

# **APPENDIX 1**

## **POLLING PLACES WORKING GROUP**

### **Composition and Function**

1. The Polling Places Working Group comprises the Executive Members for: -
  - Resources
  - Social Inclusion and Culture
  - Neighbourhood Engagement and Communications
  - Customer Services
2. The Group will be supported by relevant officers from the Council.
3. The Group has been established to assist the Council in reviewing all Polling Districts and Places by the end of 2007 and thereby ensure that: -
  - All electors have reasonable facilities for voting as are practicable in the circumstances; and
  - As far as is reasonable and practicable, polling places are accessible to all electors, including those who are disabled.

### **Terms of Reference**

1. To consider the Authority's proposals for new polling District and Polling Places arrangements, which have been prepared in consultation with those who have experience of assessing access for persons with different disabilities.
2. To consider, in conjunction with the Authority Report referred to above, the report of the Acting Returning Officers on the suitability of existing and proposed polling stations in relation to access for all electors, including those with any disability and facilities for required staff.
3. To consider submissions from other persons and bodies insofar as they relate the Authority's proposals for new Polling District and Polling Place arrangements and the Acting Returning Officers' report thereon.
4. To consider any suggestions made by any person or body in relation to alternative Polling Place/Stations and to assess the suitability of such proposals against the criteria for the review.

5. Following the completion of the tasks identified in 1-4 above, the Working Group will review their findings and feed them into the report by 8 November 2007 for submission to a meeting of the District Council of Easington in November 2007.
6. To ensure that the process detailed above is as transparent and open as possible, the Working Group will ensure that all proposals, representations and recommendations are fully considered.

For the purpose of the aforementioned Review, the following Definition of Terms apply: -

*Polling District – the area created by the division of a Ward into smaller parts, within which Polling Place can be determined which is convenient to electors.*

*Polling Place – the building or area in which polling stations will be situated by the Returning Officer.*

*Polling Station – the room where the Poll takes place.*