



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Date Not Specified

TO: COUNCILLORS G OWEN, G DOWLING, D WESTLEY, D WHITTINGTON AND A YATES

Dear Councillor,

A meeting of the **POLLING DISTRICTS AND POLLING PLACES REVIEW COMMITTEE** will be held in the **CABINET/COMMITTEE ROOM, 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 11 OCTOBER 2023 at 7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JSL', written over a faint circular stamp.

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Open to the Public)

1. APOLOGIES

2. MEMBERSHIP OF THE COMMITTEE

To be apprised of any changes to the membership of the Committee in accordance with Council Procedure Rule 4.

3. DECLARATIONS OF INTEREST

If a member requires advice on Declarations of Interest, he/she is advised to contact the Legal & Democratic Services Manager in advance of the meeting. (For the assistance of Members a checklist for use in considering their position on any particular item is included at

1 - 2

the end of this agenda sheet.)

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|-----------|--|--------|
| 4. | MINUTES
To receive as a correct record the minutes of the meeting held on 6 October 2022. | 3 - 4 |
| 5. | INTERIM POLLING REVIEW 2023 - INITIAL REPORT
Report of the Corporate Director of Transformation, Housing & Resources | 5 - 26 |

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-
Jacky Denning on 01695 585384
Or email Jacky.Denning@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Agenda Item 4

POLLING DISTRICTS AND POLLING PLACES REVIEW COMMITTEE

HELD: Wednesday, 15 June 2022

Start: 7.03 pm

Finish: 7.20 pm

PRESENT:

Councillor: G Owen (Chairman)
G Dowling (Vice Chairman)

Councillors: G Dowling A Owens
D Westley A Yates
E Pope

In attendance: Thomas Lynan, Electoral Services Manager
Kirsty Breakell, Democratic Services Officer

1 APOLOGIES

There were no apologies received.

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There were no apologies received.

2 MEMBERSHIP OF THE COMMITTEE

In accordance with Council Procedure Rule 4, the Committee noted the termination of Councillor D Whittington the appointment of Councillor E Pope for this meeting only, thereby giving effect to the wishes of the Political Groups.

3 DECLARATIONS OF INTEREST

There were no declarations of interests.

4 INTERIM POLLING REVIEW 2022

Consideration was given to the report of the Corporate Director of Housing, Transformation & Resources as contained on pages 3 to 10 of the Book of Reports.

The Chairman invited the Admin and Electoral Services Manager to present the report to the Committee. The report was outlined including Appendix of the report and the new mapping proposals were also presented, showing the forced changes to the polling districts as a result of the boundary changes.

Comments and Questions were raised as follows:

- Schools not wishing to be used as polling stations and finding alternatives
- Possible use of local Community Rooms
- Change of polling stations for some residents within the borough, due to

boundary changes

- Distance to some polling stations for residents to access.

RESOLVED:

- A. That the timetable for the Interim Review of Polling Districts, Places and Stations, as set out in Appendix 1 to the report, be agreed, subject to the removal of the 21 July 2022 meeting, and the Admin and Electoral Services Manager be given delegated authority to prepare and publish the consultation document, in consultation with the Members of the Committee via email.
- B. At the conclusion of the Review, the Corporate Director of Transformation, Housing & Resources report to the Polling Districts and Polling Places Review Committee with final interim review proposals for determination.

N.B. Cllr Pope arrived during this item

5 DATES OF FUTURE MEETINGS

RESOLVED: Future dates were noted, with the exception of July's meeting which was no longer required.

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Chairman



**POLLING DISTRICTS AND POLLING PLACES REVIEW COMMITTEE:
11 October 2023**

Report of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holder: Councillor Y Gagen

**Contact for further information: Mr Tom Lynan (Extn.5013)
(E-mail: tom.lynan@westlancs.gov.uk)**

SUBJECT: INTERIM POLLING REVIEW 2023 – INITIAL PROPOSALS

Wards affected: ORMSKIRK WEST, RURAL WEST, SKELMERSDALE SOUTH

1.0 PURPOSE OF THE REPORT

- 1.1 To conduct an Interim Review of Polling Districts and Polling Places in line with the Representation of the People Act 1983, as amended (the 1983 Act).

2.0 RECOMMENDATIONS

- 2.1 That the Timetable (Appendix 1) for the Interim Review of Polling Districts and Places, be agreed.
- 2.2 That the Initial Proposals (Appendix 2-4) be noted.
- 2.2 At the conclusion of the Review, the Corporate Director of Transformation, Housing & Resources report to the Polling Districts and Polling Places Review Committee with Final Interim Review Proposals for determination.

3.0 BACKGROUND

- 3.1 The 1983 Act (Section 18C (5) and Section 31) allows a local authority to conduct an Interim Review of any Polling District, Polling Place or Polling Station within its area, outside of the timescales for a compulsory review.
- 3.2 Following the all-out elections on the new ward boundaries in May 2023, areas in Ormskirk West, Rural West, and Skelmersdale South have been highlighted for review ahead of the May 2024 elections.
- 3.3 To aid understanding of the report and appendices the following definitions will assist:
- **Polling District:** a geographical area created by the sub-division of a constituency, ward, or division into smaller parts.

- **Polling Place:** the building or area, as designated by the Local Authority, in which the Returning Officer will select polling stations.
- **Polling Station:** Chosen by the Returning Officer for the election, a polling station is the room or building within the polling place where the poll takes place.

3.4 The responsibility for finalising the Polling Stations for each election rests with the Returning Officer for that election.

4.0 ORMSKIRK WEST

4.1 Polling District OWB within Ormskirk West Ward is currently served by one Polling Place at the Guide Hut on Green Lane, close to the western boundary of the Polling District. OWB currently has 2282 electors, of which 457 (20%) have a postal vote in place.

4.2 This Polling District currently covers the area of Ormskirk north-west of the train line, between the A570, Southport Road, County Road, and High Lane, up to the roundabout at the boundary with Burscough at Abbey Lane.

4.3 Recent years has seen a growth of development around the Highgrove Park estate, adding over 450 electors to date.

4.4 To accommodate this growth, it is proposed to split the OWA and OWB Polling Districts, creating a new OWD Polling District that will incorporate the Highgrove Park estate, the Pine estate, Old Boundary Way, Brooklands, Atkinson Road, the eastern side of Burscough Road, High Lane, and Merridale Farm. The remainder of the area would remain as OWA and OWB.

