


Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

1. RESPONSIBILITY

Department	Chief Executives	
Service	Electoral Services	
Proposed policy	Review of Polling Districts and Polling Places 2014	
Date	January 2014	
Officer responsible for the 'policy' and for completing the equality analysis	Name	Warren Rafferty
	Post Title	Electoral Services Manager
	Contact Number	0161 253 6018
	Signature	
	Date	January 2014
Equality officer consulted	Name	Catherine King
	Post Title	Principal HR Adviser
	Contact Number	0161 253 6371
	Signature	
	Date	January 2014

2. AIMS

What is the purpose of the policy/service and what is it intended to achieve?	<p>Section 18B (4) of the Representation of the People Act 1983 states that in conducting a review of polling places the authority must:</p> <ul style="list-style-type: none"> a) seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances b) seek to ensure that so far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons
Who are the main stakeholders?	Bury Residents

3. ESTABLISHING RELEVANCE TO EQUALITY

3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.

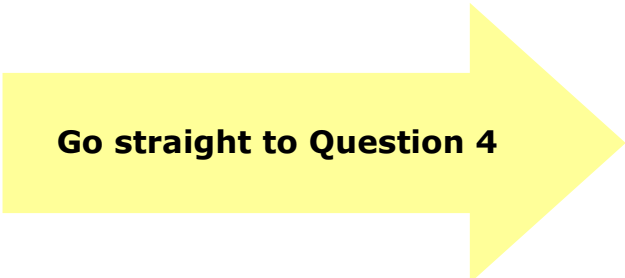
Protected equality characteristic	Positive effect (Yes/No)	Negative effect (Yes/No)	Explanation
Race	No	No	
Disability	Yes	No	The review aims to ensure that all polling stations are fully accessible to all Bury electors
Gender	No	No	
Gender reassignment	No	No	
Age	Yes	No	All polling stations should be fully accessible to all electors, no matter what age
Sexual orientation	No	No	
Religion or belief	No	No	
Caring responsibilities	No	No	
Pregnancy or maternity	No	No	
Marriage or civil partnership	No	No	

3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	No	
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	

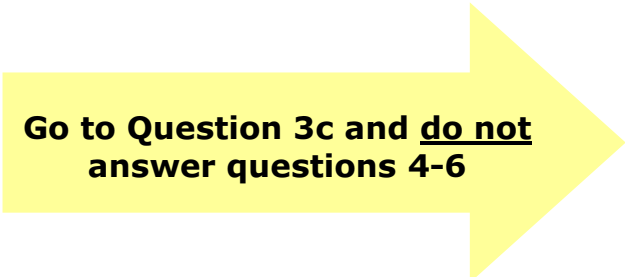
If you answered 'YES' to any of the questions in 3a and 3b

Go straight to Question 4



If you answered 'NO' to all of the questions in 3a and 3b

Go to Question 3c and do not answer questions 4-6



3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.

4. EQUALITY INFORMATION AND ENGAGEMENT

4a. For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

Details of the equality information or engagement	Internet link if published	Date last updated
All polling stations were visited by polling station inspectors in May 2012 and at the PCC Elections, November 2012. All stations are fully accessible, with the following criteria being checked: Parking facilities available, including disabled parking where appropriate disabled parking. External access is well lit with no obstructions Entrances are level and securely ramped for disabled access Adequate door width for disabled access (wheelchair) Entrances are clearly signed Disabled signs are clearly placed Adequate lighting Adequate corridor access with no obstructions		November 2012

4b. Are there any information gaps, and if so how do you plan to tackle them?

5. CONCLUSIONS OF THE EQUALITY ANALYSIS

<p>What will the likely overall effect of your policy/service plan be on equality?</p>	<p>The review ensures that all electors have access to polling stations and are able to vote without hindrance. This also ensures that the Returning Officer is able to meet Electoral Commission performance standards.</p>
<p>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</p>	
<p>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</p>	
<p>What steps do you intend to take now in respect of the implementation of your policy/service plan?</p>	<p>A review of all polling stations will be undertaken by polling station inspectors on any given polling day</p>

6. MONITORING AND REVIEW

If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.

A review of all polling stations will be undertaken by polling station inspectors on any given polling day

COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX (equality@bury.gov.uk) FOR PUBLICATION.