



## GENERAL PURPOSES COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 25th November, 2014 at 2.00 pm

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### MEMBERSHIP

#### Councillors

D Blackburn	Farnley and Wortley;
J Blake	Middleton Park;
S Golton	Rothwell;
P Gruen	Cross Gates and Whinmoor;
G Latty	Guiseley and Rawdon;
J Lewis	Kippax and Methley;
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;

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## 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 15.2 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 15.2, 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			<b>LATE ITEMS</b>  To identify items which have been admitted to the agenda by the Chair for consideration  (The special circumstances shall be specified in the minutes)	
4			<b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b>  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.	
5			<b>APOLOGIES FOR ABSENCE</b>  To receive any apologies for absence from the meeting.	
6			<b>MINUTES - 23RD OCTOBER 2014</b>  To receive the minutes of the previous meeting held on 23 <sup>rd</sup> October 2014.	1 - 2
7			<b>POLLING DISTRICT REVIEW - FINAL PROPOSALS STAGE</b>  To receive a report of the Head of Licensing Registration which considers final proposals for the polling district review. Members are also requested to agree the final proposals to be published on 28 November 2014.	3 - 74

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p><b>THIRD PARTY RECORDING</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	



The minutes of the meeting held on 29<sup>th</sup> August 2014 were approved as a correct record.

## **23 Community Governance Review for the Creation of a Town Council for Guiseley**

Following a valid petition, received from electors in polling districts from the Guiseley and Rawdon Ward, the Head of Licensing and Registration presented his report which requested that a decision be taken on whether or not a Community Governance Review, concerning the creation of a town council for Guiseley, should take place. In the event of a decision to undertake a review the report also sought approval to the terms of reference, timetable and process for that review.

Members discussed the report and matters associated with carrying out a Community Governance Review in detail. Particularly:

- The timing of the review given the full review of parish and town councils arrangements that concluded in November 2013;
- The benefits and success of parish and town councils as a representative form of local democracy;
- The forty thousand pounds costs of undertaking a referendum as part of the consultation process should a decision to progress with the review be made and a referendum supported; and
- The polling districts comprising the proposed town council area.

A motion was put by Councillor Nash and seconded by Councillor Lowe that a Community Governance Review for the establishment of a town council for Guiseley be agreed and that the terms of reference for undertaking the review detailed at Appendix B of the report be approved.

An amendment was put by Councillor Latty and seconded by Councillor Procter that the method of consultation for such a review, if agreed by the Committee, be by way of a referendum. On being put to the vote the amendment was not supported.

The substantive motion in the name of Councillor Nash, on being put to the vote was agreed and it was:

### **RESOLVED – That**

- (a) A Community Governance Review for the establishment of a town council for Guiseley be undertaken; and
- (b) The terms of reference, process and timetable set out at Appendix B of the submitted report, be approved.

## Report of the Head of Licensing and Registration

### Report to General Purposes Committee

**Date: 25 November 2014**

### Subject: Polling District Review – Final Proposals Stage

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Adel & Wharfedale Ardsley & Robin Hood Armley Beeston & Holbeck Burmantofts & Richmond Hill Chapel Allerton Calverley & Farsley Farnley & Wortley Guiseley & Rawdon Garforth & Swillington Gipton & Harehills Horsforth Kirkstall Middleton Park Morley South Otley & Yeadon Rothwell Roundhay		
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 polling district review commenced in Leeds on 30 May 2014. A full review timetable can be found at Appendix E.

- 2 The first consultation period ended on 27 June and the Council's initial proposals were published on 5 September marking the start of the second period of consultation.
- 3 The second consultation period ended on 3 October.
- 4 A meeting of the Electoral Working Group was held to discuss the comments received during the second consultation stage. This report details the outcome of that meeting and EWG's recommendations for the Council's Final Proposals.

## **Recommendations**

- 1 Members are asked to:
  - a) Note the summary of initial proposals set out in Appendix A where comments were received during the second consultation stage and have all party support, and resolve in each case to confirm or revise as final proposals
  - b) Note the summary of initial proposals set out in Appendix B to which no further comments were received during the second consultation stage, and resolve whether in each case to confirm or revise as final proposals
  - c) Note the proposal set out in Appendix C where comments were received during the second consultation period and do not have all party support, and resolve whether to confirm or reject the proposal in order for it to be looked at under the ad hoc polling station review procedure
  - c) note that the final proposals agreed today for the polling district review will be published as part of the Council's Final Notice of Joint Review on 28 November 2014

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

- 1.1 To consider final proposals for the polling district review.
- 1.2 To agree the final proposals to be published on 28 November 2014.

## **2. Background information**

- 2.1 The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places. This change meant a compulsory review was required to be started and completed between 1 October 2013 and 31 January 2015 (inclusive).
- 2.2 Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year after 1 October 2013.
- 2.3 A 'review' is all the steps set out in Schedule A1 to the Representation of the People Act 1983 (RPA 1983). Further information on what these steps are is included later in this report. The review process, from the publication of the notice of the review until the publication of the documents at the end, must take place within the specified period.
- 2.4 The length of the review process is not prescribed, provided all the steps required by the legislation can be undertaken within it. However, the time allowed for consultation should be sufficient to enable interested persons and groups to read and understand the proposals, gather comments and respond with any alternative arrangements that they may wish to submit.
- 2.5 It is not anticipated that in view of the requirements in 2.2. above, that the Council will conduct another full review of polling districts and polling places until after 1 October 2018.

## **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 process takes 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).

- 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 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 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 28 May 2014. The final review notice is due to be published on 28 November 2014. The corresponding revised register will be published on 1 December 2014 and will be used for the Parliamentary Election, Local Government Elections and Parish/Town Council Elections to be held on 7 May 2015.

3.3 The Consultation Stage is now completed, and this report sets out the results so that General Purposes Committee can agree the authority's Final Proposals for publication.

#### **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.
- 4.3 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**.
- 4.4 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 last 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.

4.5 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. Results of the second consultation stage**

5.1 Comments were received on 3 of the Council's 18 initial proposals.

5.2 These comments were in response to the authority's Notice of Review (Initial Proposals) published on 5 September. The closing date for receipt of representations was 3 October.

5.3 EWG considered the criteria at section 4.0 when reviewing all further comments received during the first and second consultation stage.

5.4 The representations can be grouped into:

- a) Proposals where comments were received at the second consultation stage and have all party support
- b) Proposals where no comments were received at the second consultation stage
- c) Proposals where comments were received at the second consultation stage and do not have all party support

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

6.1 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.

- 6.2 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.

## **7 Council policies and City Priorities**

- 7.1 The process for conducting a review of polling districts, places and stations is set out in legislation. It is a requirement that the authority completes this polling district review by 31 January 2015.
- 7.2 The review does not affect the council's budget and policy framework, although ensuring electors have accessible polling places 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.

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

- 8.1 There is no separate budget provision for the costs of carrying out any Review of Polling Districts. The costs of carrying out the consultation process will be met from within the existing budget for Electoral Services.
- 8.2 Staff resources are available to conduct this interim review in accordance with the timetable which is available at Appendix E.

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

- 9.1 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>1</sup>
- (d) to divide electoral divisions into polling districts at local government elections”

- 9.2 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.”

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<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

- 9.3 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.
- 9.4 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.
- 9.5 The Chief Executive has chosen to refer the need to undertake a Polling District Review to General Purposes Committee.

## **10. Risk Management**

- 10.1 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.
- 10.2 If the appeal is upheld, the Commission can, ultimately, make alterations to the polling places.

## **11. Conclusions**

- 11.1 That the processes being followed by officers meet the statutory requirements for a Review of Polling Districts, Places and Stations

## **12. Recommendations**

- 12.1 Members are asked to:
- a) Note the summary of initial proposals set out in Appendix A where comments were received during the second consultation stage and have all party support, and resolve in each case to confirm or revise as final proposals
  - b) Note the summary of initial proposals set out in Appendix B to which no further comments were received during the second consultation stage, and resolve whether in each case to confirm or revise as final proposals
  - c) Note the proposal set out in Appendix C where comments were received during the second consultation period and do not have all party support, and resolve whether to confirm or reject the proposal in order for it to be looked at under the ad hoc polling station review procedure

- c) note that the final proposals agreed today for the polling district review will be published as part of the Council's Final Notice of Joint Review on 28 November 2014

### **13. Appendices**

- a) Appendix A – Proposals where comments were received at the second consultation stage and have all party support
- b) Appendix B – Proposals where no comments were received at the second consultation stage
- c) Appendix C – Proposals where comments were received at the second consultation stage and do not have all party support
- d) Appendix D - Equality Screening Assessment
- e) Appendix E - Joint review timetable

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## Polling District Review 2014

Appendix A - Proposals where further comments were received at the second consultation stage & have all-party support



Proposal ref.	Ward	Proposal summary
GS1.1, 1.2, 1.3	Garforth & Swillington	Relocate the polling station for GSJ and GSN from the Community Centre to Primrose House on Church Lane
RO1.1	Roundhay	Redraw boundary between ROB and ROC with ROB electors voting at Gledhow Primary School, and ROC electors voting at St Edmunds Parochial Hall

# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	GS1.1, GS1.2, GS1.3
<b>Ward</b>	Garforth & Swillington
<b>Polling district(s)</b>	GSJ GSN
<b>Polling station(s)</b>	Swillington & District Community Centre Church Lane Swillington LS26 8DX
<b>Electorate(s)</b>	GSJ - 1671 GSN - 3
<b>Postal Voter(s)</b>	GSJ - 364 GSN - 0
<b>Proposal submitted by</b>	Cllr Mark Dobson (Lab) Garforth & Swillington (GS1.1) Cllr Andrea McKenna (Lab) Garforth & Swillington (GS1.2) Diane Brown, Clerk of Swillington Parish Council (GS1.3)
<b>Proposal detail</b>	<p>The current station at the Community Centre has no parking, it's on the busy junction of Church Lane and the A642 and the school, rightly, have issues RE security and shut the gates to their car park ( they are adjacent).</p> <p>Many residents have told us they did not vote due to the lack of parking and access.</p> <p>It's our suggestion ( the three ward members) that the Polling Station is relocated further up Church Lane into Primrose House on Church Close therefore ensuring that side of Swillington retains a station but in a more accessible position.</p> <p>We have experiences difficulties at this station in 2012 and 2014 and would therefore like to see this change implemented for 2015.</p>

<b>Revised electorate(s)</b>	n/a
<b>Officer comments</b>	<p>Please note GS1.3 is in favour of <b>retaining</b> the polling station at Swillington &amp; District Community Centre.</p> <p>Officers have inspected Primrose House and are satisfied that it meets the relevant requirements for polling staff and the electorate.</p>

### Comments received during second consultation period

**From: Diane Brown, Clerk to Swillington Parish Council**

There was a lively debate at our parish meeting with no dissenters for a continuation of the current arrangements.