4.5 There is limited availability of suitable venues for a Polling Place in this area. Therefore, it is proposed to site a Mobile Unit on parkland adjacent to Pine Avenue. This land is currently owned by the Council and permission for such use has been granted by the Leisure department.

4.6 Details of this proposal are at Appendix 2.

5.0 RURAL WEST

5.1 Polling District RWK within Rural West Ward is currently served by one Polling Place at Scarisbrick Village Hall on Smithy Lane. RWK currently has 563 electors, of which 134 (25%) have a postal vote in place.

5.2 The Polling District is part of Scarisbrick Parish West Ward and contains the hamlets of Pinfold, Hurlston Green, Hurlston, and Heatons Bridge.

5.3 Following the May 2023 elections, the Chair of the Trust responsible for Scarisbrick Village Hall asked that it not be used for elections in future years. As the Hall is now owned and operated by a private charitable trust, it is not classed as a 'public building' that can be freely used as a Polling Place.

- 5.4 A number of possible locations have been considered, including the Mission Church, Hurlston Hall, and Pinfold School, but these are either not available or unsuitable.
- 5.5 The Pumpkin Patch Farm Shop on Heatons Bridge Road has been identified as a potentially suitable location for a Polling Place at future elections, and permission has been agreed with the owner should it be designated as a Polling Place.
- 5.6 Details of this proposal are at Appendix 3.

6.0 SKELMERSDALE SOUTH

- 6.1 Polling District SSB within Skelmersdale South Ward is currently served by one Polling Place at Little Digmaor Primary School on Abbeystead in the southern half of the Polling District. SSB currently has 1462 electors, of which 316 (22%) have a postal vote in place.
- 6.2 The Polling District covers western Digmaor, between Whiteledge Road, Tanhouse Road, Digmaor Road, and the M58.
- 6.3 Prior to 2021, this Polling District was split in 2 along Gillibrands Road, each with its own Polling Place. However, Daniels Lane Methodist Church, the Polling Place which served the northern part of the area, closed and was sold (it currently sits derelict).
- 6.4 For elections since 2021, the northern part has joined the southern part and used Little Digmaor Primary School as a Polling Place. At the Interim Polling Review 2022 it was decided to merge these two Polling Districts into one.
- 6.5 During the course of 2023, concerns have been highlighted by Ward Councillors and others as to the access on foot from the northern half of the area to the southern half where the Polling Place is. The two areas are joined by an underpass beneath Gillibrands Road. This underpass is poorly lit and prone to flooding. Gilibrands Road itself is a dual-carriage way with no dedicated pedestrian crossing, making it difficult to cross.
- 6.6 In order to provide more adequate polling provision for residents in this area, it is proposed to split the SSB Polling District into two along Gillibrands Road as it once was, reinstating a Polling District for the northern half of this area, to be known as SSG. The southern half will remain as SSB.
- 6.7 A number of possible locations have been considered, including the Kingdom Hall, and The Whiteledge Centre, but these are either not available or unsuitable.
- 6.8 The Army Cadet Hut on Daniels Lane has been identified as a potentially suitable location for a Polling Place at future elections, and permission has been agreed with the ACF should it be designated as a Polling Place. It should be noted that accessibility of this location is limited, but if designated as a Polling Place, suitable adjustments would be put in place to facilitate voting for residents with accessibility issues.

6.9 Details of this proposal are at Appendix 4.

7.0 TIMETABLE

7.1 An outline timetable for the work to be carried out in order to undertake the Review is attached as Appendix 1. This involves giving notice of the Review, seeking comments on the existing arrangements, preparing initial proposals, publishing the initial proposals and the Returning Officer's comments on polling stations, consulting on these, the Council determining final proposals, publishing these and altering the Register.

7.2 Following consultation, should changes be agreed, they would come into effect from 1 December 2023 when the Electoral Register is next published.

8.0 FUTURE TIMESCALES

8.1 Once the Committee has determined the final proposals, if agreed, the relevant documentation will be made available to the public in accordance with legislation.

8.2 West Lancashire will undergo a full Statutory Review of all Polling Districts and Places in 2024. Legislation requires that Polling Stations be kept under consideration and evaluation at all times. If changes are identified as being desirable outside of the period for a statutory review, then an interim review process should be initiated.

9.0 SUSTAINABILITY IMPLICATIONS

9.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

10.0 FINANCIAL AND RESOURCE IMPLICATIONS

10.1 The Interim Review will be undertaken within existing budgets.

10.2 Proposals for Ormskirk West (Para.4 & Appendix 2) would increase the cost of election delivery. As a new Polling Place (not replacing an existing location), the cost of the mobile unit, staffing, and other associated costs would be approx. £3000 per election based on current costs.

10.3 Proposals for Rural West (Para.5 & Appendix 3) would be cost neutral as a new location would be replacing an existing one at similar cost.

10.4 Proposals for Skelmersdale South (Para. 6 & Appendix 4) would increase the cost of election delivery. As a new Polling Place (not replacing an existing location), the cost of the new location, staffing, and other associated costs would be approx. £1000 per election based on current costs.

11.0 RISK ASSESSMENT

11.1 The review process enables the Council to carry out the Interim Review, although no detailed prescribed process is identified in legislation. However, the process

undertaken is robust and provides for input from interested parties. A mechanism for an appeal exists through the Electoral Commission.

