

Equality Impact Assessment Toolkit (January 2021)

Section 1: Your details

EIA lead Officer: Kris Cureton – Civic Services & Electoral Services Manager

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Head of Section: Steve Fox – Head of Service – Democratic Services

Chief Officer: Jill Travers – Director of Law & Governance

Directorate: Law & Governance

Date: 25th August 2023

Section 2: What Council proposal is being assessed?

Parliamentary Polling Place and Polling District Statutory Review:

The Electoral Registration Officer (ERO) must conduct a statutory review of polling places and polling districts every five years. The statutory review can start no earlier than 1st October 2023 and must be completed within 16 months. It must be completed no later than 31 January 2025. The statutory responsibility for reviewing UK Parliamentary polling districts and places rests with each relevant local authority in Great Britain for so much of any constituency as is situated in its area.

Any proposals for changes will be presented at a future committee meeting. This assessment may be reviewed and amended as necessary.

Section 2a: Will this EIA be submitted to a Committee meeting?

Yes / No

If 'yes' please state which meeting and what date

Regulatory & General Purposes Committee 7th Sept 2023

Hyperlink to where your EIA is/will be published on the Council's website

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

Section 3: Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 4:

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals. We encourage services to consider the impact on those who serve and who have served in the armed forces and their families, in accordance with the Armed Forces Covenant

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
Disability/Age/ Pregnancy & Maternity	Negative – Some people may have issues with access and egress from the building	External access to the building is part of the review process. External areas, including the perimeter and the boundary of the building is evaluated and any remedial action is taken. The approach to the building, availability of parking, signage, lighting, access, alternative access, availability of hearing loops and dimensions/weight of doors are part of the review process. Staff access is also a consideration	Local Authority Electoral Services staff and Returning Officer	Review must be carried out every 5 years	Officer time

Disability/Age/ Pregnancy & Maternity	Negative – Some people may have issues with access and egress around the building	Internal access around the building is part of the review process. Internal areas, including doors, potential hazards, floor surface, lighting and available space, is part of the review process. Access to actual polling stations is also assessed for space, height, privacy, availability of alternative print versions of official notices, and lighting. Staff access is also a consideration	Local Authority Electoral Services staff and Returning Officer	Review must be carried out every 5 years	Officer time

Section 4a: Where and how will the above actions be monitored?
A report is prepared for members to consider recommendations and approvals for any alterations

Section 4b: If you think there is no negative impact, what is your reasoning behind this?

N/A

Section 5: What research / data / information have you used in support of this process?

The Electoral Registration and Administration Act 2013
The Equality Act 2010
Previous reviews and feedback

Section 6: Are you intending to carry out any consultation with regard to this Council proposal?

Yes / No – (please delete as appropriate)

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why:

(please stop here and email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing)

Section 7: How will consultation take place and by when?

Returning Officers must comment during any review.

The authority will seek out the views of interested groups for general comment and on any specific building or area. Consultation period from 2nd Oct 2023 – 10th Nov 2023

Before you complete your consultation, please email your preliminary EIA to engage@wirral.gov.uk via your Chief Officer in order for the Council to ensure it is meeting its legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to engage@wirral.gov.uk for publishing.

Section 8: Have you remembered to:

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to engage@wirral.gov.uk via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to engage@wirral.gov.uk via your Chief Officer for re-publishing?**