



**POLLING DISTRICTS AND POLLING
PLACES REVIEW COMMITTEE:
27 October 2016**

Report of: Borough Solicitor

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

SUBJECT: INTERIM POLLING REVIEW 2016

Wards affected: Burscough East, Derby and Wrightington

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 proposals for the Polling Place of Polling District DEC2 (Appendix 1) be noted and members determine either that:

- A) the DEC2 Polling Place arrangements remain as they are currently; OR
- B) the DEC2 Polling Place be designated as 'The Hub', Edge Hill University Campus and the polling station arrangements remain as currently in place;

on the basis that the arrangements put in place would provide all electors with reasonable facilities for voting as are practicable in the circumstances.

2.2 That the outline timetable for the Interim Review of Polling Districts BEC and WRD, as set out in Appendix 2 of this report be agreed.

2.3 That the Borough Solicitor be authorised to administer the Interim Review.

2.4 That the Acting Returning Officer be consulted on the Interim Review and report on the existing Polling Places and any new Polling Places that serve Burscough East Polling District BEC and Wrightington Polling District WRD.

- 2.5 That following the outcome of the consultation on the Review the Borough Solicitor reports 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 The Electoral Commission has produced guidance in its document 'Reviews of Polling Districts, Polling Places and Polling Stations', which states that the Council can carry out an Interim Review outside of the 5-year cycle. The process for an Interim Review is not stated in legislation. The Electoral Commission guidance suggests that not following a full review process leaves an authority open to potential challenge, as it could be difficult to evidence the decision and show how the views of disabled persons and the reasonable requirement of electors were taken into account. As such, the timetable used for the Interim Review of Derby Ward DEC in 2015/15 and the proposed timetable of this Interim Review follow the full review process.
- 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 Local authorities are required to divide their area into Polling Districts for elections and to designate a polling place for each Polling District. Polling places should be within the Polling District unless special circumstances make it desirable to designate an area outside the district. When conducting a statutory review of Polling Districts, Places and Stations, local authorities must follow rules set out in Schedule A1, Section 18A, B, C and 31 of the 1983 Act. Schedule A1 is included in Appendix 5.
- 3.5 The responsibility for finalising the Polling Stations for each election rests with the Returning Officer for that election.

4.0 DERBY WARD - POLLING DISTRICT DEC2

- 4.1 Polling District DEC2 is currently served by one Polling Station within the Polling District at Sages Dining Hall within The Hub. However, the whole campus is designated as the Polling Place, to allow for greater flexibility in the location of siting the Polling Station, as the university have stated that the

room we currently use for the Polling Station may not always be available. DEC2 currently has 771 electors, of whom 7 have a postal vote.

- 4.2 Prior to the Police and Crime Commissioner (PCC) and Local Elections on 5 May 2016, the question of campaigning on Campus during Polling Day was raised by the university. As the Polling Districts and Polling Places Review Committee had agreed on 27 January 2016 that the DEC2 Polling Place would be 'Edge Hill University Campus' the Returning Officer determined that campaigning on Campus during Polling Day should not be permitted because the Electoral Commission's Code of Conduct for Campaigners states in Section 3.1 that, '*Polling Station staff and police officers should not seek to discourage or remove campaigners who are otherwise peacefully communicating with voters, so long as they are not within or impeding access to the grounds of the Polling Place.*'
- 4.3 Administration of elections for the Polling District may be assisted by providing a more focused approach by designating a particular area within the campus to be used consistently, i.e. The Hub. Electors returning to vote in future polls will then become familiar with this venue and opportunities will be available to learn from experience, e.g. making arrangements for directional markers for voters, parking arrangements, polling cards descriptions etc.
- 4.4 It should be noted that any narrowing of the definition of the Polling Place limits the scope of siting a Polling Station within this Polling Place, should our usual Polling Station location be unavailable, although this is not considered to be materially significant.
- 4.5 The proposals for the Polling Place of Polling District DEC2 are outlined in Appendix 1. Both options offer arrangements that would provide all electors with reasonable facilities for voting as are practicable in the circumstances
- 4.6 As the proposals do not make any changes to the Polling District and do not make substantive changes to the Polling Place in terms of moving its location, but reduces the extent of the area without compromising voter's interests or access and having regard to the recent review of arrangements, a full review of the arrangements for DEC2 would be excessive.