12.0 HEALTH AND WELLBEING IMPLICATIONS

12.1 There are no health and wellbeing implications arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is a direct impact on members of the public, employees, elected members and / or stakeholders, therefore an Equality Impact Assessment is required. A formal equality impact assessment is attached as an Appendix to this report, the results of which have been taken into account in the Recommendations contained within this report

Appendices

1. Timetable for Interim Polling Review 2023
2. Proposals for Ormskirk West Ward
3. Proposals for Rural West Ward
4. Proposals for Skelmersdale South Ward
5. Equality Impact Assessment

APPENDIX 1 – Timetable for Interim Polling Review 2023

Timetable for Interim Polling Review 2023

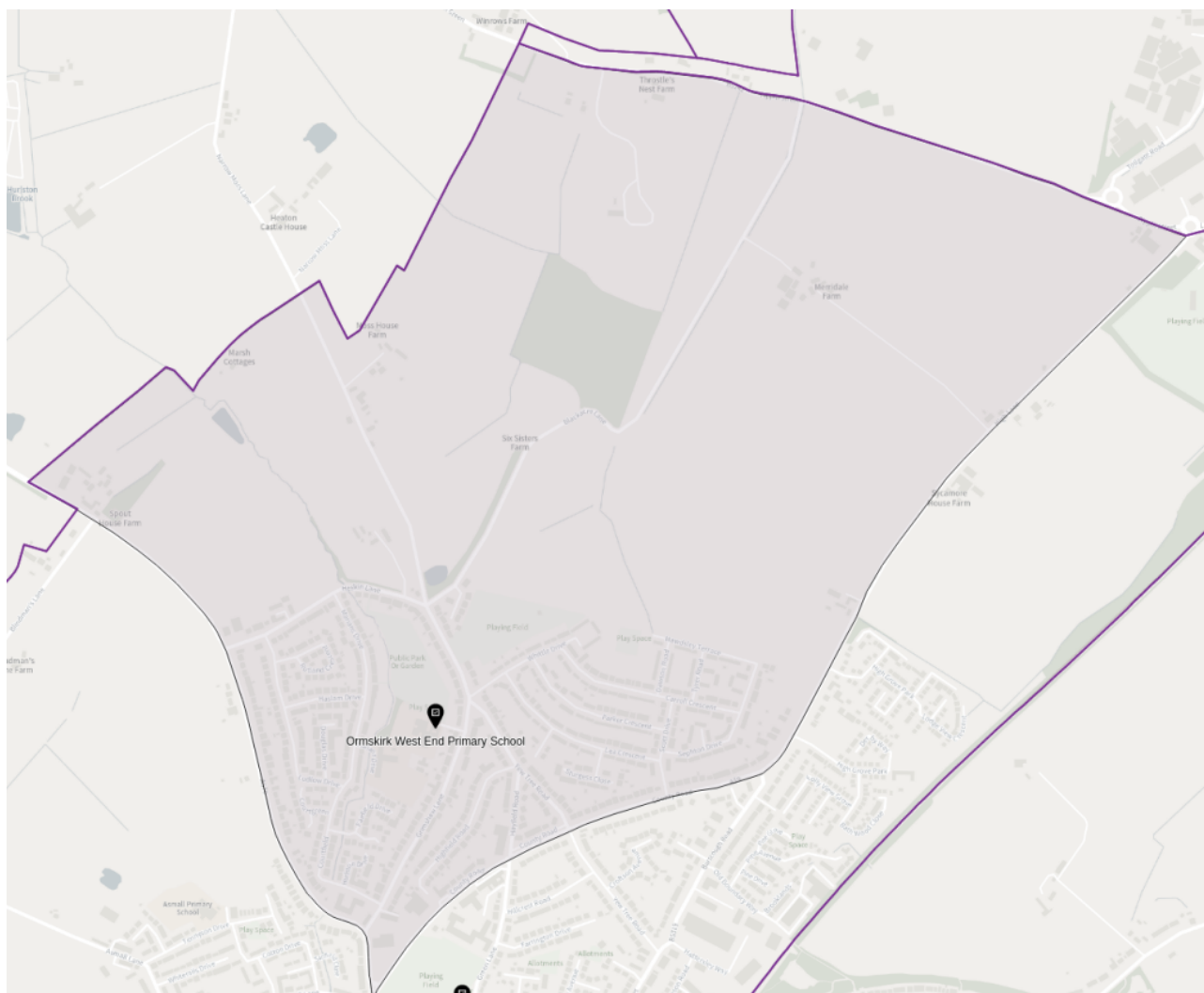
Date	Action	Description
Pre-October 2023	Preparatory work by the Elections Team	<ul style="list-style-type: none"> • Investigate the continued suitability of each polling place and seek out potential alternative locations. • Draft schedule of existing polling districts and polling places, also outlining potential alternative arrangements (the schedule). • Share the schedule with the (Acting) Returning Officer(s) and request their comments
12 October 2023 12 October – 26 October 2023 (Consultation)	Publish Notification of the Review and begin consultation.	<ul style="list-style-type: none"> • Publish Notice of the Review. • Publish the schedule and the comments of the (Acting) Returning Officer(s) • Send copy of proposals and copy of the notice to Political parties, Borough Councillors, County Councillors, MP's Parish Clerks, disability groups and any other interested parties/groups. • Invite comments on the existing polling districts/places and potential new arrangements.
26 October 2023	Closing date for submission of comments to the consultation	
27 October 2023 – 6 November 2023	Draft final proposals and report to Committee	<ul style="list-style-type: none"> • Prepare report to Committee re: final proposals for polling districts and places taking into account representations received.
14 November 2023	Committee Decision on Final Proposals	
15 November 2023	Publish the conclusion of the review.	<ul style="list-style-type: none"> • Publish the outcome of the review
1 December 2023	Republish the register with any changes as required.	<ul style="list-style-type: none"> • Any changes implemented take effect from this date.

**West Lancashire Borough Council
Interim Polling Review 2023 – Comments & Initial Proposals – Ormskirk West**

Polling District	Electors	Location of Proposed Polling Place	ARO Comments & Initial Proposals
ORMSKIRK WEST			
OWA	2395	Ormskirk West End Primary School	Due to development and population growth in the area, existing OWA Polling District to be split into OWA and the new Polling District OWD. OWA Polling Place to be retained as Ormskirk West End Primary School.
OWB	1592	Guide Hut Green Lane	Due to development and population growth in the area, existing OWB Polling District to be split into OWB and the new Polling District OWD. OWB Polling Place to be retained as the Guide Hut, Green Lane.
OWD	735	Mobile Unit, Pine Avenue Park	Due to development and population growth in the area, existing OWB Polling District to be split into OWB and the new Polling District OWD. OWD Polling Place to be designated as a Mobile Unit on Pine Avenue Park.

