



Voting Rights for BSMHFT Inpatients

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Policy lead	Associate Director of Corporate Governance/Interim Company Secretary	
Policy author (if different from above)	As Above	
Exec Sign off Signature (electronic)		
Disclosable under Freedom of Information Act 2000	Yes	

POLICY CONTEXT

- This document highlights Birmingham and Solihull Mental Health NHS Trust's commitment to challenging the marginalisation of its service users by ensuring that those admitted to BSMHFT inpatient units are aware of their voting rights/eligibility prior to UK general elections and supported by staff to exercise these rights where necessary.

POLICY REQUIREMENT (see Section 2)

- Frontline clinical staff will be responsible for ensuring that BSMHFT inpatients are aware of their eligibility to vote in UK general elections.
- Practicable support (where necessary) will be provided to inpatients wishing to register to vote during a hospital admission with BSMHFT.
- Eligible inpatients will be supported (where appropriate) to exercise their right to vote during future UK general elections.

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1 INTRODUCTION

1.1 Rationale (Why)

Prior to the Representation of the People Act [1949], psychiatric inpatients were disenfranchised from voting in UK elections. Subsequent legislative amendments mean that most inpatients now have equal voting rights to that of the general public. However, research conducted during the 2010 UK general election suggests that a significant lack of awareness of these rights (amongst both mental health professionals and service users) may contribute to consistently low voting uptake amongst psychiatric inpatients (estimated to be approximately 3–8%).

A research paper published in *The Psychiatrist* (2012) stated that many patients and staff remain unaware of the new rules which have given a greater proportion of inpatients the right to vote and have simplified the registration and voting processes. This information barrier may be addressed in future elections by providing timely written information to both patients and staff. Once registered, patients may need further support to overcome practical and psychological barriers, and cast their vote

This policy will raise awareness of voting rights by providing those admitted to Birmingham and Solihull Mental Health Foundation NHS Trust (BSMHFT) inpatient units with accurate and up-to-date information about methods of voting, the voting registration process and voting eligibility. It will also assist members of staff to support eligible inpatients who wish to exercise their right to vote (either in person, by post, or by proxy) during future UK general elections.

1.2 SCOPE (Where, When, Who)

This document applies to all staff working on BSMHT inpatient units and relates to adults receiving inpatient care; only persons aged over 18 years old are permitted to vote in UK general elections; those aged 16 and 17 years old can still register to vote if they will be 18 years old within the lifetime of the Electoral Register. Every service is responsible for ensuring that their out of area service users are able to and are appropriately supported to vote at relevant elections.

Individuals who are not citizens of the United Kingdom, Republic of Ireland, European Union or British Commonwealth have no legal right to vote in UK general elections.

1.3 PRINCIPLES (Beliefs)

This document highlights BSMHFT's commitment to challenging the stigmatisation and marginalisation of its service users by raising awareness of voting rights amongst mental health professionals and psychiatric inpatients.

This document aims to ensure that all inpatients that are eligible to vote in UK general elections have the opportunity of registering and exercising their right to vote whilst receiving inpatient care within BSMHFT.

2 POLICY (What)

- 2.1 All members of staff working at BSMHFT inpatient units should be aware of the Voting Registration process and where/how to access the following documentation:
- Voter registration forms
 - Application forms for voting by post
 - Application forms for voting by proxy
 - Application forms for Medical Emergency Proxy
- 2.2 All patients admitted to BSMHFT hospital sites should have the opportunity of discussing issues pertaining to voting rights with frontline clinical members of staff. They should also have access to accurate and up-to-date written information about voting eligibility/methods of voting.
- 2.3 Where necessary and practicable, frontline staff should support eligible inpatients wishing to exercise their right to vote (either in person, by post, or by proxy) during future UK general elections.