5.0 BURSCOUGH EAST WARD - POLLING DISTRICT BEC

- 5.1 Polling District BEC within Burscough East Ward is currently served by one Polling Station at St. John's Catholic Church Parish Hall on Chapel Lane, roughly 1 mile from the centre of BEC in the neighbouring BEB Polling District. BEC currently has 1,147 electors, of whom 269 have a postal vote.
- 5.2 During both the 2011 and 2014 statutory Polling Reviews, the possibility of a mobile unit within BEC, sited on land between Delph Drive and Oak Drive, was discussed but not pursued, as permission to use the land was not granted by its private owners. This land has now been subsequently used for further housing development.

- 5.3 Designating a Polling Place within BEC would be a significant change to the current arrangements and as such it is recommended that a full review is agreed upon, the proposed timetable of which can be found at Appendix 2.
- 5.4 Officers have provisionally identified a potentially suitable site for a mobile unit Polling Station within BEC, on park land at the top of the estate which connects (via footpath and children's play area) Delph Drive and Rees Park (Appendix 3). Subject to the outcome of the initial consultation (should a review be agreed upon), any such proposal in this regard would be discussed and consulted on.

6.0 WRIGHTINGTON WARD - POLLING DISTRICT WRD

- 6.1 Polling District WRD is currently served by one Polling Station within the Polling District at St. Teresa's Roman Catholic Primary School on College Road. WRD currently has 643 electors, of whom 92 have a postal vote.
- 6.2 In September 2016, the head of St. Teresa's Catholic Primary School (Mrs C Rigby) contacted officers to ask that the school no longer be used as Polling Station due to the disruption it causes to classes (the school closes when used as a Polling Station) in a week when there is a Bank Holiday and at a time that is just before SATs exams. This conflict may arise again in 2017 and also 2019 based on currently scheduled elections.
- 6.3 Whilst the Council has the legal right to use the school as a Polling Station and keep arrangements as they are, officers consider that it would be appropriate to undertake a full review of this area as there are other potentially suitable sites within the Polling District. The proposed timetable of this review can be found at Appendix 2.
- 6.4 Officers have provisionally identified a potentially suitable alternative site for a Polling Place within WRD, at St. Teresa's Catholic Club on College Road, which is adjacent to the school of the same name (Appendix 4). Subject to the outcome of the initial consultation (should a review be agreed upon), any such proposal in this regard would be discussed and consulted on.

7.0 STAGED PROCESS OF THE REVIEW

- 7.1 Electoral Commission guidance states that there are five stages to the review (These are described in further detail in Appendix 6):-
- Notification of the review
 - Administering the review
 - Consultations
 - Conclusion
 - Appeal

Notwithstanding the requirement for the Acting Returning Officer's representations to be published within 30 days of receipt, there are no prescribed timescales for a review.

8.0 TIMETABLE

- 8.1 An outline timetable for the work to be carried out in order to undertake the Review of BEC and WRD is attached as Appendix 2. This involves giving notice of the Review, seeking comments on the existing arrangements; preparing and publishing initial proposals and the Returning Officer's recommendations in relation to the proposals and comments on Polling Places, consultation on these, the Committee determining final proposals, publishing these and altering the register if required.
- 8.2 As the proposal is for an Interim Review of two districts across two wards, the proposed timescales have been adjusted from those used for the Statutory Review in 2013/14 and follow the timeline established for the 2015/16 Interim Review of Derby Ward.

9.0 FUTURE REVIEWS

- 9.1 West Lancashire will undergo another full Statutory Review in 2018/19. 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.

10.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 10.1 There is no significant impact on crime and disorder. The report does impact on accessibility of services as it affects the location and accessibility of where electors vote.

11.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 11.1 The financial and resource implications arising from this report will be met from within existing budgets.

12.0 RISK ASSESSMENT

- 12.1 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.
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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 Article.

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 Appendix 4 to this report, the results of which have been taken into account when undertaking the actions detailed within this article.

Appendices

1. Proposal for the re-designation of the Polling Place for Derby Ward Polling District DEC2 and Map.
2. Timetable – Interim Polling Review 2016 – Review of Burscough East Ward – BEC and Wrightington Ward - WRD.
3. Potentially suitable Polling Place – BEC
4. Potentially suitable Polling Place - WRD
5. Schedule A1 of the Representation of the People Act 1983.
6. Staged Process of the Review.
7. Equality Impact Assessment.