APPENDIX 2 – Proposals for Ormskirk West

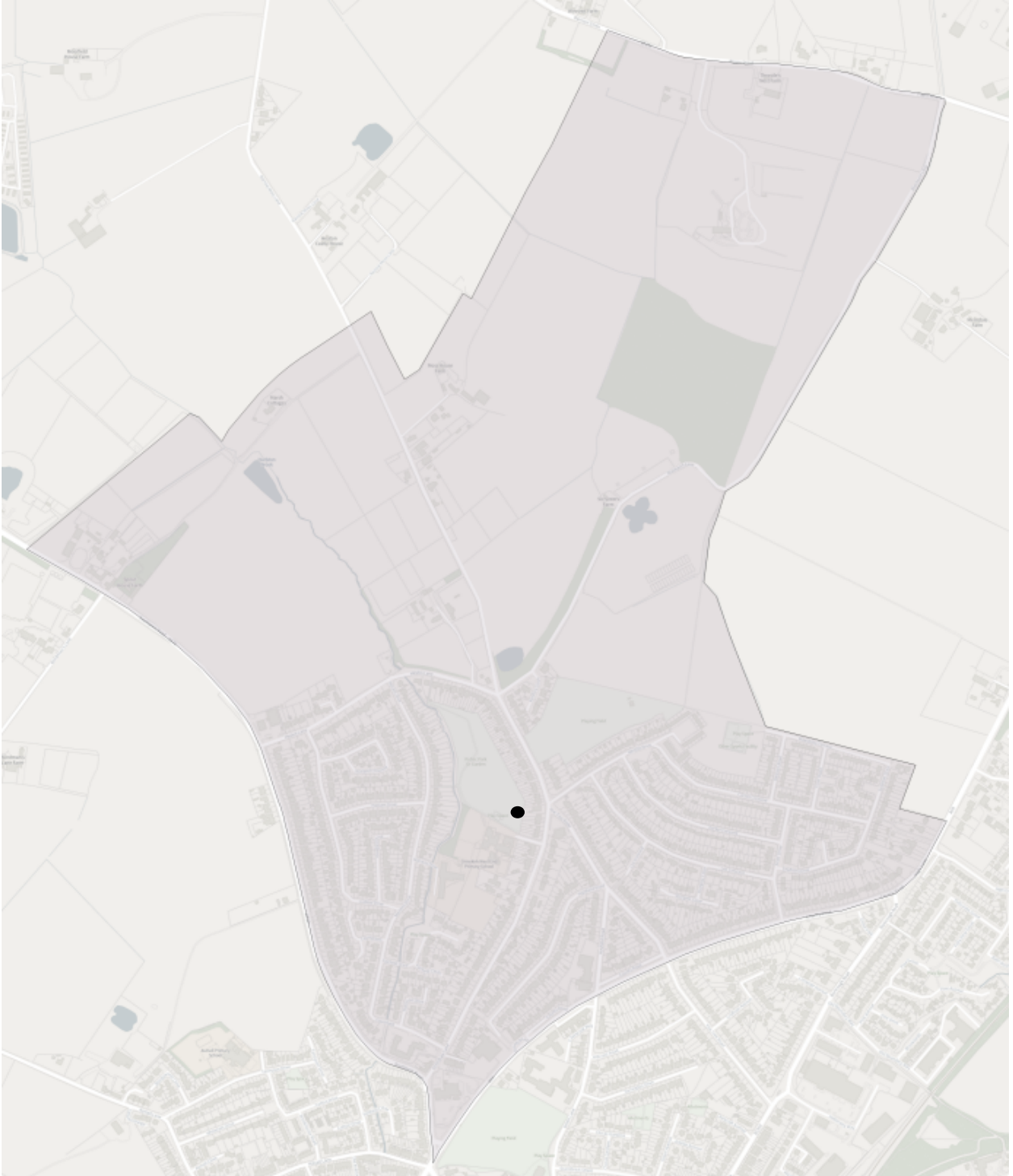
Map of Existing OWA Polling District



Map available at <https://www.westlancs.gov.uk/media/546829/owa.pdf>

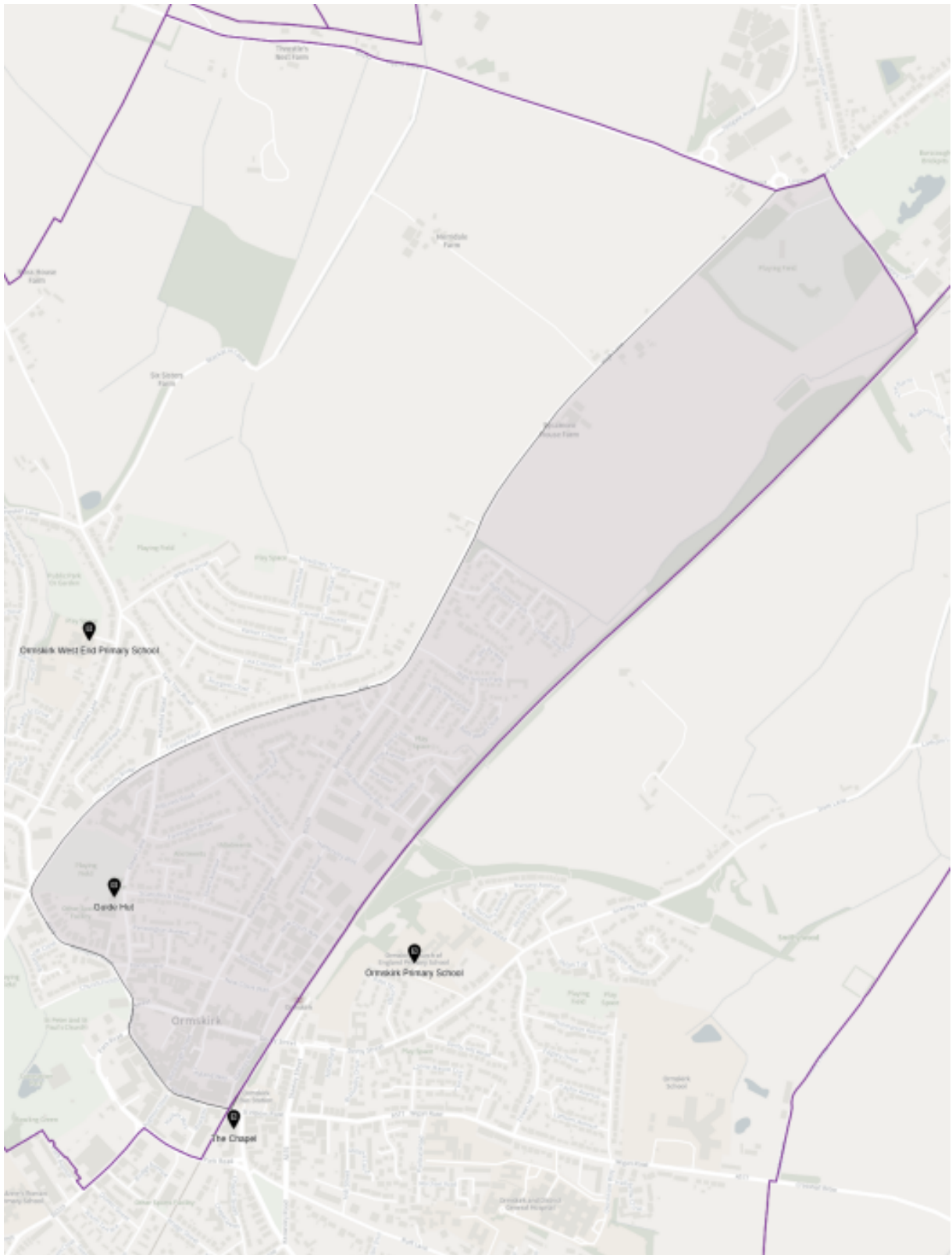
APPENDIX 2 – Proposals for Ormskirk West