3 PROCEDURE

- 3.1.1 During the two weeks prior to the deadline for voter registration), named nurses should record on RiO that they have offered advice and practicable support (where necessary) to patients who wish to register onto the Electoral Register (voter registration can be done online or by post [see 4.4]).
- 3.1.2 The BSMHFT Communication Department will produce and distribute posters highlighting voting eligibility and how to register onto the Electoral Register; these should be displayed prominently within all inpatient wards across the Trust during the two weeks prior to the deadline for voter registration.
- 3.1.3 Ward Managers will be responsible for ensuring that printed copies of the forms listed in 2.1 are available on BSMHFT inpatient units if required.
- 3.1.4 Named nurses should have a documented discussion with all inpatients about voting eligibility prior to the voting by post/proxy application deadlines (see 5.6 and 5.7). They should ask eligible inpatients whether they require support in exercising their right to vote and work with them to identify how any identified needs can be met. Named nurses should also inform eligible and registered patients of the deadlines for applying to vote by post/proxy.
- 3.1.5 The BSMHFT Communications Department will produce posters highlighting voting eligibility and voting methods, which should be displayed prominently within all inpatient sites across the Trust throughout the two months prior to any local elections, by-elections and UK general elections.
- 3.1.6 The BSMHFT Communications Department will produce leaflets containing written information about voting eligibility and voting methods, which should be offered to all service users who are admitted to BSMHFT inpatient units during the two months prior to any local elections, by-elections and UK general elections.
- 3.1.7 Frontline clinical staff will provide appropriate assistance to inpatients so that those who are eligible and registered onto the Electoral Register can exercise their right to

vote (should they so wish). This may include supporting individuals to request a postal or proxy vote, or helping them to vote in person at the Polling Station (e.g. by providing an escort where necessary).

- 3.1.8 Named nurses will inform all the eligible and registered patients who are admitted to BSMHFT inpatient units within six working days of a UK general election that (if necessary) they can exercise their right to vote by proxy by applying for a Medical Emergency Proxy via their Electoral Registration Officer (see 5.8). Members of frontline clinical staff should offer practicable support (where necessary) to patients who wish to make this application (or to involve an advocate if available).
- 3.1.9 Responsible Clinicians will consider the authorisation of Section 17 leave for detained patients who are eligible to vote and who wish to vote in person at the Polling Station. Issues of risk may mean this is not always possible, in which case the Responsible Clinician should offer the patient information about exercising voting rights by alternative means (i.e. by postal voting or voting by proxy [see 6.6 and 6.7]).
- 3.1.10 Assisting a patient to exercise their right to vote is also a suitable role for an advocate (should the patient have access to local advocacy services). Advocates are well placed to accompany eligible/registered in patients who wish to vote in person at the Polling Station and/or liaise with the Presiding Officer and/or arrange for a postal/proxy vote on the patient's behalf.

3.2 ELIGIBILITY TO VOTE

- 3.2.1 Patients admitted informally to psychiatric hospitals share the same rights to vote in UK general elections as the general public.
- 3.2.2 Patients detained in psychiatric hospitals under civil sections (Part 2) of the Mental Health Act [1983] e.g. Sections 2 or 3, and those remanded to hospital under Sections 25, 36 or 48 of the Mental Health Act [1983] also share the same rights to vote in UK general elections as the general public.
- 3.2.3 Patients detained and ordered to hospital by the Courts (after being convicted a criminal offence) are not permitted to vote in UK elections i.e.
 - Those subject to a hospital order under Sections 37, 38, 44 or 51(5) of the Mental Health Act [1983]
 - Those subject to a hospital direction under Section 45A, 46, 47 of the Mental Health Act [1983]
 - Those subject to an order under Section 5(2)(a) of the Criminal Procedure (Insanity) Act [1964]
 - Those subject to an order under Section 6(2)(a) or Section 14 (2) (a) of the Criminal Appeal Act [1968]

3.3 REGISTERING TO VOTE

3.3.1 In order for eligible patients to be able to exercise their right to vote, they must be included on the Electoral Register. The qualifying date for electoral registration is usually the 10th October in any given year.