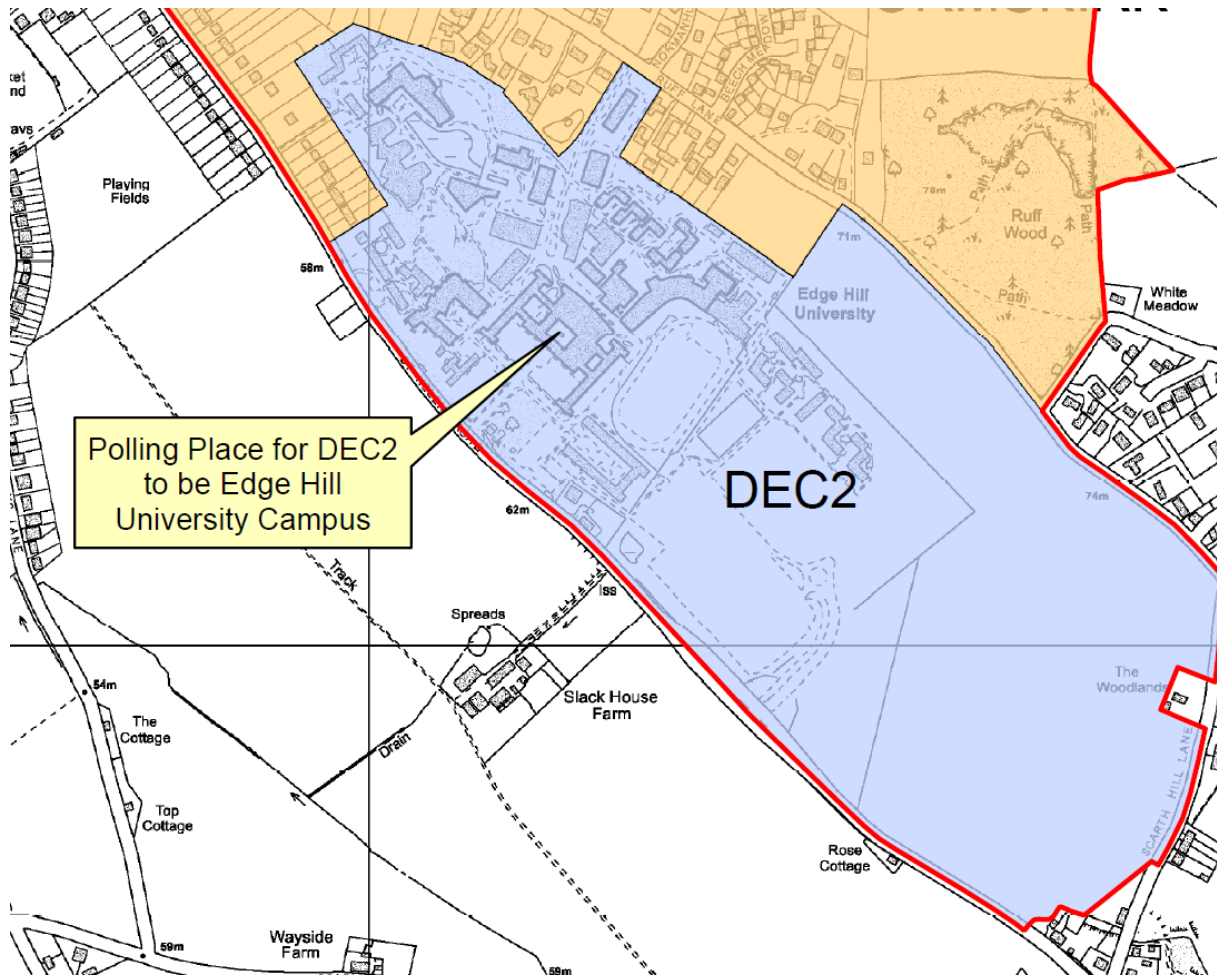
APPENDIX 1

**West Lancashire Borough Council
Interim Review of Polling District and Polling Places for Derby Ward District DEC2**

INTERIM REVIEW OCTOBER 2016 PROPOSALS

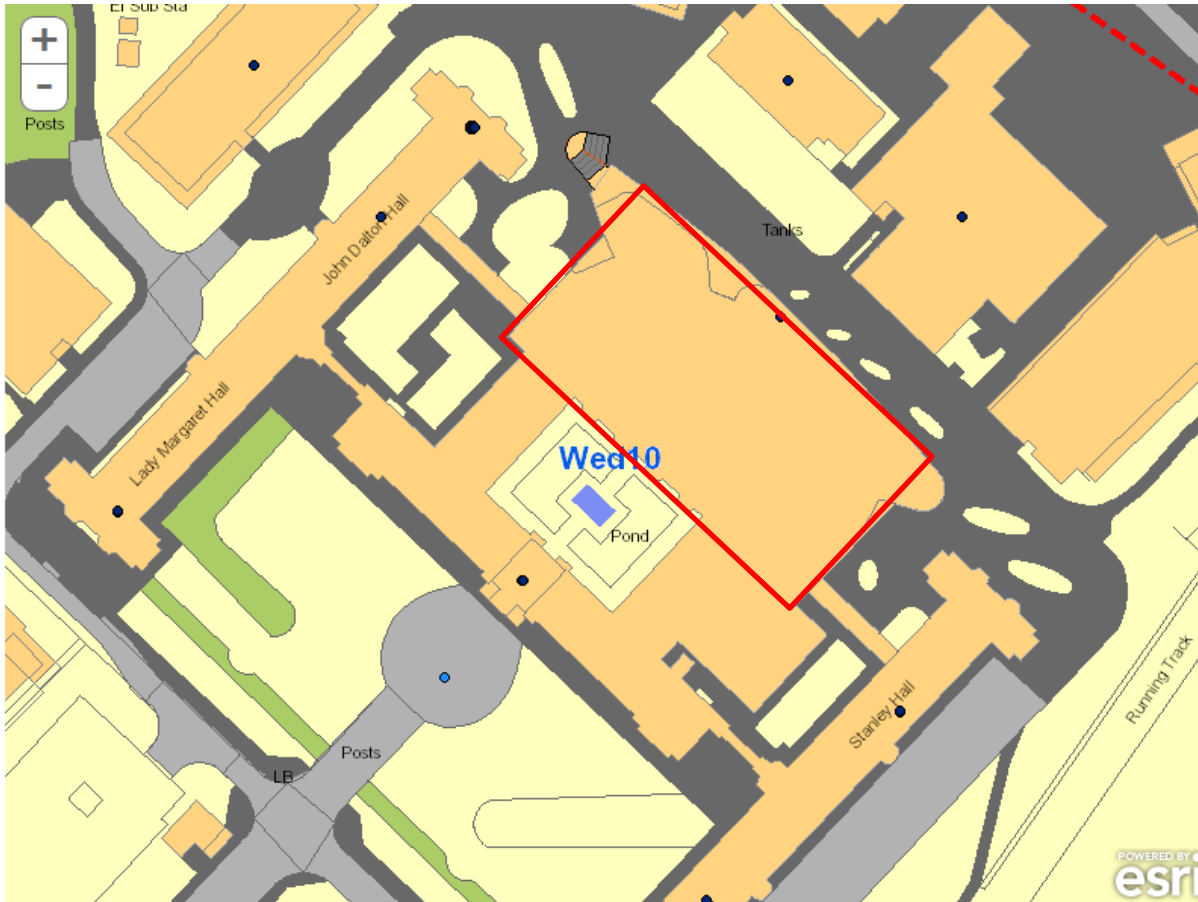
WARD/POLLING DISTRICT	ELECTORS	POSTAL VOTERS	LOCATION OF EXISTING POLLING PLACES AND STATIONS	ACTING RETURNING OFFICERS COMMENTS	FINAL PROPOSALS
<p>Derby Unparished DEC2</p>	<p>771</p>	<p>7</p>	<p style="text-align: center;">The Polling Place is Edge Hill University Campus</p> <p style="text-align: center;">The Polling Station is currently Sages within 'The Hub'</p>	<p>-</p>	<p style="text-align: center;"><u>Option 1</u> DEC2 Polling Place to remain as 'Edge Hill University Campus'</p> <p style="text-align: center;"><u>Option2</u> DEC2 Polling Place to be designated as 'The Hub'</p>

MAP OF DEC PROPOSAL OPTION 1



The current Polling Place and Option 1 of the proposal, is that the whole of Edge Hill University Campus, as outlined in blue above.

