



**POLLING DISTRICTS AND  
POLLING PLACES REVIEW  
COMMITTEE:  
15 JUNE 2022**

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**Report of: Corporate Director of Transformation, Housing & Resources**

**Relevant Portfolio Holder: Councillor Y Gagen**

**Contact for further information: Mr Tom Lynan (Extn.5013)  
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**SUBJECT: INTERIM POLLING REVIEW 2022**

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Wards affected: Borough wide

## **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 for the Interim Review of Polling Districts, Places and Stations, as set out in Appendix 1, be agreed.

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.

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## **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 LGBCE's publication of its Final Recommendations as part of the Electoral Review of West Lancashire, an Interim Polling Review is required to ensure that the polling estate of West Lancashire is coterminous with these new boundaries.

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 CURRENT POSITION**

4.1 Initial work is being undertaken to identify areas of the polling estate that will require changes. There is expected to be significant change along the A59 corridor and in Skelmersdale. Outside of these areas, it is anticipated that many polling districts and places will remain the same.

#### **5.0 TIMETABLE**

5.1 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.

#### **6.0 FUTURE TIMESCALES**

6.1 West Lancashire will undergo another full Statutory Review in 2023/24. Legislation requires that all Polling Stations be kept under consideration and evaluation. If changes are identified as being desirable, then the review process should be initiated.

#### **7.0 SUSTAINABILITY IMPLICATIONS**

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

#### **8.0 FINANCIAL AND RESOURCE IMPLICATIONS**

8.1 The Interim Review will be undertaken within existing budgets.

#### **9.0 RISK ASSESSMENT**

9.1 The review process proposed enables the Council to carry out the Interim Review, although no detailed prescribed review process is identified in legislation. However, the process described is robust and provides for input by interested parties and a mechanism for an appeal should there be a challenge.

## **10.0 HEALTH AND WELLBEING IMPLICATIONS**

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

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### **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. Outline Timetable for Interim Polling Review 2022
2. Equality Impact Assessment

**APPENDIX 1****Outline Timetable for Interim Polling Review 2022 (Subject to change)**

<b>Date</b>	<b>Action</b>	<b>Description</b>
May – July 2022	Preparatory work by the Elections Team	<ul style="list-style-type: none"><li>• Reconcile Polling Districts and Places to match new Ward Boundaries.</li><li>• Investigate the continued suitability of each polling place and seek out potential alternative locations.</li><li>• Draft schedule of existing polling districts and polling places, also outlining potential alternative arrangements (the schedule).</li><li>• Share the schedule with the (Acting) Returning Officer(s) and request their comments</li></ul>
21 July 2022	Committee Meeting	<ul style="list-style-type: none"><li>• To consider the draft consultation document.</li></ul>
25 July 25 July – 19 September 2022 (Consultation)	Publish Notification of the Review and begin consultation.	<ul style="list-style-type: none"><li>• Publish Notice of the Review.</li><li>• Publish the schedule and the comments of the (Acting) Returning Officer(s)</li><li>• 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.</li><li>• Invite comments on the existing polling districts/places and potential new arrangements.</li></ul>
19 September 2022	Closing date for submission of comments to the consultation	
20 September - 27 September 2022	Draft final proposals and report to Committee	<ul style="list-style-type: none"><li>• Prepare report to Committee re: final proposals for polling</li></ul>

		districts and places taking into account representations received.
5 October 2022	Committee Meeting	To consider the results of the consultation.
7 October 2022	Publish the conclusion of the review.	<ul style="list-style-type: none"> <li>• Publish the outcome of the review and any changes to the register as required.</li> </ul>
10 November 2022	Committee meeting	(if required)
1 December 2022	Republish the register with any changes as required.	<ul style="list-style-type: none"> <li>• Any changes implemented take effect from this date for registration. For elections, changes take effect from May 2023.</li> </ul>

## Equality Impact Assessment Form



<b>Directorate: Transformation &amp; Resources</b>	<b>Service: Legal and Democratic Services</b>
<b>Completed by: Thomas Lynan</b>	<b>Date: 24/05/22</b>
<b>Subject Title: INTERIM POLLING REVIEW 2022</b>	
<b>1. DESCRIPTION</b>	
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 ( <b>Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations</b> ):	Yes
Details of the matter under consideration:	Interim Polling Review 2022
<i>If you answered <b>Yes</b> to any of the above go straight to Section 3</i>	
<i>If you answered <b>No</b> to all the above please complete Section 2</i>	
<b>2. RELEVANCE</b>	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	
If <b>Yes</b> , provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered <b>Yes</b> go to Section 3</i>	
If you answered <b>No</b> to both Sections 1 and 2 provide details of why there is no impact on these three groups:	
<b>3. EVIDENCE COLLECTION</b>	
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
<b>4. DATA ANALYSIS</b>	
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 will get 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 will get 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 will get the opportunity to express their views through consultation.
<b>5. IMPACT OF DECISIONS</b>	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	No changes are proposed at this stage.
<b>6. CONSIDERING THE IMPACT</b>	
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.).	As there are no changes at this stage, there is no impact to consider.
What actions do you plan to take to address any other issues above?	No actions
	<i>If no actions are planned state no actions</i>

**7. MONITORING AND REVIEWING**

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

This assessment will be reviewed before any further report on this issue is released.