3.3.2 Some patients admitted to hospital will already be included on the current Electoral Register i.e.

- They may have already registered themselves prior to admission.
- A member of their household may have included them on the electoral return (which leads to the compilation of the Electoral Register) during the course of their admission to hospital.

3.3.3 If an inpatient is unsure of their registration status, they can find out whether or not they are included on the latest Electoral Register by contacting the Electoral Registration Officer at their local council or they could be supported by a member of the staff advocacy team to do so and a record of the conversation logged onto RIO:-

Birmingham City Council
Elections Office
Council House
Victoria Square
Birmingham B11BB
<https://www.birmingham.gov.uk/elections>

Tel: 0121 303 2731 Email: elections@birmingham.gov.uk

3.3.4 Patients can register to vote online <https://www.gov.uk/register-to-vote> or by post https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/320073/Ordinary_registration_English.pdf (see Appendix A). There are separate registration processes for public servants who are likely to be posted overseas e.g. those in the armed forces, Crown servants and British Council employees.

3.3.5 In order to register to vote, the patient will need to provide his/her personal details to the Electoral Commission (including National Insurance Number) – patients can request that these details are omitted from the Open Register.

3.3.6 On acceptance to the Electoral Register, inpatients will be able to specify whether or not they wish to register for postal voting or voting by proxy (i.e. someone voting on their behalf).

3.3.7 Patients without a fixed address, or where relationships with family/friends with whom they would normally reside have broken down, may register to vote at a different residence by making make a 'Declaration of Local Connection'. Where such a declaration is in force, a patient shall be regarded as resident at the address specified.

Patients can submit a declaration by contacting their local Electoral Registration Officer (see 5.3).

- 3.3.8 The use of a hospital address for the purposes of registration is permitted so long as the period of time that the patient is in hospital for is sufficient for them to be regarded as resident: the Electoral Commission suggests this is more than six months. Patients who do this will also be asked to provide an address where they would be living if not detained; if this is not possible they should provide an address in the UK where they have previously lived.
- 3.3.9 The address at which a person is registered determines on which Polling Station Register they appear i.e. in order to vote in person at a specific Polling Station you must be registered in the area covered by the register for that station.
- 3.3.10 The Electoral Commission's guidance on entitlement to registration is clear that patients who meet the registration qualifications are eligible for registration regardless of their mental capacity or lack thereof.

3.4 VOTING IN UK GENERAL ELECTIONS

- 3.4.1 Patients included on the Electoral Register can exercise their right to vote in UK general elections by:
- Voting in person, or
 - Voting by post, or
 - Voting by proxy
- 3.4.2 The decision as to whether and how to vote at an election must be made by the patient themselves and not by any other person on their behalf.
- 3.4.3 A patient who is registered to vote cannot be refused ballot papers i.e. excluded from voting on the grounds of mental incapacity. If a person is able to vote in person at a Polling Station, the Presiding Officer should ensure that they are given appropriate assistance in order to be able to cast their vote e.g. they may need the voting process explained to them.
- 3.4.4 An eligible patient may also (if necessary) be assisted to vote by a person nominated as a 'companion'. Companions must be either a close relative (father, mother, brother, sister, spouse, civil partner, son or daughter - if they are aged 18 or over) or a qualified elector. The voter should ask permission of the Presiding Officer to be assisted by their companion. The companion will then be required by law to sign a simple declaration (which the Presiding Officer may fill out on the companion's behalf and ask them to sign).
- 3.4.5 Detained patients who are eligible to vote and wish to vote in person must have the necessary Section 17 leave to visit their Polling Station. This leave is not an entitlement and is authorised at the discretion of the patient's Responsible Clinician. Where it is not practicable or safe for an eligible patient to go to the Polling Station they may still apply to vote by post, or appoint a proxy to vote on their behalf. The patient

themselves must make the decision to apply or appoint a proxy; it cannot be a decision made by those in whose care they may be (or by persons with Power of Attorney).