MAP OF DEC PROPOSAL OPTION 2

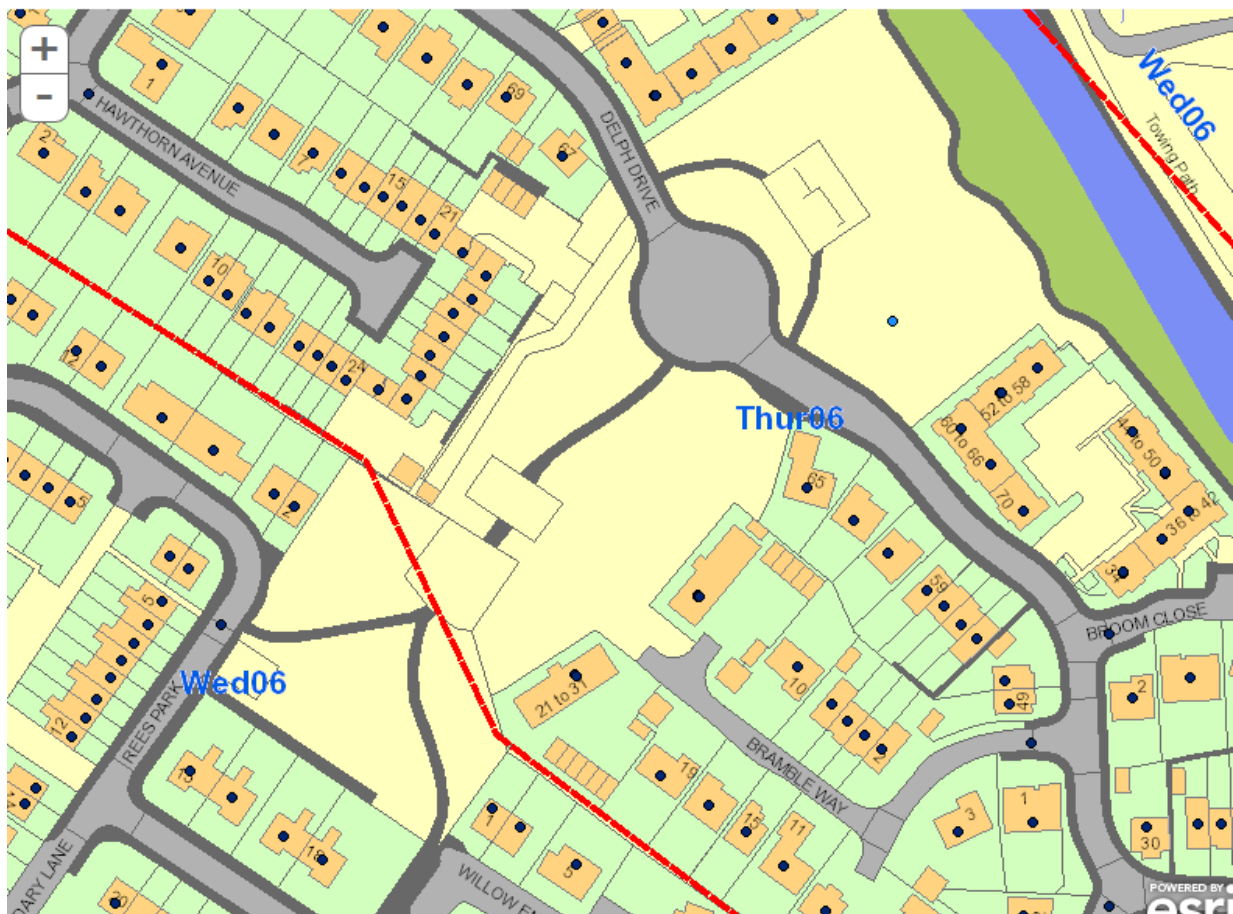


Currently (and also Option 1) the Polling Place for Polling District DEC2 is the whole of Edge Hill University Campus. Option 2 of the proposal would redefine the Polling Place to encompass the area covered by the red square in the above image, which is known as 'The Hub'.

APPENDIX 2 - Interim Polling Review 2016 – Timetable (Subject to change)

