Wards).

Representations were received from 3 members of the public in relation to Polling Districts EGB, requesting that the polling stations be moved from Cedar's Children Centre, EJB that the polling station be moved from Whitefriars Children Centre Delivery Site and that EJA polling district should be split.

The Working Group met on 13 July and 9 October 2019 to consider (a) the representations made by the Returning Officer as to the location of existing and proposed polling stations within the existing and proposed polling places and (b) to consider all representations made on the review and any other comments received on the Returning Officer's representations.

The Working Group agreed to recommend that in view of the larger piece of work to be undertaken following the receipt of the final recommendations from the LGBCE that no changes should be made to the current arrangements and that the recommendations as set out in Appendix A should be made to the Committee for approval.

The Working Group requests that the Committee note that work will now commence on the future polling district and polling places arrangements following the publication of the final recommendations from the LGBCE. Recommendations will in due course be submitted to the Committee for consideration and approval.

Legal Implications

Under s.18C of the Representation of the People Act 1983, the Council has a legal duty to undertake a review of polling districts and places every five years. This requirement was introduced in accordance with the provisions Electoral Registration and Administration Act 2013, with the first review having taken place in November 2014. Each review must be completed within 16 months of 1 October every five years, starting with 1 October 2013. The current review must be completed within 16 months of 1 October 2018 i.e. by 31 January 2020.

Financial Implications

No funding is available from Central Government to undertake the review. Therefore, all costs associated with the review will be met from within the current Electoral Services budget

Risk Management Implications

The duty to undertake the review is not included in the Directorate risk register.

Equalities implications / Public Sector Equality Duty

An Equalities Impact Assessment (EqIA) has been completed and no potential disproportionate impact has been identified.

Council Priorities

The accessibility of polling stations enabling all eligible residents to engage in the democratic process contributes to the creating an inclusive and vibrant Harrow, a strong and resourceful community sector, able to come together to deal with local issues.

Section 3 - Statutory Officer Clearance

Name: Sharon Daniels	<input checked="" type="checkbox"/>	on behalf of the* Chief Financial Officer
Date: 23 December 2019		
Name: Caroline Eccles	<input checked="" type="checkbox"/>	on behalf of the* Monitoring Officer
Date: 23 December 2019		

Name: Charlie Stewart

Corporate Director

Date: 6 January 2020

Ward Councillors notified:

YES

Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic & Electoral Services Manager
Tel: 020 8424 1097
Email: elaine.mceachron@harrow.gov.uk

Background Papers:

Notice of Review
Polling District Review Ward Booklets

If appropriate, does the report include the following considerations?

1.	Consultation	YES
2.	Priorities	YES

APPENDIX A

London Borough of Harrow Polling District and Places Review 2019

Recommendations of review working group

The Electoral Registration and Administration Act 2013, requires that Harrow Council undertake and complete a review of all of the polling districts and polling places in its area within a 16 month period ending on 31 January 2020. The previous statutory review was undertaken in 2014.

The following are the recommended arrangements for each ward by polling district.

Constituency: HARROW EAST

Ward: EDGWARE

POLLING DISTRICT	POLLING STATION	ACTION
EA	Edgware & District Ex-Service Mens Club, Beacon Lane, Edgware	No change. Designate polling district as polling place.
EAA	Flash Musicals Youth Theatre, Methuen Road, Edgware	No change. Designate polling district as polling place.
EAB	Camrose Primary with Nursery St David's Drive, Edgware	No change. Designate polling district as polling place.
EAC	Stag Lane Nursery, Infant and Junior School, Collier Drive, Edgware	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: CANONS

POLLING DISTRICT	POLLING STATION	ACTION
EB	St Lawrence Church Hall St Lawrence Close, Edgware	No change. Designate polling district as polling place.
EBA	Alyward First and Middle School, Pangbourne Drive, Stanmore	No change. Designate polling district as polling place.
EBB	Synagogue Community Centre, London Road, Stanmore	No change. Designate polling district as polling place.
EBC	Canons Hall, Wemborough Road, Stanmore	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: KENTON EAST

POLLING DISTRICT	POLLING STATION	ACTION
EC	Greek Community Hall, Kenton Road, Harrow (Junction of St Pauls Avenue)	No change. Designate polling district as polling place.
ECA	Glebe Primary School, D'Arcy Gardens, Harrow	No change. Designate polling district as polling place.
ECB	Kenmore Park Community Centre, Warneford Road, Harrow	No change. Designate polling district as polling place.
ECC	Kenton Baptist Church Hall, Streatfield Road, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: QUEENSBURY

