

## **GENERAL PURPOSES COMMITTEE**

---

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 18th June, 2013 at 2.00 pm**

---

### **MEMBERSHIP**

#### **Councillors**

D Blackburn	-	Farnley and Wortley;
J Blake	-	Middleton Park;
S Golton	-	Rothwell;
P Gruen	-	Cross Gates and Whinmoor;
G Harper	-	Hyde Park and Woodhouse;
G Latty	-	Guiselley and Rawdon;
A Lowe	-	Armley;
E Nash	-	City and Hunslet;
J Procter	-	Wetherby;
M Rafique	-	Chapel Allerton;
S Varley	-	Morley South;
K Wakefield (Chair)	-	Kippax and Methley;

---

**Agenda compiled by:  
Governance Services  
Civic Hall  
LEEDS LS1 1UR  
Telephone No:**

**Phil Garnett  
  
  
0113 39 51632**

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED</b> – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p><b>MINUTES - 7TH MAY 2013</b></p> <p>To confirm as a correct record the minutes held on 7<sup>th</sup> May 2013.</p>	1 - 4
7			<p><b>JOINT REVIEW OF POLLING DISTRICTS AND COMMUNITY GOVERNANCE REVIEW OF PARISH AND TOWN COUNCILS - INITIAL PROPOSALS REPORT</b></p> <p>To receive a report of the Head of Licensing and Registration considering the initial proposals for the joint polling district review and community governance review of parish and town councils and to agree the initial proposals to be published on 24 June 2013 for the second consultation period of the review.</p>	5 - 42

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<b>WEBCASTING OF COUNCIL MEETINGS</b>  To receive a report of the Chief Officer Democratic and Central Services which sets out the background and provides information on the proposal to webcast Council meetings and provides information on two trial webcasts which have taken place. The report also seeks Member's views on whether Council meetings should be webcast on a more regular basis.	43 - 52

## GENERAL PURPOSES COMMITTEE

TUESDAY, 7TH MAY, 2013

**PRESENT:** Councillor K Wakefield in the Chair

Councillors A Blackburn, J Blake, S Golton,  
P Gruen, G Latty, J Lewis, A Lowe,  
E Nash, J Procter and M Rafique

**43 Appeals against refusal of inspection of documents**

No appeals against refusal of inspection of documents.

**44 Exempt Information - possible exclusion of the press and public**

The were no resolutions to exclude the public.

**45 Late items**

There were no late items. However, the Clerk advised that, due to an original formatting error, Appendix 2 of Item 7 was re-issued to Councillors by letter on 26th April 2013.

The clerk also advised that Item 10 of the agenda had been withdrawn from the agenda following discussions between the Chair and the Head of Governance Services on 2nd May 2013.

**46 Declaration of Disclosable Pecuniary and Other Interests**

No declarations of disclosable pecuniary and other interests.

**47 Apologies for absence**

No apologies were received.

**48 Minutes of the previous meeting**

**RESOLVED** – That the minutes of the General Purposes Committee meeting held on 12<sup>th</sup> February 2013 be approved as a correct record.

**49 Establishing a Health and Wellbeing Board**

The Principal Corporate Governance Officer presented a joint report of the City Solicitor and the Director of Adult Social Care asking the General Purposes Committee to consider and make recommendations to full Council in relation to the governance arrangements for the establishment of a Leeds Health and Wellbeing Board and other associated amendments to the constitution.

**RESOLVED** – The General Purposes Committee considered the recommendations outlined in the report and made the following recommendations to full Council:-

Draft minutes to be approved at the meeting  
to be held on Tuesday, 18th June, 2013

- a) That approval is given to the terms of reference for the Health and Wellbeing Board as set out in appendix 1 of the report.
- b) That approval is given to the proposals of the membership for the Health and Wellbeing Board as set out in appendix 2 of the report.
- c) That approval is given to amendments of the Council Procedure Rules to provide for:
  - receipt by council of the minutes of the Health and Wellbeing Board; and
  - the quorum for the Health and Wellbeing Board to be four to include one councillor and a Clinical Commissioning Group representative; and
  - substitute arrangements for councillors who are members of the Leeds Health and Wellbeing Board, to be appointed via nomination from the relevant group whip
- d) That consultation should take place with the Health and Wellbeing Board about the proposed direction in relation to voting rights, as set out on the report.
- e) That delegation be given to the City Solicitor:
  - To consider the response of the Health and Wellbeing Board about the direction in relation to voting rights, and subject to consultation with the Leader, to make a direction ; and
  - Further to any appointments made by the Health and Wellbeing Board, amend the Council Procedure Rules to provide for substitute arrangements for voting non-councillor members of the Board, in the terms outlined in the report.
- f) That approval is given to a new Article 17 relating to Health, as set out in appendix 3 of the report.
- g) That approval is given to amendments to the Area Committees' terms of reference so that those committees can advise or make representations to the Health and Wellbeing Board, and consider proposals referred to them by the Health and Wellbeing Board.
- h) That approval is given for amendments to the Executive and Decision-making Procedure Rules as set out in item 8 appendix A on the agenda.

## **50 Executive and Decision Making Procedure Rules**

A report was presented by the Director of Resources for the General Purposes Committee to consider the introduction of amendments to the Executive and Decision Making Procedure Rules attached as Appendix A to

the report. The amendments ensure that the practice and procedure are adequately reflected in the Council's Constitution.

**RESOLVED** – The General Purposes Committee approved the Executive and Decision Making Procedure Rules as set out in appendix A of the report.

General Purposes Committee recommended that full Council authorise the City Solicitor to make further amendments to the Constitution consequential upon the changes to these procedures.

**51 Six Month Review of the Plans Panel Arrangements**

The Chief Planning Officer presented a report which reviewed the new arrangements for member decision making through the formation of the three new plans panels to assess the effectiveness of the arrangements after six months of operation.

Discussion took place in relation to the differing workloads of the three panels, the pre application process, length of meetings and the often excessive time demands placed on Members. Members asked that a further review of the arrangements, consulting widely with all members be undertaken and reported to the committee in six months' time.

**RESOLVED** - The General Purposes Committee noted the progress made to date in embedding the new arrangements and asked that the Chief Planning Officer prepare a further report on the arrangements for consideration by the Committee in six months' time.

Councillor A Blackburn entered the meeting during consideration of this item.

**52 Member Management Committee Terms of Reference**

This item was withdrawn on the 2<sup>nd</sup> May 2013.

**53 Amendments to the Officer Delegation Scheme - Council Functions**

The Chief Executive presented a report requesting General Purposes Committee to consider and make recommendations to full Council the amendments to the Officer Delegation Scheme (Council Functions).

**RESOLVED** – General Purposes Committee resolved to;

- a) note the intention of the Leader to amend the officer delegation scheme (executive functions); and
- b) to recommend to full Council to amend (with effect from the new municipal year):
  - the officer delegation scheme (council functions) as shown in the appendix 1 of the report (Director of Resources), appendix 2 (Assistant Chief Executive (Customer Services and Community) and appendix 3 (City Solicitor); and

- the terms of reference of the Scrutiny Boards (Safer and Stronger Communities) and (Resources and Council Services), and the general delegation scheme, to reflect the revised post-title for the Assistant Chief Executive.