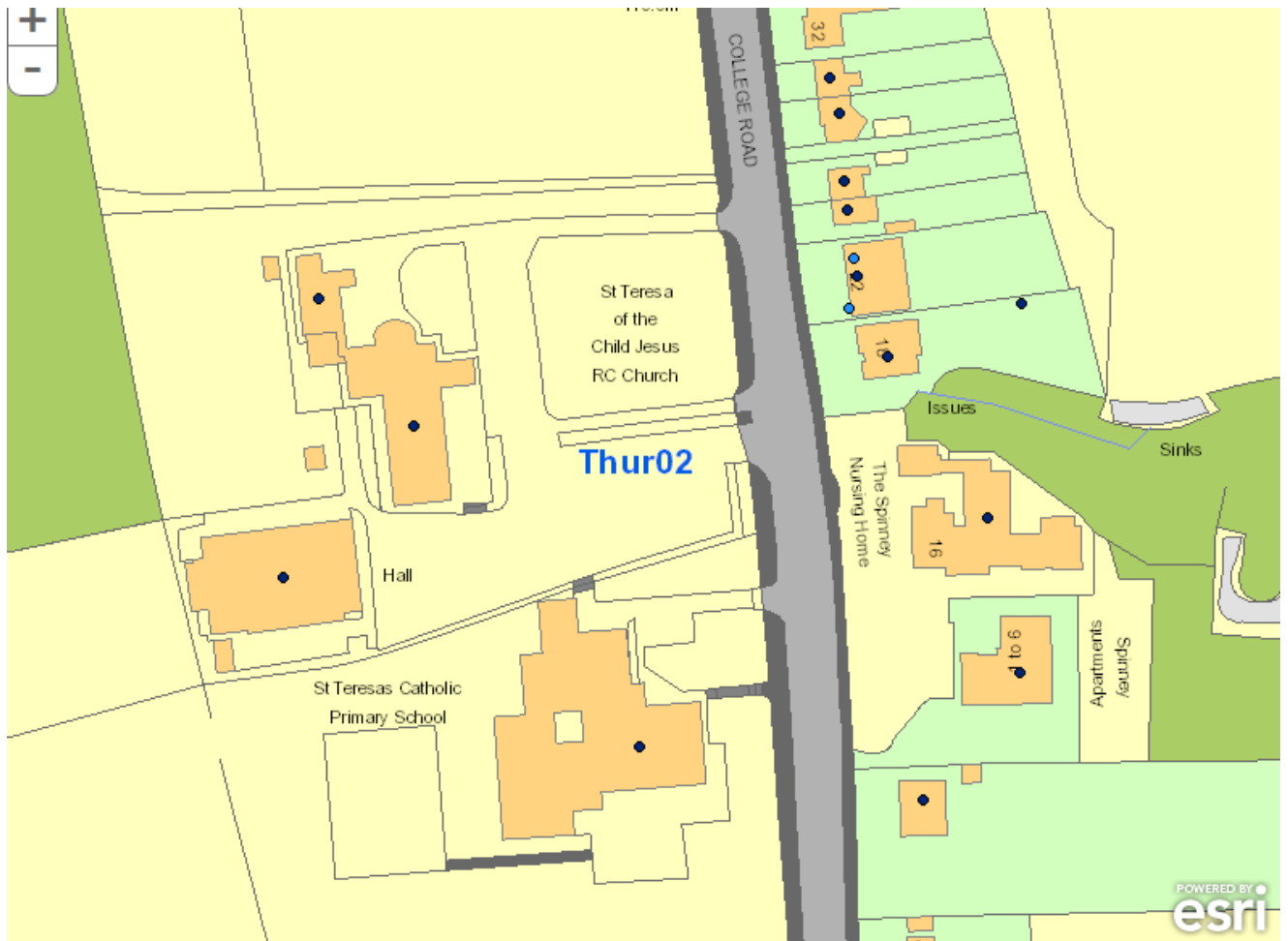
Resolution from Committee providing for commencement of the Interim Review.	Thursday 27 October 2016
Notice of Interim Review Published in relevant areas and elected members for the area notified.	Thursday 3 November 2016
Commencement of Consultation on current provision	Thursday 3 November 2016
End of Consultation period on current provision	Thursday 17 November 2016
Consider comments and work up proposals for affected Polling Districts	Friday 18 November 2016
Share Proposals with Acting Returning Officer and seek recommendations. Publication of Proposals and Acting Returning Officer's Recommendations in relation to these Polling Districts	Thursday 24 November 2016
Commencement of Consultation on Proposals and Returning Officer's Recommendations in relation to these.	Thursday 24 November 2016
End of Consultation Period	Thursday 22 December 2016
Report to Committee with Final Proposals taking into account representations received.	Early-Mid January 2017 - TBD
Committee Decision	Early-Mid January 2017 - TBD
Publication of Interim Review result (Subject to Council (Committee) approval) (See 6.13-6.19 of Polling Review Guidance)	Mid-Late January 2017 - TBD
Notice of Republishing the Register (if required)	Wednesday 15 February 2017
ERO includes changes to the Register and Republishes (If required)	Wednesday 1 March 2017
Notice of Republished Register (If required)	Wednesday 1 March 2017

APPENDIX 3 – Potentially Suitable Polling Place for BEC



Park land (the large yellow shaded area) to the side of Rees Park and either side of the roundabout on Delph Drive. A mobile unit could potentially be sited on any grassed area within this site, or on the tarmacked court to the North East of the above image.

