

# **Licensing and General Purposes Committee (Special) Supplemental Agenda**

**Date: Thursday 2 September 2021**

3. **Review of Polling Places and Polling Districts** (Pages 3 - 10)  
Appendix F to the Report of the Director of Legal and Governance Services is attached.

Members are asked to consider this late appendix as a matter of urgency in order to make an informed recommendation to Council.

Scan this code for the electronic agenda:



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### You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

## Equality Impact Assessment (EqIA)

<b>Type of Decision:</b>	<input type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input checked="" type="radio"/> Other (state)              Full Council	
<b>Title of Proposal</b>	Polling Districts and Polling Places Review	<b>Date EqIA created: 29 July 2021</b>
<b>Name and job title of completing/lead Officer</b>	Elaine McEachron – Democratic, Registration and Electoral Services Manager	
<b>Directorate/ Service responsible</b>	Legal and Governance	
<b>Organisational approval</b>		
<b>EqIA approved by Directorate Equalities Champion</b>	<b>Name</b>  Shumaila Dar	<b>Signature</b> <input checked="" type="checkbox"/> <b>Tick this box to indicate that you have approved this EqIA</b>  <b>Date of approval 26 August 2021</b>

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<b>1. Summary of proposal, impact on groups with protected characteristics and mitigating actions</b> (to be completed after you have completed sections 2 - 5)
<b>a) What is your proposal?</b>  A statutory review of all polling districts and stations within the borough to assess the suitability of current and any new polling stations and to ensure that they are DDA compliant and accessible to all. Where they are not to ensure that relevant action is taken to ensure compliance for election purposes.  A public consultation was undertaken as part of this review. The consultation consisted of the publication of a statutory notice and comments/representations were invited from all Councillors, MPs, London Assembly Member for Brent & Harrow, various stakeholders and current venues.  The review will not result in the reduction or removal of any service or the deletion of any posts.  In assessing the impact of the proposals on the groups with protected characteristics, statistical references were taken from the Annual Data Report for 2017/18.
<b>b) Summarise the impact of your proposal on groups with protected characteristics</b>  The consultation revealed no impact on any groups with protected characteristics.
<b>c) Summarise any potential negative impact(s) identified and mitigating actions</b>  The consultation revealed no negative impact on any groups with protected characteristics.

<b>2. Assessing impact</b>					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to <a href="#">borough profile data</a> , <a href="#">equalities data</a> , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on <b>each</b> group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
<b>Protected characteristic</b>	For <b>each</b> protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	<b>Negative impact</b>		No impact
			Minor	Major	
<b>Age</b>	The profile in relation to age indicates that approximately 15.2% of the population are over 65 and 64.2% are aged between 16 and 64. The statutory voting age is 18 . In accordance with statutory requirements, all eligible registered elector, which are a large majority of Harrow residents are entitled to vote ensuring participation in the democratic process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Disability</b>	The profile in relation to disability indicates that 13.7% of Harrow’s working age population classify themselves as disabled. In accordance with statutory requirements, all eligible registered elector are entitled to vote ensuring participation in the democratic process. Action is taken to ensure that all polling stations venues are accessible for everyone who are entitled to vote and for other visitors, staff and observers on polling day. In addition, if for any reason an elector is unable to attend a polling station on polling day, they are able to apply for a postal vote or appointing a proxy to vote on their behalf. Information on alternative voting methods is available on the Council’s website and is provided to electors as part of the election process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Gender reassignment</b>	No information on gender reassignment in Harrow is available. However, in accordance with statutory requirements, all eligible registered elector are entitled to vote ensuring participation in the democratic process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Marriage and Civil Partnership</b>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Pregnancy and Maternity</b>	N/A. If for any reason an elector is unable to attend a polling station on polling day, they are able to apply for a postal vote or appointing a proxy to vote on their behalf. Information on alternative voting methods is available on the Council's website and is provided to electors as part of the election process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Race/Ethnicity</b>	In Harrow 61.8% of residents classify themselves as belonging to a minority ethnic group, with the White British group forming the remaining 38.2%. In accordance with statutory requirements, all eligible registered electors are entitled to vote ensuring participation in the democratic process. Steps are taken through the year to encourage all eligible residents to register to vote.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Religion or belief</b>	Harrow is said to be the most religiously diverse borough in the country. It has the highest proportion of Hindus, Jains and members of the Unification Church, the second highest figures for Zoroastrianism and the 6 <sup>th</sup> highest for Judaism. 37% of the population are Christians and Muslims accounted for 12.5% of the population. In accordance with statutory requirements, all eligible registered electors are entitled to vote ensuring participation in the democratic process. Steps are taken through the year to encourage all eligible residents to register to vote.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sex</b>	N/A. It is estimated that 49.9% of the population are male and 51.1% are female. In accordance with statutory requirements, all eligible registered electors are entitled to vote ensuring participation in the democratic process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sexual Orientation</b>	N/A. In accordance with statutory requirements, all eligible registered electors are entitled to vote ensuring participation in the democratic process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?**

Yes                      No   

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

**2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?**

Yes                      No   

If you clicked the Yes box, Include details in the space below

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**3. Actions to mitigate/remove negative impact**

**Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.**

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for <b>each</b> group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer


#### 4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

It is the duty of the Electoral Registration Officer and the Returning Officer when dealing with elections to ensure that there is equality of opportunity between people from different groups. This is in accordance with current regulations, all eligible elector have the opportunity to vote by post, proxy or in person at a polling station. All polling stations are accessible. 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. All polling station staff receive training to ensure that they are able to assist voters thereby ensuring access to the democratic process.

**5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies**

**Outcome 1**

**No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed**

**Outcome 2**

**Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4**

**Outcome 3**

**This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.**

Include details here

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