

# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability



# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

<b>Title of Policy/ Proposal</b>	Statutory Review of East Lothian Constituency Polling Districts and Places 2018
<b>Completion Date</b>	1 October 2018
<b>Completed by</b>	Election Team
<b>Lead officer</b>	Lilian Pryde, Democratic Services Officer

## Type of Initiative:

Policy/Strategy

Programme/Plan

Project

√Service

Function

Other .....

New or Proposed

Changing/Updated

Review or existing

## 1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

Electoral Administration Act 2006, Part 4:

A local authority must seek to ensure that all electors, in a constituency in its area, have such reasonable facilities for voting as are practicable.

The authority must seek to ensure that, so far as is reasonable and practical, every polling place for which it is responsible, is accessible to electors who are disabled.

## 2. What will change as a result of this policy?

The authority does not intend to change the venues of any of its existing polling places.

However, polling district boundaries in three areas need to be altered due to new housebuilding overlapping existing boundaries. This is subject to public consultation.

## 3. Do I need to undertake an Integrated Impact Assessment?

High Relevance	Yes/no
1. The policy/ proposal has consequences for or affects people	yes
2. The policy/proposal has potential to make a significant impact on equality	yes
3. The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	no
4. The policy/proposal is likely to have a significant environmental impact	no
Low Relevance	
5. The policy/proposal has little relevance to equality	no
6. The policy/proposal has negligible impact on the economy	yes
7. The policy/proposal has no/ minimal impact on the environment	yes
<p><b>If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.</b></p> <p><b>This proposal has no economic or environmental impact.</b></p>	

**If you have answered yes to 1, 2, or 3 above, please proceed to complete the Integrated Impact Assessment.**

If you have identified that your project will have a significant environmental impact (4), you will need to consider whether you need to complete a Strategic Environmental Assessment.

**4. What information/data/ consultation have you used to inform the policy to date?**

Evidence	Comments: what does the evidence tell you?
Data on populations in need	All protected characteristics will be present within the voting population.
Data on service uptake/access	Polling turnout data from 2017 shows consistently high turnout for all polling places – mid 50s to high 70%. Overall turnout 70.7%.
Data on quality/outcomes	<p>Direct contact with voters.</p> <p>Feedback from poll staff/polling place inspectors.</p> <p>Lets us know of any problems affecting voters ability to cast their vote (whether physical or administrative) or with premises or poll staff.</p> <p>Gullane Hall – No indication from Roads re major roadworks affecting access to Village Hall, despite sending usual email asking for notification of any works at or around polling places. Caused difficulty for voters with cars, until we got signage sorted out. Apart from that, no major issues.</p>
Research/literature evidence	<p>'Polls Apart 2010' by Capability Scotland/Scope/Disability Action</p> <p>DisabledGo accessibility reports – Guidelines on accessibility requirements.</p> <p>Electoral Administration Act 2006, Part 4 – Legislation governing what constitutes a polling district and polling place – size, location, convenience of electors, accessibility, facilities available.</p>

<p>Service user experience information</p>	<p>Direct contact with voters.</p> <p>Feedback from poll staff/polling place inspectors.</p> <p>As above.</p>
<p>Consultation and involvement findings</p>	<p>Electoral Registration Officer – number of electorate per polling place.</p> <p>Planning Service Manager – new housebuilding areas and how these affect polling districts.</p> <p>Local Councillors – views on proposed changes or alternative solutions.</p> <p>Equalities Officer – guidance that we have covered everything necessary for the review.</p> <p>Statutory Public Consultation from 1 October 2018 – any representations will give the public opportunity to voice opinions on proposed changes, or anything else within the remit of the review.</p> <p>Returning Officer’s Report – is a full physical assessment of all polling places against accessibility checklist and report of any problems. Includes the proposals for changes to polling districts in three areas and reasoning behind these proposals.</p>
<p>Good practice guidelines</p>	<p>Electoral Commission Performance Standards for Returning Officers – Performance Standard 1: Voters – ensuring that planning for and delivery of the poll enables voters to vote easily and know that their vote will be counted in the way intended.</p> <p>Outcome 1: Voters receive the information they need, in an accessible format and within time for them to cast their vote.</p> <p>Outcome 2: Voters receive a high-quality service.</p> <p>Outcome 3: Voters have confidence that their vote will be counted in the way they intended.</p>

Other (please specify)	None
Is any further information required? How will you gather this?	<p>Yes-Statutory Public Consultation from 1 October 2018. The council will advertise this in local press and on their website/twitter.</p> <p>The consultation will follow the statutory procedures for a Review of Polling Districts and Places prescribed in the Electoral Administration Act 2006, Part 4.</p>

