



# Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

<b>Title of Policy/ Proposal</b>	Review of Scheme of Polling Districts and Polling Places 2019
<b>Completion Date</b>	25 September 2019
<b>Completed by</b>	Gill Smith
<b>Lead officer</b>	Gill Smith

## Type of Initiative:

Policy/Strategy	<b>x</b>	
Programme/Plan	New or Proposed	
Project	Changing/Updated	
Service	Review or existing	<b>x</b>
Function	Other	
Statement of Intent		

## 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.

The Electoral Registration and Administration Act 2013 requires local authorities to undertake a compulsory Statutory Polling District and Polling Place Review within the period 1 October 2018 and 31 January 2020 inclusive and every 5 years thereafter. Midlothian's Review has now been carried out and the proposals are contained within the report.

As part of the review process local authorities must:-

- Seek to ensure that all electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
- Seek to ensure that so far as is reasonable and practicable the polling places are accessible to those who are disabled; and
- When considering or reviewing the designation of a polling place, have regard to the accessibility needs of disabled persons.

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

It was agreed at CMT, following feedback from parents over the years, that schools should no longer be used as polling places when they are required to be closed completely to pupils. This review has achieved that objective whilst bearing in mind the considerations contained in the Guidance noted in 1 above.

## 2. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/no
The policy/ proposal has consequences for or affects people	Yes
The policy/proposal has potential to make a significant impact on equality	Yes
The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	No
The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
The policy/proposal has little relevance to equality	No
The policy/proposal has negligible impact on the economy	Yes

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>If you have answered yes to high relevance above, please proceed to complete the Integrated Impact Assessment.</b></p>	

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

<b>Evidence</b>	<b>Comments: what does the evidence tell you?</b>
Data on populations in need	Polling Places are allocated to each Ward based on electorate figures provided by the Electoral Registration Office.
Data on service uptake/access	N/A
Data on quality/outcomes	N/A
Research/literature evidence	See good practice guidelines below
Service user experience information	A public consultation was carried out over a six week period giving the general public the opportunity to submit their views on our proposals and make suggestions for alternatives if appropriate.
Consultation <b>and involvement</b> findings	As well as consulting with the general public, feedback on the review was also sought from all Midlothian Councillors, the MP for the Midlothian Constituency, the Constituency MSPs, Community Councils, all Political Parties at a national level and Capability Scotland. The consultation findings are laid out in Appendix II to the Council Report.
Good practice guidelines	The Electoral Commission's Review of Polling Districts, Polling Places and Polling Stations Guidance Circular.
Other (please specify)	N/A

Is any further information required? How will you gather this?	N/A
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**4. How does the policy meet the different needs of and impact on groups in the community?**

<b>Equality Groups</b>	<b>Comments – positive/ negative impact</b>
Older people, people in the middle years,	Positive - All polling facilities are reviewed to ensure accessibility is key to all groups in the community.
Young people and children	Positive - there will no longer be the requirement to close schools on polling days which will reduce the impact on young people/children's education.
Women, men and transgender people (includes issues relating to pregnancy and maternity)	Neutral
Disabled people (included physical disability; learning disability; sensory Impairment; long term medical conditions; mental health problem)	Positive - All polling facilities are reviewed to ensure accessibility is key to all groups in the community, having particular regard to the accessibility needs of disabled persons.
Minority ethnic people (includes Gypsy/Travellers migrant workers non-English)	Neutral
Refugees and asylum seekers	Neutral
People with different religions or beliefs (included people with no religion or belief.	Neutral
Lesbian; gay bisexual and heterosexual people	Neutral
People who are unmarried;	Neutral

married or in a civil partnership	
Those vulnerable to falling into poverty	Neutral
Unemployed	Neutral
People on Benefits	Neutral
Single Parents and vulnerable families	Neutral
Pensioners	Positive - All polling facilities are reviewed to ensure accessibility is key to all groups in the community.
Looked after Children	Neutral
Those leaving care settings ((including children and young people and those with illness)	Neutral
Homeless People	Neutral
Carers (including young carers)	Neutral
Those involved in the criminal justice system	Neutral
Those living in the most deprived communities (bottom 20% SIMD areas)	Neutral
People misusing services	Neutral
People with low literacy/numeracy	Neutral
Others e.g. veterans, students	Neutral
<b>Geographical Communities</b>	
Rural/ semi-rural Communities	Polling Places are located to ensure they are reasonably accessible to all voters in the polling district.
Urban Communities	
Costal Communities	

**5. Are there any other factors which will affect the way this policy impacts on the community or staff groups?**

No

**6. 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

**7. 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?**

The conclusions of the review will be published via the Council's website which provides access to 'BrowseAloud' an online translation tool. The Poll Cards, which are sent to voters prior to any election/referendum, clearly state which Polling Place/Station an elector should attend to vote.

Further information published by Midlothian Council can be provided, on request, in many of the community languages and in large print, Braille, audio tape or BSL. For more information please contact the Equality, Diversity & Human Rights Officer on 0131 271 3658 or [equalities@midlothian.gov.uk](mailto:equalities@midlothian.gov.uk)

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

<b>Objectives Equality and Human Rights</b>	<b>Comments</b>
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Disabled access to all polling places/stations will be ensured and all voters will enter the polling place via the same entrance.
Promotes good relations within and between people with protected characteristics and tackles harassment	N/A
Promotes participation, inclusion, dignity	All voters will enter the polling place via the

and self- control over decisions	same entrance.
Builds family support networks, resilience and community capacity	N/A
Reduces crime and fear of crime	N/A
Promotes healthier lifestyles including Diet and nutrition Sexual Health Substance Misuse Exercise and physical activity Life Skills	N/A
<b>Environmental</b>	
Reduce greenhouse gas (GHG) emissions in Midlothian (including carbon management)	N/A
Plan for future climate change	N/A
Pollution: air/ water/ soil/ noise	N/A
Protect coastal and inland waters	N/A
Enhance biodiversity	N/A
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	N/A
Reduce need to travel / promote sustainable forms of transport	Most polling places should be within walkable distance of voters homes and if not, the polling place will be within easy access of public transport.
Improves the physical environment e.g. housing quality, public and green space	N/A
<b>Economic</b>	
Maximises income and /or reduces income inequality	N/A
Helps young people into positive destinations	N/A
Supports local business	N/A
Helps people to access jobs (both paid and unpaid)	N/A
Improving literacy and numeracy	N/A

Improves working conditions, including equal pay	N/A
Improves local employment opportunities	N/A

**9. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005?**

No

**10. Action Plan**

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
None				

**11. Sign off by Head of Service/ NHS Project Lead**

Name

Date