

Equality Impact Assessment (EIA) Tool

Please ensure you have read the [guidance pages](#) prior to completing this tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM):	Polling District and Places Review 2023
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If this is a budget EIA please ensure the title and budget booklet code is the same as the title used within the budget booklet	
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Name	Title role	Date
Nasreen Miah	Equality & Employability Consultant	27/12/2023

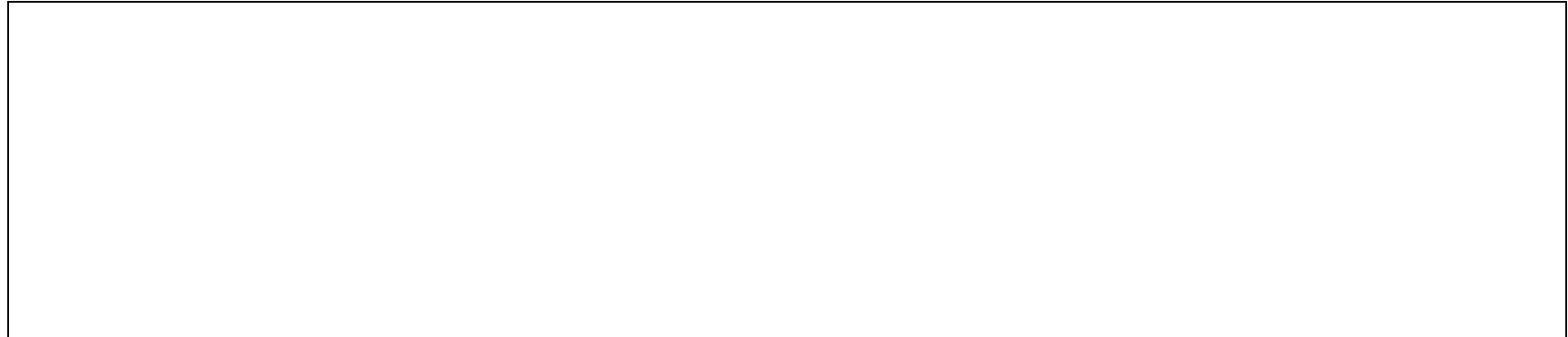
Glossary of Terms

Term	Description
BAME	Black, Asian, Minority, Ethnic
DIG	Disability Involvement Group
DESN	Disabled Employees Network

Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

The Council’s designated polling districts and places must be reviewed formally under the provisions of the [Representation of the People Act 1983, \(as amended\)](#). Assessment and consideration of the reasonable needs of the electorate and, in particular, the needs of disabled people are integral to and prescribed under the statutory review process. The designation of polling districts and places must seek to ensure that all electors have such reasonable facilities for voting as are practicable and seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled. Equality considerations have been integral to the review process.



1. b. Information used to analyse the equalities implications

The following information has been sought/ gathered/considered during the review and consultation process (see Appendix 1) to which due regard has been given in formulating both the Returning Officer's initial representations to Council about proposed changes to the Scheme of Polling Districts and Places and his final recommendations (see Appendix 2 and 3):

Records of site inspections including specific assessments of access issues e.g. approach access, building level access, door access, disabled parking, lighting levels were carried out at all venues on 4 May 2023 as part of the Polling Station Inspectors role. Any issues raised from feedback forms from Presiding Officers and Inspectors following recent elections in the City have been addressed and where necessary new venues have been identified. All venues in the scheme were used in May apart from the following locations which are new:

Arnold Road Evangelical Church – site visit 5.9.23

Bulwell Riverside – site visit 5.9.23

Djanogly Community Leisure Centre – site visit 8.9.23

All Souls – site visit 8.9.23

Mellish Sports Centre – site visit – 4.10.23

Robinswood House – site visit - 4.10.23

Our Lady and St Patrick Church – 4.10.23

Exchange Building, Jubilee Campus – 22.11.23

Nottingham Central Library – site visit 13.12.23

Basford Road Baptist Church – virtual tour (due to last minute amendment)

Consultation documents were sent electronically by email after the consultation was published on 6 November 2023 to all councillors, Members of Parliament and the North, Central and South Locality partnerships and networks through communities and residents team. These networks include over 500 groups and workers from a range of community organisations including: youth related, BAME, older people, faith, disability (including the Disability Involvement Group (DIG), community centres, women’s groups, welfare rights/domestic abuse advice services. Previous contact was made with the Disabled Employee Support Network (DESN) in relation to other accessibility issues prior to the elections in May 2023, and they will continue to assist with reviewing accessibility arrangements in the future. Some representations were received from Councillors and 1 from a member of an age friendly group. No further representations were received. **The representations of the Returning Officer appended to the report detail the assessment of each proposed location, any representations received and the response to those representations tracks the regard that has been given to relevant equality impact issues.**

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact (Including any action plans)
Staff/Voters /Candidates & Agents	People from different ethnic groups	X	X	X	Venues used do not impact on this group		Should any polling stations no longer be available the same process

							will be followed to ensure a suitable replacement is found and the Equality Impact Assessment updated to reflect this.
Staff/Voters /Candidates & Agents	Men			X	Venues used do not impact on this group		As above
Staff/Voters /Candidates & Agents	Women			X	Venues used do not impact on this group		As above
Staff/Voters /Candidates & Agents	Trans			X	Venues used do not impact on this group		As above
Staff/Voters /Candidates & Agents	Disabled people/ carers	X			Venues need to be accessible for disabled voters.	We have tried to identify, where possible, and use the best accessible venue available to us in the area. Including access to good transport links and	This will be reviewed after each election through a post election survey. The Returning Officer and the elections planning team will review the findings. The