POLLING DISTRICT	POLLING STATION	ACTION
ED	Portakabin, Queensbury Circle (Junction of Honeypot Lane & Taunton Way) Stanmore	No change. Designate polling district as polling place.
EDA	Culver Evangelical Church, Culver Grove , Stanmore	No change. Designate polling district as polling place.
EDB	Kenton Baptist Church Hall, Streatfield Road, Harrow	No change. Designate polling district as polling place.
EDC	Canons High School, Shaldon Road, Edgware	No change. Designate district as polling place.

Constituency: HARROW EAST

Ward: BELMONT

POLLING DISTRICT	POLLING STATION	ACTION
EE	Canons Hall, Wemborough Road, Stanmore	No change. Designate polling district as polling place.
EEA	Stanmore Baptist Church Hall, Abercorn Road, Stanmore	No change. Designate polling district as polling place.
EEB	Belmont Community Hall, Belmont Circle, Kenton	No change. Designate polling district as polling place.
EEC	St Joseph's R.C. School, Dobbin Close, Harrow	No change. Designate polling district as polling place.
EED	Culver Evangelical Church, Culver Grove , Stanmore	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: STANMORE PARK

POLLING DISTRICT	POLLING STATION	ACTION
EF	Small Hall, Stanmore Chapel, Nelson Road, Stanmore	No change. Designate polling district as polling place.
EFA	St John's C. of E. School, Stanmore Hill, Stanmore	No change. Designate polling district as polling place.
EFB	Micklem Hall, The Church House, Old Church lane, Stanmore	No change. Designate polling district as polling place.
EFC	Bede Anandappa Centre, Binyon Crescent, Stanmore	No change. Designate polling district as polling place.
EFD	St. Michael and All Angels Church, Bishop Ken Road, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: HARROW WEALD

POLLING DISTRICT	POLLING STATION	ACTION
EG	Weald Rise Primary School, Robin Hood Drive, Harrow	No change. Designate polling district as polling place.
EGA	The Blackwell Hall, Uxbridge Road, Harrow Weald (Near All Saints Church)	No change. Designate polling district as polling place.
EGB	Cedars Children's Centre, Whittlesea Road, Harrow Weald	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: KENTON WEST

POLLING DISTRICT	POLLING STATION	ACTION
EH	St Mary's Church Hall, Kenton Road, Harrow (Junction of St Leonard Avenue)	No change. Designate polling district as polling place.
EHA	Kenton Library, Kenton Lane, Harrow (Junction of Christchurch Avenue)	No change. Designate polling district as polling place.
EHB	Priestmead Primary School, Hartford Avenue, Harrow.	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: WEALDSTONE

POLLING DISTRICT	POLLING STATION	ACTION
EJ	St. Michael and All Angels Church, Bishop Ken Road, Harrow	No change. Designate polling district as polling place.
EJA	Small Hall, Wealdstone Methodist Church, Locket Road, Harrow	No change. Designate polling district as polling place.
EJB	Whitefriars Children's Centre Delivery Site, Whitefriars Avenue, Harrow	No change. Designate polling district as polling place.
EJC	Whitefriars Children's Centre Delivery Site, Whitefriars Avenue, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: MARLBOROUGH

POLLING DISTRICT	POLLING STATION	ACTION
WK	The Wealdstone Centre, High Street Wealdstone	No change. Designate polling district as polling place.
WKA	Communal Room, 99 Churchill Place, Barons Mead, Off Marlborough Hill, Harrow	No change. Designate polling district as polling place.
WKB	Wiseworks, Marlborough Hill, Harrow	No change. Designate polling district as polling place.
WKC	Sangat Community Centre, 28A Sancroft Road, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: GREENHILL

POLLING DISTRICT	POLLING STATION	ACTION
WL	Harrow High School, Gayton Road, Harrow	No change. Designate polling district as polling place.
WLA	The Welldon Community Centre, Welldon Crescent, Harrow	No change. Designate polling district as polling place.
WLB	Mosaic Reform Synagogue, 39 Bessborough Road, Harrow	No change. Designate polling district as polling place.
WLC	Civic Centre Registrar's reception, Station Road Harrow.	No change. Designate polling district and as polling place.

