



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 11th December, 2017 at 11.30 am

MEMBERSHIP

Councillors

D Blackburn	Farnley and Wortley;
J Blake (Chair)	Middleton Park;
Mrs A Carter	Calverley and Farsley;
R Charlwood	Moortown;
M Dobson	Garforth and Swillington;
S Golton	Rothwell;
G Latty	Guiseley and Rawdon;
J Lewis	Kippax and Methley;
A Lowe	Armley;
A Ogilvie	Beeston and Holbeck;
J Pryor	Headingley;
S Varley	Morley South;
L Yeadon	Kirkstall;

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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>RESOLVED – 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>LATE ITEMS</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>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>MINUTES OF THE LAST MEETING</p> <p>To receive and approve the minutes of the meeting held on Monday 2nd October 2017.</p>	1 - 4
7	All Wards		<p>JOINT REVIEW OF POLLING DISTRICTS AND COMMUNITY GOVERNANCE REVIEW OF PARISH AND TOWN COUNCILS</p> <p>To consider a report of the Head of Elections Licensing and Registration to consider final proposals for the joint polling district review and community governance review of parish and town councils and to agree the final proposals for the polling district review to be published on 11 January 2018 and for the community governance review, to be agreed at full Council on 10 January 2018 and published on 11 January 2018.</p>	5 - 42

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>THIRD PARTY RECORDING</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>	

GENERAL PURPOSES COMMITTEE

MONDAY, 2ND OCTOBER, 2017

PRESENT: Councillor J Blake in the Chair

Councillors D Blackburn, Mrs A Carter,
R Charlwood, M Dobson, S Golton,
M Harland, G Latty, J Lewis, A Ogilvie,
J Pryor, S Varley and L Yeadon

Apologies Councillor
Lowe

31 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

32 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

33 Late items

There were no late items.

34 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

35 Apologies for absence

Apologies were received from Councillor Lowe (Councillor Harland attended as substitute).

36 Minutes of the last meeting

RESOLVED – That the minutes of the meeting held on the 10th May 2017 be approved as a correct record.

37 Joint Review of Polling Districts and Community Governance Review of Parish and Town Councils

Further to minute 29 of the meeting held on 10th May 2017 the Head of Elections, Licensing and Registration submitted a report asking General Purposes Committee to consider the Initial Proposals for the Joint Polling District and Community Governance Review. The report was also seeking agreement for the Initial Proposals to be published on 3rd October 2017 for the second consultation period of the review.

Draft minutes to be approved at the meeting
to be held on Monday, 11th December, 2017

The report set out: -

- Background information;
- Details of the review process;
- Details of the Review of Polling Districts and Places;
- Details of the Community Governance Review of all Parish and Town Councils;
- Results of the preliminary stage; and
- Returning Officer's comments.

In presenting the report the Head of Elections, Licensing and Registration informed the Committee of the following and responded to Members comments and queries: -

- That in addition to the representation received from Swillington Parish Council during the initial consultation period, the Parish Council had submitted additional comments after the closing date for receipt of representations. Members noted that these could either be considered at this meeting or considered as part of the next consultation period;
- That the Clerk to the Barwick-in-Elmet and Scholes Parish Council had made a late request asking for a referendum to take place in respect of the proposals for that Parish Council. Members noted that there was no provision for conducting a referendum as part of the community governance review process and Members had rejected previous requests of this nature in previous reviews due to the costs associated with a referendum;
- That on the morning of the meeting he had received a telephone call from the Clerk to the Ledston Parish Council assuring him that improved administrative processes would be put in place at the Parish Council in future; and
- That following the second consultation period there would be a further report back to the General Purposes Committee to recommend the Final Proposals on 11th December 2017.