## Report of the Head of Licensing and Registration

### Report to General Purposes Committee

**Date: 18<sup>th</sup> June 2013**

### **Subject: Joint Review of Polling Districts and Community Governance Review of Parish and Town Councils – Initial Proposals Report**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Adel & Wharfedale (Bramhope & Carlton & Pool Parishes only) Burmantofts & Richmond Hill City & Hunslet Gipton & Harehills Guiseley & Rawdon Harewood (Scarcroft Parish Council only) Kirkstall Morley North (Morley Town Council only) Morley South (Morley Town Council only) Otley & Yeadon Rothwell Roundhay Wetherby (Boston Spa, Bramham cum Oglethorpe, Thorp Arch & Walton Parishes only)		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

### Summary of main issues

- 1 A joint review of polling districts and a community governance review of parish and town councils commenced in Leeds on 18 February 2013. A full review timetable can be found at Appendix E.
- 2 The first consultation period ended on 15 April 2013.

- 3 Meetings of the Electoral Working Group were held to discuss the representations made during the first consultation stage. This report details the outcome of those meetings and EWG's recommendations for Initial Proposals.

## **Recommendations**

- 4 Members are asked to:
- a) note that the summary of representations set out in Appendix A have cross-party support (by parties who expressed a view) and resolve whether in each case to confirm or revise as an initial proposal;
  - b) consider the summary of representations set out in Appendix B which have been rejected by all parties, and resolve whether in each case to confirm or revise as an initial proposal;
  - c) consider the representation set out in Appendix C, which has been revised by all parties, and confirm or revise as an initial proposal.
  - d) note that the initial proposals agreed today will be published for further consultation from 24 June to 16 September 2013, and will return to General Purposes Committee in November to agree on the authority's final proposals.

## **1. Purpose of this report**

- 1.1 To consider initial proposals for the joint polling district review and community governance review of parish and town councils.
- 1.2 To agree the initial proposals to be published on 24 June 2013 for the second consultation period of the review.

## **2. Background information**

- 2.1 The Council, for a number of years, by virtue of s18 Representation of the People Act 1983, has had a duty to divide the parliamentary constituencies within its area into polling districts<sup>1</sup> and to designate a polling place<sup>2</sup> for each district. The Returning Officer then nominates a polling station<sup>3</sup> within each polling place.
- 2.2 Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the 1983 Act and particularly with regard to the way reviews of polling districts, places and stations must be undertaken. The most important change is that the Council was obliged, by that Act, to conduct a full review in its area within 12 months of the coming into force of the Act, and then complete a further review of each polling district and polling place every four years thereafter.
- 2.3 The 2006 Act came into force on 1 January 2007 and the first review was completed by the Council in November 2007. A further full review was completed in October 2009. The council's next full review must be completed by the end of 2013.
- 2.4 The Local Government and Public Involvement in Health Act 2007 introduced powers for councils to conduct Community Governance Reviews in all or part of its area to review existing, amend or create new town or parish councils in response to the needs of the community. The legislation allows a council to conduct a review at any time.
- 2.5 Officers recommended that together with the full review of all existing polling districts, places and stations, the council should also carry out a full Community Governance Review of all Parish and Town Councils in its area. It had been some time since any of the existing parish and town council arrangements were reviewed and it makes good sense to consider any parish or town council boundary changes alongside the review of polling districts, places and stations so boundaries can remain consistent where possible.
- 2.6 It should be noted that Section 17 of the Electoral Administration Act 2013, which came into force on 31 January 2013 requires the Council to carry out a review of polling districts and polling places as follows:

---

<sup>1</sup> The area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors

<sup>2</sup> The building or area in which polling stations will be selected by the Returning Officer

<sup>3</sup> The room or building chosen by the Returning Officer where the poll takes place for each election.

- (a) during the period of 16 months beginning with 1 October 2013, and
- (b) during the period of 16 months beginning with 1 October of every fifth year after that.

2.7 It is Officers intention to commence a light-touch review on 1 October 2013, bearing in mind a review will have just taken place. This review will not include Parish and Town Council arrangements.

2.8 A report to the above effect will be submitted to GPC in due course.

### **3. The review process**

3.1 Guidance for the conduct of a review has been published by the Electoral Commission. The guidance sets out the review process. The Local Government Boundary Commission has also published guidance on conducting Community Governance Reviews. The processes are very similar and take place in a number of stages which are summarised as follows: -

- a) **A Preliminary Stage** - When notice is given of the review and advises that representations would be welcome, particularly from those with expertise in access for persons with any type of disability. It also sets out the reference documents which should be made available. This stage is now completed.
- b) **A Proposal Stage** - When the authority's initial proposals are consulted upon. The Returning Officer must comment, at this stage, on all existing polling stations used and any new polling stations which would probably be chosen if the new proposals were accepted by the authority. The Guidance suggests that the review by the authority (of districts and places) should be conducted jointly with the Returning Officer's review (of polling stations). This is the next stage of the process.
- c) **The Consultation Stage** - To receive representations and comments on the authority's initial proposals for polling districts and places. This is in two parts i.e. (i) a compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated pooling stations, and (ii) submissions from other persons and bodies which can be referenced to the Returning Officer's proposed polling stations as well as the authority proposals.
- d) **Conclusion of Review** - When the authority must produce final proposals, taking into consideration the representations made.
- e) **The Decision of the Council** on the proposals. General Purposes Committee will approve the final proposals.
- f) **The Publishing Stage** - When the decision and background material is published.

- g) **Right of Appeal** - Although the final decision is that of the Authority, there is a right of appeal to the Electoral Commission.

The Commission can consider representations that the review process has not been conducted correctly. There are only two grounds on which a representation may state that a local authority has failed to conduct a proper review, namely: -

the local authority has failed to meet the reasonable requirements of the electors in the constituency; or

the local authority has failed to take sufficient account of accessibility to disabled persons of the polling place.

If the appeal is upheld, the Commission can, ultimately, make alterations to the polling places.

- 3.2 General Purposes Committee approved the timetable for the review at their meeting on 12 February 2013. The final review notice is due to be published on 15 November. The corresponding revised register will be published on 17 February 2014 and will be used for the Local Government Elections and European Parliamentary Elections to be held in May 2014. .
- 3.3 The Preliminary Stage is now completed, and this report sets out the results of the public consultation and representations received so that the General Purposes Committee can agree the authority's Initial Proposals for further public consultation during the Proposals Stage.

#### **4. The Review of Polling Districts and Places**

- 4.1 A reasonable methodology must be demonstrated if a successful appeal (with its consequential reputational damage) is to be avoided. The Guidance stresses the need for all decisions made to have been consulted upon and to be measured and practical: 'The whole process should be as transparent and open as possible to avoid possible conflict.' The Initial Proposals document set out the considerations taken into account in drawing up the proposals and such an approach reduces the suggestion that decisions may have been politically motivated.
- 4.2 The primary considerations for every review are a requirement of Electoral law, and are: -
- a) The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances; and
  - b) The Council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled.
- 4.2 There is no scientific formula or set of rules for the division of a constituency into polling districts, nor for the selection of polling places. The choice will often be a balance between a number of competing considerations, for example between the

quality (access, facilities, etc) of a building and the distances between the residents and that building, compared to other options for polling places. Judgment needs to be exercised, e.g. when comparing the potential disturbance to voters as against other factors. However, in carrying out the balancing exercise, the approach should be **voter-centred**.

