



<b>Service area</b>	<b>CENTRAL SERVICES</b>
<b>Date of assessment</b>	<b>FEBRUARY 2010</b>
<b>Name of strategy/policy/function/service to be assessed</b>	<b>ELECTORAL REGISTRAION AND ELECTIONS</b>
<b>Is this a new or existing strategy/policy/function/service?</b>	<b>EXISTING</b>
<b>Name of manager responsible for strategy/policy/function/service</b>	<b>L JABLONSKA</b>
<b>Names of people conducting the assessment</b>	<b>A ROBERTS</b>
<b>Step 1 – Description of strategy/policy/function/service</b>	
Describe the aims; objectives and purpose of the strategy/policy/function/service (include how it fits in to wider aims or strategic objectives).	<p>Maintain the Register of Electors – adding/deleting/amending elector’s details;</p> <p>Production of Registers and monthly amendments by statutory deadlines;</p> <p>Respond to all applications for absent voting – personal identifiers;</p> <p>Delivery of registration forms to all households on database – annual canvass with relevant publicity;</p> <p>Personal canvass of properties not returning registration forms;</p> <p>Communications and publicity to raise awareness of joining the</p>



	<p>Register and engagement in the electoral process;</p> <p>Respond to different electors i.e. service, crown servants, overseas electors and Europeans;</p> <p>Preparation, conduct and successful operation of elections for Town/Parish, District Council, County Council, Parliamentary and European Parliamentary - liaise with candidate and agents, hire of polling stations, publish statutory notices, employ PS staff, issue of poll cards, organise count of votes;</p> <p>Remove barriers to voting through improved access to polling stations and promotion of postal voting;</p> <p>Develop and maintain the Council's Internet and Intranet pages to support on-line provision of electoral services information – easily accessible and contains information on Register of Electors, contact details, links to external websites, changes in law etc.</p>
<p>Are there any (existing) equality objectives of the strategy/policy or function/service</p>	<p>Inclusive, fair and well run election process</p> <p>Increase the number of people voting in local elections</p> <p>Greater involvement and participation by the public in the election process</p>



	Increase public knowledge of Council procedures and protocols
Who is intended to benefit from the strategy/policy/function/service and in what way?	<p>All residents of the District, named individuals on the Electoral Register, owners of property in Huntingdonshire and those with work / business interests in the District.</p> <p>Candidates                      Election Agents                      Councillors                      MPs                      MEPs                      Press/Media</p> <p>Through access to the processes of democratic representation.</p>
What are the intended outcomes of this strategy/policy/function/service?	<p>Fair, open and accessible elections</p> <p>To have their details accurately recorded on the Register of Electors</p> <p>High quality customer service</p>
<b>Step 2 – Data</b>	



<p>What baseline <b>quantitative data (statistics)</b> do you have about the strategy/policy/function/service relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population), relevant to this policy?</p>	<p>Periodic Electoral Review completed 2008 included consultation with the public and interested parties.</p> <p>Polling Stations Review completed 2007 included consultation with the public and interested parties.</p> <p>The Council endeavours to meet the performance standards in the Electoral Commission's Performance Standards for Electoral Registration Officers in Great Britain and Performance Standards for Returning Officers in Great Britain.</p> <p>The Council is required to promote participation in the electoral process under the Electoral Administration Act 2006.</p> <p>The Council is required to promote democratic engagement under the Local Democracy, Economic Development and Construction Act 2009.</p>
<p>What <b>qualitative data (opinions etc)</b> do you have on different groups (e.g. comments from previous consumer satisfaction surveys/consultation, feedback exercises, or evidence from other authorities undertaking similar work), relevant to this strategy/policy/function/service?</p>	<p>Race – different nationalities have restrictions on the elections in which they can participate. Presiding Officers provide feedback on suitability and adequacy of polling stations and details of difficulties experienced.</p> <p>Gender/sexual orientation/religious beliefs – no issue; Disability/age – Review of polling districts and polling places carried out. Electoral Commission advice is now maximum of 2,500 electors per polling station.</p>



	<p>Difficulty accessing the polling station - Postal/proxy provision available. Large print ballot papers available and device for partially sighted provided at each polling station. Key documents available in larger font, Braille, different languages on request.</p>
<p><b>Step 3 – Policy impact</b></p>	
<p>Are there concerns that the strategy/policy/function/service could have a differential impact on <b>different racial groups</b>?</p> <p>What evidence do you have for your answer?</p>	<p>None identified.</p> <p>Comply with closely prescribed legal guidance and national best practice.</p> <p>Monitoring complaints received during conduct of elections.</p>
<p>Are there concerns that the strategy/policy/function/service could have a differential impact on <b>gender, including transgender people</b>?</p> <p>What evidence do you have for your answer?</p>	<p>None identified.</p> <p>Comply with closely prescribed legal guidance and national best practice.</p> <p>Monitoring complaints received during conduct of elections.</p>
<p>Are there concerns that the strategy/policy/function/service could have a differential impact on <b>disabled people</b>?</p> <p>What evidence do you have for your answer?</p>	<p>Monitoring complaints received during conduct of elections.</p>



	<p>Comply with closely prescribed legal guidance and national best practice.</p> <p>Alternative methods of voting available – postal/proxy.</p> <p>Assistance is provided in various forms.</p>
<p>Are there concerns that the strategy/policy/function/service could have a differential impact on <b>lesbian, gay, or bisexual people</b> compared with heterosexual people?</p> <p>What evidence do you have for your answer?</p>	<p>None identified.</p> <p>Comply with closely prescribed legal guidance and national best practice.</p> <p>Monitoring complaints received during conduct of elections.</p>
<p>Are there concerns that the strategy/policy/function/service could have a differential impact on <b>younger or older people</b>?</p> <p>What evidence do you have for your answer?</p>	<p>Suitability of venues could cause discrimination</p> <p>Equalities guidance.</p> <p>Comply with closely prescribed legal guidance and national best practice.</p> <p>Monitoring complaints received during conduct of elections.</p>
<p>Are there concerns that the strategy/policy/function/service could have a differential impact on grounds of <b>religion or belief</b>?</p> <p>What evidence do you have for your answer?</p>	<p>Choice of venue (i.e. Church Halls) may deter members of certain communities from attending polling stations.</p> <p>Equalities guidance.</p>



	Monitoring complaints received during conduct of elections.
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Action	Target for completion	Responsible Officer
Develop relationships with schools/LEA to provide information on the electoral registration process to encourage potential attainers in the area.	2012	Elections Manager
Council practices around publicity, engagement and public involvement to be revised in order to meet current service objectives.	2011	Elections Manager
Monitoring of returns by Presiding Officers regarding the ability of polling stations to meet voters' needs.	Annual	Elections Manager
Review implications of using faith buildings for elections.	2011	Elections Manager
Continue to reach all performance standard as set out in the Performance Standards for Electoral Registration Officers in Great Britain.	Ongoing	Elections Manager
Continue to reach all performance standard as set out in the Performance Standards for Returning Officers in Great Britain.	Ongoing	Elections Manager
Raise public awareness of the opportunities local people have to become councillors.	Ongoing	Elections Manager