



Electoral Arrangements Committee
Tuesday, 4th November, 2025 at 5.00 pm
in the Council Chamber, Town Hall, Saturday Market
Place, King's Lynn PE30 5DQ

Reports marked to follow on the Agenda and/or Supplementary Documents

1. **Item 5: Pre-Screening Equality Impact Assessment to accompany the report** (Pages 2 - 3)

Contact

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Stage 1 - Pre-Screening Equality Impact Assessment

For equalities profile information please visit [Norfolk Insight - Demographics and Statistics - Data Observatory](#)

| | | | | | |
|---|---|----------|-----------------|---------|--------|
| Name of policy/service/function | Community Governance Review – Hilgay Parish Council | | | | |
| Is this a new or existing policy/service/function? (<i>tick as appropriate</i>) | New | | Existing | | |
| Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service is rigidly constrained by statutory obligations, and identify relevant legislation. | <p>Officers recommend to Committee to:</p> <ol style="list-style-type: none"> Review consultation responses received in the course of the Community Governance Review (CGR) for Hilgay Parish; and Recommend to Full Council either to: <ol style="list-style-type: none"> leave the Parish electoral arrangements unchanged; or consult parishioners further on those arrangements. | | | | |
| Who has been consulted as part of the development of the policy/service/function? – new only (<i>identify stakeholders consulted with</i>) | Alexa Baker, James Arrandale, Hilgay Parish Council, Hilgay and Ten Mile Bank Parishioners. | | | | |
| Question | Answer | | | | |
| <p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p> <p><i>If potential adverse impacts are identified, then a full Equality Impact Assessment (Stage 2) will be required.</i></p> <p><i>*For more information on health inequalities please visit The King's Fund</i></p> | | Positive | Negative | Neutral | Unsure |
| Age | | | | x | |
| Disability | | | | x | |
| Sex | | | | x | |
| Gender Re-assignment | | | | x | |
| Marriage/civil partnership | | | | x | |
| Pregnancy & maternity | | | | x | |
| Race | | | | x | |
| Religion or belief | | | | x | |
| Sexual orientation | | | | x | |
| Armed forces community | | | | x | |
| Care leavers | | | | x | |
| Health inequalities* | | | | x | |
| Other (eg low income, caring responsibilities) | | | | x | |
| Please provide a brief explanation of the answers above: | | | | | |
| Each of the decisions above will only affect electoral arrangements. No direct or indirect impacts on protected groups can be identified from any of the possible decisions to be taken by the Committee. | | | | | |

| Question | Answer | Comments | | | | | | | | | | | | | | | | |
|---|---|---|--|-----------------|--|--|------------------|--------------------------------------|--|--|-----------------------|------------|--|--|-------------------------------|---|-------------|------------|
| 2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another? | No | No change | | | | | | | | | | | | | | | | |
| 3. Could this policy/service be perceived as impacting on communities differently? | No | No change | | | | | | | | | | | | | | | | |
| <p>If 'yes' to questions 2 - 3 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</p> <p>Decision agreed by EWG member:</p> | | | | | | | | | | | | | | | | | | |
| 4. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section | No | Actions: | | | | | | | | | | | | | | | | |
| | | Actions agreed by EWG member: | | | | | | | | | | | | | | | | |
| 5. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination? | No | Please provide brief summary: | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Assessment completed by: Name</td> <td colspan="3">James Arrandale</td> </tr> <tr> <td>Job title</td> <td colspan="3">Deputy MO and Legal Services Manager</td> </tr> <tr> <td>Date completed</td> <td colspan="3">04.11.2025</td> </tr> <tr> <td>Reviewed by EWG member</td> <td>Charlotte Marriott Interim Corporate Governance Manager</td> <td>Date</td> <td>04.11.2025</td> </tr> </table> | | | Assessment completed by: Name | James Arrandale | | | Job title | Deputy MO and Legal Services Manager | | | Date completed | 04.11.2025 | | | Reviewed by EWG member | Charlotte Marriott Interim Corporate Governance Manager | Date | 04.11.2025 |
| Assessment completed by: Name | James Arrandale | | | | | | | | | | | | | | | | | |
| Job title | Deputy MO and Legal Services Manager | | | | | | | | | | | | | | | | | |
| Date completed | 04.11.2025 | | | | | | | | | | | | | | | | | |
| Reviewed by EWG member | Charlotte Marriott Interim Corporate Governance Manager | Date | 04.11.2025 | | | | | | | | | | | | | | | |

✓ Please tick to confirm completed EIA Pre-screening Form has been shared with Corporate Policy (corporate.policy@west-norfolk.gov.uk)