At the conclusion of the discussion on the item it was

RESOLVED: -

- a) To note that the summary of representations set out in Appendix B that had cross-party support (by parties who expressed a view) and in each case was confirmed as an Initial Proposal whilst having regard to the resolutions at b (i), (ii) and (iii);
- b) (i) To agree that the additional representation made by Swillington Parish Council after the closing date for receipt of representations be included and considered as part of the second consultation period;
- (ii) That the request from the Barwick-in-Elmet and Scholes Parish Council for a referendum to take place in respect of the proposals for that Parish Council be not supported due to the costs associated with a

referendum and that the normal consultation process be used as the mechanism for electors to make any representations; and

(iii) That in respect of the Ledston Parish Council proposals officers arrange a meeting with representatives of the Parish Council and Ward Members to look at this matter further. However, the recommendation to abolish Ledston parish Council will remain as an Initial Proposal for electors to make any representations.

c) To confirm that the summary of representations set out in Appendix C were rejected and would not form part of the Initial Proposals for the reasons given in the appendix; and

d) To note that the Initial Proposals agreed today would be published for further consultation from 3 October 2017 to 14 November 2017 and will return to General Purposes Committee on 11 December 2017 to agree on the authority's Final Proposals.

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Report of the Head of Elections Licensing and Registration

Report to General Purposes Committee

Date: 11 December 2017

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

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All wards	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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 11 May 2017. A full review timetable can be found at Appendix A.

- 2 The first consultation period ended on 22 June 2017 and the Council's initial proposals were agreed at General Purposes Committee on 2 October.

3. A second consultation period, inviting comments in respect of the initial proposals commenced on 3 October and ended on 14 November.

- 4 A meeting of the Electoral Working Group (EWG) was held on 20 November to discuss representations made during the second consultation period.

5. This report details the outcome of that meeting and EWG's recommendations for the Council's final proposals.

Recommendations

6. Members are asked to:

- a) note the summary of initial proposals rejected after the second consultation stage set out in Appendix B which have all party support and resolve whether in each case to confirm the rejection or include as a final proposal;
- b) consider the summary of initial proposals rejected set out in Appendix C which do not have full party support, and resolve whether in each case to confirm the rejection or include as a final proposal
- c) note the summary of initial proposals set out in Appendix D to which no further comments were received during the second consultation phase, and resolve whether in each case to confirm or revise as a final proposal
- d) note the information set out in 6.3 below recommending the decision on whether or not to propose abolition of Ledston Parish Council be deferred to allow the Parish Council sufficient time to rectify outstanding issues
- e) note that the final proposals agreed today for the polling district review will be published on 11 January 2018. The final proposals agreed today for the community governance review will go to full Council for approval on 10 January 2018 and will be published on 11 January 2018.
- f) note the final recommendation in respect of the proposed abolition of Ledston Parish Council will return to General Purposes Committee in March 2018 and be finalised at full Council and published in April 2018.
- g) note that arrangements relating to polling districts and polling places will come into effect for the local government elections on 3 May 2018.
- h) note that changes relating to community governance arrangements will come into effect for the parish and town councils on 2 May 2019.

1. Purpose of this report

- 1.1 To consider final proposals for the joint polling district review and community governance review of parish and town councils.
- 1.2 To agree the final proposals for the polling district review to be published on 11 January 2018 and for the community governance review, to be agreed at full Council on 10 January 2018, and published on 11 January 2018.
- 1.3 To agree the decision on General Purposes Committee's recommendation relating to the abolition of Ledston Parish Council be deferred until March 2018.