We did realise that there were some issues on polling night as after the new school was built the car park was fenced off with an electrically controlled gate.

The Community Centre is now within the new school grounds and the planners in their wisdom did not consider the parking arrangements for the Community Centre.

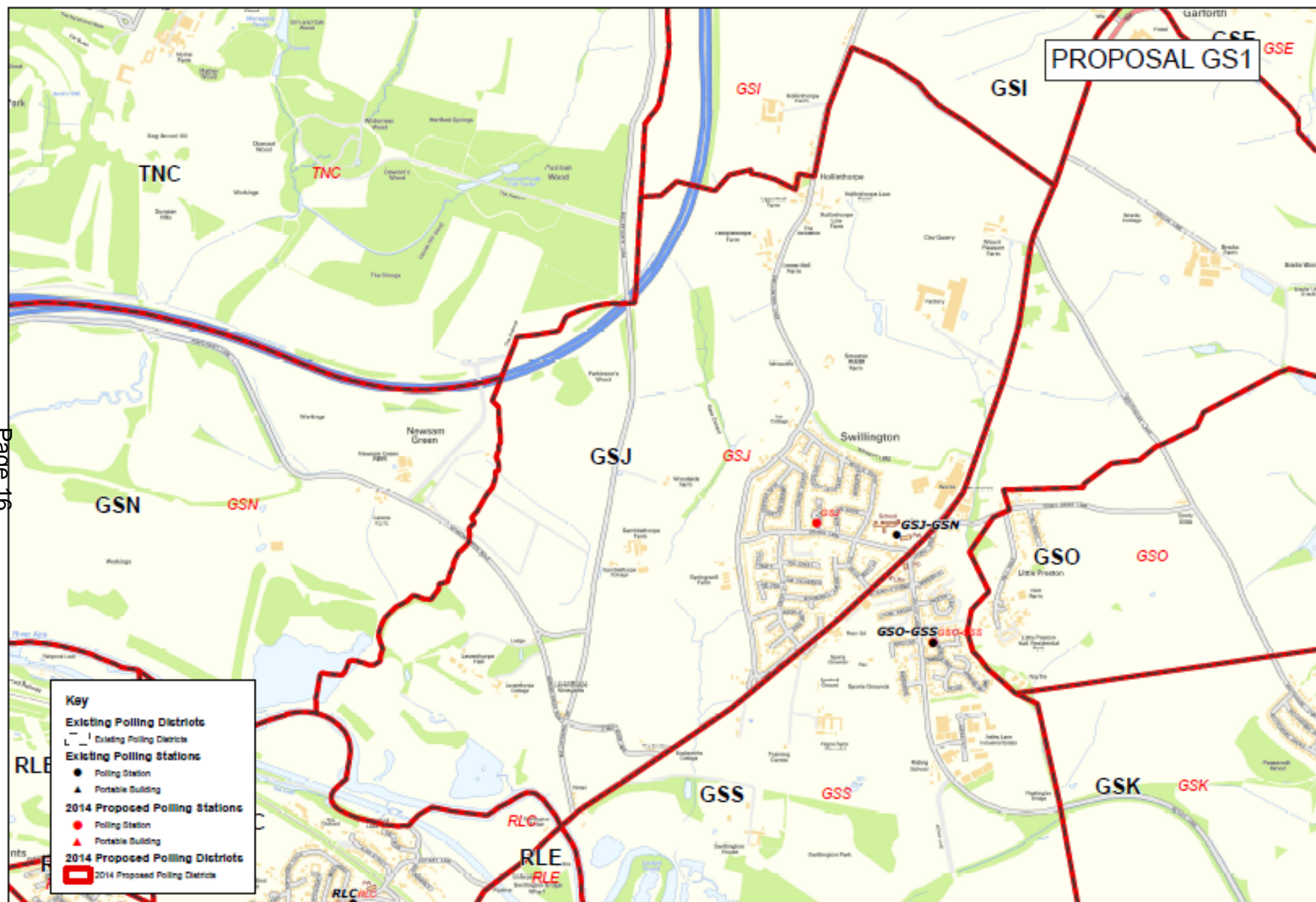
We consider that a little forethought and consideration from the school and we could sort this issue but the Ward Councillors have dismissed this entirely with no discussion at all with the parish council.

You can imagine our disappointment and that if consultation is properly conducted then our views should be heard.

I look forward to hearing further from you.

### Comments from EWG

Members noted the comments from Diane Brown, Clerk to Swillington Parish Council but took the decision to recommend the move to Primrose House as a final proposal.



# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	RO1.1
<b>Ward</b>	Roundhay
<b>Polling district(s)</b>	ROB ROC
<b>Polling station(s)</b>	Lidgett Park Methodist Church Lidgett Place Leeds LS8 1HG
<b>Electorate(s)</b>	ROB 2346 ROC 2766
<b>Postal Voter(s)</b>	ROB 382 ROC 511
<b>Proposal submitted by</b>	Councillor Bill Urry, Roundhay Ward
<b>Proposal detail</b>	<p>I have a couple of thoughts. There is no polling station currently on the large Brackenwood Estate necessitating a long uphill walk to the Lidgett Park Methodist Church. There was formally a temporary Portakabin on the estate which was withdrawn a few years back. This should never have happened as Brackenwood residents have to walk a considerable distance to Lidgett Park and democracy has been compromised.</p> <p>A partial solution might be to use Moor Allerton Hall Primary as a polling station. Alternatively there are portakabins already at the Brackenwood Community Centre adjacent to Moor Allerton Hall. These temporary buildings are under used but may be unsuitable simply because their future is uncertain - but they do have kitchen and toilet facilities for election staff. The only other issue is that these buildings are not central to the Brackenwood Estate but are better than the existing alternative.</p>

<b>Revised electorate(s)</b>	Revised ROB 2084 (minus PVs 1752) Revised ROC 2970 (minus PVs 2420)
<b>Officer comments</b>	<p>Officers liaised with Cllr Urry to come up with the most suitable solution for electors. The locations suggested by Cllr Urry were outside of the polling district.</p> <p>As you will see on the attached map, the boundary between ROB and ROC has been redrawn.</p> <p>Electors in the revised ROB would (subject to securing a room within the school) vote in Gledhow Primary School towards the bottom of the polling district. Officers were not able to inspect the school prior to the school holidays due to unavailability of the school. However schools are required by law to make a room available for the Returning Officer to use for polling so securing a room should no be an issue.</p> <p>All electors in ROC would vote at St Edmunds Parochial Hall.</p> <p>Cllr Urry agreed with the above change to his original proposal and was consulting with his ward colleagues but we did not receive any further correspondence from them.</p>

### Comments received during second consultation period

From: Cllr Bill Urry

My preferences are, in order:

- 1) Restore mobile polling station
- 2) use Gledhow School
- 3) use Brackenwood Community Centre
- 4) use Moor Allerton Primary

From: Cllr C McNiven

Supports Cllr Urry's comments as above.

### Officer comments

Officers have inspected Gledhow School who can make their Children's Centre available for use for polling.

As previously advised to Cllr Urry, both Brackenwood Community Centre and Moor Allerton Primary are outside of the polling districts concerned.



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# Polling District Review 2014

## Appendix B - Proposals where no comments were received at the second consultation stage



Proposal ref.	Ward	Proposal summary
AW1.1	Adel & Wharfedale	Establish a new permanent location for polling for AWD at Holt Park Active
AR1.1	Ardsley & Robin Hood	Divide ARI into 2 separate polling districts, new polling station in Tingley Athletics Club
AM1.1	Armley	To move from a portable building into Lilac Common House, Lilac Grove
BH1.1,1.2,1.3,1.4	Beeston & Holbeck	Polling for BHD to return to a portable building in the car park of the Broadway Public House
CF1.1	Calverley & Farsley	Polling to remain in a Portable Building at Woodhall Sports Pavilion as the Pavilion itself is unsuitable
CF2.1	Calverley & Farsley	To move from a portable building into the Conservatory at The Owl Public House
CA1.1	Chapel Allerton	To move from a portable building into Woodhouse Community Sports Club
CA2.1	Chapel Allerton	To merge the polling districts CAJ and CAK with both voting at the location for CAJ
FW1.1	Farnley & Wortley	To merge polling districts FWK and FWM who both already vote at the same polling station
GH1.1	Gipton & Harehills	GHA to vote with GHB at the Dame Fanny Waterman Centre instead of at a portable building on Gipton Approach
KI1.1	Kirkstall	Polling for KIF to remain in a portable building on land at Village Place as suggested alternative not suitable
MI1.1	Middleton Park	To move from a portable building into West Grange Church, West Grange Drive
RL1.1	Rothwell	To correct an error in the registers to enable a group of electors currently in RLI to vote in RLA
RL2.1	Rothwell	To create a new polling district RLK with electors voting at The Tower, Castle Lodge Estate
RL3.1	Rothwell	Move the polling station for polling district RLG from a Portable Building on Wordsworth Drive to Rothwell Sports Centre

# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	AW1.1
<b>Ward</b>	Adel & Wharfedale
<b>Polling district(s)</b>	AWD
<b>Polling station(s)</b>	Adel Methodist Church Hall Gainsborough Avenue Adel LS16 7NX
<b>Electorate(s)</b>	2057
<b>Postal Voter(s)</b>	453
<b>Proposal submitted by</b>	Various correspondence from electors and Councillors
<b>Proposal detail</b>	<p>Unhappy with the relocation of this polling station from the now demolished Holt Park Leisure Centre to Adel Methodist Church Hall.</p> <p>General opinion that the station should be located in the newly built Holt Park Active.</p>
<b>Revised electorate(s)</b>	N/A
<b>Officer comments</b>	<p>Officers have inspected a room at Holt Park Active which has been deemed suitable and has all the necessary access and facilities for electors and polling station staff.</p> <p>The room available has a sports flooring which will need temporary cover in part.</p>

EWG comments: Recommend the proposal be approved.



