

# Equality Screening and Assessment Form

Review of Polling Scheme 2018

To be used in conjunction with EIA WDC Guidance

For further advice email [wdcpp@west-dunbarton.gov.uk](mailto:wdcpp@west-dunbarton.gov.uk)

<b>Section 1: Policy Details and screening</b>		
<b>Lead departments/partners involved:</b>	Transformation and Public Service Reform - Regulatory	
<b>Assessment Lead Officer</b>	George Hawthorn	
<b>Assessment Team</b>	George Hawthorn and Peter Hessel	
<b>Is this a new or existing Policy</b>	Revised Polling Scheme	
<b>Brief description of policy aims; Who are the main target groups/ Who will be affected e.g. service users, staff, other organisations</b>	To ensure polling scheme is fit for purpose and accessible to all voters. Some voters may have to travel a little further to vote as a result of changes to some polling districts which may impact on persons with disabilities, frail elderly persons and persons on low incomes.	
<b>Please indicate if there is any relevance to the four areas below and give a brief explanation</b>		
<b>Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)</b>	Y	
<b>Relevance to Human Rights (HR)</b>	N	
<b>Relevance to Health Impacts (H)</b>	N	
<b>Relevance to Social Economic Impacts (SE)</b>	Y	
<b>Yes to any:</b>		If yes to any of the above, complete all sections, 2-9 <b>Please hyperlink or note any linked EIAs here;</b>
<b>No to all:</b>		If no, complete only sections 7
<b>Unsure</b>		If don't know, complete sections 2 & 3 to help assess relevance

## Section 2: Evidence

List the evidence used to assess the impact of this policy, including the sources listed below. Identify any gaps in evidence and what will be done to address these.

Involvement and Consultation results	A full public consultation took place between 1 October and 12 November. Comments were invited from various community groups including groups that represent persons with disabilities and the elderly.
Feedback from service users, partner or other organisations	Only one response was received from a member of the public who supported the proposal to reduce the number of schools being used as polling places.
Research	Consulted with local elected members who have local knowledge of the areas involved.
Employment or service monitoring	Feedback on suitability of polling places is reviewed after every election.
Officer knowledge	The number of voters choosing to vote by post is steadily increasing year on year as this method of voting becomes more popular especially with elderly persons. Persons with disabilities or a medical condition also have the option to appoint a proxy to vote at the poll on their behalf.
Evidence gaps identified and measures to address these	None

*Note: Link to Section 6 below Action Plan to address any gaps in evidence*

### Section 3: Involvement and Consultation

Outline involvement or consultation, including dates carried out, protected characteristics and other areas. Include involvement or consultation to be carried out as part of the developing or implementing the policy. Link to Action Plan Section 6 below if required

Details	Dates	Findings	Characteristics/Area
			Race
			Sex
			Gender Reassignment
Full public consultation. Over 200 community groups, including disability groups, contacted directly by email or post.	01/10/18 To 12/11/18	No adverse comments received	Disability
Full public consultation. Over 200 community groups, including senior citizens , contacted directly by email or post.	01/10/18 To 12/11/18	No adverse comments received	Age
			Religion/ Belief
			Sexual Orientation
			Pregnancy/ Maternity
			Human Rights
Full public consultation. Over	01/10/18	No adverse comments received	Social/Economic

200 community groups contacted directly by email or post.	To 12/11/18		
			Health
Full public consultation. Over 200 community groups, including equality groups, contacted directly by email or post.	01/10/18 To 12/11/18	No adverse comments received	Crossing Cutting

**Section 4: Analysis of Impacts**

Link to Action Plan Section 6 below for addressing impacts

Characteristic/Area	Positive, Negative, None	Evidence
Race		
Sex		
Gender re-assignment		
Disability	Negative	Some persons with disabilities may have to travel further to vote.
Age	Negative	Some elderly persons with frailties may have to travel further to vote.
Religion/Belief		

Sexual Orientation		
Pregnancy/Maternity		
Human Rights		
Social/Economic	Negative	Some persons on low incomes may have to travel further to vote so may incur additional cost if using public transport.
Health		

### Section 5: Recommendations

Select which of the following apply (use can choose more than one) and give a brief explanation  
 Link to Section 6: Action Plan if required.

Recommendation	Explanation
<b>1. Introduce the Policy</b>	Although some persons may have to travel further to vote at their nearest polling place there are other options available to allow them vote e.g. postal and proxy voting. These options are provided free of charge so on one needs to incur additional expenditure to vote if they so choose. It is important that this information is communicated clearly to everyone affected by any proposed change.
<b>2. Modify the Policy</b>	
<b>3. Pilot the Policy</b>	

4. Do not Introduce the Policy	
Describing how Equality Impact analysis has shaped the policy making process	

### Section 6: Action Plan

Describe action which will be taken following the assessment in order to; reduce or remove any negative impacts, promote any positive impacts, or gather further information or evidence, or further consultation

Action	Responsible person	Intended outcome	Date	Protected Characteristic/area
<p>Ensure public are made aware of changes to polling place and availability of other voting options. This information to be clearly presented on poll card.</p> <p>Publish the new scheme on the Council's website.</p>		Everyone who wants to vote will be able to do so.		<p>Disability</p> <p>Age</p> <p>Social/Economic</p>

**Are there any negative impacts which cannot be reduced or removed?**

Please outline the reasons for implementing the Policy if this is the case

None

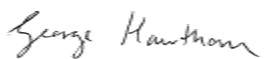

**Section 6a: Procurement Actions, Record of Equality issues for Procurement.**

Complete this section if there is any procurement involved in this Policy which may require action to ensure eliminating discrimination, advancing equality or fostering good relations: **If there is no procurement involved go straight to section 7.**

**Confirm that you have read the WDC guidance on equality and procurement. Y**

Question	Measure	Specification
What attitudes / skills should staff have to meet needs of the range of people from equality groups		
What measures are required to ensure that the supplies, services or works are accessible for to people from equality groups (this includes physical access and access to information/ communication)		
What arrangements are required to ensure that the supplies, services or works respond to particular religious or cultural requirements?		
What arrangements are required to ensure that the supplies, services or		

works meet the needs of equality groups		
Any other equality issues that should be taken into account in the contract specification		

<b>Section 7: Monitoring and review</b>		
<b>Assessment lead Officer:</b>	Signature: 	Date: 13 November 2018
<b>EIA Trained Officer:</b>	Signature: 	Date: 7 <sup>th</sup> December 2018
<b>Policy Approved:</b>	Y/N	Date
<b>If the policy is approved what will be the review date</b>	Date:	