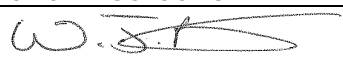


Equality Analysis Form

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 | Individual Electoral Registration | |
| Date | March 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 | March 2014 |
| Equality officer consulted | Name | Catherine King |
| | Post Title | Principal HR Adviser |
| | Contact Number | 0161 253 6371 |
| | Signature | |
| | Date | March 2014 |

2. AIMS

| | |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is the purpose of the policy/service and what is it intended to achieve? | To outline arrangements for the implementation of Individual Electoral Registration in Bury and to provide an assessment of the cost implications of the introduction of Individual Electoral Registration. |
| 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 | However, BME communities have been historically under registered on the electoral role and further engagement will be necessary |
| Disability | No | No | |
| Gender | No | No | |
| Gender reassignment | No | No | |
| Age | Yes | No | However, 16/17 year olds are under registered and further engagement AGMA wide will be rolled out |
| 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.

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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 |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|
| AGMA wide efficiencies, best practise and joint publicity campaigns will be organised. These will target BME groups and young adults | | |
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4b. Are there any information gaps, and if so how do you plan to tackle them?

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5. CONCLUSIONS OF THE EQUALITY ANALYSIS

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|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| What will the likely overall effect of your policy/service plan be on equality? | We aim to incorporate plans to ensure that all groups are equally targeted and that under registration will not be a result of IER |
| If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them? | AGMA wide efficiencies, best practise and joint publicity campaigns will be organised. These will target BME groups and young adults |
| Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details. | AGMA wide initiatives will take place from summer 2014 to summer 2015, as well as national campaigns from the Electoral Commission. |
| What steps do you intend to take now in respect of the implementation of your policy/service plan? | |

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.

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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.