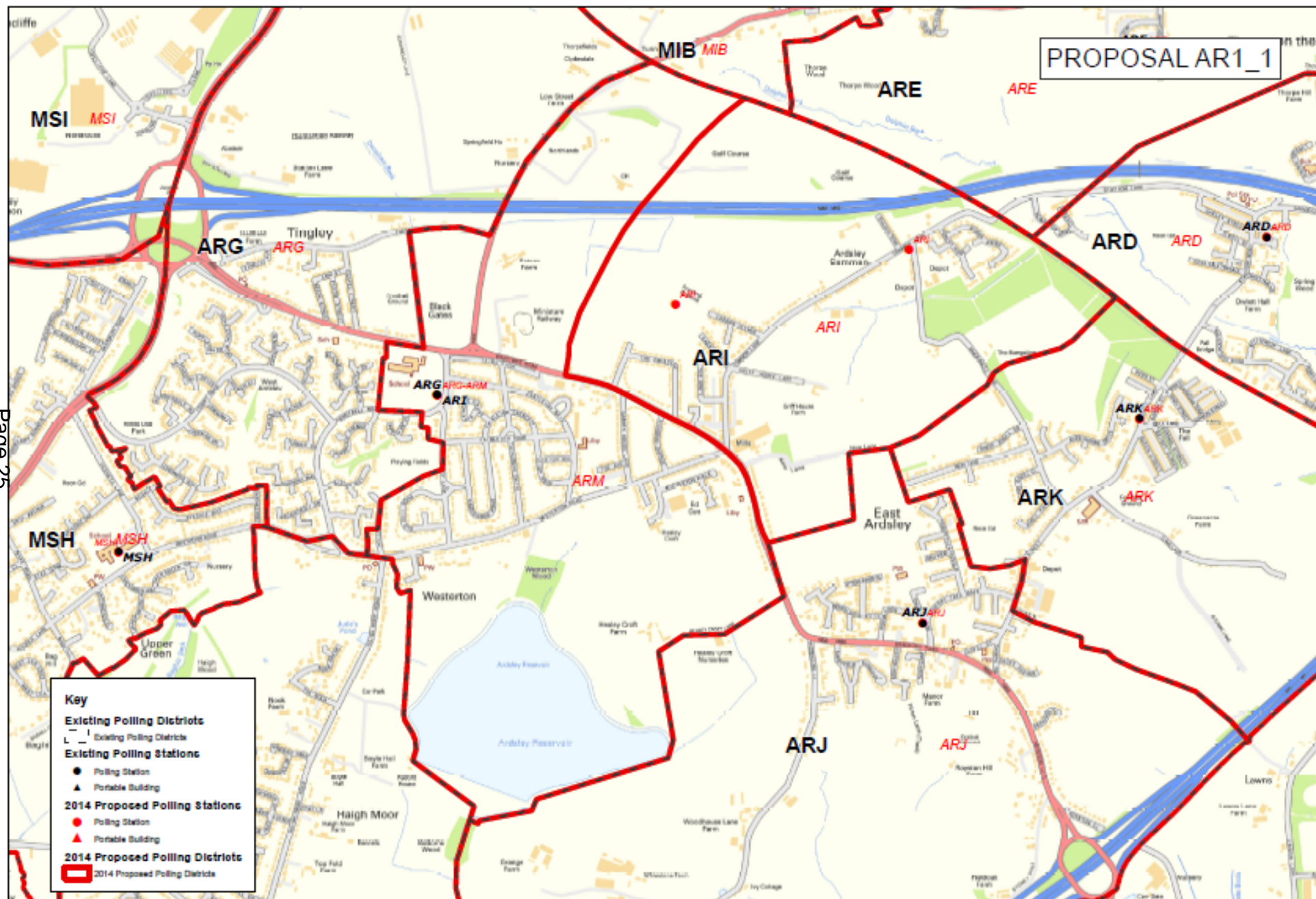
# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	AR1.1
<b>Ward</b>	Ardsley & Robin Hood
<b>Polling district(s)</b>	ARI
<b>Polling station(s)</b>	Lower Hall Tingley Activity Centre Smithy Lane West Ardsley WF3 1QQ
<b>Electorate(s)</b>	2620
<b>Postal Voter(s)</b>	475
<b>Proposal submitted by</b>	Cllr Lisa Mulherin (Labour), Ardsley & Robin Hood Ward
<b>Proposal detail</b>	<p>Divide ARI into two separate polling districts</p> <ul style="list-style-type: none"> <li>• Establish new boundary from Bradford Road going north towards and beyond the M62 to split ARI</li> <li>• Possible new polling station at Tingley Athletics Club or the Railway Public House.</li> </ul>
<b>Revised electorate(s)</b>	ARI (revised) - 823 ARM (new) - 1797
<b>Officer comments</b>	<p>Officers have visited the Athletics club which has a suitable room for use as a polling station and all the necessary facilities for electors and polling station staff.</p> <p>Access to the station is across a small car park which has adequate lighting.</p>

EWG comments: Recommend the proposal be approved.



# Polling District Review 2014

## Proposal Information

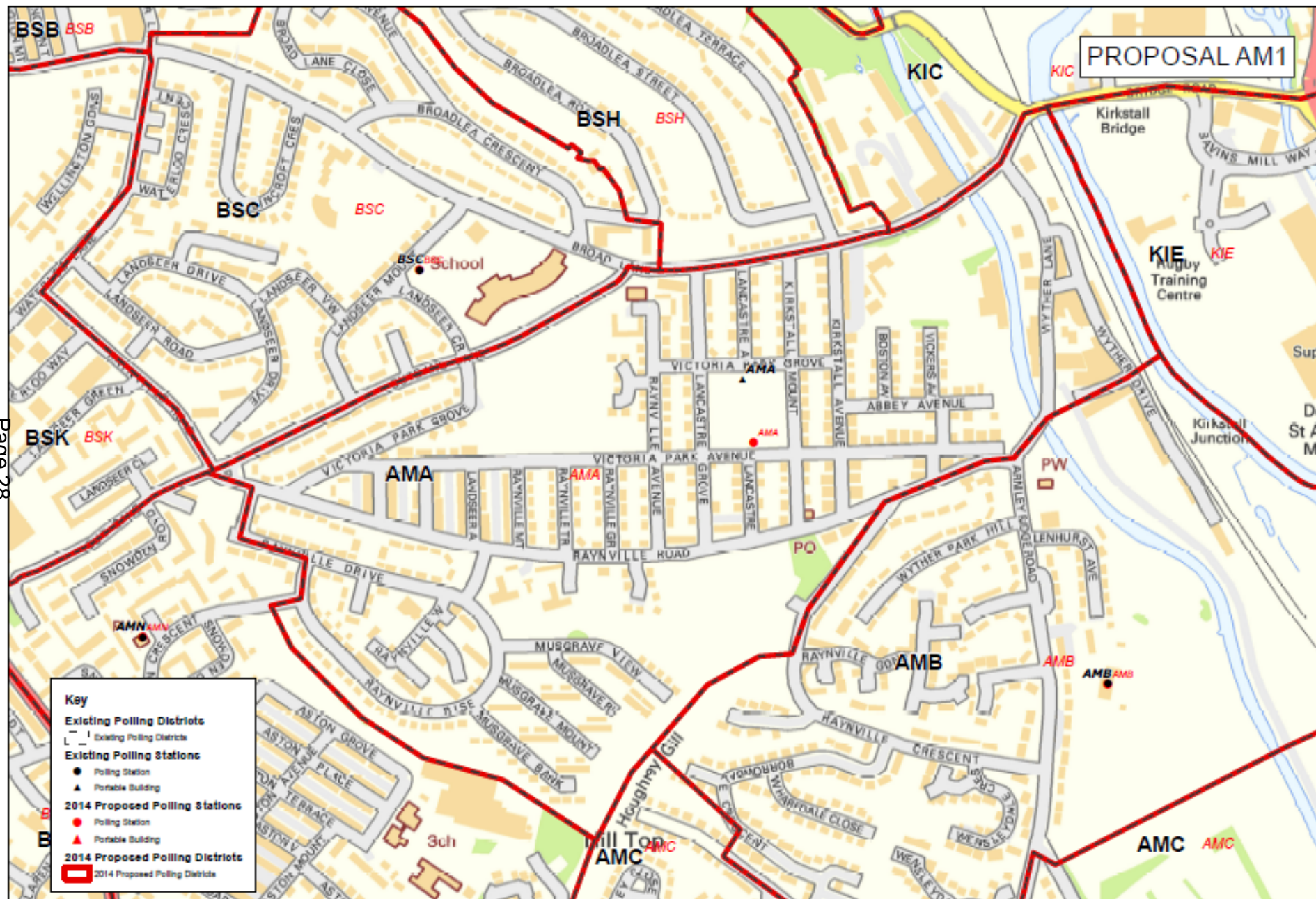


<b>Proposal Reference No.</b>	AM1.1
<b>Ward</b>	Armley
<b>Polling district(s)</b>	AMA
<b>Polling station(s)</b>	Portable Building on grassed area at junction of Victoria Park Grove and Raynville Road Leeds LS13 2RD
<b>Electorate(s)</b>	1718
<b>Postal Voter(s)</b>	262
<b>Proposal submitted by</b>	Lee Wright, Lilac Grove
<b>Proposal detail</b>	<p>I am emailing to make a provisional suggestion about an alternative location for a polling station, which could replace an existing portacabin in the Armley ward.</p> <p>Lilac Common House, Lilac Grove, Victoria Park Avenue, Kirkstall, LS5 2AG (Armley Ward)</p> <p>We are a housing co-operative (Lilac) based on the site of the former Wyther Park Primary School in Bramley</p> <p>In addition to our homes we own and run our own Common House, with accessible ground floor space with the entrance on Victoria Park Avenue. Is there a possibility that you may want to utilise our venue at next year's May elections?</p>
<b>Revised electorate(s)</b>	N/A
<b>Officer comments</b>	Officers have visited the Common House at Lilac Grove which has excellent access and facilities for electors and polling station staff. We fully support a move from the portable building to this new location.

Please note – should this be approved, it will be pending a final decision by the Lilac Residents Committee at their next meeting on 16 September 2014.

Should they take the decision not to agree to use of the Common Room as a polling station, the portable building would continue to be used in the absence of another suitable permanent building within the polling district.

EWG comments: Recommend the proposal be approved.