APPENDIX 4 – Potentially Suitable Polling Place for WRD



St Teresa's Catholic Club (on the left of the above image), adjacent to the current Polling Place St Teresa's Catholic Primary School (at the bottom of the above image)

“SCHEDULE A1

Section 18C

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

- 1 The relevant authority must publish notice of the holding of a review.
- 2 The authority must consult the returning officer for every parliamentary election held in a constituency which is wholly or partly in its area.
- 3 (1) Every such returning officer must make representations to the authority.
(2) The representations must include information as to the location of polling stations (existing or proposed) within polling places (existing or proposed).
(3) The representations must be published in such manner as is prescribed.
- 4 (1) The authority must seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
(2) Such persons must have an opportunity—
 - (a) to make representations;
 - (b) to comment on the returning officer's representations.
- 5 Any elector in a constituency situated in whole or in part in the authority's area may make representations.
- 6 Representations made by any person in connection with a review of polling places may include proposals for specified alternative polling places.
- 7 On completion of a review the authority must—
 - (a) give reasons for its decisions in the review;
 - (b) publish such other information as is prescribed.”

APPENDIX 6 - Staged Process of the Review

1.0 STAGE 1 – NOTIFICATION OF THE REVIEW

- 1.1 The formal commencement of the review requires the local authority to give notice of the holding of a review. The notice must be published using the following methods:
- notice to be displayed at the council's office and in at least one conspicuous place within the authority;
 - on the Council's website
- 1.2. Additionally, the Council could publish the notice in a council newsletter and display copies in other public buildings.

The Electoral Commission recommends that the notice should state:

- that the Council is conducting a review of polling districts and polling places;
 - that the Returning Officer will make a comment on proposed polling stations;
 - that electors in the Council's are or within a UK Parliamentary constituency which has any part in the authority may make a representation;
 - that the Council would welcome any person or body with expertise in access for persons with any type of disability to make a representation or to comment on the authority's proposals, (Acting) Returning Officer's representation or any other matter;
 - that persons or bodies making representations should, if possible, give alternative places that may be used as polling places;
 - the postal address, e-mail address and website address at which documents can be inspected and representations made;
 - an indication of the timetable of the review and a deadline for representations
- 1.3 The Electoral Commission also suggests that the Council should send a copy of the notice to interested parties such as councillors, disability groups and other stakeholders. Officers will prepare a press release drawing attention to the review and the process as well as posting details on the Council's website.

2.0 STAGE 2 – ADMINISTERING THE REVIEW

- 2.1 The Council should undertake a preliminary review of the current polling districts and polling places with a view to establishing their suitability. There is no requirement to change any of these districts and polling places, but any 'no change' decision must be fully justified as part of the overall proposals.
- 2.2 The review process should be transparent, structured and conducted formally with supporting documentation – to ensure a complete "audit trail" for all the decisions arising from it, including justification for each decision, even if this is for "no change".
- 2.3 The legislation suggests an approach starting with polling districts, followed by choosing polling places and then considering polling stations. In practice, however, it is important that good quality polling places are identified first, which can then be used as part of the process of defining suitable polling district arrangements that comply with the requirements set out in the legislation. The Electoral Commission guidance contains template checklists to assist with the evaluation of current/proposed polling places and stations.

- 2.4 The following should be considered as part of the assessment of the suitability of polling district boundaries:
- Boundaries: Are they well defined? For example, do they follow the natural boundaries of the area? If not, is it clear which properties belong in the polling district?
- Location: Are there suitable transport links within the polling district, and how do they relate to the areas of the district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g., railway lines, rivers?
- 2.5 There are a number of factors that must be considered when reviewing existing polling places or when assessing new polling places, including:
- Location: Is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
- Size: Can it accommodate more than one polling station if required? If multiple polling stations are required, is the polling place ample enough to accommodate all voters going into and out of the polling stations, even where there is a high turnout?
- Suitability: Is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development? Is the building accessible to all those entitled to attend the polling place?
- 2.6 Ideally, there would be the choice of a range of fully accessible buildings, conveniently located for electors in the area within which to establish polling stations. In practice, however, the choice of polling places will often be a balance between the quality of a building (access, facilities, etc.) and the proximity of the building to the electors. When making a decision, all factors will need to be considered and the Council will need to be able to demonstrate the reasoning behind the decision.
- 2.7 Where, because of local circumstances, a polling place has been selected that is not fully accessible, then reasonable adjustments must be undertaken to provide access for all electors. Alternatively, the local authority should consider whether it would be appropriate to designate a polling place that falls wholly or partly outside the polling district.
- 2.8 It should be noted that for the purpose of taking the poll in England and Wales, the Returning Officer is entitled to use free of charge schools maintained or assisted by a local authority as well as those schools that receive grants made out of moneys provided by Parliament.
- 2.9 Part of the decision-making process involves assessing if the polling place is capable of accommodating more than one polling station together with the necessary staff and equipment, particularly in circumstances where the number of electors allocated to a polling place is high.
- 2.10 The suitability of a room or area for use as a polling station, will reflect whether the size and layout allows for the most effective throughput of voters, including those where there is a high number of electors in the polling station at any one time on polling day. Each polling station should be designed to provide suitable conditions

for the elector to vote in private, for staff to conduct elections in an efficient and effective manner and for those entitled to observe the voting process to do so without compromising the secrecy of the ballot.

