

## REPORT TO CABINET

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Mandatory	Be entirely within Cabinet's powers to decide		NO	
		Need to be recommendations to Council		YES	
		Is it a Key Decision		YES	
Lead Member: Cllr Terry Parish E-mail: cllr.terry.parish@west-norfolk.gov.uk		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Lorraine Gore E-mail: lorraine.gore@west-norfolk.gov.uk Direct Dial: 01553 616245		Other Officers consulted:			
Financial Implications	Policy/ Personnel Implications	Statutory Implications	Equal Impact Assessment	Risk Management Implications	Environmental Considerations
NO	NO	NO	NO	NO	NO

Date of meeting: 15 January 2024

### POLLING DISTRICT & POLLING PLACE REVIEW

<p><b>Summary</b></p> <p>This report presents to Council a revised Polling District and Polling Place Review Schedule.</p> <p><b>Recommendation</b></p> <p><u>Recommendations to Full Council:</u></p> <p>The attached (APPENDIX) Polling District and Polling Place Review Schedule is adopted.</p> <p>Due to size of the document – this only includes polling districts where either public comments were received or where any changes were recommended by the ARO (Acting Returning Officer). All remaining Polling Districts will remain unchanged.</p> <p><b>Reason for Decision</b></p> <p>To ensure that the Council meets its statutory obligations. (A Polling District Review has to be carried out once every five years).</p>
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## 1 Background

Members will be aware of the Council's duty to undertake a review of the polling districts and polling places in respect of Parliamentary electoral areas that fall within the boundaries of the Borough. This review must take place every five years and was last conducted in It is the (ARO) Acting Returning Officer's responsibility to keep polling stations under review.

The previous Review took place in October/November 2018.

Views have been sought from all stakeholders including County Councillors, Borough Councillors, and political groups. In addition, Parish Councils have been consulted together with local disability groups.

## 2 Options Considered

Representations closed on 24 November 2023 and were published accordingly (on the BCKLWN website). The ARO has made further comments to the representations received.

See attached Appendix for document which contains all polling districts where either public comments were received or where any changes were recommended by the ARO.

The table highlights any proposed changes (only):

<b>Polling District (area)</b>	<b>Proposed change</b>
PD2 (Fairstead)	To be re-integrated into the wider PD1 (Fairstead) polling district.
PJ4 (St Margaret's with St Nicholas)	To be re-integrated into the wider PJ1 (St Margaret's with St Nicholas) polling district
WT7 (Denver)	To be re-integrated into the wider WM1 (Denver) polling district

## 3 Policy Implications

NONE

## 4 Financial Implications

NONE

## 5 Personnel Implications

NONE

**6 Environmental Considerations**

NONE

**7 Statutory Considerations**

Publishing the Polling District and Polling Place Review Schedule is a statutory requirement.

**8 Equality Impact Assessment (EIA)**

(Pre screening report template attached)

**9 Risk Management Implications**

The Council's risk management system is integrated with the Polling District and Polling Place Review, so the risks associated are identified and linked.

**10 Declarations of Interest / Dispensations Granted**

NONE

**11 Background Papers**

NONE

**Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn & West Norfolk**



Name of policy/service/function	Electoral Services				
Is this a new or existing policy/service/function?	Existing				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>Review of existing polling districts and polling places – which is a statutory requirement every 5 years.</p>				
<b>Question</b>	<b>Answer</b>				
<p><b>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 according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
	Age			X	
	Disability			X	
	Gender			X	
	Gender Re-assignment			X	
	Marriage/civil partnership			X	
	Pregnancy & maternity			X	
	Race			X	
	Religion or belief			X	
	Sexual orientation			X	
	Other (eg low income)			X	

Question	Answer	Comments
<p><b>2.</b> 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?</p>	No	
<p><b>3.</b> Could this policy/service be perceived as impacting on communities differently?</p>	No	
<p><b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	No	
<p><b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<p><b>Actions:</b></p> <p><b>Actions agreed by EWG member:</b> .....</p>
<p><b>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</b></p> <p><b>Decision agreed by EWG member: .....</b></p>		
<p><b>Assessment completed by:</b></p> <p><b>Name</b></p>		<p><b>Andrew Barrett</b></p>
<p><b>Job title</b></p>		<p><b>Electoral Services Manager</b></p>
<p><b>Date</b></p>		<p><b>06/12/2023</b></p>