

NOTE: This is NOT a screening template but to highlight and give you an indication of any potential equality implications at the project proposal stage. By completing this template, it is your responsibility to evidence why a FULL EqIA is NOT required.

If you have insufficient evidence, data and research or need to undertake further consultation to assess the potential impact of your proposals, then a full EqIA will be required.

Directorate / Service:	LEGAL AND GOVERNANCE SERVICES
What are the proposals being assessed? (Note: 'proposal' includes a policy, service, function, strategy, project, procedure, restructure)	Review of Polling Districts and Polling Stations
Manager Responsible for Area:	Elaine McEachron
Officer(s) completing the Initial Equality Implications Assessment (IEIA):	Elaine McEachron
Date IEIA completed:	9 November 2011

<p>1. What are the aims, objectives, and desired outcomes of your proposals?</p> <p>(Also explain proposals e.g. reduction / removal of service, deletion of posts, changing criteria etc)</p>	<p>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.</p> <p>The review will not result in the reduction or removal of any service or the deletion of any posts.</p>
<p>2. Who are the main people / groups who may be affected by your proposals? For example who are the external/internal customers, communities, partners, stakeholders, the workforce etc.</p>	<p>Residents but in particular the voters of Harrow Staff and Officers working in or visiting the polling stations on election duties Councillors and MP's visiting the polling stations Candidates, Agents and Election Observers visiting the polling stations</p>

<p>3. What data, information, evidence, research, statistics, surveys, and consultation(s) have you considered to undertake this assessment?</p> <p><i>(include the actual data, statistics and evidence)</i></p>	<p>A public consultation was undertaken as part of the review. A statutory notice was published and Councillors, MPs, stakeholders, partners and other interested parties were consulted on the review.</p> <p>Profile of boroughs populations' age (older people) disabled was considered.</p> <p>The number of polling stations within the borough</p> <p>Comments from staff officers, councillors and residents</p> <p>Best practice guidance</p> <p>Review working group established by the Licensing and General Purposes Committee.</p>		
<p>4. Could your proposals proportionately affect more people of one group than another?</p>	<p>Yes</p>	<p>No</p>	<p>If yes, please explain how?</p>
		<p>√</p>	

4. A - Assessment Relevance

How relevant are your proposals to each protected characteristic?

Example: Reviewing the criteria of freedom passes will be of 'High' relevance for Age and Disability and of 'Low' relevance to the other protected characteristics.

B - Assessment of potential impact

When you consider the impact on people in relation to each protected characteristic, it should be defined as positive, neutral or negative:

- **Positive:** where the impact is expected to have a particular benefit for this protected characteristic or improve equality of opportunity and / or foster good relations.
- **Neutral:** where there will be a neutral impact, neither positive nor negative
- **Negative:** where there is a risk that impact could disadvantage one or more of the people described in relation to a protected characteristic. This disadvantage may be differential, where the negative impact on one particular group of individuals or protected characteristic is likely to be greater than on another.

C - Assessing Negative impact – what are the risks?

When you have considered the likelihood and impact on people in relation to the protected characteristics, use the tables and matrix below and enter a score against each protected characteristic in the end column C.

Unlawful discrimination	5
Disproportionate disadvantage	4
Moderate disadvantage	3
Minor adjustments required	2
Minimal considerations necessary	1
SEVERITY OF IMPACT	

Certain to occur	5
Very likely to occur	4
Likely to occur	3
Possible to occur	2
Very unlikely to occur	1
LIKELIHOOD	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
	IMPACT					

Calculating the score - Severity of Impact X Likelihood = Score

Protected Characteristic	A Relevance	B Impact	Describe the impact(s) (negative or positive) your proposals may have on this protected characteristic	Reason for the Assessment of Potential Impact (What evidence, data, and information did you use to assess this?)	C Assessing Negative Impact Score
	Low/ Medium/ High	Positive/ Negative/ Neutral			
Age (including carers of young/older people)	Medium	Positive	All eligible voters are provided with assistance to enable to them to vote as part of the democratic process. Every effort is taken to ensure that the venues are DDA compliant to ensure accessibility and where they are not steps a taken to make them accessible.	Not all voters are able to attend polling stations or enter the actual venue. In the circumstances election staff are trained to assist all voters in whatever circumstance eg if a voter was unable to get from their car into the polling station (on checking their details, the ballot paper could be taken to them. In addition if a voter is unable to visit a polling station they are entitled to make a postal vote application.	