- 3.4.6 Patients can choose to apply to vote by post (by contacting their Electoral Registration Officer – see 5.3) or online <https://www.gov.uk/register-to-vote> (see Appendix B). If a patient is resident at a Psychiatric Hospital at the time of the election, they may still apply to vote by post giving the address at which they are normally registered, yet have their ballot papers delivered to them at the hospital. The deadline for applications to vote by post, or to alter existing postal voting arrangements, is 11 working days before the date of the election.
- 3.4.7 When applying to vote by proxy, the person appointed as proxy must vote at the Polling Station where the elector they are acting for would normally vote. If the person appointed cannot go to the Polling Station, they may apply as a proxy to vote by post. The deadline for applications to vote by proxy is 6 working days before the date of the election.
- 3.4.8 If a patient wishing to appoint a proxy becomes ill within 6 working days of the date of the election, they may apply for a Medical Emergency Proxy; this can be done by contacting their Electoral Registration Officer (see 5.3) up to 5pm on polling day and must be certified by an appropriate person e.g. doctor . The proxy in this case must be able to vote in person at the elector's Polling Station as the date for postal applications is fixed at 11 working days before the date of the election.

4 RESPONSIBILITIES

Post(s)	Responsibilities	Ref
All Inpatient Staff	<p>Will ensure they are aware of the eligibility criteria for voting in UK general elections.</p> <p>Will be aware of how to access voting registration forms online.</p> <p>Will be aware of the time limits for registering to vote in UK general elections by post/proxy.</p> <p>Will offer new inpatients information about their voting rights during the run up to future UK local, by-elections and general elections.</p> <p>The Corporate Governance team will ensure that timescales and any relevant timetable regarding registration will be circulated to ward managers when an election is announced.</p> <p>Should be willing to assist eligible inpatients (where possible) to exercise their right to vote</p>	

	should they so wish. Such service users may also be supported by the participation and experience team.	
Service, Clinical and Corporate Directors	Will familiarise themselves with this policy and ensure that it is being followed appropriately.	
Policy Lead	Will highlight the publication of this policy to all BSMHFT Ward Managers. Will keep the policy up-to-date between formal review dates and in line with any legislative changes/further recommendations from incidents/clinical audit.	
Executive Director	Will ensure the policy is accurate and up-to-date.	
BSMHFT Communications Department	Will produce and distribute (to BSMHFT inpatient units) posters and leaflets to raise awareness of voting eligibility, the voting registration process and ways of exercising the right to vote in UK elections.	
Ward Managers	Will ensure that posters printed by the Communications Department are displayed prominently on inpatient units during the run up to future UK elections. Will cascade information about voting rights to other members of inpatient staff.	
Responsible Clinicians with Inpatient Responsibilities	Will consider authorising Section 17 leave for detained patients who are eligible to vote and wish to vote in person at the Polling Station. The Ward staff should also consider other alternative ways to support inpatient service user to vote e.g. the use of Postal vote or use of agency and bank staff on election day to facilitate inpatient service users accessing the polling station or casting their vote. Will provide detained patients that are not suitable for Section 17 leave to vote in person with information regarding alternative methods of voting.	

5 DEVELOPMENT AND CONSULTATION PROCESS

Consultation summary	
Date policy issued for consultation	February 2022
Number of versions produced for consultation	1
Committees or meetings where this policy was formally discussed	
Discussed at Executive Meeting on	
Where else presented	Summary of feedback
	Actions / Response

6 REFERENCE DOCUMENTS

- The Electoral Commission, 2014 'About my vote' <http://www.aboutmyvote.co.uk/> (last accessed 08/08/2014).
- GOV.UK, 2014 'Voting' <https://www.gov.uk/browse/citizenship/voting> (last accessed 08/08/2014).

