

Appendix C

Equality impact assessment

The Equality Impact Assessment Form is a public document which the Council uses to demonstrate that it has complied with Equality Duty when making and implementing decisions which affect the way the Council works.

The form collates and summarises information which has been used to inform the planning and decision-making process.

Name of service area	Democratic Services
Lead officer and contact details	Alex Berry, aberry@tandridge.gov.uk
Officer(s) conducting assessment (if different from above)	
Date of assessment	
Purpose of Equality Impact Assessment	To ensure the polling district review is completed in line with the Council's equalities duties.

1. Name of policy, strategy, function or project being assessed

Review of polling districts and polling places.

2. Reason for assessment (what are you trying to do? eg new, updated or revised policy) & description of the policy, strategy, function or project being assessed?

Section 18C of The Representation of the People Act 1983 requires the Council to complete a review of all polling districts and polling places every 5 years.

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3. Who are the main stakeholders/beneficiaries and detail any consultation held. (e.g. staff, tenants, residents, voluntary and community groups, service users, faith organisations, other council departments, other public sector and business partners)

Voters, candidates, agents, polling station staff.

Public consultation from 6 November 2023 to 4 December 2023 in which councillors, parish councils, county councillors, the MP, the Tandridge Access Group and members of the public are invited to comment on the current arrangements.

4. Please complete the following table considering the impact of the proposed policy/project/ strategy on all equality groups (including the Protected Characteristics defined within the Equality Act 2010).

(What information data do you have regarding service users/ staff/ residents? What further information do you need? What cross-cutting issues do you need to consider?) (Please see Appendix 1)

	Actual or Potential Negative Impact			Reasons/Comments or Gaps in Knowledge (Please expand in Improvement Plan)
	High	Medium	Low	
Race (Please include any actual or potential impacts on any persons due to race, ethnicity, colour or nationality, including refugees and migrants)			X	There are no expected impacts on this equality group.
Sex (Please include any actual or potential impacts on male and female persons)			X	There are no expected impacts on this equality group.

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<p>Marriage and Civil Partnership Marriage: a union between a man and a woman, or of the same sex, which is legally recognised in the UK as a marriage. Civil partnership: civil partners must be treated the same as married couples on a range of legal matters.</p>			X	There are no expected impacts on this equality group.
<p>Sexual orientation A person's sexual attraction towards his or her own sex, the opposite sex or to both sexes</p>			X	There are no expected impacts on this equality group.
<p>Gender Reassignment (Please include any actual or potential impact on any person that has or is in the process of transitioning from one sex to another) This includes a person who considers themselves to be trans, transgender, transsexual</p>			X	There are no expected impacts on this equality group.
<p>Pregnancy: being pregnant. Maternity: the period after giving birth linked to maternity leave in the employment context, In the non-work context protection against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding</p>			X	There are no expected impacts on this equality group.

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<p>Religion or belief (Please include any actual or potential impact on any person due to religion, faith or recognised belief system. This also includes Atheism)</p>			X	There are no expected impacts on this equality group.
<p>Disability (Please include any actual or potential impact on any person with a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This includes mental health; physical disability; hearing impairment or deaf; visual impairment or blind; dyslexia; or any hidden impairments such as HIV/AIDS or sickle cell)</p>			X	The review will be conducted in accordance with Electoral Commission guidance, which has a focus on this equality group.

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Age (Please include any actual or potential impact on any specific age group, e.g. any person who is under 21 or over 60 years of age)			X	There are no expected impacts on this equality group.
Child Poverty and other socio-economic impacts (Please include short and long term implications for eradicating child poverty; actual or potential implications for residents who are living on a low-income or are unemployed; and economic prosperity of Tandridge overall)			X	There are no expected impacts on this equality group.

5. What positive impact could there be overall, on different equality groups, and on cohesion and good relations?

The review will seek to ensure that, wherever possible, voters within each equality group have the same access to the voting process.

6. What negative impact could there be overall, on different equality groups, and on cohesion and good relations?

There are no expected negative impacts to the polling district review on any equality group.

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7. The Improvement Plan needs to list specific steps/actions which set out how equality and cohesion issues that have been identified will be addressed. For example:

- Steps/ actions taken to enhance positive impacts identified in section 6.
- Steps/ actions taken to mitigate against the adverse/negative impacts identified in section 7.
- Steps/ actions taken to improve information and evidence about a specific client group, e.g. at a service level and/or at a Council level by informing HR/relevant service.

Actions from this Improvement Plan should be included as part of the final report and implementation taken forward as a part of that process.

ISSUE IDENTIFIED	ACTION(S) TO BE TAKEN	LEAD OFFICER	TIMESCALE	COMMENTS
Ensuring disability matters are taken into account.	<ul style="list-style-type: none"> • Seeking representations from such persons as the Council thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. • Considering advice from local disability groups • Encouraging responses from any person or body with expertise in access for persons with any type of disability. 	Alex Berry	6 November – 4 December 2023	Electoral Commission guidance will be followed.

8. Describe the recommended decision?

To proceed with the review, as legally required, ensuring the Electoral Commission guidance is followed.

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Annex 1

The Council is committed to improving equality and making the district a place for everyone. This means ensuring all actions taken by the Council contribute to equality. This report provides an EIA of the impact of the proposed (*please state proposal*) as set out in the Equality Act 2010.

The Equality Act 2010 updates and combines all previous discrimination legislation to reduce socio-economic inequalities by ensuring that certain groups with Protected Characteristics are supported and protected. Protected Characteristics are:

- Age
- Disability;
- Gender reassignment;
- Pregnancy and maternity;
- Race;
- Religion or belief;
- Sex;
- Sexual orientation; and
- Marriage and civil partnership (applicable only to the need to eliminate unlawful discrimination).

The Act also establishes the Public-Sector Equality Duty, which Tandridge District Council, as a public body, is required to follow. The Duty requires that in the exercise of its functions, Tandridge has due regard for the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity between people who share a Protected Characteristic and those who do not; and
- Foster good relations between people who share a Protected Characteristic and those who do not.

Having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by persons who share a relevant Protected Characteristic;

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- Taking steps to meet the needs of people who share a relevant Protected Characteristic that is different from the needs of people who do not share it; and
- Encouraging persons who share a Protected Characteristic to participate in public life or in any other activity in which their participation by such persons is disproportionately low.