Constituency: HARROW WEST

Ward: HARROW ON THE HILL

POLLING DISTRICT	POLLING STATION	ACTION
WM	South Pavilion, South vale, Sudbury Hill, Harrow	No change. Designate polling district as polling place.
WMA	Roxeth Primary School, Roxeth Hill, Harrow	No change. Designate polling district as polling place.
WMB	Communal Hall, Northolt Road Harrow, (Adjoining Grange Court)	No change. Designate polling district as polling place.
WMC	Whitmore High School, Porlock Avenue	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: HEADSTONE SOUTH

POLLING DISTRICT	POLLING STATION	ACTION
WN	St George's Church, Pinner View Harrow	No change. Designate polling district as polling place.
WNA	North Harrow Homeguard Club, Car Park Off Pinner Road, North Harrow	No change to the existing arrangements. Designate polling district as polling place.
WNB	The Lodge, 64 Pinner Road Harrow	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: WEST HARROW

POLLING DISTRICT	POLLING STATION	ACTION
WO	St Peters Church, Sumner Road, Harrow	No change. Designate polling district as polling place.
WOA	Grange Primary School, Welbeck Road, Harrow	No change. Designate polling district as polling place.
WOB	Elmfield Church Hall, Imperial Drive Harrow	No change. Designate polling district as polling place.
WOC	Rayners Lane Baptist Church, Imperial Drive, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: HEADSTONE NORTH

POLLING DISTRICT	POLLING STATION	ACTION
WR	Pinner Park Junior School, Melbourne Avenue, Harrow	No change. Designate polling district as polling place.
WRA	North Harrow Methodist Church, Pinner Road, Harrow	No change. Designate polling district as polling place.
WRB	St. Alban's Church Hall, Norwood Road, South Harrow	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: ROXETH

POLLING DISTRICT	POLLING STATION	ACTION
WS	South Harrow Baptist Church Rooms Northolt Road, South Harrow	No change. Designate polling district as polling place.
WSA	Earlsmead Primary School, Arundel Drive, Harrow	No change. Designate polling district as polling place.
WSB	Portakabin, Junction of The Heights & Gaylor Road, Northolt	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: ROXBOURNE

POLLING DISTRICT	POLLING STATION	ACTION
WT	Beacon Centre, Malcolm Jeffrey Place, Scott Crescent Rayners Lane	No change. Designate polling district as polling place.
WTA	St. Andrew's Church Hall, Malvern Avenue, Harrow	No change. Designate polling district as polling place.
WTB	Windsock Club, Eastcote Ave, Rayners Lane	No change. Designate polling district as polling place.
WTC	Brookside Close Social Centre, Brookside Close, Harrow	No change. Designate polling district and polling

Constituency: HARROW WEST

Ward: RAYNERS LANE

POLLING DISTRICT	POLLING STATION	ACTION
WU	Tithe Farm Social Club, Rayners Lane	No change. Designate polling district as polling place.
WUA	Rayners Lane Scout Headquarters, High Worple, Harrow	No change. Designate polling district as polling place.
WUB	Longfield Primary School, Dukes Avenue, North Harrow	No change. Designate polling district as polling place.
WUC	Roxbourne Primary School, Torbay Road, Harrow	No change. Designate polling district as polling place.

Constituency: RUISLIP NORTHWOOD AND PINNER

Ward: PINNER SOUTH

POLLING DISTRICT	POLLING STATION	ACTION
RW	The Vagabonds Clubhouse, Holwell Place, Pinner	No change. Designate polling district as polling place.
RWA	Pinner Village Hall, Chapel Lane, Pinner	No change. Designate polling district as polling place.
RWB	Cannon Lane Primary School, Cannonbury Avenue, Pinner	No change. Designate polling district as polling place.

Constituency: RUISLIP NORTHWOOD AND PINNER

Ward: PINNER

POLLING DISTRICT	POLLING STATION	ACTION
RX	Pinner Methodist Church Hall, Love Lane, Pinner	No change. Designate polling district as polling place.
RXA	Pinner Wood School, Latimer Gardens, Pinner	No change. Designate polling district as polling place.

