

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Polling district, polling places and polling station review	
Date Conducted	May 2019	
Name of Lead Officer and Service Area	Bernie Flanagan – Senior Elections Officer Electoral Services	
Commissioning Team (if applicable)		
Director Responsible for project/service area	Andrew Barratt	
Who are the main stakeholders	Electors	
Describe what consultation has been undertaken. Who was involved and what was the outcome	Public consultation began on Tuesday 28 May and concluded on Friday 19 July. A range of stakeholders, groups and individuals were invited to take part in the consultation. These ranged from councillors, political parties to groups and individuals with expertise in accessibility issues.	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)	Polling Station Questionnaire Polling Station Inspector Reports Presiding Officer Report Polling Station suitability surveys Public consultation	
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input checked="" type="checkbox"/>
	A Strategy/Policy/Procedure	<input type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input checked="" type="checkbox"/>
	Being reviewed	<input type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

In accordance with the Electoral Registration and Administration Act 2013, a review has been completed of all of the polling district and polling places within the borough of Tamworth.

Guidance produced by the Electoral Commission sets out the process for a review, and this has been followed.

A number of changes have been recommended as part of the review.

Who will be affected and how?

Electors – the review may affect:

- where they cast their vote on polling day;
- what polling district they are in.

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To ensure that reasonable accessibility is provided to disabled persons in regard to polling stations.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage & Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	

Impact Area	Yes	No	Reason (provide brief explanation)
Gypsy/Travelling Community	<input type="checkbox"/>	<input type="checkbox"/>	
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
Those having an offending past	<input type="checkbox"/>	<input type="checkbox"/>	
Children	<input type="checkbox"/>	<input type="checkbox"/>	
Vulnerable Adults	<input type="checkbox"/>	<input type="checkbox"/>	
Families	<input type="checkbox"/>	<input type="checkbox"/>	
Those who are homeless	<input type="checkbox"/>	<input type="checkbox"/>	
Those on low income	<input type="checkbox"/>	<input type="checkbox"/>	
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input type="checkbox"/>	
Those with Mental Health issues	<input type="checkbox"/>	<input type="checkbox"/>	
Those with Physical Health issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	To ensure that reasonable accessibility is provided to disabled persons in regard to polling stations.
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

<i>Impact Area</i>	<i>Details of the Impact</i>	<i>Action to reduce risk</i>
Electors	<p>To remove as far as practicable barriers to voting at a polling station with particular regard given to accessibility issues.</p> <p>To provide convenient and accessibly voting facilities so that electors can easily cast their vote.</p> <p>To prevent accidentally disenfranchising an elector as they are unable to access voting facilities easily. Ensuring that all locations meet the recommendations set out in legislation, complies with guidance produced by the Electoral Commission and SCOPE in the Polls Apart 2010 report.</p>	<ul style="list-style-type: none"> • Complete a of survey polling stations regularly to ensure that they meet the needs of electors especially those with accessibility issues. Use to inform future planning. • Polling Station Questionnaire for electors Use to inform future planning. • Presiding Officer Report – highlighting any issues on polling day and measures take to rectify. Use to inform future planning. • Review the polling station arrangements regularly.

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
Accessibility in regard to polling stations	Check that all locations meet the recommendations set out in legislation, complies with guidance produced by the Electoral Commission and SCOPE in the Polls Apart 2010 report.	Returning Officer	Ongoing – polling stations are reviewed at every poll.	Identify any accessibility issues and rectify e.g. supply of ramps.
	Public consultation	Chief Executive	As required by statute	That all steps set out in legislation are followed.
	Polling Station questionnaire are available at each poll	Returning Officer	Ongoing – polling stations are reviewed at every poll.	Allows electors to make a comment regarding their polling station while the issue is fresh. Records issues to inform future planning.
	Polling Station Inspector (PSI) Report	Returning Officer	Ongoing – polling stations are reviewed at every poll.	PSI's complete a report regarding the polling station throughout the day at each poll. This allows any issues to be resolved quickly. Records issues to inform future planning.

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Presiding Officer Report	Returning Officer	Ongoing – polling stations are reviewed at every poll.	PSI's complete a report regarding the polling station throughout the day at each poll. This allows any issues to be resolved quickly. Can also record comments from electors or other stakeholders. Records issues to inform future planning.

Date of Review (If applicable): All polling stations will be reviewed after each poll.

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