

Equality Impact Assessment (EqIA) form: Initial impact assessment

If an officer is undertaking a project, policy change or service change, then an initial impact assessment must be completed and attached alongside the Project initiation document.

EqIA Titular information:

Date:	2 February 2022
Service:	Democratic and Electoral Services
Project, policy or service EQIA relates to:	Re-designation of Polling Places
Completed by:	Sam Witcher
Has the EQIA been discussed at services team meeting:	No
Signed off by:	Andrew Moulton
Sign off date:	2 February 2022

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1. Policy, Project or service information:

This section should be used to identify the main purpose of the project, policy or service change, the method of delivery, including who key stakeholders are, main beneficiaries and any associated aims.

What is the purpose of the project, policy change or service change , its expected outcomes and how does it relate to your services corporate plan:

St John’s Ambulance HQ is currently designated as the polling place for polling district KCM in Coronation Ward. Unfortunately this venue will not be available for the forthcoming elections therefore there is a need to re-designate an alternative polling place.

Outline how you are delivering your project, policy change or service change. What governance arrangements are in place, which internal stakeholders (Service managers, Assistant Directors, Members ect) have/will be consulted and informed about the project or changes:

Local Ward Members have been consulted on possible alternative venues and any proposed venues have been reviewed to ensure that they meet the criteria as set out in the Representation of the People Act 1983.

Outline who are the main beneficiaries of the Project, policy change or service change?

Electors in the KCM polling district of Coronation Ward.

Outline any associated aims attached to the project, policy change or service change:

The aim of the project is to ensure that electors in the KCM polling district of Coronation Ward are provided with an alternative polling place where they will be able to cast their votes on any elections held during 2022.

2. Protected characteristics:

There are 9 protected characteristics as defined by the legislation:

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership:

To find out more about the protected groups, please consult the EQIA guidance.

3. Initial Impact review:

In the table below, please indicate whether your project, Policy change or service change will have a positive or negative impact on one of the protected characteristics. To assess the level of impact, please assign each group a Positive, No, Low or High impact score:

For information on how to define No, low or high impact, please consult the EQIA guidance document.

If your project is to have a positive impact on one of the protected groups, please outline this in the table below.

For details on what constitutes a positive impact, please consult the EQIA guidance.

Protected characteristics	Impact score	Please detail what impact will be felt by the protected group:
Race:	No	None of the proposed alternative venues would affect persons with this protected characteristic specifically.
Gender:	No	None of the proposed alternative venues would affect persons with this protected characteristic specifically.
Disabilities:	Positive	The venue has been viewed to ensure that the entrance is accessible to all.
Age:	No	None of the proposed alternative venues would affect persons with this protected characteristic specifically.
Sexual orientation:	No	None of the proposed alternative venues would affect persons with this protected characteristic specifically.
Religion/belief:	No	None of the proposed alternative venues would affect persons with this protected characteristic specifically.
Gender re-assignment:	No	None of the proposed alternative venues would affect persons with this protected characteristic specifically.

Pregnancy and Maternity:	Positive	The proposed alternative venues are accessible for people using prams or buggies.
Marriage and civil partnership:	No	None of the proposed alternative venues would affect persons with this protected characteristic specifically.

Based on your findings from your initial impact assessment, you must complete a full impact assessment for any groups you have identified as having a low or high negative impact. If No impact, or a positive impact has been identified, you do not need to complete a full assessment. However, you must report on this initial assessment and it must receive formal approval from the Assistant Director responsible for the project, policy or service change.

Initial impact assessment approved by...Andrew Moulton.

Date: 2 February 2022.