# Polling District Review 2014

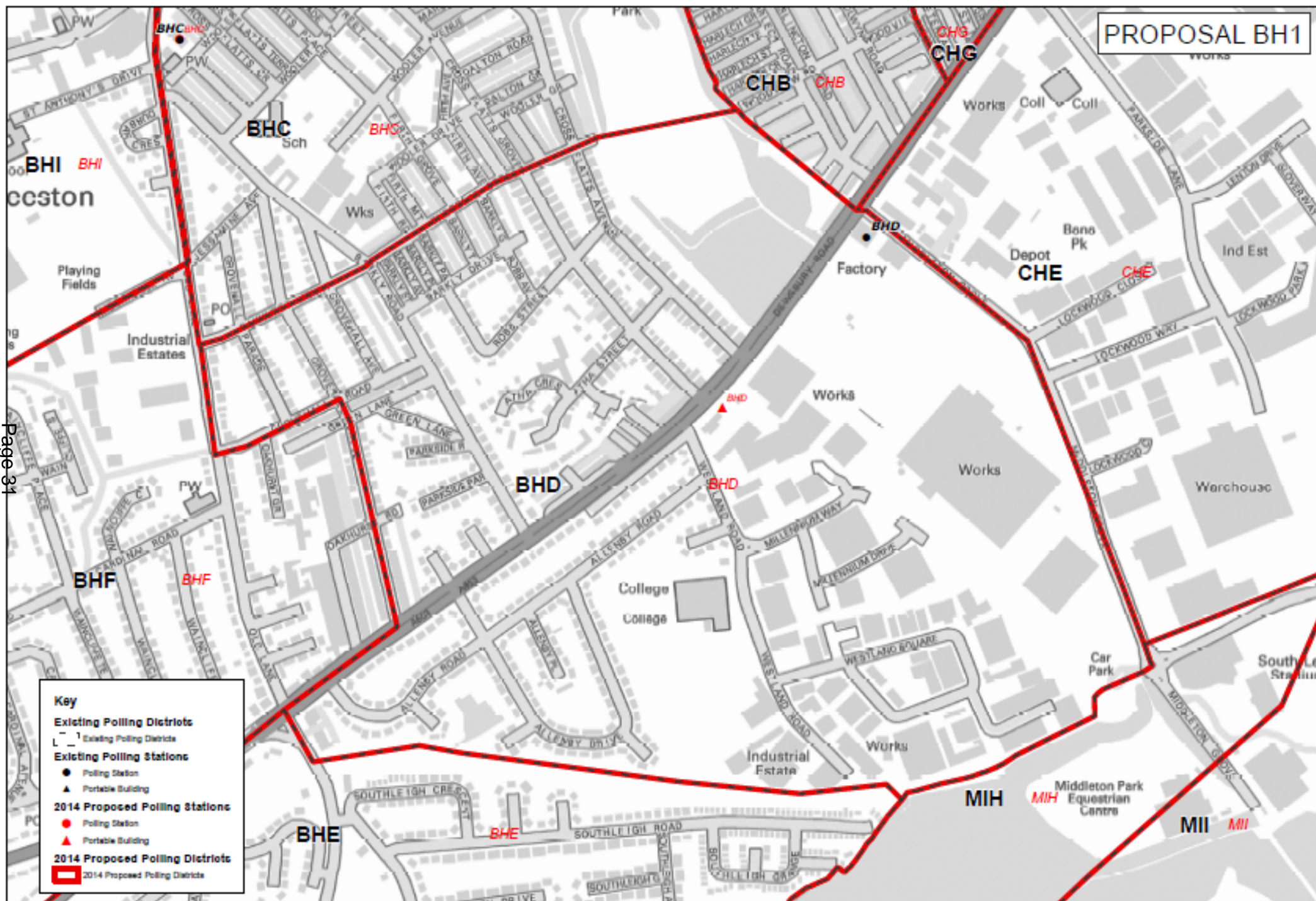
## Proposal Information



Originally brought to EWG on 16 July - updated	
<b>Proposal Reference No.</b>	BH1.1, BH1.2, BH1.3, BH1.4
<b>Ward</b>	Beeston & Holbeck
<b>Polling district(s)</b>	BHD
<b>Polling station(s)</b>	Dewsbury Road Social Club Dewsbury Road Beeston Leeds LS11 5LR
<b>Electorate(s)</b>	2170
<b>Postal Voter(s)</b>	312
<b>Proposal submitted by</b>	Cllr Adam Ogilvie (Lab) Beeston & Holbeck Ward (BH1.1), Supported by: Cllr David Congreve (Lab) Beeston & Holbeck Ward (BH1.2), Cllr Angela Gabriel (Lab) Beeston & Holbeck Ward (BH1.3) Hilary Benn MP (Lab) Leeds Central (BH1.4)
<b>Proposal detail</b>	Change the location of the polling station above to a Portable Building in the car park of the Broadway Pub on Dewsbury Road.
<b>Revised electorate(s)</b>	As above
<b>Officer comments</b>	<p>The Broadway Pub would permit the siting of a portable building in their car park for polling purposes.</p> <p>Officers ask EWG Members to note the current initiative to replace portable polling stations with permanent buildings due to cost incurred to the Council from increasing reluctance from Cabinet Office to fund portable buildings and the poor facilities available to polling station staff and the electorate.</p>

	<p><b><u>Updated after EWG on 16 July</u></b></p> <p>Officers visited the polling district and were unable to locate a suitable alternative permanent building.</p> <p>Officers recommend the polling station remains in the Dewsbury Road Social Club.</p>
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EWG comments: Recommend the proposal be approved.



# Polling District Review 2014

## Proposal Information



Originally brought to EWG on 16 July - updated	
<b>Proposal Reference No.</b>	CF1.1
<b>Ward</b>	Calverley & Farsley
<b>Polling district(s)</b>	CFC
<b>Polling station(s)</b>	Portable Building in car park of Woodhall Sports Ground Woodhall Lane Calverley Pudsey LS28 7TS
<b>Electorate(s)</b>	1430
<b>Postal Voter(s)</b>	281
<b>Proposal submitted by</b>	Cllr Andrew Carter (Con) Calverley & Farsley Ward Cllr Rod Wood (Con) Calverley & Farsley Ward
<b>Proposal detail</b>	Portable Building on Woodhall Lane - 1400 electors use this. They all live on the same side of the A647. The only alternative would be to approach Bradford University to see if we could use the newly refurbished Sports Pavilion, which sits in the grounds of the playing fields, and the portable building is adjacent to it. Failing this, you will have to leave the portable building as is.
<b>Revised electorate(s)</b>	N/A
<b>Officer comments</b>	Bradford University have been contacted and responded as follows:  Having looked at this I am afraid we don't feel that we can offer the pavilion as a voting station although we are certainly content with the siting of a mobile unit for the day.

I think I indicated when we spoke that the spaces in there wouldn't in our opinion be conducive to your needs as there are no large rooms (in the manner of a community centre or school hall). The building is comprised of changing rooms and shower/wc facilities with the largest space being no more than 20 sqm. Add to that the labyrinthine nature of the building and I think we consider it simply unsuitable for such a use.

Officers have inspected the polling district and cannot identify another suitable permanent building.

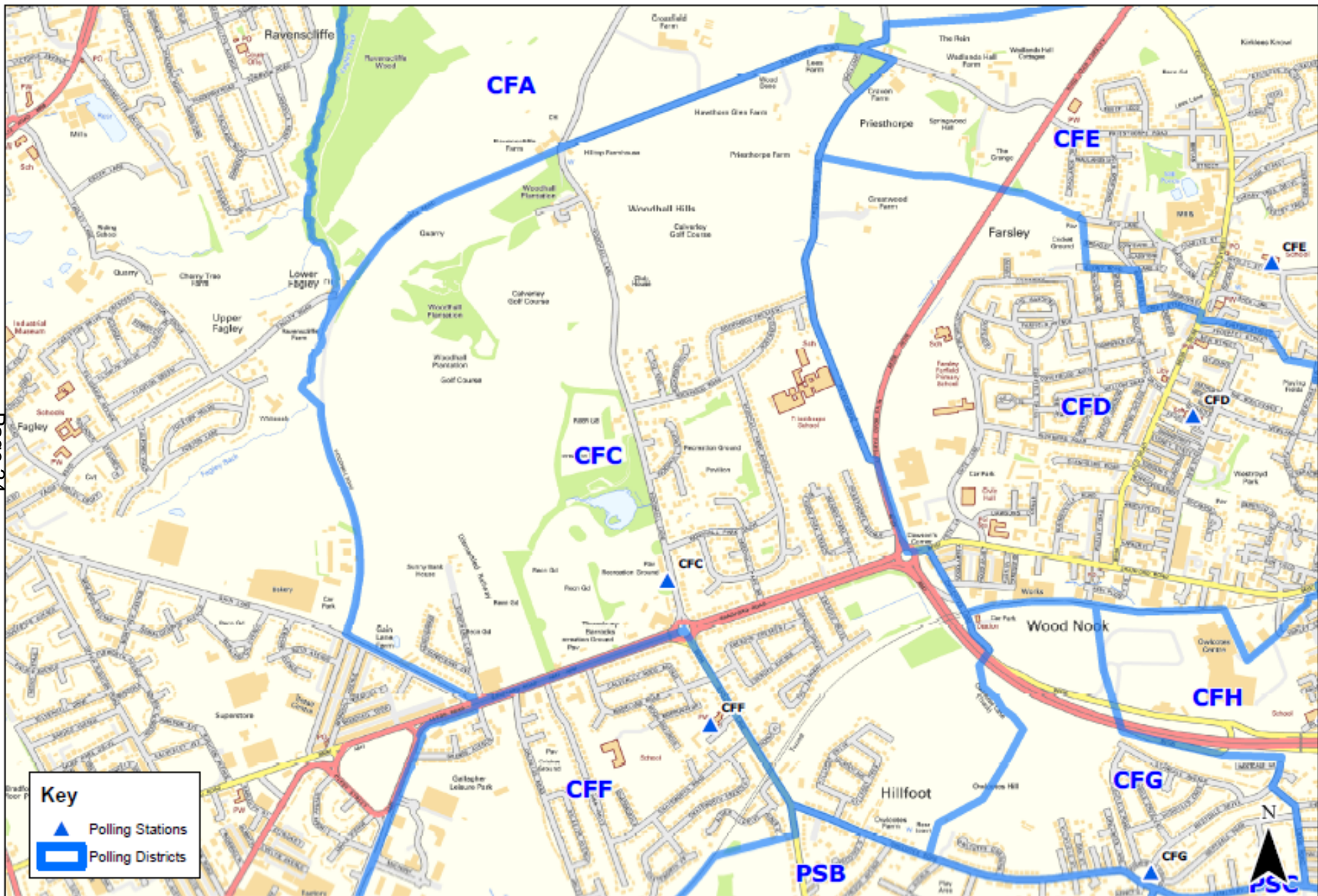
**Updated after EWG on 16 July**

Officers have inspected the Sports Pavilion which does not have a suitable room for polling.