- 4.3 Officers proposed that the same criteria used for the last polling district review was used again for this review:-
- a) Disparities between polling districts to make them more comparable in terms of number of polling places and number of electors per polling place;
  - b) Current levels of satisfaction / dissatisfaction as expressed by or on behalf of electors;
  - c) The cost / elector ratio of providing a polling place, so there is broad comparability between districts;
  - d) The availability of postal votes on demand;
  - e) Disturbance to electors which would be caused by alteration of polling places which have been used for a long period of time;
  - f) A polling place should be in its own polling district, unless it is not possible to find a suitable place in the district;
  - g) There should not be major barriers between the voters and their polling place. Major roads, rivers and the like can therefore be considered as starting points for polling district boundaries unless there is good quality, accessible crossing points;
  - h) The polling place should not be difficult to locate and should be close to where most of the electors in the polling district live;
  - i) The topography of the area should be taken into account including availability of public transport for electors having to travel distances to the polling place;
  - j) Facilities for polling staff, who will be on duty for at least 16 hours and cannot leave the polling place;
  - k) That each parish should be a separate polling district save in exceptional circumstances;
  - l) If there appears to be a need in all or particular elections (considering, for example, UK Parliamentary elections may have a higher turnout than local government elections) for multiple polling stations in a polling place, it will need to be considered if the polling place can accommodate them; and
  - m) Capability of the polling place to cope with peaks of electors allocated to it.

- 4.4 It should be noted that the considerations are not weighted, as proposals need to be voter-centred and the exercise of judgment and the balancing exercise needs to have this at the forefront of consideration. Each proposal/representation will have circumstances peculiar to it and the differing considerations relating to those circumstances must be balanced to allow the outcome to be voter centred.

## **5. The Community Governance Review of all Parish and Town Councils**

- 5.1 The Council has the power to undertake a community governance review of the whole or part of its area at any time.
- 5.2 The first stage of a Community Governance Review as prescribed by the Local Government and Public Involvement in Health Act 2007 is to establish the terms of reference which will set out the matters on which the review is to focus. Terms of reference are attached as Appendix C to this report.
- 5.3 When undertaking a Community Governance Review a principal council must have regard to guidance issued by the Secretary of State and the Electoral Commission. The stages outlined in 3 above take account of the requirements of the legislation and the available guidance. However, subject to this, it is for the Council to decide how to undertake the review. In deciding what recommendations to make, the Council must take into account any other arrangements (apart from those relating to parishes) that have already been made, or that could be made for the purposes of community representation or community engagement in respect of the area under review. The Council also has the duty to consult and to take into account any representations received, and the duty to have regard to the need to secure that community governance reflects the identities and interests of the community.
- 5.4 A community governance review includes the review of existing parishes and it must recommend whether parishes should remain the same, or whether they should be abolished or their areas altered, and whether parish councils should continue or not, and must also make recommendations about electoral arrangements. Recommendations about new parishes could also include aggregating or separating parishes or unparished areas. If the review recommends that a new parish should be constituted, the review must also make recommendations as to the name of the new parish, whether or not the new parish should have a parish council, and whether or not the new parish should have one of the alternative styles. However, where a new parish has 1,000 or more local government electors, the review must recommend that the parish should have a council.

## **6. Results of the preliminary stage**

- 6.1 14 representations were received for the polling district review and 15 for the community governance review in response to the authority's Notice of Review published on 18 April 2013. The closing date for receipt of representations was 15 April 2013.

- 6.2 EWG considered the criteria at sections 4.0 and 5.0 when reviewing all representations made during the preliminary stage.

The representations can be grouped into:

- a) Representations where all parties that expressed a view agreed (Appendix A);
- b) Representations rejected by all parties (Appendix B)
- c) Representations agreed with revision by all parties (Appendix C)

## **7. Returning Officers Comments**

- 7.1 The Returning Officer is required to make a submission on the initial proposals with regard to the location of polling stations and polling places and has said:-

*“At this stage, I am content with the representations, but reserve the right to revise, and/or add to my views on the basis of officer inspections or expressions of support or objection received in response to further consultation during the proposal stage”.*

## **8. Equality and Diversity / Cohesion and Integration**

- 8.1 The notice of the review invited representations from stakeholders and in particular from those with expertise in access for persons with any type of disability. According to law, the authority must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled. We have been careful to ensure the review process meets that requirement.
- 8.2 An equality and cohesion screening document has been completed for this review and has concluded that the consultation arrangements will help ensure all people affected by the review are given an opportunity to comment which will address any equality, diversity, cohesion or integration issues raised. The screening document can be found at Appendix D.

## **9 Council policies and City Priorities**

- 9.1 The process for conducting a review of polling districts, places and stations and a community governance review is set out in legislation. It is a requirement that the authority completes its next full polling district review by the end of 2013. In the interests of efficiency and consistency the community governance review of Parish and Town Councils is being carried out at the same time.
- 9.2 The joint review does not affect the council's budget and policy framework, although ensuring electors have accessible polling places or parish and town councils does support the council's aims to be the best city for communities, and in particular the four year priority to increase a sense of belonging that builds cohesive and harmonious communities.



## **10. Resources and value for money**

- 10.1 There is no separate budget provision for the costs of carrying out any Review of Polling Districts or Community Governance Review. The costs of carrying out the consultation process will be met from within the existing budget for Electoral Services. The joint review is taking place during a fallow year where there are no local or national elections planned.
- 10.2 Staff resources are available to conduct this interim review in accordance with the timetable which is available as a background document to this report.

## **11. Legal Implications, Access to Information and Call In**

- 11.1 Under the Constitution, the Council has delegated authority to the Chief Executive to discharge the following Council (non executive) functions namely: -

- “ ...
- (c) to divide a constituency into polling districts<sup>4</sup>
  - (d) to divide electoral divisions into polling districts at local government elections”

and

- “ ...
- (k) Functions relating to community governance<sup>5</sup>
    - (i) Duties relating to community governance reviews
    - (ii) Functions relating to community governance petitions
    - (iii) Functions relating to terms of reference of review
    - (iv) Power to undertake a community governance review
    - (v) Duties when undertaking review
    - (vi) Duty to publicise outcome of review
    - (vii) Duty to send two copies of order to Secretary of State and Electoral Commission.”

- 11.2 If the Chief Executive chooses not to exercise that delegated authority, he may refer the matter to General Purposes Committee, who have authority: -

“to consider and determine Council (non executive) functions delegated to a Director where the Director has decided not to exercise the delegated authority and has referred the matter to the committee.”

---

<sup>4</sup> The area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors

<sup>5</sup> Functions relating to making of recommendations under section 87 – 92 of the Local Government and Public Involvement in Health Act 2007 (Item 5 Paragraph EB of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853) are reserved to the relevant committee that is responsible for making recommendations to full Council.

- 11.3 There is no provision similar to that regarding executive functions that allows the relevant Executive Member to require the “Director” to not exercise the delegated authority but to take a matter to Executive Board.
- 11.4 However, the Chief Executive has the opportunity to consult with the relevant Member(s), before deciding whether to exercise his delegated authority or alternatively himself choose to refer the matter to General Purposes Committee.
- 11.5 Therefore any community governance review under the existing constitutional provisions can be determined by the Chief Executive, or he has the alternative to refer the matter to General Purposes Committee, who themselves make final recommendations to Full Council.
- 11.6 The Chief Executive has chosen to refer the need to undertake a Polling District Review and the decision to undertake a full Community Governance Review to General Purposes Committee.
- 11.7 However, General Purposes Committee alone has the delegated authority to make recommendations for the final proposals for any Community Governance Review to Full Council. This is not delegated to the Chief Executive.