### 5. How does the policy meet the different needs of groups in the community?

	<b>Issues identified and how the strategy addresses these</b>
<p><b>Equality Groups</b></p> <ul style="list-style-type: none"> <li>• Older people, people in the middle years,</li> <li>• Young people and children</li> <li>• Women, men and transgender people (includes issues relating to pregnancy and maternity)</li> <li>• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)</li> <li>• Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers)</li> <li>• Refugees and asylum seekers</li> <li>• People with different religions or beliefs (includes people with no religion or belief)</li> </ul>	<p>Care is taken to ensure that all buildings used are disabled friendly, that there is seating and toilet facilities available and that there are no obstacles impeding access.</p> <p>By law, no one under the age of 16 can vote at Scottish Elections, 18 for UK Elections.</p> <p>Great care is taken to enable voters with any disability, or minority ethnic people, to cast their vote.</p> <p>Legislation directs steps to be taken.</p>

<ul style="list-style-type: none"> <li>• Lesbian, gay, bisexual and heterosexual people</li> <li>• People who are unmarried, married or in a civil partnership</li> </ul>	
<p><b>Those vulnerable to falling into poverty</b></p> <ul style="list-style-type: none"> <li>• Unemployed</li> <li>• People on benefits</li> <li>• Single Parents and vulnerable families</li> <li>• Pensioners</li> <li>• Looked after children</li> <li>• Those leaving care settings (including children and young people and those with illness)</li> <li>• Homeless people</li> <li>• Carers (including young carers)</li> <li>• Those involved in the community justice system</li> <li>• Those living in the most deprived communities (bottom 20% SIMD areas)</li> <li>• People misusing services</li> <li>• People with low literacy/numeracy</li> <li>• Others e.g. veterans, students</li> </ul>	<p>Any person, falling into any of these categories, who needs help with the voting process, will be assisted by poll staff.</p>

<p><b>Geographical communities</b></p> <ul style="list-style-type: none"> <li>• Rural/ semi rural communities</li> <li>• Urban Communities</li> <li>• Coastal communities</li> </ul>	<p>There are two areas of new housebuilding in North Berwick which currently overlap the polling district for North Berwick. It is proposed to make small alterations to the two polling district boundaries (Dirleton EL4C and Drem EL4D) to allow these to be included, with the rest of the new build area, in the polling district for North Berwick EL4E.</p> <p>There is an overlap of a new build area at Dolphingstone, which affects Wallyford and Tranent. Unfortunately, the polling district boundary here can't be altered to allow the Tranent overlap to be included in the greater new build area of Wallyford ELMN3F. This is because the polling district boundary is also the Scottish Parliamentary boundary, which can't be altered. The proposal, therefore, is to alter the boundary between the two polling districts of Tranent, to allow the affected area to be included in the northern Tranent polling district EL3A. If the boundary was to remain as it is currently, any electors from the new build area would be obliged to vote at the Loch Centre (EL3B). The Loch Centre is already at capacity as a polling place, therefore, the best option is to change this to Tranent Town Hall, which can accommodate extra stations.</p> <p>These proposals are subject to public consultation.</p>
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**6. Are there any other factors which will affect the way this policy impacts on the community or staff groups?**

No

**7. Is any part of this policy/ service to be carried out wholly or partly by contractors?**

If yes, how have you included equality and human rights considerations into the contract?

No
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**8. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?**

Every effort will be made to accommodate anyone who has difficulty understanding information involved in this review.

**9. Please consider how your policy will impact on each of the following?**

Objectives	Comments
<b>Equality and Human rights</b>	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Positively – use of disabled friendly polling places.
Promotes good relations within and between people with protected characteristics and tackles harassment	Positively – all voters, within the same polling district, use the same polling place.
Promotes participation, inclusion, dignity and self control over decisions	Positively – use of disabled friendly polling places.


Builds family support networks, resilience and community capacity	n/a
Reduces crime and fear of crime	n/a
Promotes healthier lifestyles including <ul style="list-style-type: none"> <li>• diet and nutrition,</li> <li>• sexual health,</li> <li>• substance misuse</li> <li>• Exercise and physical activity.</li> <li>• Lifeskills</li> </ul>	n/a
<b>Environmental</b>	
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	n/a
Plan for future climate change	
Pollution: air/ water/ soil/ noise	
Protect coastal and inland waters	
Enhance biodiversity	
Encourage resource efficiency (energy, water, materials and minerals)	
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	
Reduce need to travel / promote sustainable forms of transport	
Improves the physical environment e.g. housing quality, public and green space	
<b>Economic</b>	

Maximises income and /or reduces income inequality	n/a
Helps young people into positive destinations	
Supports local business	
Helps people to access jobs (both paid and unpaid)	
Improving literacy and numeracy	
Improves working conditions, including equal pay	n/a
Improves local employment opportunities	

### 10. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
Unnotified of roadworks affecting one polling place	Arranged for signage to indicate that access to polling place was possible.	In future, follow up initial enquiry email to Roads to ensure there will be no problems affecting polling places on polling day.	Prior to the start of the election timetable, if possible.	Member of the Election Team.

### 11. Sign off by Head of Service

  
 Name Jim Lanyon  
 Date 14/8/18