Cllr Carter was not happy to endorse the use of Calverley Golf Club due to the distance on foot from the majority of the electors in the polling district.

Cllr Carter suggests the Polling Station remains in a portable building at the Sports Pavilion.

EWG comments: Recommend the proposal be approved.



# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	CF2.1
<b>Ward</b>	Calverley & Farsley
<b>Polling district(s)</b>	CFB
<b>Polling station(s)</b>	Portable Building on car park of the former Owl Public House 1 Rodley Lane Rodley Leeds LS13 3LB
<b>Electorate(s)</b>	1198
<b>Postal Voter(s)</b>	211
<b>Proposal submitted by</b>	Cllr Andrew Carter (Con) Calverley & Farsley Ward Cllr Rod Wood (Con) Calverley & Farsley Ward
<b>Proposal detail</b>	Try and use the conservatory area of the pub instead now it has been refurbished and reopened.
<b>Revised electorate(s)</b>	N/A
<b>Officer comments</b>	<p>The conservatory has been inspected and is suitable for polling. The owners have agreed to use.</p> <p>This is a good opportunity to remove a portable building from the polling scheme.</p>

EWG comments: Recommend the proposal be approved.



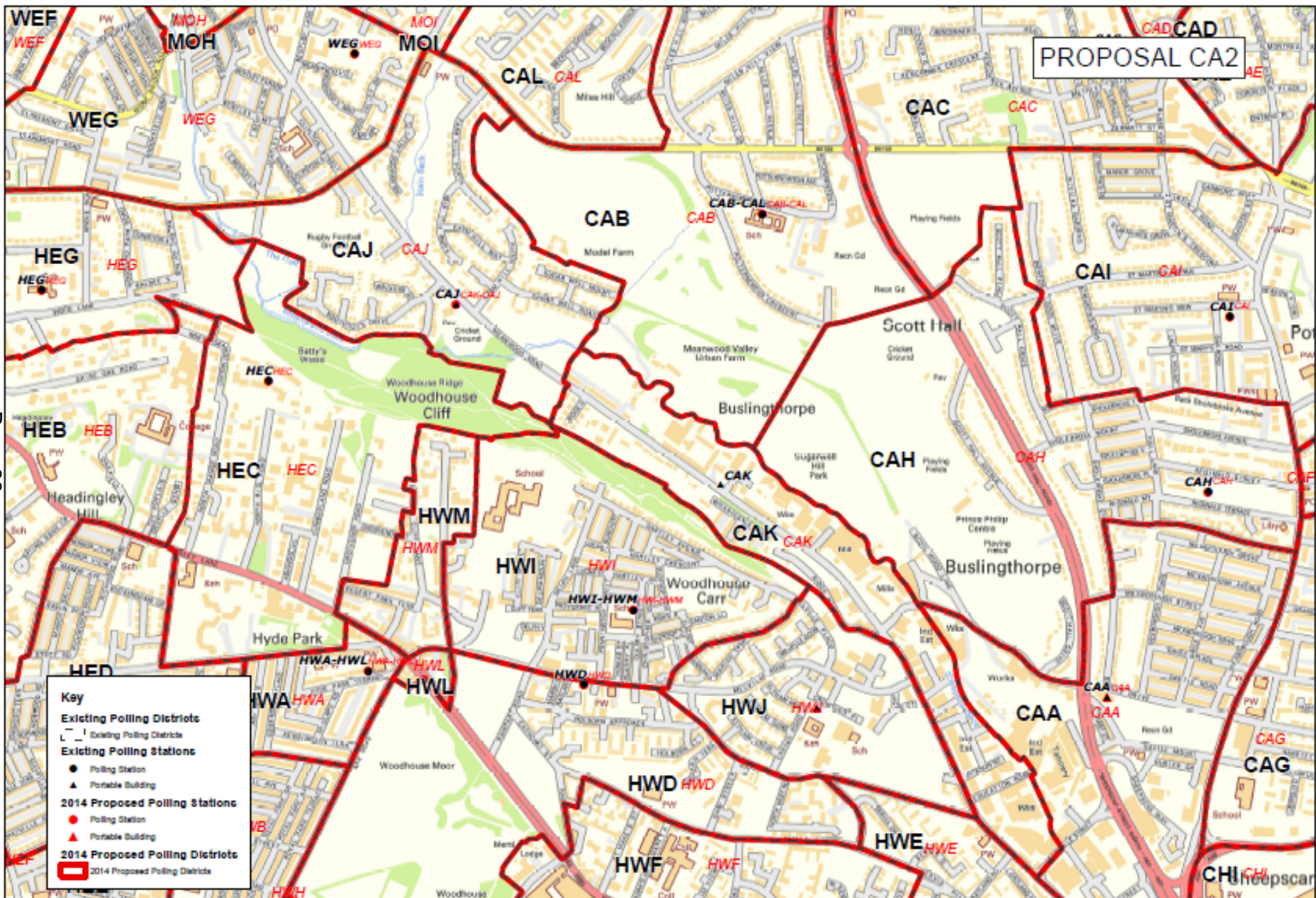
# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	CA1.1
<b>Ward</b>	Chapel Allerton
<b>Polling district(s)</b>	CAJ
<b>Polling station(s)</b>	Portable Building at Woodhouse Community Sports Club Meanwood Road Leeds LS6 4AW
<b>Electorate(s)</b>	898
<b>Postal Voter(s)</b>	116
<b>Proposal submitted by</b>	Cllr Jane Dowson (Lab) Chapel Allerton Ward
<b>Proposal detail</b>	To move from a portable building at the Sports Club into the Sports Club building itself.
<b>Revised electorate(s)</b>	n/a
<b>Officer comments</b>	Officers visited the Sports Club and have identified a suitable room with the required facilities and access for electors and polling station staff.  Officers support a move into the Sports Club.

EWG comments: Recommend the proposal be approved.

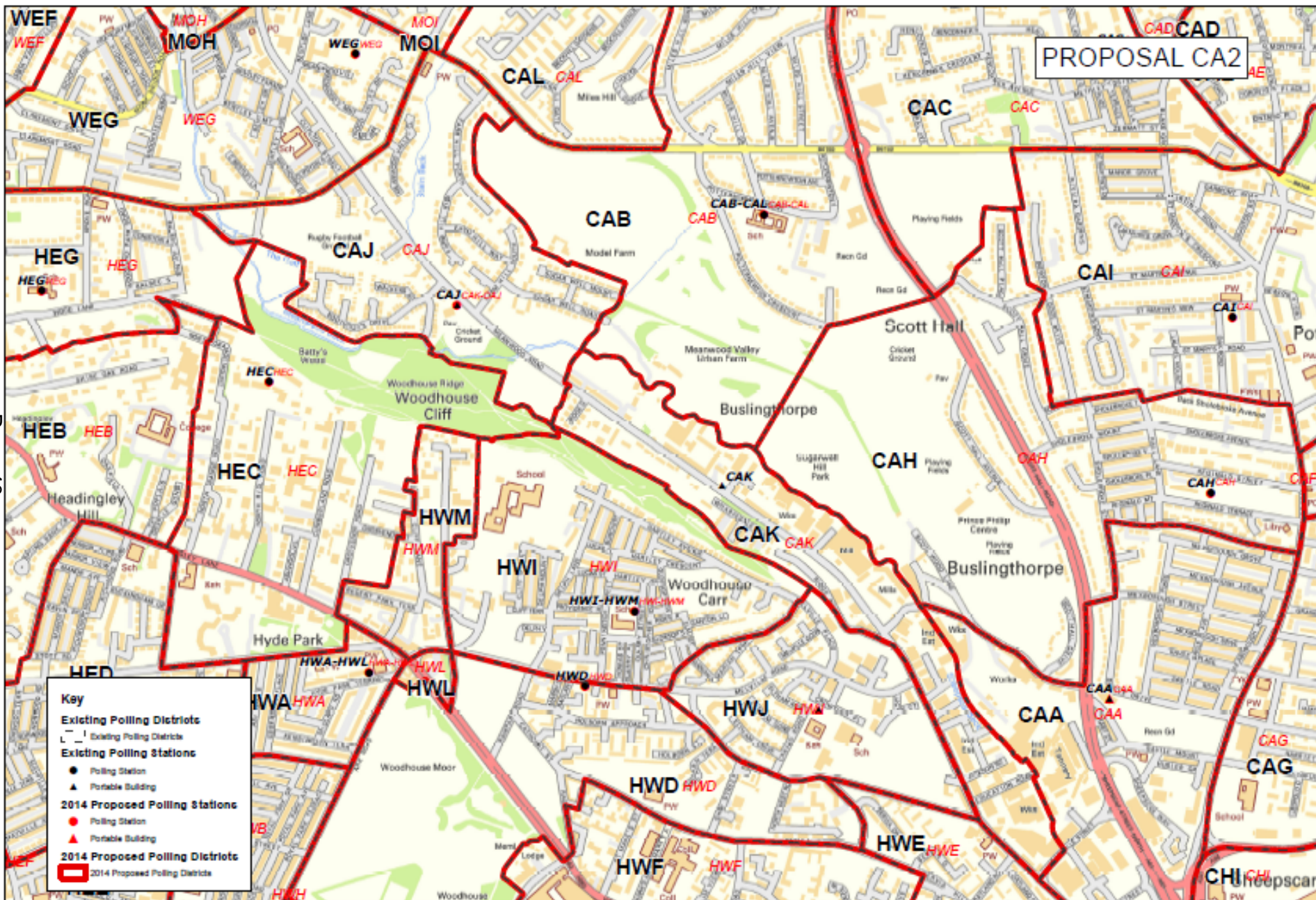


# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	CA2.1
<b>Ward</b>	Chapel Allerton
<b>Polling district(s)</b>	CAJ CAK
<b>Polling station(s)</b>	CAJ Portable Building at Woodhouse Community Sports Club Meanwood Road Leeds LS6 4AW  CAK Portable Building on Meanwood Road (Near Clifdale Road) LS7 2JF
<b>Electorate(s)</b>	CAJ 898 CAK 974
<b>Postal Voter(s)</b>	CAJ 116 CAK 34
<b>Proposal submitted by</b>	Cllr Jane Dowson (Lab) Chapel Allerton Ward
<b>Proposal detail</b>	To merge the polling districts (to be called CAJ) with both voting at the location for CAJ (location subject to result of proposal CA1.1)
<b>Revised electorate(s)</b>	New CAJ 1872
<b>Officer comments</b>	Officers support the move, particularly as it would remove the requirement for a portable building.



# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	FW1.1
<b>Ward</b>	Farnley & Wortley
<b>Polling district(s)</b>	FWK FWM
<b>Polling station(s)</b>	Highfield Methodist Church Highfield Avenue Wortley Leeds LS12 4BU
<b>Electorate(s)</b>	FWK - 811 FWM - 723
<b>Postal Voter(s)</b>	FWK - 107 FWM - 72
<b>Proposal submitted by</b>	Cllr David Blackburn (Green) Farnley & Wortley Ward
<b>Proposal detail</b>	Polling districts FWK and FWM vote at the same polling station and were separate because of previous electoral arrangements – they can now be merged.
<b>Revised electorate(s)</b>	New FWK – 1534
<b>Officer comments</b>	Agreed this makes sense – there is no longer a requirement for this area to be 2 separate polling districts.

EWG comments: Recommend the proposal be approved.



# Polling District Review 2014

## Proposal Information



Originally brought to EWG on 21 July - updated	
<b>Proposal Reference No.</b>	GH1.1
<b>Ward</b>	Gipton & Harehills Ward
<b>Polling district(s)</b>	GHA
<b>Polling station(s)</b>	Portable Building on Car Parking Area outside 58 & 60 Gipton Approach Leeds LS9 6NJ
<b>Electorate(s)</b>	882
<b>Postal Voter(s)</b>	145
<b>Proposal submitted by</b>	Cllr Roger Harington (Lab) Gipton & Harehills Ward
<b>Proposal detail</b>	Box A in Gipton and Harehills is at present a Portable building on Gipton Approach. The flats in Wykebeck Valley Road each have a room that would be big enough for a Polling station. Worth exploring.
<b>Revised electorate(s)</b>	n/a
<b>Officer comments</b>	<p>There are security issues due to the location of the community rooms in these flats. Electors would have to pass several people's front doors to get to the back of the building.</p> <p>Entrance to the blocks are via keypad access so security would be required on the door at all times.</p> <p>The Warden who showed Officers round had major concerns about electors wandering off into the flats themselves as they would pass the lifts and 2 staircases to get to the rooms.</p> <p>There are also parking issues in already busy car parks with residents double-parking.</p> <p>Officers do not feel that this is a suitable location for polling.</p>

Officers would like to recommend the merging of GHB with GHA for the purposes of voting. GHA vote at the Dame Fanny Waterman Community Centre, just over the boundary from GHB (shown on the map)

This would make the combined electorate for the Community Centre 1570 with postal votes taken off.

The combined number of electors who voted at the polling stations GHA and GHB for the May 2014 elections was 325.

The room used in the Community Centre is large enough to facilitate the additional electors.

**Updated after EWG on 21 July**

The following response was received from Cllr Roger Harington, with Cllrs Hussain and Maqsood copied in:

I appreciate why the flats aren't suitable.

There is also the Wykebeck Valley Day Centre, in Wykebeck Valley Road, but it's very close to the Dame Waterman Centre.

So I guess the latter would be the best option...if you really do have to do without the portacabins?



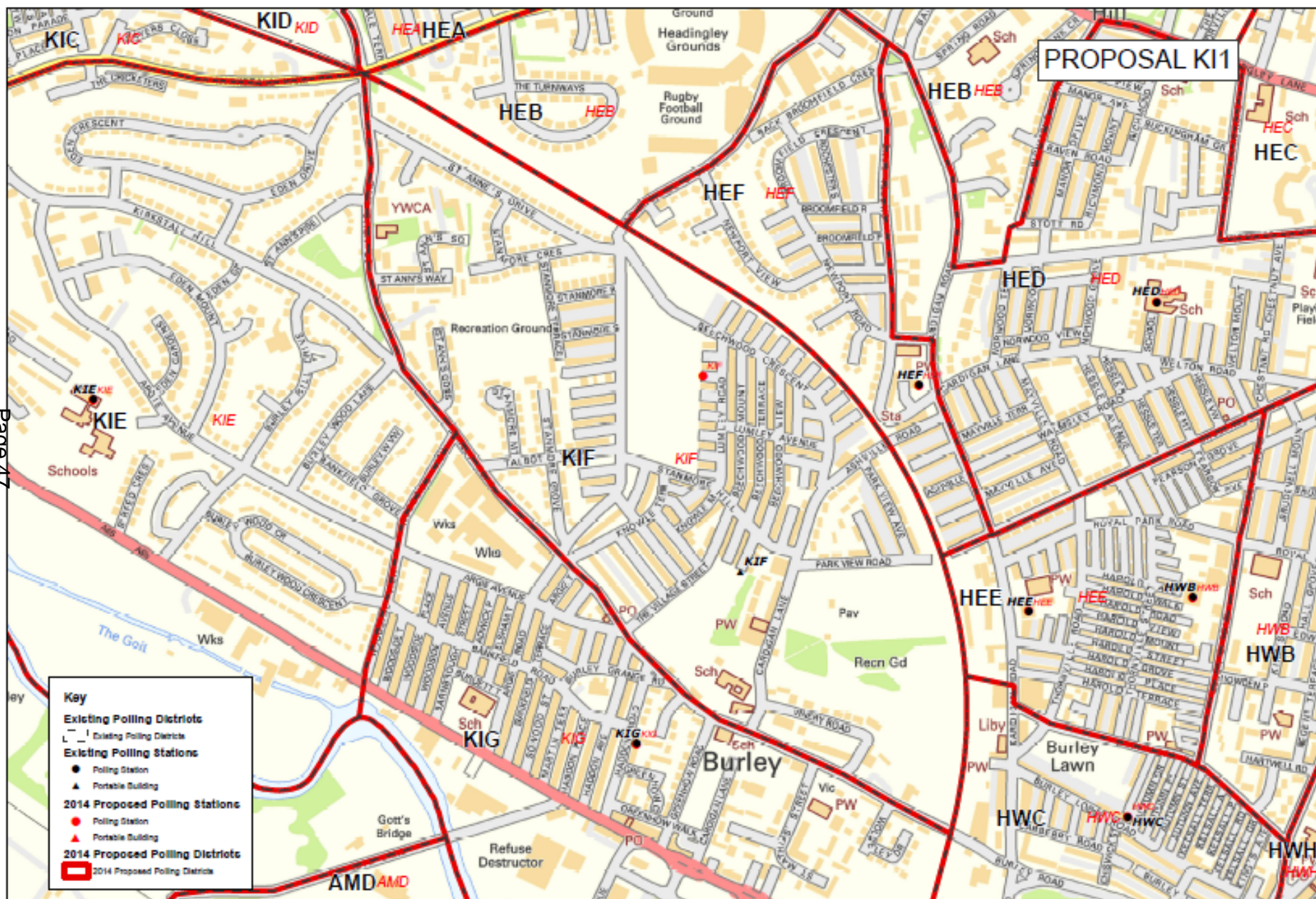
# Polling District Review 2014

## Proposal Information



Originally brought to EWG on 21 July – to be updated	
Proposal Reference No.	KI1.1
Ward	Kirkstall
Polling district(s)	KIF
Polling station(s)	Portable Building on land at Village Place Kirkstall Leeds LS4 2NT
Electorate(s)	2091
Postal Voter(s)	183
Proposal submitted by	Cllr Fiona Venner (Lab) Kirkstall Ward Cllr Lucinda Yeadon (Lab) Kirkstall Ward Cllr John Illingworth (Lab) Kirkstall Ward
Proposal detail	Cllrs Yeadon, Illingworth and myself wondered about using Burley Model Allotments building instead of the Portocabin for KIF in Kirkstall.
Revised electorate(s)	n/a
Officer comments	<p>Officers visited the Burley Model Allotments building. The building is a large shed split into 2 very small rooms and is unsuitable for polling. The Allotments are also very difficult to locate as there are several locked entrances on the roads surrounding them.</p> <p><b><u>Updated after EWG on 21 July</u></b> To be updated</p>

EWG Comments: Recommend proposal be approved.