Constituency: RUISLIP NORTHWOOD AND PINNER

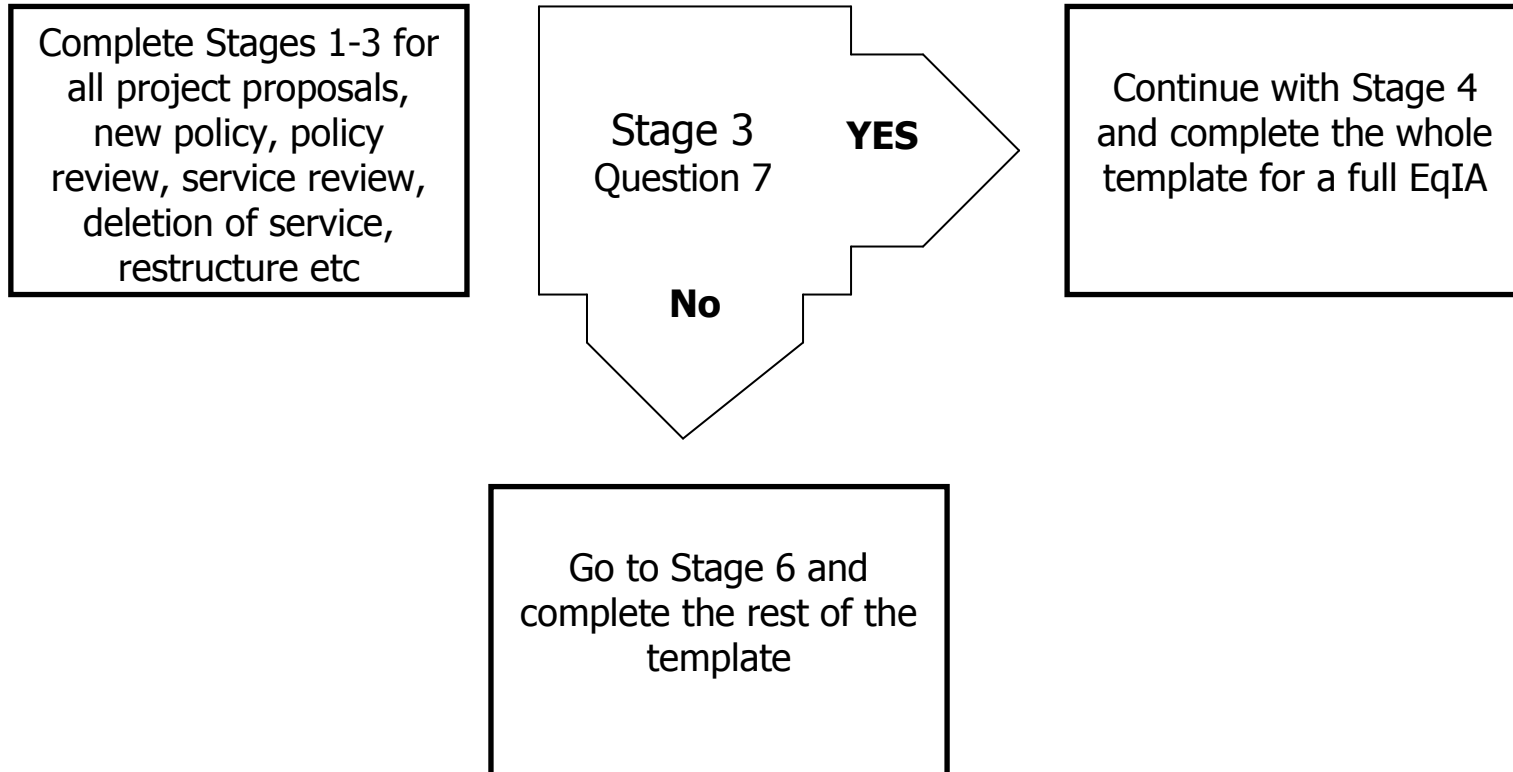
Ward: HATCH END

POLLING DISTRICT	POLLING STATION	ACTION
RY	Hatch End Free Church (Baptist) Hall Rowlands Avenue, Pinner	No change. Designate polling district as polling place.
RYA	Guide Headquarters, Off Public Car Park, Grimsdyke Road, Hatch End	No change. Designate polling district as polling place.
RYB	Julie Cook Community Centre, Augustine Road, Harrow	No change. Designate polling district as polling place.

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Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process. There is now just one Template. Project Managers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



Equality Impact Assessment (EqIA) Template

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this assessment.

It will also help you to look at the EqIA Template with Guidance Notes to assist you in completing the EqIA.