2. Background information

- 2.1 In 2015, Leeds City Council was selected by the LGBCE to be subject to an Electoral Review.
- 2.2 An Electoral Review is the review of the electoral arrangements of a local authority: the number of Councillors, the names, number and boundaries of wards and electoral divisions and the number of Councillors to be elected to each.
- 2.3 Electoral reviews are initiated primarily to improve electoral equality. This means ensuring, so far as is reasonable, that for any principal Council, the ratio of electors to Councillors in each electoral ward or division, is the same, and this was the reason for the Council's selection.
- 2.4 The Electoral Review of Leeds concluded in March 2017 and the LGBCE are now responsible for putting any changes to electoral arrangements into effect. They do this by way of making a Statutory Instrument or Order, the final version of which was published on 8 November 2017 and can be viewed online at <http://www.legislation.gov.uk/ukSI/2017/1077/contents/made>. The Council must then conduct local elections on the basis of the new arrangements set out in the order. These elections will take place on 3 May 2018.
- 2.5 In preparation for these elections, the polling districts must be realigned to reflect the new ward boundaries. Matters relating to the current ward boundaries cannot be considered as part of this review.
- 2.6 The Electoral Review also identified some anomalies relating to Parish and Town Council boundaries, which were outside of the remit of the review and could therefore not be addressed by the LGBCE in their Final Recommendations.
- 2.7 These anomalies, as well as any other representations relating to Parish and Town Council arrangements must be considered by way of a Community Governance Review. The LGBCE will address any amendments to their Final Recommendations as a result of the Community Review retrospectively.
- 2.8 Officers therefore reported their intention to carry out a full review of polling districts, places and stations and a full Community Governance Review of all Parish and Town Councils in its area at the meeting of General Purposes Committee on 10

May 2017. Members approved the review which commenced on 11 May 2017 marking the start of the first consultation period.

- 2.9 The first consultation period ended on 22 June 2017. Consideration of representations made was delayed due to the snap General Election, with meetings of Electoral Working Group taking place between 4 – 8 September 2017.
- 2.10 The second consultation period ended on 14 November with a meeting of Electoral Working Group taking place on 20 November.

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 stage is now completed.
 - 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. This stage is now completed.
 - 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 for Polling Districts, Places and Stations. Full Council will approve any changes resulting from the Community Governance Review of all parish and town councils.
 - f) **The Publishing Stage** - When the decision and background material is published.

g) **Right of Appeal** - See section 11 of this report.

- 3.2 General Purposes Committee approved the timetable for the review at their meeting on 10 May 2017. The timetable was revised as a consequence of the snap General Election and is attached at Appendix A. The final review notice is due to be published on 11 January 2018. The corresponding revised register will be published on 1 March 2018 and will be used for the all-out Local Government Elections to be held on 3 May 2018.
- 3.3 The Consultation 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 Final Proposals.

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 are 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 second consultation stage

- 6.1 No representations were received for the polling district review and 2,150 representations were received for the community governance review in response to the authority's Notice of Review – Initial Proposals published on 3 October 2017. The closing date for receipt of representations was 14 November 2017.
- 6.2 EWG considered the criteria at sections 4.0 and 5.0 when reviewing all representations made during the consultation stages.

The representations can be grouped into:

- a) Initial proposals rejected by EWG after the second consultation stage – all party agreement (Appendix B)
 - b) Initial proposals rejected by EWG after the second consultation stage – did not receive all party agreement (Appendix C)
 - c) Initial proposals where no representations were received during the second consultation period (Appendix D)
- 6.3 All groups represented at EWG were minded to defer the final decision on whether

or not to recommend the abolition of Ledston Parish Council until they are satisfied that the following matters have been sufficiently addressed:

- a) membership of the YLCA/NALC or other appropriate body;
- b) arrange YLCA/NALC training for the Parish Clerk; and
- c) provided required accounts information to the auditors

or;

d) they have resolved to merge with the neighbouring Parish of Ledsham as mentioned in the representation submitted by the Ledsham Parish Clerk on 14 November 2017.