Map of Proposed OWA Polling District



APPENDIX 2 – Proposals for Ormskirk West

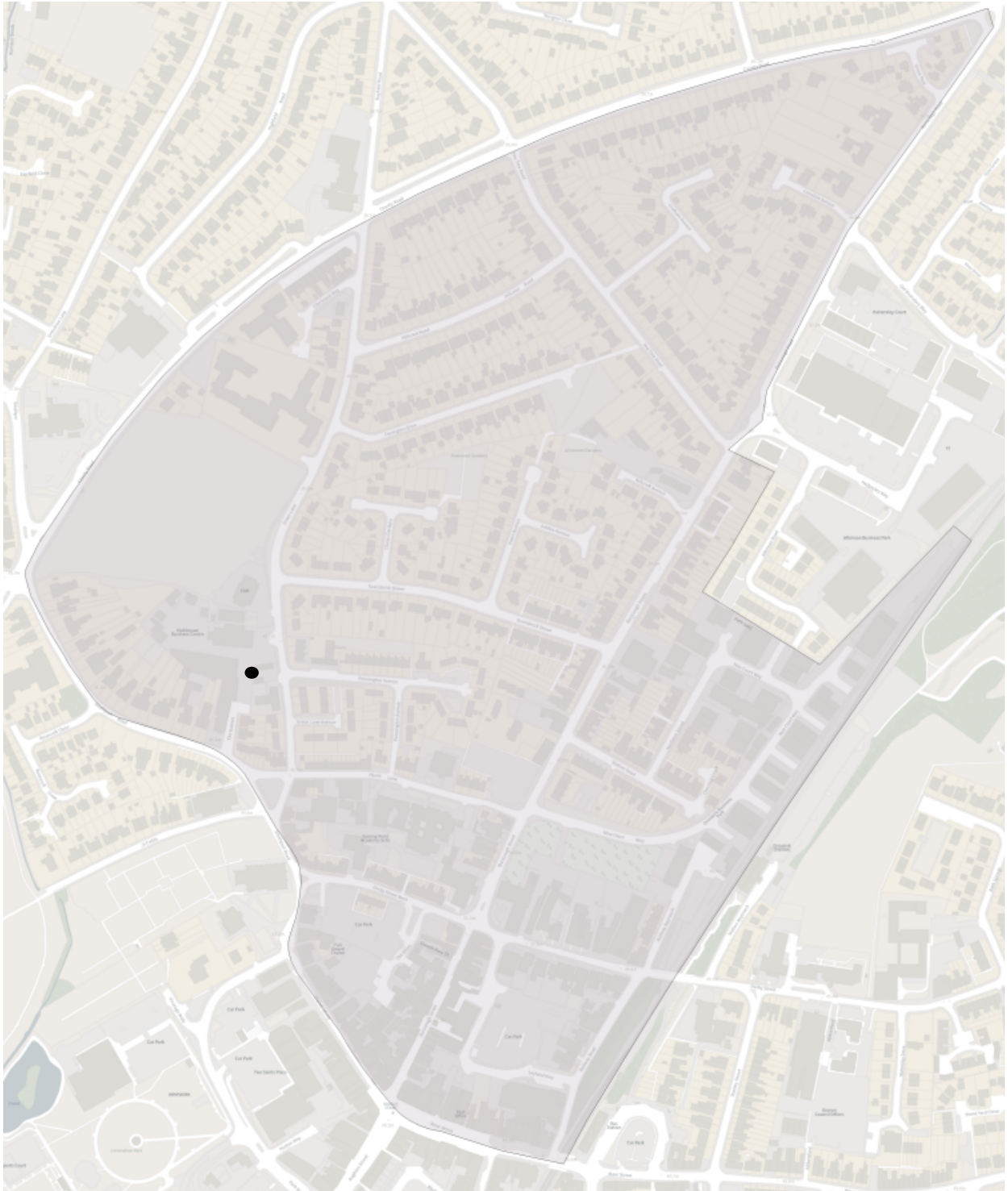
Map of Existing OWB Polling District



Map also available at - <https://www.westlincs.gov.uk/media/546830/owb.pdf>

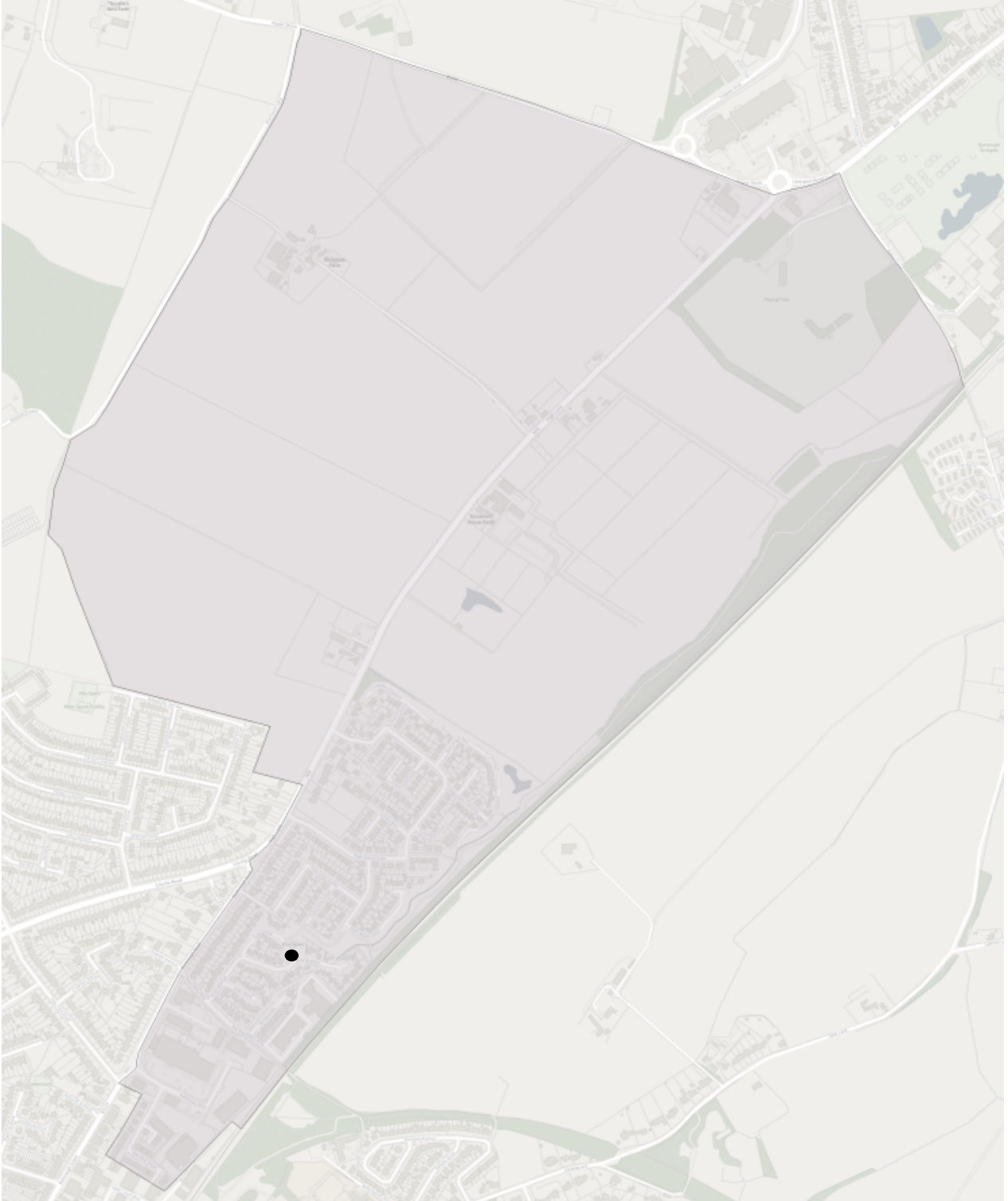
APPENDIX 2 – Proposals for Ormskirk West

Map of Proposed OWB Polling District



APPENDIX 2 – Proposals for Ormskirk West

Map of Proposed OWD Polling District