Type of Project / Proposal:	Tick ✓	Type of Decision:	Tick ✓				
Transformation		Cabinet					
Capital		Portfolio Holder					
Service Plan		Corporate Strategic Board					
Other	✓	Other	✓				
Title of Project:		Polling Places and Polling Districts Review					
Directorate / Service responsible:		Legal & Governance Services					
Name and job title of lead officer:		Elaine McEachron – Democratic and Electoral Services Manager					
Name & contact details of the other persons involved in the assessment:		Vishal Seegoolam – Deputy Electoral Services Manager					
Date of assessment:		17 December 2019					
Stage 1: Overview							
1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)		Undertake the statutory review of all polling districts and stations within the borough to assess the suitability of all polling stations and to ensure that they are DDA compliant and accessible to all. Where they are not to ensure that relevant steps are taken to ensure compliance for election purposes. The review will not result in the reduction or removal of any service or the deletion of any posts.					
2. Who are the main people / Protected Characteristics that may be affected by your proposals? (✓ all that apply)		Residents / Service Users	✓	Partners		Stakeholders	✓

	Staff	✓	Age	✓	Disability	✓
	Gender Reassignment		Marriage and Civil Partnership		Pregnancy and Maternity	✓
	Race		Religion or Belief	✓	Sex	
	Sexual Orientation		Other			
3. Is the responsibility shared with another directorate, authority or organisation? If so: <ul style="list-style-type: none"> Who are the partners? Who has the overall responsibility? How have they been involved in the assessment? 	No					

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

Age (including carers of young/older people)	N/A
Disability (including carers of disabled people)	<p>A public consultation was undertaken as part of the review. The consultation consisted of the publication of a statutory notice and comments/representations were invited from all Councillors, MPs, stakeholders, partners and other interested parties. Comments were particularly invited from any person or body with expertise in access for person with any type of disability. The comments received related to the splitting of a polling district. These were considered by the Working Group who concluded that it was not appropriate to split the district as suggested and in any event that there should be no changes pending the final recommendations from the Local Government Boundary Review Commission for England, which is likely to result in further changes.</p> <p>The profile of boroughs populations' in relation to age, of which there is approximately 15.5% that are over 65, and 63.3% aged between 16 and 64. The number of 120 polling stations within the borough was considered to ensure that everyone who is entitled to vote could do so with equality of access. All polling</p>

	<p>stations are either DDA compliant and where they are not step are taken to ensure that they are accessible for the users, (visitors staff and observers) on polling day. If an elector is unable to attend a polling station they are able to apply for a postal voter or appoint a proxy to vote on their behalf.</p> <p>Comments from Polling Station inspectors, if any were also considered. Also comments from other staff, officers, councillors and residents and stakeholders and any best practice guidance were taken into account.</p> <p>The Review Working Group was established by the Licensing and General Purposes Committee. The working group consisted of a cross party of members.</p>		
Gender Reassignment	N/A		
Marriage / Civil Partnership	N/A		
Pregnancy and Maternity	See above		
Disability	N/A		
Religion and Belief	Harrow is religiously diverse borough – 37.3% of residents are Christian, 25.3% are Hindu, 12.5% are Muslim, 4.4% are Jewish and 2.2% are Jains.		
Sex / Gender	N/A		
Sexual Orientation	N/A		
Socio Economic	N/A		
5. What consultation have you undertaken on your proposals?			
Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising

			your proposals).
Councillors, Members of Parliament, GFA Members stakeholders, partners and other interested parties.	A public consultation was undertaken as a part of the review following the publication of a statutory notice.	None.	Further consultation may take place following the recommendations from the meeting of the Working Group as part of the consideration of the recommendations from the LGBCE.
Returning Officer	The Returning Officer is required by law to make representations on the current arrangements.	N/A	N/A

<p>6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?</p> <p>List the Title of reports / documents and websites here.</p>	<p>Best practice guidance. Review working group established by the Licensing and General Purposes Committee. Profile of boroughs populations' age (older people) disabled was considered. Census 2011 Detailed Reports which provided information on age, disability and religion/belief.</p>
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Stage 3: Assessing Potential Disproportionate Impact

7. Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	✓	✓	✓	✓	✓	✓	✓	✓	✓

Stage 4: Collating Additional data / Evidence

<p>8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3?</p> <p>(include this evidence, including any data, statistics, titles of documents and website links here)</p>	N/A
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9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?			
Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).