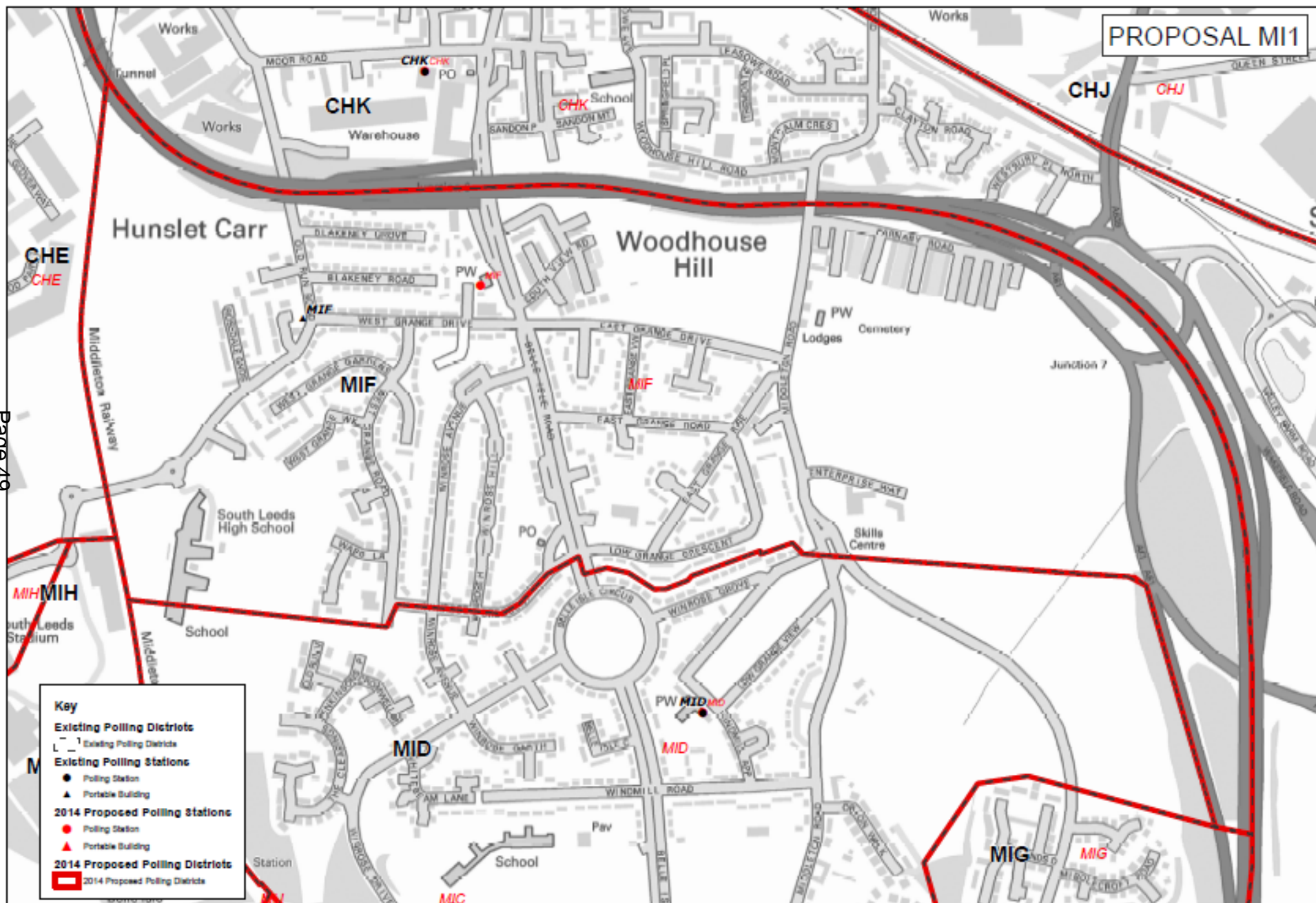
# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	MI1.1
<b>Ward</b>	Middleton Park
<b>Polling district(s)</b>	MIF
<b>Polling station(s)</b>	Portable Building on grassed area near junction of Old Run Road and West Grange Drive Belle Isle Leeds LS10 3AZ
<b>Electorate(s)</b>	2154
<b>Postal Voter(s)</b>	232
<b>Proposal submitted by</b>	Councillor Paul Truswell (Lab) Middleton Park
<b>Proposal detail</b>	Look at the possibility of using West Grange Church, West Grange Drive, as a polling station for PD MIF (currently served by the portable building on the grassed area at the junction of Old Run Road/West Grange Drive).
<b>Revised electorate(s)</b>	n/a
<b>Officer comments</b>	<p>Officers have visited West Grange Church and identified a suitable room for use with all the necessary access and facilities for electors and polling station staff.</p> <p>Officers support the move from a portable building into the church.</p>

EWG Comments: Recommend proposal be approved



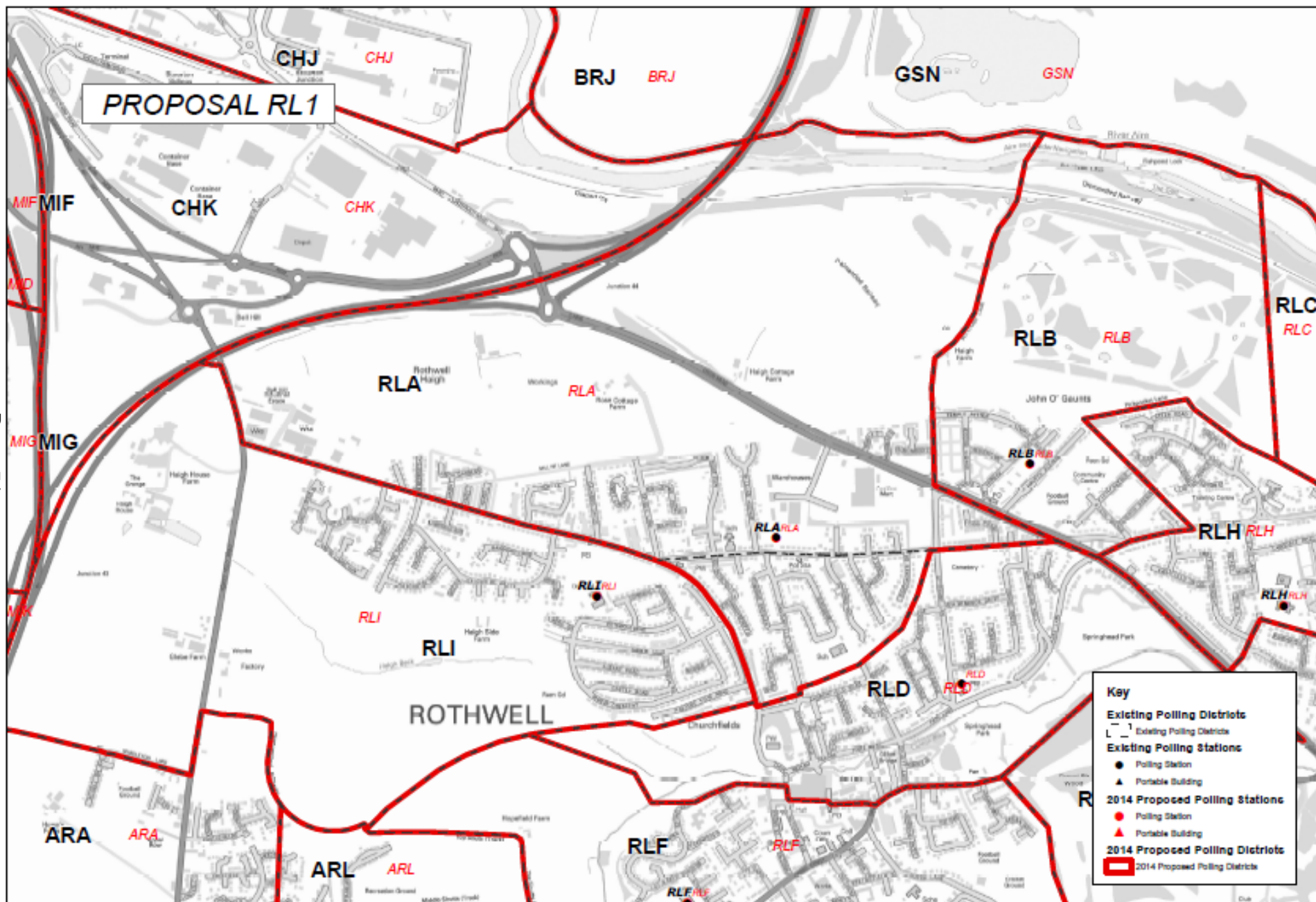
# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	RL1.1
<b>Ward</b>	Rothwell
<b>Polling district(s)</b>	RLA RLI
<b>Polling station(s)</b>	RLA – Haigh Road Community Centre, Haigh Road RLI – Rothwell Victoria Junior School, Cornwall Crescent
<b>Electorate(s)</b>	RLA 1772 RLI 2969
<b>Postal Voter(s)</b>	RLA 292 RLI 521
<b>Proposal submitted by</b>	Ward Councillors and electors
<b>Proposal detail</b>	At a recent review it was discovered that there was an anomaly to the boundary of RLA and RLI which was corrected in time for the publication of the revised register on 17 February 2014. Proposals have been received to redraw the boundary to reflect the incorrect arrangements so that the electors affected can return to vote at RLA.
<b>Revised electorate(s)</b>	RLA – 2506 RLI - 2235
<b>Officer comments</b>	Officers are happy for the boundary to be amended to reflect the arrangements that have been incorrectly in place, as this is the wish of all involved.

EWG Comments: Recommend proposal be approved



# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	RL2.1
<b>Ward</b>	Rothwell
<b>Polling district(s)</b>	RLI
<b>Polling station(s)</b>	Rothwell Victoria Junior School Cornwall Crescent Rothwell LS26 0RL
<b>Electorate(s)</b>	2969
<b>Postal Voter(s)</b>	521
<b>Proposal submitted by</b>	Councillor Stewart Golton, Rothwell Ward
<b>Proposal detail</b>	Voters on the Castle Lodge Estate and the Haigh Side Estate are currently associated with Rothwell Victoria School or Haigh Road Community Centre, both of which are inconvenient with insufficient parking available. I would suggest that an alternative polling station is made available. There is a garden centre close by with ample parking and a community room in the tower on the Castle Lodge Estate, these should be investigated as alternative polling station sites, otherwise I would like a porta-cabin option investigated that might be situated at the top of Low Shops Lane.
<b>Revised electorate(s)</b>	RLI 1666 RLK 1303
<b>Officer comments</b>	<p>To divide the polling district so that the above mentioned estates are included in a new polling district RLK. (see map attached).</p> <p>Rothwell Garden Centre is located outside of the polling district. Officers have visited Rothwell Garden Centre and were informed there is no individual room available, however the Centre Manager is prepared to make room available in the</p>

	<p>Conservatory, but this would also be open to customers. Electors who do not have transport would need to cross a very busy main road.</p> <p>Because of these two factors Officers feel that this location is unsuitable.</p> <p>Officers have inspected a suitable room in The Tower on the Castle Lodge Estate which has all the necessary facilities for electors and polling station staff.</p> <p>Officers therefore recommend that Members consider a move to The Tower.</p>
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EWG Comments: Recommend proposal be approved