**West Lancashire Borough Council
Interim Polling Review 2023 – Comments & Initial Proposals – Rural West**

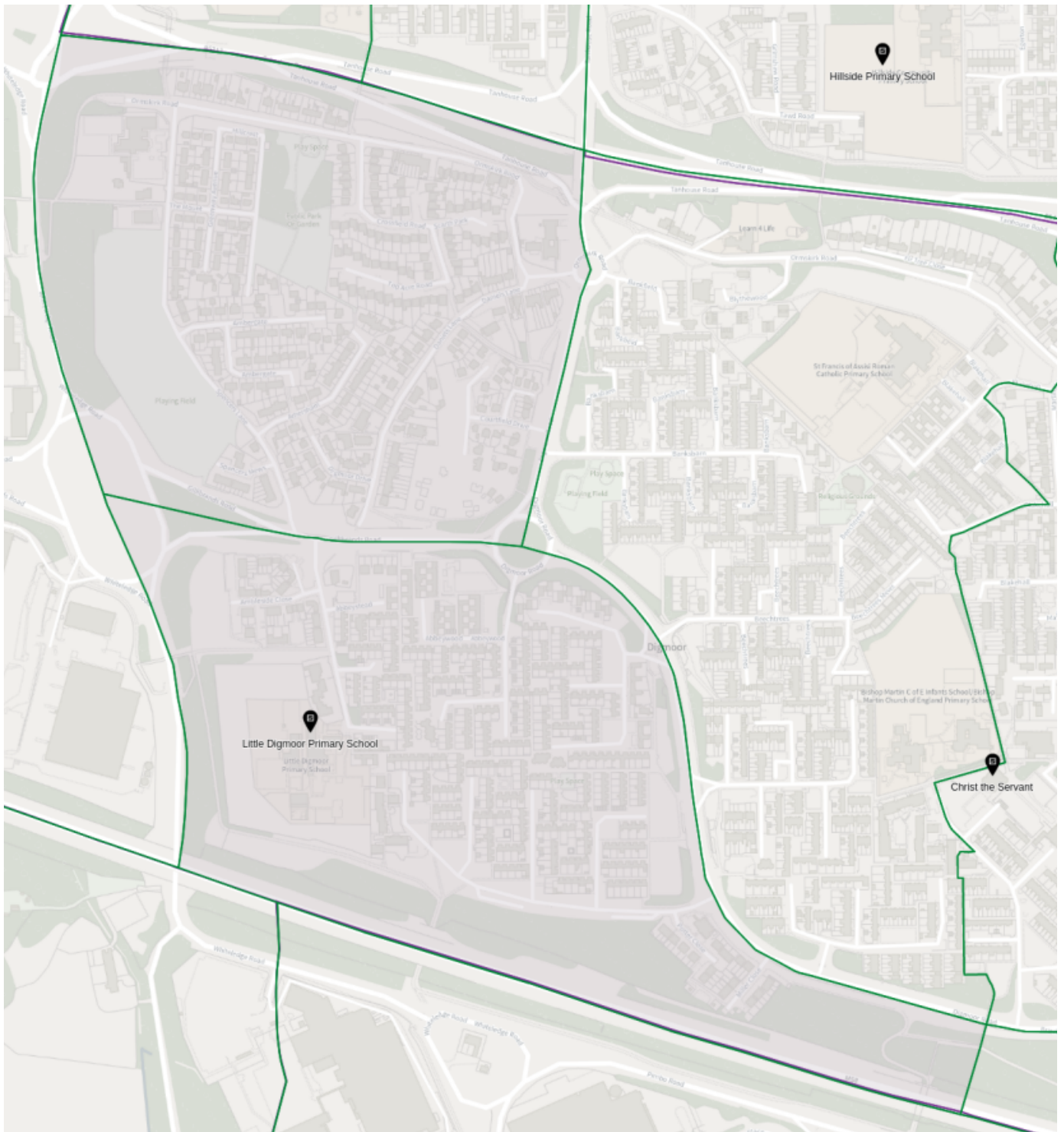
Polling District	Electors	Location of Proposed Polling Place	ARO Comments & Initial Proposals
RURAL WEST			
RWK	563	Pumpkin Patch Farm Shop	Due to the unavailability of the existing location, it is proposed to designate the Polling Place for RWK as the Pumkin Patch Farm Shop

