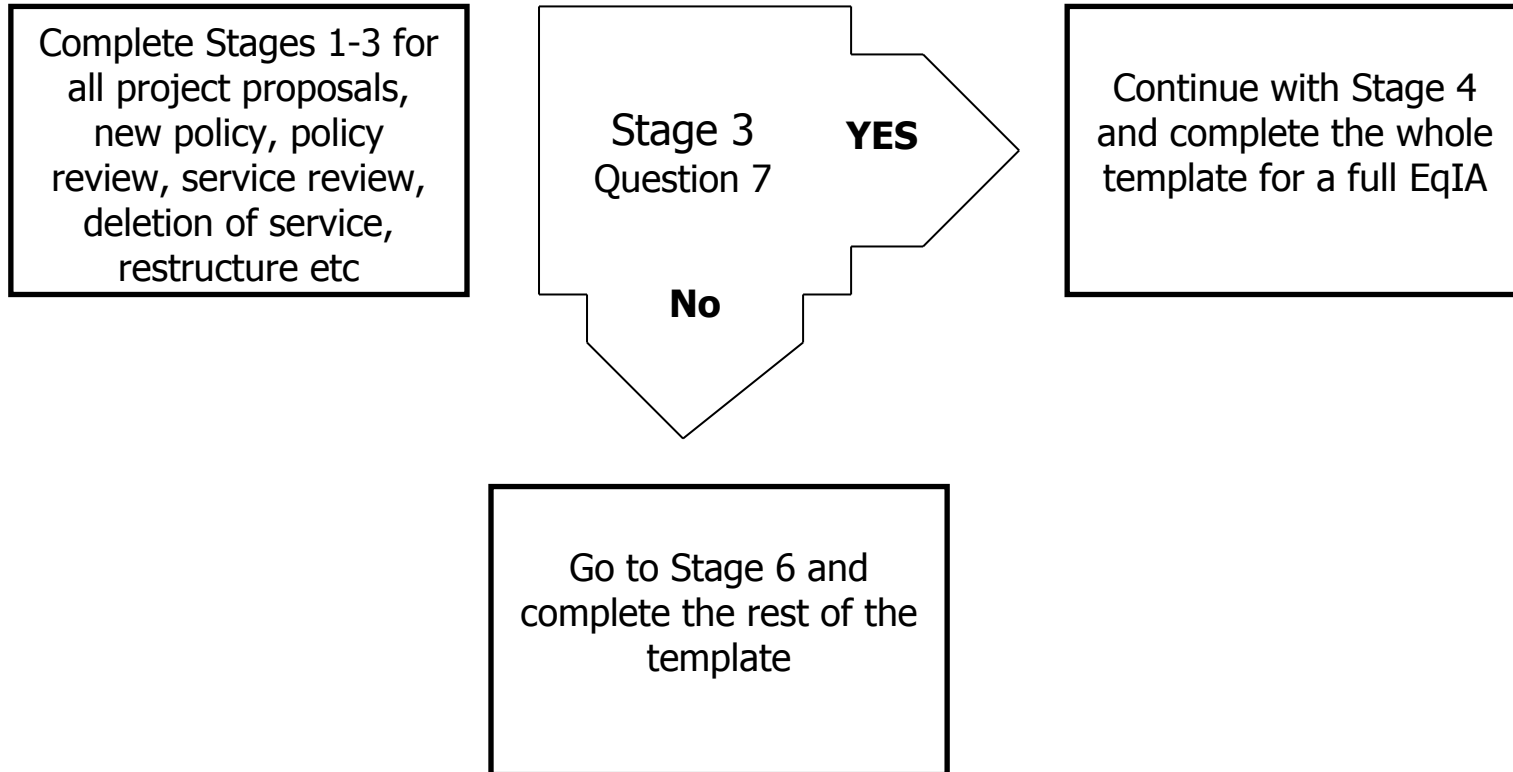


Equality Impact Assessment Template

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:		Nicola Fletcher – Democratic and Electoral Services Officer					
Date of assessment:		8 October 2014					
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)		In carrying out 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 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 were consulted on the review. Comments were particularly invited from any person or body with expertise in access for person with any type of disability. Only one comment which related to the name of a polling station was received on the consultation.</p> <p>The profile of boroughs populations' in relation to age, (older people over 65) of which there is approximately 14.1% (2011) and those with a long-term health problem, 10.3% of the population between the age of 16-64 (2011) was considered. 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 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</p>

	<p>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 and a representative from the Association of Disabled People.</p>		
Gender Reassignment	N/A		
Marriage / Civil Partnership	N/A		
Pregnancy and Maternity	See above		
Race	N/A		
Religion and Belief	Harrow is religiously diverse borough – 37.3% of residents are Christian, 23.5% 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, stakeholders, partners and other interested parties.	A public consultation was undertaken as a part of the review following the publication of a statutory notice.	N/A - as only one response was received which related to the name of a polling station	N/A
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>	
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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				

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.	✓
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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

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.	<p>Ensure that all venues used as polling stations are DDA compliant and where they are not, take the necessary temporary measures to ensure accessible.</p> <p>Ensure all staff are trained to assist all voters in whatever circumstances.</p>	Ongoing	Elaine McEachron	December 2014
Pregnancy and Maternity	<p>Staff employed or other users of polling 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 should be provided with training.</p>	No complaints received from staff other users.	Ongoing	Elaine McEachron	December 2014
Religion/Belief	There are a number of polling stations that are religious buildings. Although no complaints have been received, if one was received from a voter they would be offered alternative methods of voting. Ensure that during the recruitment process enquiries are made of staff as to any religious requirements. Ensure that staff are mindful of requirements of voters if requests are made of them.	<p>Requirements of religion/beliefs accommodated.</p> <p>No complaints received from staff or voters.</p>	Ongoing	Elaine McEachron	December 2014

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 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>
<p>17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.</p>	<p>No</p>

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

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.

<p>19. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>	
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Signed: (Lead officer completing EqIA)	Elaine McEachron	Signed: (Chair of DETG)	Alex Dewsnap
Date:	10 November 2014	Date:	10 November 2014
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	