Disability (including carers of disabled people)	Medium	Positive	All eligible voters are provided with assistance to enable them to vote as part of the democratic process. Every effort is taken to ensure that the venues are DDA compliant to ensure accessibility and where they are not steps are taken to make them accessible.	Venues that are used as polling stations are DDA compliant and if they are not for polling purposes measures are taken to ensure that they are accessible to all users and observers. Election staff are trained to assist all voters in whatever circumstance eg if a voter was unable to get from their car into the polling station (on checking their details, the ballot paper could be taken to them). In addition if a voter is unable to visit a polling station they are entitled to make a postal vote application.	
Gender Reassignment	Low	Neutral			
Marriage and Civil Partnership	Low	Neutral			
Pregnancy and Maternity	Low	Positive	Staff employed or other users of polling station may be affected. All stations have requisite facilities eg ladies toilets. However, it is not possible where port cabins are used and any affected staff would not be appointed to venues with portacabins.	The employment of a pregnant member of staff, but who required no special requirements. Presiding officers and other staff will be provided with training,	

Race	LOW	Neutral			
Religion or Belief	LOW	Negative	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 alternatives methods of voting and if from staff they would be allocated to an alternative venue.	No complaints either from election staff, members or voters regarding the use of such buildings have been received.	1
Sex	LOW	Neutral			
Sexual orientation	LOW	Neutral			

Score	Action
1-5 Low	Minor considerations needed e.g. style and method of communication, timing of activity, venue suitability, and minor cultural or social considerations.
6-10 Medium	Amendments will be needed to the proposals/activity to take account of any issues identified. Further actions maybe necessary as well as internal/external expert advice/consultation could be required.
11-15 High	The proposals/initiative cannot be rolled out until detailed internal/external consultation has taken place with those the activity affects. Legal advice may also be required.
16-25 Very High	If unlawful discrimination is identified then the proposals cannot be implemented without fundamental change and you are also strongly advised to take legal advice.

Making Adjustments (Improvement Action Plan) – Although a full EqIA may not be required, the IEIA may have identified potential adverse impact or steps you can take to enhance equality of opportunity. Making adjustments involves deciding what steps you will take to improve the service by removing the adverse impact of your proposals, and increasing the positive effects. These steps/actions will form your Improvement Action Plan.

5 - List below any actions you plan to take as a result of this IEIA.

Area of potential adverse impact e.g. Race, Disability	Action proposed	Desired Outcome	Target Date	Lead Officer	Progress
Disability	Ensure that all polling stations are DDA compliant and where they are not, take the necessary temporary measures to ensure accessible	To ensure that all polling stations are fully accessible	Ongoing	Electoral Services Manager	Ongoing
Pregnancy and Maternity	Ensure that during the recruitment process enquiries are made of staff as to any special requirements. Ensure that staff are mindful of requirements of voters if requests are made of them.	Accommodate wherever possible.	Ongoing	Electoral Services Manager	Ongoing
Religion or Belief	Ensure that during the recruitment process enquiries are made of staff as to any special requirements. Ensure that staff are mindful of requirements of voters if requests are made of them.	Accommodate wherever possible	Ongoing	Electoral Services Manager	Ongoing

Summary and Recommendations (this section must be included in Cabinet reports and your project proposal reports for the Commissioning Panel)

<p>Summary / Conclusion of assessment: (include the key findings and equality implications.</p>	<p>Positive impact on individuals with protected characteristics Age (cares of young and older people) Disability Pregnancy and Maternity Religion or Belief</p> <p>No adverse impact on users of polling stations and where there are any potential impacts steps will be taken to manage these.</p>
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<p>On the basis of your conclusion, do you suggest a full Equality Impact Assessment should be undertaken?</p>	<p>Yes</p>		<p>No</p>	<p>√</p>
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<p>If no, please explain why not?</p>	<p>The impact only has minor relevance and will have any adverse impact and positive steps already included into proposals.</p>
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<p>Do you think that your proposals will have a cumulative effect upon a particular protected group in light of other council proposals that you are aware of? If yes, please explain the cumulative impact and on which groups.</p>	<p>NO</p>
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<p>Signature - Lead Officer</p>		<p>Date</p>	
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Project Proposals being submitted to the Commissioning Panel

All other proposals including policy/service reviews, developing new policies, services and projects, restructure etc

On completion, your (signed) Initial Equality Implications Assessment template needs to be submitted with your project proposals by the set deadline.

As part of the Commissioning Panel process, all completed templates will be Quality Assured taking into account your recommendation whether a full EqIA is required or not. If the Quality Assurance Group disagrees with a recommendation that a full EqIA is not required, this will be fed back to the project leads with the group's comments and reason for their decision.

On completion, the (signed) Initial Equality Implications Assessment template needs to be forwarded to the Chair of your Directorate Equalities Task Group (ETG) to be reviewed and signed off.

After reviewing the template, your ETG may suggest you undertake a full EqIA; therefore it is important that you wait for this decision before submitting your report.

DETG Chairs – once you have reviewed and signed off the section above, please return this template to the Lead Officer with your comments and decision.

Lead officers must then email their completed (signed) templates to equalities@harrow.gov.uk to be published

Quality Assurance and Sign Off
(to be used by ETG's and the Quality Assurance Group)

Are the outcomes of the proposals clear?	Yes		No	
Comments:				
Is it clear who will be affected by what is being proposed?	Yes		No	
Comments:				
Are you satisfied with the level of data/evidence used to undertake this assessment?	Yes		No	
If no, explain why not?				
If a full EqIA is not required, are you satisfied with this outcome?	Yes		No	
If no, explain why not?				
Signature - Chair of Equality Task Group		Date		