# Polling District Review 2014

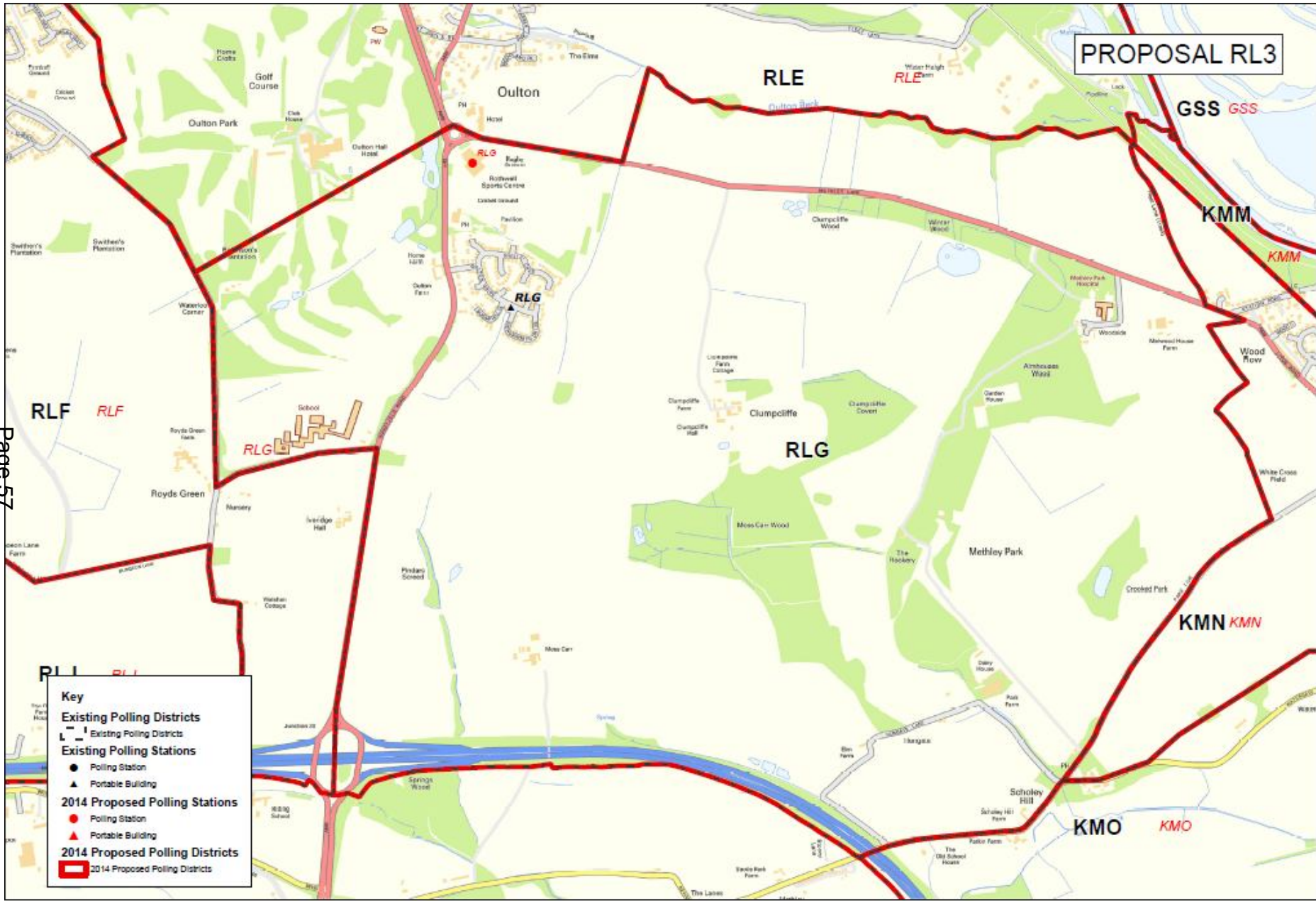
## Proposal Information



Originally brought to EWG on 29 July - updated	
Proposal Reference No.	RL3.1
Ward	Rothwell
Polling district(s)	RLG
Polling station(s)	Portable Building on Wordsworth Drive Oulton Park Leeds LS26 8EP
Electorate(s)	469
Postal Voter(s)	66
Proposal submitted by	Mike Stoddart – Polling Station Inspector at 2014 elections
Proposal detail	The siting of the portable building at Wordsworth Drive due to parked vehicles this year meant it was hidden in the trees and not as visible as usual and there were no toilets provided. A move to Rothwell Sports Centre would certainly be more effective...and cheaper
Revised electorate(s)	469
Officer comments	<p>Officers have visited the sports Centre which has a suitable room available on the ground floor.</p> <p>We support a move which would see the removal of a portable building.</p> <p><b><u>Updated after EWG on 29 July</u></b></p> <p>Ward members were emailed to ask for their agreement.</p> <p>Of the responses received 1 was in agreement for the proposal and 1 requires more time to discuss the proposal but</p>

	would prefer the polling station to remain within the housing estate.
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EWG Comments: Recommend proposal be approved



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## Polling District Review 2014

Appendix C - Proposals where further comments were received at the second consultation stage and did not have all-party support



Proposal Reference	Ward	Proposal Summary	EWG Comments
MS1.1	Morley South	To merge polling districts MSD and MSE with both voting at Morley Town Hall	All parties would like to explore the option of using the former Joseph Priestley College (now Leeds City College) for the MSE polling district – to be looked at outside of the PD review as an ad hoc review

# Polling District Review 2014

## Proposal Information



<b>Proposal Reference No.</b>	MS1.1
<b>Ward</b>	Morley South
<b>Polling district(s)</b>	MSE
<b>Polling station(s)</b>	Lewisham Park Youth Centre Clough Street Morley Leeds LS27 8DH
<b>Electorate(s)</b>	1360
<b>Postal Voter(s)</b>	153
<b>Proposal submitted by</b>	Cllr Tom Leadley (MBI) Morley South Ward
<b>Proposal detail</b>	Lewisham Park location unsuitable (see proposal detail)  Combine with polling station for MSD at Morley Town Hall.
<b>Revised electorate(s)</b>	MSD and MSE both voting at Morley Town Hall would be an electorate of 2923 (2544 without postal voters).
<b>Officer comments</b>	<p>Officers have inspected Morley Town Hall and the room is suitable to accommodate the additional electors.</p> <p>Polling districts MSD and MSE both voting at the same location is also practical in terms of the Town Council arrangements, as these polling districts make up the Central Ward of Morley Town Council.</p> <p>If agreed – polling districts should also be merged.</p>

## Comments received during second consultation period

**From: Cllr N Dawson**

In support of merging polling districts MSD and MSE

**From: Cllr Tom Leadley**

Supports the proposals and polling locations for Morley South Ward.

**From: Cllr N Dawson**

I may have previously replied on this but I have now re-read the initial proposal documents and I would now like to comment on the proposal in Morley South ward to amalgamate the MSD and MSE polling stations to have one polling district covering both areas based at Morley Town Hall.

I am against this proposal for a number of reasons set out below.

1. Turnout at the MSE polling district is generally lower than other polling districts in Morley South and therefore closing this polling station will impact and is likely to reduce turnout further in the ward.
2. The bulk of the electors who are registered to vote at Lewisham Park youth centre (MSE) are residents who do not have access to cars, many are elderly and live in social housing near to the polling station. In particular in the Middleton estate, Hartley Street and Clough Street. A move to the Town Hall would mean a walk of up to 1,200 metres for most electors.
3. Lewisham Park polling centre is situated in an area of the MSE polling district where the bulk of the electors reside.
4. Google maps shows that the walking time from Lewisham Youth Centre to the Town Hall is 15 minutes and most of the electorate in MSE reside in that part of the polling district that is furthest away from the Town Hall therefore a total walking journey of around 40 to 45 minutes could be expected for two thirds of the electorate in MSE who have to go to the Town Hall.
5. The MSE polling centre moved in 2014 from the Peel Street Centre (which was closer to the Town Hall than the Lewisham park centre) and therefore has only been at this location for one local election. A further move of the polling station within 12 months of the previous move could lead to further confusion and deter some from voting.
6. Lewisham Park is a council owned property and therefore there will be no savings made from not using it.

**From: Ed Balls MP**

I wish to object to the proposal to combine two polling stations in the Morley South ward MSD and MSE within my Morley and Outwood constituency. I understand that this would

leave one polling station at Morley Town Hall to cover both districts. I am against this proposal for a number of reasons set out below.

1. Turnout at the MSE polling district which is already lower than other polling districts likely to be further reduced by any change –many residents are elderly or with small children and without access to private transport.

2. Not reasonable to expect that people walk a considerable distance in order to reach a new polling station

3. Current polling centres are in centres of polling districts where most people live. Finally, I note that there were changes made to polling stations in these polling districts recently and further change could cause confusion.

I hope you will ensure these points are given appropriate consideration.

Comments from EWG:

Members recommend to remove this proposal from the Polling District Review process and for it to be considered under the ad-hoc procedure at EWG.

Members asked that the former Joseph Priestley College site, now occupied by Leeds City College, be inspected for suitability.



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# 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: Citizens and Communities</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 1 February 2015.

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.

### 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. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

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	13 November 2014
Date screening completed		13 November 2014

## 7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent: 6 May 2014

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## Stage 1: Preliminary Stage

When notice is given of the 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 Review is to be conducted	28 May 2014	Purpose of this report. GPC to agree methodology and role of Elections Working Group
Publication of Notice of Review	30 May 2014	Published in local press including whereabouts of documentation for public inspection and details of representation period.
Representation Period	30 May 2014 to 27 June 2014	Four weeks consultation period. All representations received are logged and cross-referenced to applicable Ward on receipt
Inspection of changes proposed in representations	30 May 2013 to 4 July 2014	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).

Task	Date	Notes
EWG to consider representations received in Stage 1 and details of any inspections	14 July 2014 to 28 July 2014	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial Proposals go to GPC for approval	August 2014	Date of GPC meeting to be confirmed
Initial Proposals published after approval by GPC	29 August 2014	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 the Review. This would be the second consultation period and will last 4 weeks. 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.

Task	Date	Notes
Consultation commences	5 September 2014	Four weeks consultation period
Returning Officer's comments/recommendations published	By 3 October 2014	RO's comments must be published within 30 days of receipt of proposals <sup>1</sup> , unless already published as part of Initial Proposals. For past reviews, the Returning Officer has always published any comments as part of the Initial Proposals.
Consultation ends	3 October 2014	All representations received are logged and cross-referenced to applicable Ward on receipt
Inspection of any further changes proposed in representations received.	6 – 10 October 2014	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.

Task	Date	Notes
EWG consider further representations received during Stage 3	13 October 2014 to 27 October 2014	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

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

## Stage 5: The Decision of the Council

General Purposes Committee will decide the Final Proposals of the Review of Polling Districts, Places and Stations. Once the final decisions are made, the Review documentation must be published before 31<sup>st</sup> December 2013.

Task	Date	Notes
Final Proposals go to GPC to agree	November 2014	Date of GPC meeting to be confirmed. GPC agrees Final Proposals for Review of Polling Districts, Places and Stations
Final Notice of Review is published	28 November 2014	Details of whereabouts of Review Documentation for public inspection is given

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