## **12. Risk Management**

- 12.1 There are different appeal mechanisms for polling district reviews and community governance reviews.
- 12.2 On conclusion of any polling district review, the Electoral Commission can consider representations that the review process has not been conducted correctly. There are only two grounds on which a representation may state that a local authority has failed to conduct a proper review, namely: -
- a) the local authority has failed to meet the reasonable requirements of the electors in the constituency; or
  - b) the local authority has failed to take sufficient account of accessibility to disabled persons of the polling place.
- 12.3 If the appeal is upheld, the Commission can, ultimately, make alterations to the polling places.
- 12.4 There is no right to appeal as such to the outcome of a community governance review, although if local electors disagreed with the final recommendations they could lobby the full Council not to give effect to them, or a decision by full Council could be challenged by way of judicial review on the usual principles.

## **13. Conclusions**

- 13.1 That the processes being followed by officers meet the statutory requirements for a joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements.

## **14. Recommendations**

### **14.1 Members are asked to:**

- a) note that the summary of representations set out in Appendix A have cross-party support (by parties who expressed a view) and resolve whether in each case to confirm or revise as an initial proposal;
- b) consider the summary of representations set out in Appendix B which have been rejected by all parties, and resolve whether in each case to confirm or revise as an initial proposal;
- c) consider the representation set out in Appendix C, which has been revised by all parties and confirm or revise as an initial proposal;
- d) note that the initial proposals agreed today will be published for further consultation from 24 June to 16 September 2013 and will return to General Purposes Committee in November to agree on the authority's final proposals.

## **15. Background documents**

- a) Full details for those representations where all parties that expressed a view agreed
- b) Full details for those representations rejected by all parties

## **16. Appendices**

- a) Appendix A - Representations where all parties that expressed a view agreed
- b) Appendix B - Representations rejected by all parties
- c) Appendix C – Representations where all parties have agreed to a revision
- d) Appendix D - Equality Screening Assessment
- e) Appendix E - Joint review timetable

This page is intentionally left blank

## Appendix A – Summary of representations where all parties that expressed a view agreed



Representation Number	Submitted by	Summary of Detail
BR1	Burmantofts & Richmond Hill Ward Councillors	To move the streets Middleton Avenue and Lydgate from polling district BRB into polling district BRL
BR3	Burmantofts & Richmond Hill Ward Councillors	To relocate the polling station for BRA from Ebor Gardens Community Centre to Scargill Grange Community Room
BR4	Burmantofts & Richmond Hill Ward Councillors	To split polling district BRA and create a new polling district BRM with the polling station being at Torre Road Social Club (The New Torre)
CGR 1.3	The Clerk to Bramhope & Carlton Parish Council	To move the far western boundary of Bramhope & Carlton Parish Council so as to transfer parts of Chevin Park Farm land, including the farm land buildings from Pool Parish
CGR 1.4	The Clerk to Bramhope & Carlton Parish Council	Move the north western boundary with Pool Parish south-east from it's current position to run adjacent to Pool Bank, thereby resulting in land transferring from Bramhope & Carlton Parish to Pool Parish
CGR 1.5	The Clerk to Bramhope & Carlton Parish Council	Move the boundary between Bramhope Ward and Carlton Ward in a south-west direction to run adjacent to Otley Road
CGR 4	The former Clerk to Scarcroft Parish Council	To amend the northern boundary of Scarcroft Parish Council to take in some land and properties from Bardsey cum Rigton Parish Council
CGR 5	The Clerk to Thorp Arch Parish Council	Align the boundary along Street 5 between Wighill Lane and Avenue E. No residential properties are affected.

<b>Representation Number</b>	<b>Submitted by</b>	<b>Summary of Detail</b>
CGR 6	The Clerk to Pool Parish Council	Representation in support of CGR 1.3 and CGR 1.4
CGR 8	The Clerk to Horsforth Town Council	Amendment to the boundary of Horsforth Town Council to take in polling district HOH
CGR 9	The Clerk to Bramham cum Oglethorpe Parish Council	Representation in support of CGR 10.3
CGR 10.1	The Clerk to Boston Spa Parish Council	Transfer small area of non-residential land from Boston Spa Parish Council to Wetherby Town Council
CGR 10.3	The Clerk to Boston Spa Parish Council	Adjustment to the boundary with Bramham cum Oglethorpe Parish Council where the existing boundary follows Bramham Beck. Revised boundary to follow Bar Lane.
CGR 11 (c)	Labour Group – Morley Town Council	Relocate the polling station for polling district MSE to Lewisham Youth Centre
CGR 12 (a)	The Clerk to Morley Town Council	Move Winterbourne Avenue into polling district MNC (ensure Sandmead Croft & Sandmead Close are also in MNC)
CGR 12 (b)	The Clerk to Morley Town Council	Identify new polling station for polling district MSE – agreed Lewisham Youth Centre
CGR 12 (c)	The Clerk to Morley Town Council	Include polling district MSH into the Morley Town Council area (EWG will be looking for support/objections during 2 <sup>nd</sup> consultation period in order to make an informed decision on this matter)

Representation Number	Submitted by	Summary of Detail
CGR 14	The Clerk to Walton Parish Council	Representation in support of CGR 5
CGR 15 (c)	Cllr Neil Dawson, Morley South Ward	Relocate the polling station for polling district MSE to Lewisham Youth Centre
CH1	Cllr Elizabeth Nash, City & Hunslet Ward	Relocation of the polling station for polling district CHA from the Museum Discovery Centre to St Peters Parish Church, Kirkgate
CH2	Cllr Elizabeth Nash, City & Hunslet Ward	Amendment of the boundary for polling districts CHA and CHD
GH1	Jane Priestley, Asst. Manager of Gipton Children's Centre	Relocation of the polling station for polling district GHB from the Children's Centre to the Dame Fanny Waterman Community Centre directly next door
GR1	Cllr Ryk Downes, Otley & Yeadon Ward	Relocate polling station for polling district GRI as it is currently situated in the Otley & Yeadon Ward. All parties agreed to movement with exact location to be agreed between Officers and Guiseley & Rawdon Ward Cllrs.
KI1	Cllr Bernard Atha, Kirkstall Ward	To remove the polling station serving the Kirkstall Brewery Residences polling district (KII) and merge that polling district with KID with all electors voting at St Stephens Parish Hall
RL1	Cllr Karen Bruce, Rothwell Ward	To amend the boundary between polling districts RLA and RLB to run along Leeds Road