7 BIBLIOGRAPHY

- Indermaur J. *Principles of the Common Law* (Richardson, 2009).
- McIntyre J, Yelamanchilli V, 'Uptake and knowledge of voting rights by adult in-patients during the 2010 UK general election' *The Psychiatrist* 2012 (36):126-130.
- Rees G, 'Suffrage or Suffering? Voting rights for psychiatric in-patients' *British Journal of Psychiatry* 2010 (197):159.

8 GLOSSARY

Term:	Definition
'General Election'	A general election is an election in which members of a nation's primary legislative body are chosen.
'Electoral Register'	The electoral register (sometimes called the 'electoral roll') lists the names and addresses of everyone in the UK who is registered to vote in public elections; it is also used for calling people for jury service, preventing and

	detecting crime and checking applications for loans or credit.
'Open Register'	The open register is an extract of the electoral register, which can be bought by any person, company or organisation. E.g. it is used by businesses and charities to confirm name and address details. Your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register would not affect your right to vote.
'Electoral Commission'	The Electoral Commission is an independent body set up by the UK Parliament to 1) regulate party and election finance and 2) set standards for well-run elections.
'Electoral Registration Officer'	In the United Kingdom, an Electoral Registration Officer is a person who has the statutory duty to compile and maintain the Electoral Register.
'Voting by Proxy'	Proxy voting is a form of voting whereby an eligible and registered individual delegates their voting power to another in their absence. Voters must provide a reason for using a proxy (e.g. being in hospital) which must be certified by someone such as an employer or doctor.
'Polling Station'	A 'polling place' or 'polling station' is the place where voters can exercise their right to vote in person.
'Presiding Officer'	Presiding officers are responsible for the conduct of voters in the polling station and must have a good working knowledge of the voting procedures.
'Companion'	An eligible voter may (if necessary) be assisted to vote by a person nominated as a 'companion'. Companions must be either a close relative (father, mother, brother, sister, spouse, civil partner, son or daughter - if they are aged 18 or over) or a qualified elector.
'Medical Emergency Proxy'	If an elector becomes physically incapacitated after the deadline for normal proxy vote applications has passed they can apply to appoint a medical emergency proxy up

	to 5pm on polling day. The application form also has to be certified by an appropriate person, for example a medical practitioner or the person in charge of a residential home. Please contact us if you need to apply for an emergency medical proxy.
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9 AUDIT & ASSURANCE

- What steps will be undertaken to assess how well the policy is working
- What criteria will be used to be assured that the policy is being met.(Completion of the monitoring template)

Element to be monitored	Lead	Tool	Frequency	Reporting Committee
No of inpatients registered to vote in local and national elections	To be identified	Audit	Every 2 years	Clinical Governance Committee

10 APPENDICES

Appendix A (Equality Impact Assessment)

Equality Analysis Screening Form

A word version of this document can be found on the HR support pages on Connect
<http://connect/corporate/humanresources/managementsupport/Pages/default.aspx>

Title of Proposal		Voting Rights		
Person Completing this proposal	Sharan Madeley	Role or title	Company Secretary	
Division	Corporate	Service Area	Corporate	
Date Started	7 th February 2022	Date completed	7 th February 2022	
Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.				
To ensure inclusivity in enabling all patients are able to exercise their rights to vote in elections				
Who will benefit from the proposal?				
All clients				
Impacts on different Personal Protected Characteristics – <i>Helpful Questions:</i>				
Please click in the relevant impact box or leave blank if you feel there is no particular impact.				
Personal Protected Characteristic	No/Minimum Impact	Negative Impact	Positive Impact	Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.
Age	√			
Including children and people over 65				