3.0 STAGE 3 - CONSULTATION

- 3.1 The consultation stage is for representations and comments on proposals for polling districts and places to be considered. There are two parts to this:
- a compulsory submission from the Returning Officer of the parliamentary constituency – this must be published (see below); and
 - submissions from other persons and bodies, including those with expertise in relation to access for disabled people.
- 3.2 The Returning Officer must comment on existing and proposed polling stations and must contain information on where polling stations will be placed within a polling place. The Returning Officer's submission must be published within 30 days of receipt, in a conspicuous place at the council offices and in at least one place within each parliamentary constituency. It should also be published on the council website. It is also suggested that the response could be made available in other council offices, libraries, community centres or other places where residents may visit.
- 3.3 The Council must consult widely on the review and seek out the views of interested groups or bodies including electors, candidates and agents, political parties and members of the council. Consultees should be asked for comment both in general and if appropriate about the particular buildings within the Council's district.
- 3.4 It will be particularly important to consult with those who have experience of assessing access for persons with different disabilities. These could include local disability groups and also national groups such as charities who have guides on access.
- 3.5 Each of the bodies consulted and any elector for a parliamentary constituency either within or partly within the Council's area may comment on any of the recommendations within the whole area. Any person or body making a comment has the right (and, indeed should be encouraged) to suggest an alternative polling place/station and to give a reason for the alternative proposal so that it may be given appropriate consideration.

4.0 STAGE 4 - CONCLUDING THE REVIEW

- 4.1 After considering the representations the Council must decide on the most appropriate polling districts and polling places. The final proposals must be made after taking into consideration all of the representations made. The Council must agree on the proposals for polling districts and places.
- 4.2 If the review results in the alteration of polling districts, the Electoral Registration Officer must make the necessary alterations to the electoral register. Any alteration is effective on the date on which the Electoral Registration Officer publishes a notice stating that the alterations have been made. If the review is concluded before publication of the annual revised register, the changes can be incorporated in the revised register to be published by 15 February 2014. Otherwise, alterations

can be made by the publication of another revised register or on a notice of alteration.

- 4.3 Where the Electoral Registration Officer has decided to republish to incorporate the changes, they will need to publish a notice fourteen calendar days before the publication of the revised version of the register in a local newspaper, at his or her office and at some other conspicuous place or places in the area.

5.0 PUBLISHING THE CONCLUSIONS OF THE REVIEW

- 5.1 Once the Council has agreed on the proposals, following consideration of representations the new polling districts and polling places must be made available to the public. These should also be made available at the Council offices, in at least one place in each constituency and on the council's website. The reasons for the choice of every polling district and polling place must be given.

- 5.2 Along with the reasons for the final decision of the review, there is a range of other details that must also be published, including all correspondence and representations received, details of the designation of polling districts and places as a result of the review and details of where the results of the review have been published.

6.0 THE APPEALS PROCESS

- 6.1 Following the conclusion of the Council's Review, there is a right to make representations to the Electoral Commission.
- 6.2 The Commission must set out in writing its conclusions and the reasons for its decision. The Commission's decision will be issued to the person(s) who made the representation, the Council and the Returning Officer. The decision and related documents will also be published on the Commission's website. Councils are advised to publish the outcome of the appeal in the same way as the results of the review are published.
- 6.3 The Commission may direct the Council to consider any alterations to the polling places that the Commission deems necessary under the review. After two months, if the Council has failed to make the alterations, the Commission can itself make the alterations as if the Council had implemented them.

Equality Impact Assessment Form



Service: Legal and Democratic Services	
Completed by: Thomas Lynan	Date: 17/10/16
Subject Title: Interim Polling Review 2016	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes
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:	Partial review of the Polling Districts BEC and WRD.
<i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i>	
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 but special consideration is required for disabled electors.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	No No Yes No No No No No No 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, employees, elected members and or other stakeholders 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?	Potential changes to voting 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?	The views of those with expertise in disability issues will be sought 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.

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)?

No changes are proposed at this stage.

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.).

There are no changes at this stage.

What actions do you plan to take to address any other issues above?

No actions

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 before any further report on this issue is released.