					<p>accessible parking nearby</p> <p>Where this is not possible, or access issues are minor we will address this by supplying items such as temporary ramps, which are simple and easy to install, which staff will be able to put in place.</p> <p>We also provide lots of additional equipment and support to assist voters who have a physical disability, we also train staff to be aware of other non visible disabilities and how they can provide support and assistance. Although this review is about the</p>	<p>post election survey will go to all staff and candidates and agents electronically</p> <p>Should any polling stations no longer be available the same process will be followed to ensure a suitable replacement is found and the Equality Impact Assessment updated to reflect this.</p>
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						buildings that we use, we also have additional accessibility arrangements inside the polling station. See link to webpage for some examples of the additional support we here .	
Staff/Voters /Candidates & Agents	Pregnancy and maternity			X	Venues used do not impact on this group		As above
Staff/Voters /Candidates & Agents	Marriage/Civil Partnership			X	Venues used do not impact on this group		As above
Staff/Voters /Candidates & Agents	People of different faiths/ beliefs and those with none			X	Venues used do not impact on all of this group. Please note: There are a few locations that	Licensed premises are only used where there is no other suitable venue within the polling district. Where licensed premises are used,	We continue to try and find other accessible venues in each polling district but some areas do not have any alternative

					<p>are situated on licenced premises, which we recognise may not be ideal for those with certain faith beliefs.</p>	<p>wherever possible we use a separate room or sectioned off area of the venue for polling to minimise any potential negative impacts.</p>	<p>locations. Voters who do not want to attend these locations can also apply for a postal or proxy vote.</p> <p>Voters are sent polling card over one month before the election with the address of the polling station on and a map to show them where to go and information on how to apply for a postal or proxy vote if they can't attend in person.</p> <p>In addition the law allows anyone over the age of 18 to act as a companion to another person and staff</p>
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							<p>can assist where possible.</p> <p>Should any polling stations no longer be available the same process will be followed to ensure a suitable replacement is found and the Equality Impact Assessment updated to reflect this.</p>
Staff/Voters /Candidates & Agents	Lesbian/ Gay/ Bisexual people			X	Venues used do not impact on this group		As above.

<p>Staff/Voters /Candidates & Agents</p>	<p>Older</p>	<p>X</p>	<p>X</p>		<p>It is possible due to venues no longer being available for hire in each polling district that some voters may have to travel slightly further to vote. However, we have tried to keep this to a minimum. Of course, there will also be some voters who benefit from these changes and have a more closer more convenient polling station.</p>	<p>We have tried to use the most centrally located accessible venues, where possible, which have parking and good transport links via bus and tram so that those who have to travel slightly further, can do easily.</p>	<p>We will continue to review feedback from elections, as Electoral Services Officer identify the best locations from feedback, knowledge and site visits and prepare recommendation to the Returning Officer</p> <p>Changes will be highlighted on polling cards and anyone who cannot or doesn't want to travel further can apply for a postal or proxy vote instead.</p> <p>Should any polling stations no longer be available the</p>
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							same process will be followed to ensure a suitable replacement is found and the Equality Impact Assessment updated to reflect this.
Staff/Voters /Candidates & Agents	Younger	X			Reduction in loss of school days and reduction in negative impact on teaching and learning. Alternative venues or arrangements agreed with Head teachers have resulted in proposals for polling stations that will avoid the closure on polling day of all schools (except where	Fewer parents and carers of school age children will be impacted financially as a result of the closure of schools on election day (either through increased child care costs / loss of earnings)	We will continue to review at each election and limit the impact on any school in the City. Should any polling stations no longer be available the same process will be followed to ensure a suitable replacement is found and the

					there is a planned INSET day)and this will ensure the safeguarding of children.		Equality Impact Assessment updated to reflect this.
Staff/Voters /Candidates & Agents	Care Experience (Please refer to the guidance notes for further information)			X	Venues used do not impact on this group		
Staff/Voters /Candidates & Agents	Other (e.g. cohesion/ good relations, vulnerable children/ adults), socio-economic background. <i>Please underline the group(s) /issue more adversely affected or which benefits.</i>			x	Venues used do not impact on this group		

1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

Section 2 – Equality outcome


Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	N/A			
Advance equality of opportunity between those who share a protected characteristic and those who don't	N/A			
Foster good relations between those who share a protected characteristic and those who don't	N/A			

(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)	<p>Continue to review venues and find the most appropriate for disabled voters.</p> <p>Continue to review venues and find the most appropriate for voters with different faith beliefs</p>	Sarah Wilson	Post May 2024	

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal.</p> <p>Approving Manager details (name, role, contact details):</p> <p>Nancy Barnard</p>	<p>Date sent for advice:</p> <p>4.1.24</p>
<p>Approving Manager Signature:</p> 	<p>Date of final approval:</p> <p>5.1.24</p>

For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
 Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.