**West Lancashire Borough Council
Interim Polling Review 2023 – Comments & Initial Proposals – Skelmersdale South**

Polling District	Electors	Location of Proposed Polling Place	ARO Comments & Initial Proposals
SKELMERSDALE SOUTH			
SSB	743	Little Digmaor Primary School	Due to the difficulty of access between the two halves of the existing SSB Polling District, it is proposed to be split into SSB and the new Polling District SSG. SSB Polling Place to be retained as Little Digmaor Primary School.
SSG	719	Army Cadet Hut, Daniels Lane	Due to the difficulty of access between the two halves of the existing SSB Polling District, it is proposed to be split into SSB and the new Polling District SSG. SSG Polling Place to be designated as the Army Cadet Hut, Daniels Lane.

APPENDIX 4 – Proposals for Skelmersdale South

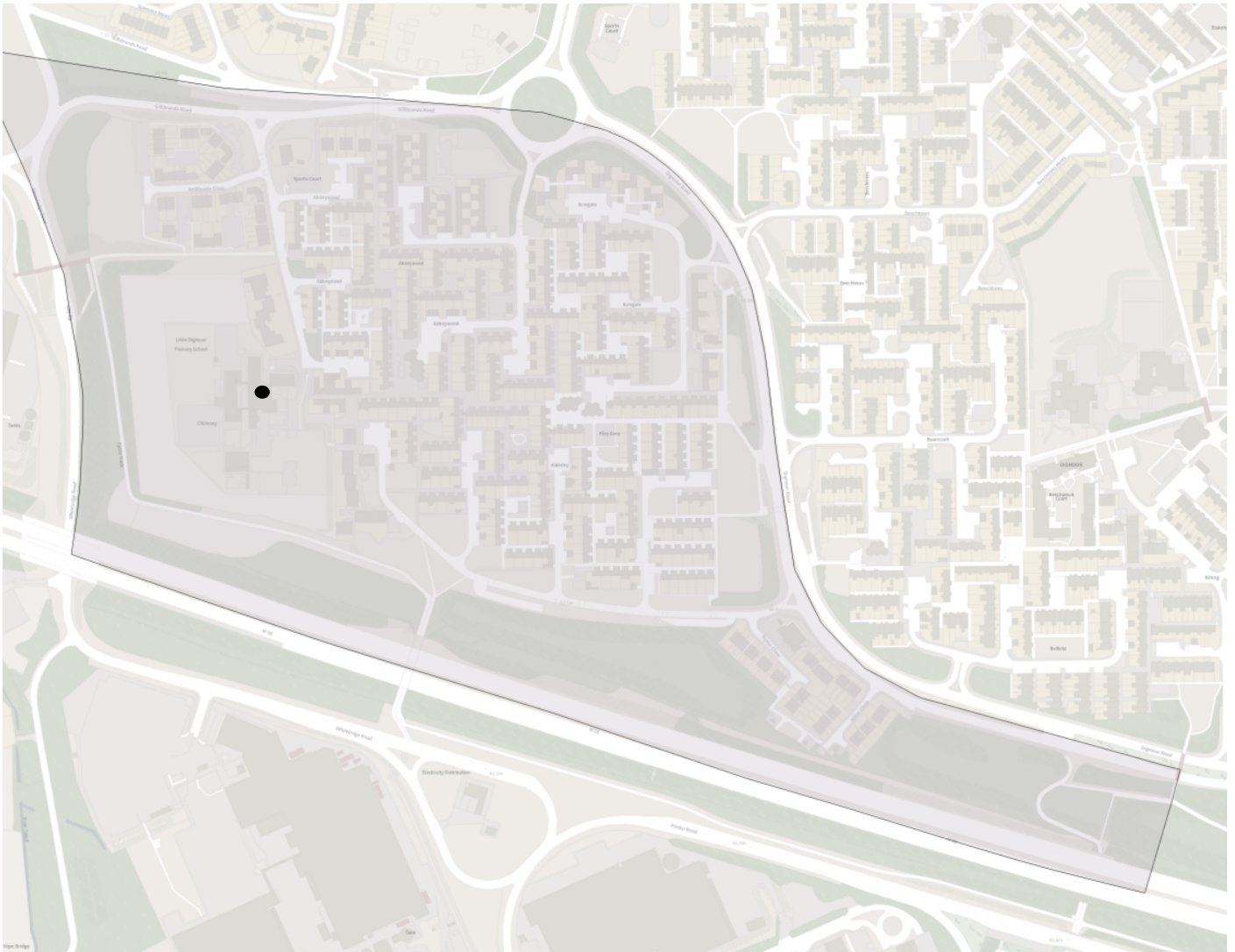
Map of Existing SSB Polling District



Map also available at - <https://www.westlancs.gov.uk/media/546864/ssb.pdf>

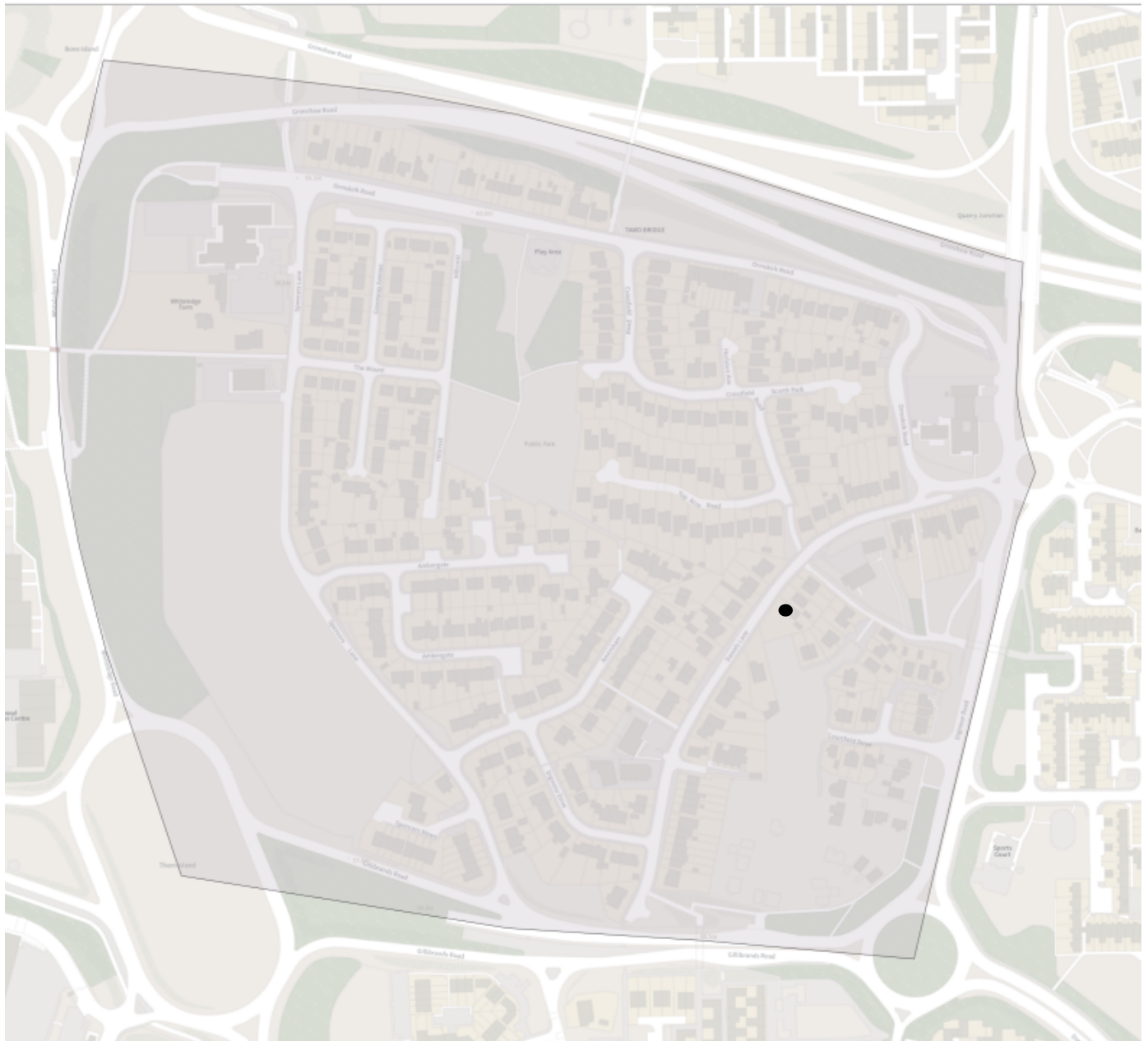
APPENDIX 4 – Proposals for Skelmersdale South

Map of Proposed SSB Polling District



APPENDIX 4 – Proposals for Skelmersdale South

Map of Proposed SSG Polling District



Equality Impact Assessment Form



Directorate: Transformation & Resources **Service: Legal and Democratic Services**

Completed by: Thomas Lynan **Date: 25/09/23**

Subject Title: INTERIM POLLING REVIEW 2023 – Initial Proposals

1. DESCRIPTION

Is a policy or strategy being produced or revised:	No
Is a service being designed, redesigned or cutback:	Yes
Is a commissioning plan or contract specification being developed:	No
Is a budget being set or funding allocated:	No
Is a programme or project being planned:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes
Details of the matter under consideration:	Interim Polling Review 2023 – initial Proposals

*If you answered **Yes** to any of the above go straight to Section 3*

*If you answered **No** to all the above please complete Section 2*

2. RELEVANCE

Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If Yes , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	
If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:	