Is it easy for someone of any age to find out about your service or access your proposal? Are you able to justify the legal or lawful reasons when your service excludes certain age groups				
Disability	√			
Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability? Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?				
Gender	√			
This can include male and female or someone who has completed the gender reassignment process from one sex to another Do you have flexible working arrangements for either sex? Is it easier for either men or women to access your proposal?				
Marriage or Civil Partnerships	√			
People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?				
Pregnancy or Maternity	√			
This includes women having a baby and women just after they have had a baby Does your service accommodate the needs of expectant and post natal mothers both as staff and service users? Can your service treat staff and patients with dignity and respect relation in to pregnancy and maternity?				
Race or Ethnicity		√		To ensure appropriate access to interpretators and information leaflets in languages other than english
Including Gypsy or Roma people, Irish people, those of mixed heritage, asylum seekers and refugees What training does staff have to respond to the cultural needs of different ethnic groups? What arrangements are in place to communicate with people who do not have English as a first language?				
Religion or Belief	√			
Including humanists and non-believers Is there easy access to a prayer or quiet room to your service delivery area? When organising events – Do you take necessary steps to make sure that spiritual requirements are met?				
Sexual Orientation	√			
Including gay men, lesbians and bisexual people Does your service use visual images that could be people from any background or are the images mainly heterosexual couples? Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea?				

Transgender or Gender Reassignment	√			
This will include people who are in the process of or in a care pathway changing from one gender to another Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?				
Human Rights	√			
Affecting someone's right to Life, Dignity and Respect? Caring for other people or protecting them from danger? The detention of an individual inadvertently or placing someone in a humiliating situation or position?				
If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)				
	Yes	No √		
What do you consider the level of negative impact to be?	High Impact	Medium Impact	Low Impact	No Impact
				X
If the impact could be discriminatory in law, please contact the Equality and Diversity Lead immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.				
If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the Equality and Diversity Lead before proceeding.				
If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the Equality and Diversity Lead .				
Action Planning:				
How could you minimise or remove any negative impact identified even if this is of low significance?				
How will any impact or planned actions be monitored and reviewed?				

How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at hr.support@bsmhft.nhs.uk. The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.

Full Equality Analysis Form

Title of Proposal	Inpatients Voting Rights Policy		
Person Completing this proposal	Sharan Madeley	Role or title	Company Secretary
Division/Department	Corporate	Service Area	Corporate
Date Started	16th February 2022	Date completed	17 th February 2022
Looking back at the screening tool, in what areas are there concerns that the proposal treats groups differently, unfairly or disproportionately as a result of their personal protected characteristics?			
To ensure awareness that inpatients requesting to be able to vote are supported by ward staff and particularly when English is not Their first language.			
Summarise the likely negative impacts		Summarise the likely positive impact	
Unable to participate in local and general elections		Enabling patients to take part in elections	
What previous or planned consultation or research on this proposal has taken place with groups from different sections of the community?			
	Please provide list of groups consulted.	Summary of consultation / research carried out or planned. If already carried out, what does it tell you about the negative impact?	
Group(s) (Community, service user, stakeholders or carers)			
Staff Group(s)			

What up-to-date information or data is available about the different groups the proposal may have a negative impact on?				
Are there any gaps in your previous or planned consultations, research or information? If so are there any other experts, groups that could be contacted to get further views or evidence?				
Yes		No	X	
If yes please list below				
As a result of this Full Equality Analysis and consultation, what changes need to be made to the proposal? (You may wish to put this information into an action plan and attach to the proposal)				
Will any negative impact now be:				
Low:		Legal:		Justifiable:
Will the changes made ensure that any negative impact is lawful or justifiable?				
Have you established a monitoring system and review process to assess the successful implementation of the proposal? Please explain how this will be done below.				
Action Planning: How could you minimise or remove any negative impact identified even if this is of low significance?				
How will any impact or planned actions be monitored and reviewed?				
Reviewed through local governance structures				
How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic?				
Enables all to vote in elections				

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at hr.support@bsmhft.nhs.uk. The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis.

Appendix B – Voter Registration Form

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/320073/Ordinary_registration_English.pdf

Appendix C – Postal Vote Application Form

[Apply for a postal vote - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/318136/Proxy_vote_form_disability.pdf)

Appendix D – Proxy Vote Application Form

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/318136/Proxy_vote_form_disability.pdf