This page is intentionally left blank



## Appendix B – Summary of representations rejected by all parties



Representation Number	Submitted by	Summary of Detail
BR2	Burmantofts & Richmond Hill Ward Cllrs	Amend boundary of polling district BRC and relocation of polling station from St Cyprians Church Hall to a Portable Building in the Asda Car Park on Harehills Lane
CGR 1.1	The Clerk to Bramhope & Carlton Parish Council	Part of the eastern boundary with Arthington Parish be moved east so that residential roads in the Creskelds area fall within the Bramhope & Carlton Parish Council area
CGR 1.2	The Clerk to Bramhope & Carlton Parish Council	Proposing that unparished land to the south east of the Bramhope & Carlton Parish Council area down to, and including Golden Acre Park is transferred into Bramhope & Carlton Parish
CGR 2	Mr A Pinder, resident of Belmont Grove, Rawdon	Request that his property be included within the Rawdon Parish Council area
CGR 3	Ms F Pearson, resident of Belmont Grove, Rawdon	Request that her property be included within the Rawdon Parish Council area
CGR 7	The Clerk to Horsforth Town Council	Request for the creation of a new ward in light of a proposed new housing development
CGR 10.2	The Clerk to Boston Spa Parish Council	The transferral of Lonsdale Meadows and Slaid Close from Clifford Parish Council to Boston Spa Parish Council (not supported by Clifford)
CGR 11(a)	Labour Group – Morley Town Council	Transfer of 807 electors from polling district MSJ (Topcliffe Ward) to polling district MSE
CGR 11(b)	Labour Group – Morley Town Council	Transfer of 86 electors from polling district MSE to polling district MSD

<b>Representation Number</b>	<b>Submitted by</b>	<b>Summary of Detail</b>
CGR 11(d)	Labour Group – Morley Town Council	Proposal that the Central Ward is renamed the Lewisham Ward
CGR 11(e)	Labour Group – Morley Town Council	Proposal for Churwell Ward to be removed from Morley Town Council and become Churwell Parish Council
CGR 11(f)	Labour Group – Morley Town Council	Opposition for the inclusion of polling district MSH in the Morley Town Council area
CGR 13	Cllr Brian Cleasby, Horsforth Ward	Proposal that the new housing development being built on the Clariant site be included in the Rawdon Parish Council area
CGR 15 (a)	Cllr Neil Dawson, Morley South Ward	Transfer of 807 electors from polling district MSJ (Topcliffe Ward) to polling district MSE
CGR 15 (b)	Cllr Neil Dawson, Morley South Ward	Transfer of 86 electors from polling district MSE to polling district MSD
CGR 15 (d)	Cllr Neil Dawson, Morley South Ward	Proposal that the Central Ward is renamed the Lewisham Ward
CGR 15 (e)	Cllr Neil Dawson, Morley South Ward	Proposal for Churwell Ward to be removed from Morley Town Council and become Churwell Parish Council
CGR 15 (f)	Cllr Neil Dawson, Morley South Ward	Opposition for the inclusion of polling district MSH in the Morley Town Council area
CGR 15 (g)	Cllr Neil Dawson, Morley South Ward	Proposal that Teale Ward is renamed Dartmouth Ward
OY1	Nina Eastwood, Senior Area Operational	For the polling station located in Yeadon Library

	Manager, Libraries and Information	to be relocated to Yeadon Town Hall
--	---------------------------------------	-------------------------------------

This page is intentionally left blank

## Appendix C

### Representations where all parties agreed with a revision



#### Representation Number

RL3

Members agreed that it would make more sense for the boundary to run along streets and not through them, and decided on the revision as shown on the second map attached to this document.

# Polling District Review 2013

## Proposal Information



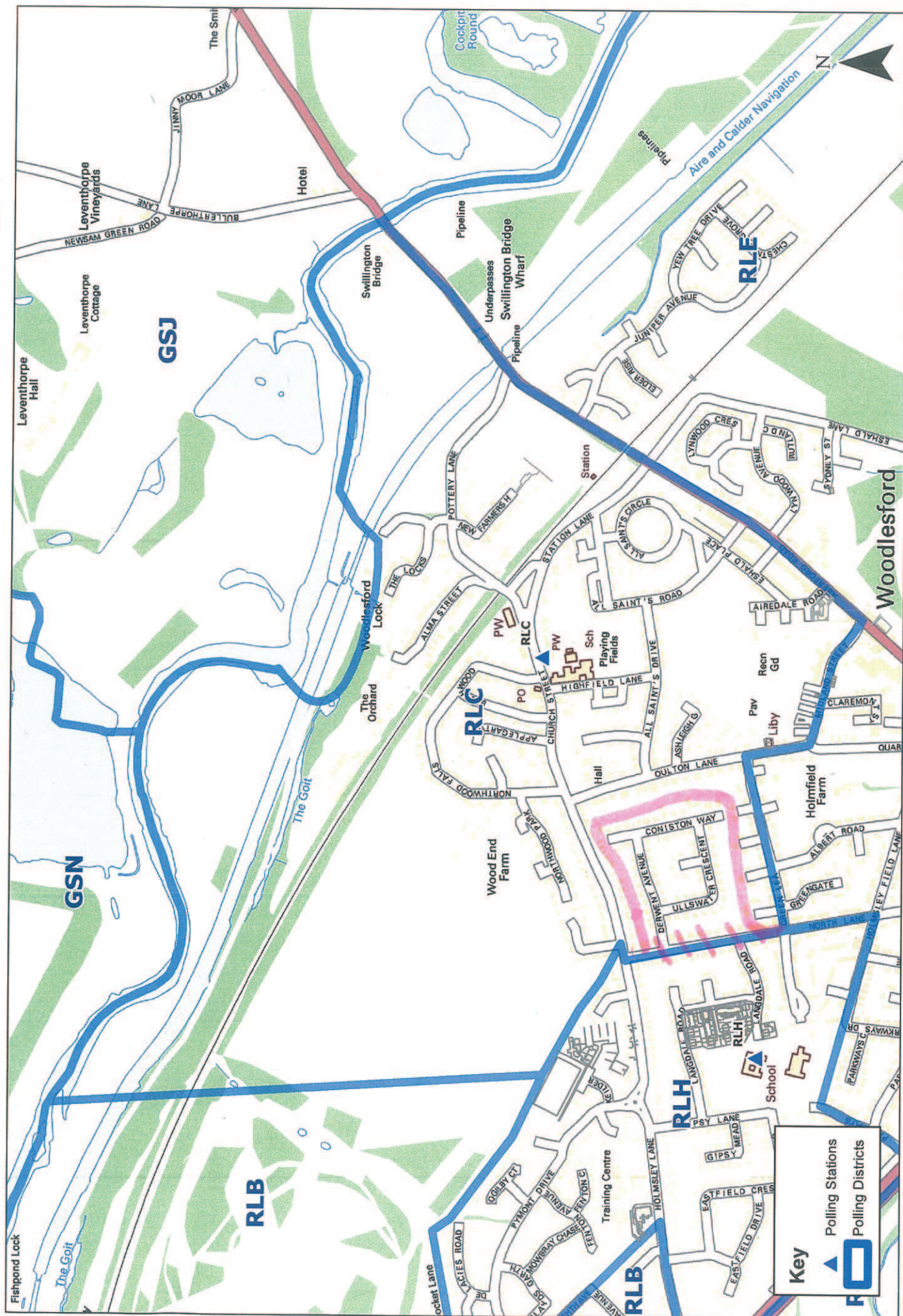
Proposal Reference No.	<b>RL3</b>
Ward	<b>Rothwell</b>
Polling district(s)	<b>RLC RLE RLH</b>
Polling station(s)	<b>Oulton Primary School Green Lea Oulton Leeds LS26 8NT</b>
Electorate(s)	<b>RLC – 2,065 RLE – 2,155 RLH – 1,370</b>
Postal Voter(s)	<b>RLC - 311 RLE - 358 RLH - 254</b>
Proposal submitted by	<b>Labour Party</b>
Proposal detail	<b>To extend the boundary of RLH to take in the properties on the North Lane estate</b>
Revised electorate(s)	<b>RLC – 1,771 RLE – 1,858 RLH – 1,961</b>
Officer comments	<p><b>It would be preferable for the boundary to follow streets rather than cut through them.</b></p> <p><b>We have not received any representations from electors who are dissatisfied with the voting arrangements in this area.</b></p>



The map displays the Woodlesford area with the proposed RL3 route highlighted in blue. The route starts near the River Aire, passes through Woodlesford, and ends near Woodland Park. Key landmarks include Woodlesford Farm, Woodland Park, and Woodlesford. The map also shows the River Aire and several bridges. Other routes shown include RLB, RLC, RLH, and RLE. The map is labeled with 'PROPOSAL RL3' in a blue box.



