



Equality Impact Assessment Form v.2

September 2024

Version Control

Version	Responsible Officer	Review Date	Changes
V.1	Katy Allen	29/01/24	New
V.2	Katy Allen	9/9/24	Changes from initial training session

This tool helps West Lindsey District Council ensure that we fulfil legal obligations of the Public Sector Equality Duty to have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act.
- b) Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- c) Foster good relations between people who share a protected characteristic and those who do not.

Guidance on completing this form can be found at [Equality and Diversity \(sharepoint.com\)](#) and for support please contact the Corporate Governance Officer on engagement@west-lindsey.gov.uk.

This form needs to be completed as part of a team as noted in the Equality Impact Assessment Guidance and once undertaken sent to engagement@west-lindsey.gov.uk.

Name and job title for the lead officer
Katie Storr – Democratic Services and Elections Team Manager

Name and job titles for other members of the assessment team
Katy Allen – Corporate Governance Officer

Date of assessment
18/10/2024

Stage 1 – Scoping and Defining

1. Name of strategy, policy, plan, project or change to the service
Closure of Polling Station sites

2. What is the objective or purpose of the strategy, plan, project or change?
Closure of St Lukes Church, North Carlton and The Conservatory, Blyborough. Reviews of all polling stations need legally to be undertaken and under the latest review one is a private residence and no longer available and St. Lukes Church is unacceptable to use due to lack of resources and facilities.

3. Who will be affected by this strategy, policy, plan, project or change to the service?
Residents <input checked="" type="checkbox"/>
Visitors <input type="checkbox"/>

Staff Elected Members	<input checked="" type="checkbox"/> <input type="checkbox"/>
Please state any specific group or groups that may be affected: Electorate within the locations plus polling staff will be affected.	

4. What type of change is this?	
New Major change Minor change Stopping service	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Stage 2 - Information Gathering

5. What research methods/evidence have you used in order to identify equality impacts of your strategy, policy, plan, project or change to your service?
Addresses of those affected. Location of proposed venues and distance between. Amount of postal issued within the area. Numbers of those voting in previous elections.

6. What consultation has been used as part of the information gathering?
Ward councillors, parish councils, political groups and a public notice, press release in local media all undertaken in regard to the review. Feedback from staff working in the locations. Appraisal undertaken from all locations.

7. Has there been any demographic changes or trends locally and if so what?
Amount of those voting in stations is reducing nationally.

Stage 3 – Engagement and Consultation

8. Consultation	
a. Do you need to undertake any new consultation?	
Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>
b. If yes, what consultation is needed?	
Statutory notice will be put up and any objections will be reviewed and taken into consideration for a final decision.	

Stage 4 – Potential Impacts

For each category below, explain if the strategy, policy, plan or service change could have a positive or negative impact or no impact. Where an impact is identified from the information gathering and consultation, please explain what it is. Consider how this impact would affect each user (residents/visitors/staff/elected members/any other group).

9. Age
Mileage taken into account between those proposed for closure and the location which would be therefore used. The locations proposed for closure are places which already have no other facilities so it is likely that those living within the area already have transport of some kind. May however have an impact on those who are less mobile or with no vehicle.

10. Disability
Mileage taken into account between those proposed for closure and the location which would be therefore used. The locations proposed for closure are places which already have no other facilities so it is likely that those living within the area already have transport of some kind. May however have an impact on those who are less mobile or with no vehicle. The locations proposed for closure may not be disability compliant.

11. Sex

12. Gender reassignment

13. Race

14. Religion or belief

15. Sexual orientation

16. Pregnancy and maternity

17. Marriage and civil partnership

18. Member of Armed Forces Community

19. Care Experience

20. Any other factors that may lead to inequality such as low-income groups or those experiencing poverty or groups which have more than one protected characteristic

Stage 5 – Recommendation and potential actions

21. What course of action is recommended

- | | |
|--|-------------------------------------|
| No major change needed | <input type="checkbox"/> |
| Adjust the strategy, policy, plan or service | <input type="checkbox"/> |
| Adverse impact but continue | <input checked="" type="checkbox"/> |
| Stop progress | <input type="checkbox"/> |

22. What actions are needed?

Ensuring those in the locations are aware of the absence voting routes that they can use.

Stage 6 – Sign off

23. Date of EIA sign off

18/10/24

24. Name and title of Director for sign off

Emma Foy – Director Resources

These completed forms are important documents and the Equality and Human Rights Commission may request to examine them in the event of any challenge, therefore once sign off has taken place these forms must be forward to the Corporate Governance Officer on engagement@west-lindsey.gov.uk. These are to be taken into account for any relevant committee report and will be reported in the annual Equality, Diversity and Inclusion Report.