Stage 5: Assessing Impact and Analysis

10. What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, if so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

Protected Characteristic	Adverse	Positive	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)
	✓	✓		
Age (including carers of young/older people)				
Disability (including				

carers of disabled people)				
Gender Reassignment				
Marriage and Civil Partnership				
Pregnancy and Maternity				
Race				
Religion or Belief				
Sex				
Sexual orientation				

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11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic? If yes, which Protected Characteristics could be affected and what is the potential impact?	Yes		No	✓

11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion? If yes, what is the potential impact and how likely is to happen?	Yes		No	✓

12. Is there any evidence or concern that the potential adverse impact identified may result in a Protected Characteristic being disadvantaged?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No	✓	✓	✓	✓	✓	✓	✓	✓	✓

If you have answered "yes" to any of the above, set out what justification there may be for this in Q12a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)

If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is proportionate to achieve the aims of the proposal.

- If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. **(select outcome 4)**
- If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. **(select outcome 4)**

Stage 6: Decision

13. Please indicate which of the following statements best describes the outcome of your EqIA (✓ tick one box only)

Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.	✓
Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 13a below)	
Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)	
13a. If your EqIA is assessed as outcome 3 or you have ticked 'yes' in Q12 , explain your justification with full reasoning to continue with your proposals.	

Stage 7: Improvement Action Plan

14. List below any actions you plan to take as a result of this Impact Assessment. This should include any actions identified throughout the EqIA.

Area of potential adverse impact e.g. Race, Disability	Action required to mitigate	How will you know this is achieved? E.g. Performance Measure / Target	Target Date	Lead Officer	Date Action included in Service / Team Plan
Nothing specific has been identified. However, the following remain under review. Disability	To ensure that all polling stations are fully accessible and that all eligible voters are provided with the assistance to enable them to vote as part of the democratic process.	Ensure that all venues used as polling stations are DDA compliant and where they are not, take the necessary temporary measures to ensure accessible. Ensure all staff are trained to assist all voters in whatever circumstances.	Ongoing	Elaine McEachron	
Nothing specific has been identified.	Staff employed or other users of polling	No complaints	Ongoing	Elaine McEachron	

<p>However, the following remain under review.</p> <p>Pregnancy and Maternity</p>	<p>station may be affected. All stations have requisite facilities and if a portakabin is used pregnant staff are not appointed to work there.</p> <p>Presiding officers and other staff are provided with training to ensure that all users have access to the democratic process.</p>	<p>received from staff other users.</p>			
<p>Nothing specific has been identified. However, the following remain under review.</p> <p>Religion/Belief</p>	<p>There are a number of polling stations that are religious buildings. No complaints have been received; if any was received from a voter alternative voting method would be offered (PO taking ballot paper to voter to refuse to enter the building). Ensure that during the recruitment process enquiries are made of staff as to any religious requirements to ensure that these are met (eg providing a place for prayers or the breaking of the fast). Ensure that staff are mindful of requirements of voters if requests are made of them.</p>	<p>Requirements of religion/beliefs accommodated.</p> <p>No complaints received from staff or voters.</p>	Ongoing	Elaine McEachron	

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Stage 8 - Monitoring

The full impact of the proposals may only be known after they have been implemented. It is therefore important to ensure effective monitoring measures are in place to assess the impact.

<p>15. How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>Review of proposals during the election period and particular on Election Day.</p>
<p>16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>Feedback from polling station staff, polling station inspectors and service users will be reviewed.</p>

17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.	No
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Stage 9: Public Sector Equality Duty

18. How do your proposals contribute towards the Public Sector Equality Duty (PSED) which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups.

(Include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)

Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	Advance equality of opportunity between people from different groups	Foster good relations between people from different groups
27	It's the duty of the ERO and RO when dealing with elections to ensure that there is equality of opportunity between people from different groups. All eligible electors have the opportunity to vote by post, proxy or in person at polling stations. Ballot papers are provided in large print at the polling stations, and electors with visual impairment are provided with a tactile voting device to enable them to vote but with assistance). This is in accordance with current regulations.	

Stage 10 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)

The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.

19. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?			
Signed: (Lead officer completing EqIA)	Elaine McEachron	Signed: (Chair of DETG)	Alex Dewsnap
Date:	23 December 2019	Date:	23 December 2019
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	