RL3





# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: Resources</b>	<b>Service area: Electoral Services</b>
<b>Lead person: Susanna Benton</b>	<b>Contact number: 24 76727</b>

## 1. Title: Community Governance Review of Parish and Town Council Arrangements

Is this a:

☐

Strategy / Policy

☐

Service / Function

☐

Other

If other, please specify

## 2. Please provide a brief description of what you are screening

The Returning Officer must review it's Parish and Town Councils from time to time and has taken the decision to review arrangements in 2013, alongside the statutory Polling District Review (please see the equality screening document of the same name).

There are currently 32 Parish and Town Councils in the Leeds City Council area. Many of these Councils are split into electoral wards.

The Community Governance Review of arrangements will allow representations to be made by any interested party about matters which include:

- Increasing/decreasing the number of Parish Councillors
- Creating/abolishing a new Parish/Town Council
- Amending existing Parish/Town Council boundaries

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		
Have there been or likely to be any public concerns about the policy or proposal?		
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		
Could the proposal affect our workforce or employment practices?		
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment. Please provide specific details for all three areas below (use the prompts for guidance).

§ **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

Specifically, the area of the Community Governance Review which is equality related is access to the consultation process. It is important that we ensure access is available to everyone, and that assistance is provided to those who require it.

We will be publishing a notice of the Community Governance Review which will inform all interested parties of how and when to make representations, and what will happen at each step of the process.

The notice will be published in Council Buildings, on the LCC website, on Talking Point, and will also be supplied to all Councillors, Leeds MPs Parish and Town Council Clerks.

Representations will be accepted via Talking Point, by email, by post or by hand delivery to the Electoral Services Office.

§ **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

We have considered the best possible ways to allow for consultation and representations to be made to allow all interested parties to have their say. By providing a number of ways of communication and offering assistance where required, we are eliminating the possibility that one group could be at any disadvantage.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

Any comments received regarding the consultation process will be considered as part of the review debrief.

**5. If you are *not* already considering the impact on equality, diversity, cohesion and integration you *will need to carry out an impact assessment*.**

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

<b>6. Governance, ownership and approval</b>		
Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
John Mulcahy	Head of Licensing and Registration	5 February 2013

<b>7. Publishing</b>	
This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.	
If this screening relates to a <b>Key Delegated Decision, Executive Board, full Council</b> or a <b>Significant Operational Decision</b> a copy should be emailed to Corporate Governance and will be published along with the relevant report.	
A copy of <b>all other</b> screening's should be sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a> . For record keeping purposes it will be kept on file (but not published).	
<b>Date screening completed</b>	29 January 2013
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: Resources</b>	<b>Service area: Electoral Services</b>
<b>Lead person: Susanna Benton</b>	<b>Contact number: 24 76727</b>

## 1. Title: Polling District Review

Is this a:

☐

**Strategy / Policy**

☐

**Service / Function**

☐

**Other**

**If other, please specify**

## 2. Please provide a brief description of what you are screening

In accordance with legislation, the Returning Officer must carry out a review of polling districts, polling places and polling stations by the end of 2013.

A polling district is a small electoral area with a clearly defined boundary. A polling place is a building, plot of land or area within a polling district which is designated as the location for polling to take place. A polling station is a room within the designated building, or, for example, a portable building on a designated plot of land.

This review involves public consultation where interested parties can make representations about an electoral area, or polling station. Examples of this could be a proposal to include a newly built housing estate in an existing polling district, which would allow electors easier access to polling.

The review will be held alongside a "Community Governance Review of Parish and Town Council arrangements". (Please see the equality screening document of the same name.)

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		
Have there been or likely to be any public concerns about the policy or proposal?		
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		
Could the proposal affect our workforce or employment practices?		
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment. Please provide specific details for all three areas below (use the prompts for guidance).

§ **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The review will affect all eligible electors in Leeds (all those people registered to vote who are aged 18 or over).

Specifically, the element of the review which relates to equality is the location of polling stations and the accessibility of the premises designated for polling.

The primary considerations for a review of this type are a requirement of electoral law, and are:

- § The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances; and
- § The Council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled

It is also important that we ensure access to the consultation process is available to everyone, and that assistance is provided to those who require it.

The current polling station arrangements have been designated over a number of years, as the result of previous reviews, and local decisions made by consulting the Returning Officer and Ward Councillors.

At each major election, the Returning Officer employs Polling Station Inspectors (PSI's) to visit each polling station. Part of the PSI's duties is to inspect each polling station and provide feedback to the Returning Officer in relation to access for disabled people.

We will also be considering complaints/comments received from electors in relation to their polling station which have been made as a result of elections in 2012.

There are currently 52 polling stations in Leeds which are housed in portable buildings. We will endeavour to relocate these to permanent buildings where possible, with better facilities and access for disabled electors.

We will be publishing a notice of the review which will inform all interested parties of how and when to make representations, and what will happen at each step of the process.

The notice will be published in Council Buildings, on the LCC website, on Talking Point, and will also be supplied to all Councillors, Leeds MPs Parish and Town Council Clerks.

Representations will be accepted via Talking Point, by email, by post or by hand delivery to the Electoral Services Office.

§ **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

We will be taking into account the following key points:

§ The comments/feedback from polling station inspectors  
 § Comments/complaints from electors following the 2012 elections  
 § The representations submitted at both stages of the consultation process

• **Actions**  
 (think about how you will promote positive impact and remove/ reduce negative impact)

The information above will inform the review, and assist us in identifying areas of particular concern.

Relocating as many polling stations as possible from portable buildings to suitable permanent premises will also have a positive impact on polling facilities.

The Returning Officer will continue to monitor all polling stations annually through the inspections carried out by PSI's.

**5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment**.**

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

**6. Governance, ownership and approval**  
 Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
John Mulcahy	Head of Licensing and Registration	5 February 2013



## 7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision**, **Executive Board**, **full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

<b>Date screening completed</b>	29 January 2013
If relates to a Key Decision - <b>date sent to Corporate Governance</b>	
Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	

This page is intentionally left blank

# Joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements

## Timetable

### Stage 1: Preliminary Stage

When notice is given of the Joint Review and advises that representations would be welcome, particularly (with regard to polling stations) from those with expertise in access for persons with any type of disability. It also sets out the reference documents which should be made available. This would be the first public consultation period and would last 8 weeks. The council would consider representations received and form Initial Proposals for further consultation.