3. EVIDENCE COLLECTION

Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	There is a direct impact on members of the public, employees, elected members and or other stakeholders.
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	All groups are affected.
Which of the protected characteristics are most relevant to the work being carried out?	

Age	No
Gender	No
Disability	Yes
Race and Culture	No
Sexual Orientation	No
Religion or Belief	No
Gender Reassignment	No
Marriage and Civil Partnership	No
Pregnancy and Maternity	No

4. DATA ANALYSIS

In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	Members of the public currently use the service because it is a universal service integral to the function of the Council.
What will the impact of the work being carried out be on usage/the stakeholders?	Changes to polling arrangements.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	All relevant stakeholders have the opportunity to express their views through consultation.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	All relevant stakeholders have the opportunity to express their views through consultation.
If any further data/consultation is needed and is to be gathered, please specify:	All relevant stakeholders have the opportunity to express their views through consultation.

5. IMPACT OF DECISIONS

In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	Changes to the area in which they vote, and in some cases a change to the Polling Place where they would vote. This is expected to have a neutral or positive impact on electors.
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6. CONSIDERING THE IMPACT

If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	Changes are expected to have a neutral or positive impact.
What actions do you plan to take to address any other issues above?	All households affected will be written to in early 2024 to advise them of changes to Polling Districts and Places where applicable.

If no actions are planned state no actions

7. MONITORING AND REVIEWING

When will this assessment be reviewed and who will review it?

This assessment will be reviewed as and when further reviews of the polling estate are required.