Task	Date	Notes
Report to General Purposes Committee (GPC) outlining how Joint Review is to be conducted	12 February 2013	Purpose of this report. GPC to agree methodology and role of Elections Working Group
Publication of Notice of Joint Review	18 February 2013	Published in local press including whereabouts of documentation for public inspection and details of representation period. Also includes publication of Terms of Reference for Community Governance Review.
Representation Period	18 February 2013 to 15 April 2013	Eight weeks consultation period. All representations received are logged and cross-referenced to applicable Ward or Parish/Town Council on receipt
Inspection of changes proposed in representations	18 February 2013 to 19 April 2013	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements

### Stage 2: Proposals Stage

When the council considers representations received and forms its Initial Proposals. The Returning Officer must comment, at this stage, on all existing polling stations used and any new polling stations which would probably be chosen if the new proposals were accepted by the authority. The Guidance suggests that the polling district review by the authority (of districts and places) should be conducted jointly with the Returning Officer's review (of polling

stations). The Initial Proposals would also include proposals for parish and town council matters for the Community Governance Review.

<b>Task</b>	<b>Date</b>	<b>Notes</b>
EWG to consider representations received in Stage 1 and details of any inspections	22 April 2013 to 31 May 2013	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial Proposals go to GPC for approval	June 2013	Date of GPC meeting to be confirmed
Initial Proposals published after approval by GPC	24 June 2013	Further Notice published in local press also detailing Stage 3 consultation period

### **Stage 3: Consultation Stage**

To receive representations and comments on the authority's Initial Proposals for both the Polling District Review and Community Governance Review. This would be the second consultation period and will last 12 weeks. For the Polling District Review this needs to be in two parts: -

- i. a compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated polling stations; and
- ii. submissions from other persons and bodies which can be referenced to the Returning Officer's proposed polling stations as well as the authority's Initial Proposals.

<b>Task</b>	<b>Date</b>	<b>Notes</b>
Consultation commences	24 June 2013	Twelve weeks consultation period
Returning Officer's comments/recommendations published	By 22 July 2013	RO's comments must be published within 30 days of receipt of proposals <sup>1</sup> , unless already published as part of Initial Proposals
Consultation ends	16 September 2013	All representations received are logged and cross-referenced to applicable Ward or Parish/Town Council on receipt

---

<sup>1</sup> In accordance with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 Regulation 3.

Inspection of any further changes proposed in representations received.	24 June 2013 to 20 September 2013	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements
---	-----------------------------------	---

#### **Stage 4: Conclusion of the Joint Review**

When the authority must produce Final Proposals, taking into consideration any further representations made.

<b>Task</b>	<b>Date</b>	<b>Notes</b>
EWG consider further representations received during Stage 3	23 September 2013 to 14 October 2013	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

#### **Stage 5: The Decision of the Council**

General Purposes Committee will decide the Final Proposals of the Review of Polling Districts, Places and Stations; and will make recommendations to Full Council on the Final Proposals to be adopted for the Community Governance Review. Once the final decisions are made, the Review documentation must be published before 31<sup>st</sup> December 2013.

<b>Task</b>	<b>Date</b>	<b>Notes</b>
Final Proposals go to GPC to agree	October 2013	Date of GPC meeting to be confirmed. GPC agrees Final Proposals for Review of Polling Districts, Places and Stations; and recommend Final Proposals for the Community Governance Review to Full Council
Final Proposals for Community Governance Review go to Full Council for decision	November 2013	Date of Full Council meeting to be confirmed. Full Council agrees Final Proposals for Community Governance Review
Final Notice of Joint Review is published	25 November 2013	Details of whereabouts of Joint Review Documentation for public inspection is given

This page is intentionally left blank

## Report of Chief Officer Democratic and Central Services

### Report to General Purposes Committee

**Date: 18<sup>th</sup> June 2013**

### Subject: Webcasting of Council Meetings

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

At the meeting of 30th August 2012 General Purposes Committee considered a report on the potential for webcasting Council meetings. The report provided an overview of webcasting, outlined the potential benefits, provided information on the experience of other authorities, and outlined options for the introduction of webcasting for Council meetings.

Committee agreed to a trial webcast of the State of the City Council meeting held on 28<sup>th</sup> November 2011. The meeting was in two parts with workshops in between and not suitable for live webcasting but it was made available the following day. The general view of Members and Officers is that the webcast worked well and that the quality of the end product was good. The archive coverage has been viewed 917 times (as at 4.6.13).

The Council meeting of 8<sup>th</sup> May 2013 was webcast live and accessed live 588 times. In its archive form it has been viewed 1037 times (as at 4.6.13). The viewing numbers for both events were achieved with very little publicity or promotion. The technology worked well with no difficulties in the live environment.

The two trials demonstrated that it is possible to provide good quality live webcasts of Council and provided the opportunity to see the potential for improving public awareness, participation and engagement with the Council and local democracy. Estimated costs are in the region of £16k for a managed service covering Council meetings for a municipal year and this can be funded in the 2013/14 budget.

### Recommendations

General Purposes Committee are asked to consider the outcome of the trials and determine whether Council should be webcast over the next municipal year.

## **1 Purpose of this report**

- 1.1 This report sets out the background and provides information on the proposal to webcast Council meetings and provides information on two trial webcasts which have taken place.
- 1.2 The purpose of the report is to seek Member's views on whether Council meetings should be webcast on a more regular basis.

## **2 Background information**

- 2.1 At its meeting of 30<sup>th</sup> August 2012 General Purposes Committee considered a report on the potential for webcasting Council meetings. The report provided an overview of webcasting, outlined the potential benefits, provided information on the experience of other authorities, and outlined options for the introduction of webcasting for Council meetings.
- 2.2 The Committee resolved to agree to a trial webcasting of the State of the City Council meeting to be held on 28<sup>th</sup> November 2012 subject to appropriate protocols concerning the application and use of the system being drawn up. They also determined that any consideration of extending the webcasting in to the 2013/14 Municipal Year should be referred back to General Purposes Committee.
- 2.3 Member Management Committee approved a protocol for webcasting Council meetings at its meeting of 23<sup>rd</sup> October 2012.
- 2.4 The State of the City meeting on 28<sup>th</sup> November 2012 was webcast with coverage being available on the internet the following day. Although the webcast was well received there were a number of technical issues which suggested that a live webcast might give more difficulties. It was agreed that a further trial was required to test a live Council Webcast.
- 2.5 At the meeting of 22<sup>nd</sup> January 2013 Member Management Committee agreed that a further webcast trial be undertaken at the Council meeting planned for 17<sup>th</sup> April 2013. This meeting was subsequently rearranged to 8<sup>th</sup> May 2013 and this meeting was webcast live.

## **3 Main issues**

- 3.1 The original report to General Purposes Committee gave information about webcasting and explained how the technique could give live access to view Council meetings over the internet using a small number of fixed cameras linked to the Council Chamber sound and voting system. The system allows access to the public agenda papers and reports alongside the video screen.
- 3.2 The report outlined some of the potential benefits including: increasing public awareness of local democracy; strengthening democratic accountability; more open transparent decision making; and encouraging public involvement. The facility would also provide the ability to view Council meetings live from another location, use the archive to replay meetings, or parts of the meeting, at a later date, search for and view particular speakers or agenda items.



- 3.3 The State of the City Council meeting held on 28th November 2012 was recorded and webcast by Public-i. The meeting itself was in two parts with workshops taking place in between. As a consequence it was decided that it would not be appropriate to provide a live broadcast of the event. The webcast of the meeting was provided after the event and is still available to view at:

[http://www.leeds.public-i.tv/core/portal/webcast\\_interactive/91902](http://www.leeds.public-i.tv/core/portal/webcast_interactive/91902)

- 3.4 The general view expressed by Members and Officers is that the webcast worked well and the quality of the end product was good. The webcast has been accessed 917 times since its recording (as at 4<sup>th</sup> June 2013).

- 3.5 The Council Meeting held on 8<sup>th</sup> May 2013 was recorded and webcast live by Public-i. It is now available in archive form to view at:

[http://www.leeds.public-i.tv/core/portal/webcast\\_interactive/103346](http://www.leeds.public-i.tv/core/portal/webcast_interactive/103346)

- 3.6 The technology worked well and there were no particular issues or difficulties in setting up and webcasting the live meeting. Very little promotion or publicity was issued about the webcast. The live webcast was viewed by 588 viewers and has been viewed in the archive by 1037 viewers (as at 4<sup>th</sup> June 2013). An earlier analysis of number of viewers showed that around 4% were from internal LCC IP addresses.
- 3.7 The webcast did lead to significant interest and discussion on Twitter and Facebook where contributors generally welcomed the initiative and suggested that it should be a regular feature with some requests that it should cover more of the decision making meetings.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Since the original consideration by General Purposes Committee the issues around webcasting have been discussed both formally and informally with Members through Member Management Committee, Whips meetings and through discussions and comments as the two trials have taken place.
- 4.1.2 At their meeting of 4<sup>th</sup> June Member Management Committee considered a report on the matter and were asked for views and comments on the proposals. They were of the view that the two webcasts were well received by Members and the public and that it provides an opportunity for better public engagement and the potential to improve awareness of local democracy in general. They were supportive of the proposals to webcast Council meetings for this municipal year.
- 4.1.3 There has been no public consultation about the proposals to date. The project has concentrated on whether the technical solutions are suitable, providing an opportunity for Members to trial the system, and looking at the resource requirements. If webcasting was to progress on a more frequent basis it would

make sense to publicise and promote the facility and include arrangements to consult and collect views and comments.

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 An Equality, Diversity, Cohesion and Integration screening assessment has been completed. Webcasting can provide an alternative method to access Council meetings for people with disabilities and has the potential to give wider access to all citizens and communities to local democracy.

## **4.3 Council policies and City Priorities**

- 4.3.1 The City Priority Plan 2011-15 refers to the aim to be “Fair, open and welcoming”. The Council Business Plan 2011-15 vision to be Best City Council mentions the need for “clear accountable Civic Leadership” and refers to the values which include “Open, honest and trusted”. Providing access to live council meetings over the internet will contribute to achieving these aims.

## **4.4 Resources and value for money**

- 4.4.1 The previous report to General Purposes Committee established that the costs of a managed service such as that used for the two trial meetings would be in the region of £16k for coverage of Council meetings for a municipal year. This would typically include leased hardware, software, project and account management support, and full hosting of all content.
- 4.4.2 Budget provision is available in the 2013/14 budget.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 A protocol for the use of webcasting was approved by Member Management Committee on 23<sup>rd</sup> October 2012 and has been used for the two trial webcasts.

## **4.6 Risk Management**

- 4.6.1 The technical risks associated with this project have been reduced through the two webcast meetings. We have seen the technology in action and it is likely that a more permanent installation will improve the reliability and quality of the webcast.
- 4.6.2 The adoption of a full managed service on an annual basis will reduce any risks relating to equipment and limit the requirement for an initial large investment. It also provides the opportunity to review the webcast service to take account of public comment and views following a period of operation.
- 4.6.3 There could be risks associated with the public perception and media response to the webcasts but this likely to be outweighed by improved public access and awareness, and greater transparency of decision making.

## **5 Conclusions**

- 5.1 The two webcast Council meetings have demonstrated that it is possible to provide live public access to Council meetings over the internet. The trials have provided the opportunity to see the potential for improving public awareness, participation and engagement with the Council as an important part of local democracy.
- 5.2 Without any significant promotion or publicity both meetings were viewed by a large number of people (917 for the November meeting and 1624 for the May meeting). This gives a reasonable indication that there is public interest in what happens in the Council Chamber.
- 5.3 A decision is now required about whether the Council wishes to continue to webcast its meetings for the next year.

## **6 Recommendations**

- 6.1 General Purposes Committee are asked to consider the outcome of the trials and determine whether Council should be webcast over the next municipal year.

## **7 Background documents<sup>1</sup>**

- 7.1 None

---

<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

This page is intentionally left blank

# Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: Resources</b>	<b>Service area: Democratic Services</b>
<b>Lead person: John Kearsley</b>	<b>Contact number:0113 2474121</b>

## 1. Title: Webcasting Council Meetings

Is this a:

☐

**Strategy / Policy**

☒

**Service / Function**

☐

**Other**

**If other, please specify**

## 2. Please provide a brief description of what you are screening

A report is due to be considered by General Purposes Committee on proposals to webcast Council meetings. This follows two trial webcast of Council meetings in November 2012 and May 2013.

The report seeks Members view on the trials and asks for a decision on whether the Council should continue to webcast meetings using a managed service at a cost of approximately £16k for a municipal year.

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"><li>• Eliminating unlawful discrimination, victimisation and harassment</li><li>• Advancing equality of opportunity</li><li>• Fostering good relations</li></ul>		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?**

(**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

Webcasting provides a new opportunity for public and staff to see and hear Council meetings. At present the only way this can be experienced is by attending the meeting and due to the location and listed nature of the Civic Hall this can be difficult for some people with disabilities. Although we do make arrangements to facilitate disabled access to meetings webcasting provides another option to access Council meetings which can be a useful facility for all. Accessing live coverage of council meetings potentially gives more access to an important part of local democracy to more parts of the community.

- **Key findings**

(**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

Accessing webcasts on the internet is something that is available to a large group of people from all groups and communities. In most cases this will be a positive impact as it is an additional and more convenient option for people to access areas of council business which that may be interested in.

It is accepted that some people do not have access to the internet and miss out due to the “digital divide”. In context this project is a small element in the broader problem of providing greater access to digital facilities and on balance it is likely to help the move towards broader access rather than restrict it.

- **Actions**

(**think about** how you will promote positive impact and remove/ reduce negative impact)

Promotion and publicity of the availability of the facility.

Using the webcast facility as part of the programme of addressing the digital divide

**5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment**.**

Date to scope and plan your impact assessment:	
--	--

Date to complete your impact assessment	
---	--

Lead person for your impact assessment (Include name and job title)	
--	--

## 6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
John Kearsley	Chief Officer (Democratic and Central Services)	16.5.13

## 7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

Date screening completed	16.5.13
--------------------------	---------

If relates to a Key Decision - <b>date sent to Corporate Governance</b>	Not applicable
---	----------------

Any other decision – <b>date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	
--	--