- 6.4 In respect of CGR4, all parties at EWG agreed that the boundaries proposed by the Garforth Neighbourhood Planning Forum are not feasible as there was clear objection from residents in areas in other existing parishes to be transferred to a Garforth Parish. There was also insufficient response from other areas to justify creation of any parish council. The second consultation period only attracted an average of 6.5% electors in favour of establishing a parish council which most Members felt was insufficient to justify the creation of a new parish council.
- 6.5 All parties with the exception of the Conservatives agreed that the proposal to create a Parish Council in Garforth should be rejected. The Conservative Member believed that a Parish Council should be recommended on revised boundaries proposed by the Council.
- 6.6 Members of all other parties agreed it was the wrong decision for the Council to amend the boundaries and make a decision on revised boundaries that had not been consulted on. It was also felt that this would not be consistent with other recent applications for the creation of a Parish Council.

7. Equality and Diversity / Cohesion and Integration

- 7.1 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.
- 7.2 An equality and cohesion screening document has been completed for this review and has concluded that the consultation arrangements have helped ensure all people affected by the review were given an opportunity to comment which was used to address any equality, diversity, cohesion or integration issues raised.
- 7.3 The equality and cohesion documents can be found at Appendix E.

8 Council policies and City Priorities

- 8.1 The process for conducting a review of polling districts, places and stations and a community governance review is set out in legislation.
- 8.2 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.

9. Resources and value for money

- 9.1 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 was met from within the existing budget for Electoral Services.
- 9.2 Staff resources were made available to conduct this review in accordance with the timetable.

10. Legal Implications, Access to Information and Call In

- 10.1 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 districts¹
- (d) to divide electoral divisions into polling districts at local government elections”

and

- “ ...
- (k) Functions relating to community governance²
 - (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.”

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

¹ 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

² 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.

“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.”

- 10.3 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.
- 10.4 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.
- 10.5 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.
- 10.6 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.
- 10.7 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.

11. Risk Management

- 11.1 There are different appeal mechanisms for polling district reviews and community governance reviews.
- 11.2 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.
- 11.3 If the appeal is upheld, the Commission can, ultimately, make alterations to the polling places.
- 11.4 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.

12. Conclusions

12.1 The processes followed by officers meets the statutory requirements for a joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements.

13. Recommendations

13.1 Members are asked to:

- a) note the summary of initial proposals rejected after the second consultation stage set out in Appendix B which have all party support and resolve whether in each case to confirm the rejection or include as a final proposal;
- b) consider the summary of initial proposals rejected set out in Appendix C which do not have full party support, and resolve whether in each case to confirm the rejection or include as a final proposal
- c) note the summary of initial proposals set out in Appendix D to which no further comments were received during the second consultation phase, and resolve whether in each case to confirm or revise as a final proposal
- d) note the information set out in 6.3 recommending the decision on whether or not to propose abolition of Ledston Parish Council be deferred to allow the Parish Council sufficient time to rectify outstanding issues
- e) note that the final proposals agreed today for the polling district review will be published on 11 January 2018. The final proposals agreed today for the community governance review will go to full Council for approval on 10 January 2018 and will be published on 11 January 2018.
- f) note the final recommendation in respect of the proposed abolition of Ledston Parish Council will return to General Purposes Committee in March 2018 and be finalised at full Council and published in April 2018.
- g) note that the arrangements relating to polling districts and polling places will come into effect for the local government elections on 3 May 2018.
- h) note that the changes relating to community governance arrangements will come into effect for the parish and town councils on 2 May 2019.

14. Background documents

- a) Full details for all representations

15. Appendices

- a) Appendix A – Joint review timetable
- b) Appendix B – Initial proposals rejected by EWG after the second consultation stage – all party agreement

- c) Appendix C – Initial proposals rejected by EWG after the second consultation stage – did not receive all party agreement
- d) Appendix D – Initial proposals where no representations were received during the second consultation period
- e) Appendix E – Equality and cohesion documents

Timetable

Stage 1 – Preliminary stage This would be the first public consultation period and would last 6 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 the joint review is to be conducted	10 May 2017	Purpose of this report. GPC to agree methodology and role of Electoral Working Group.
Publication of notice of joint review	11 May 2017	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	11 May 2017 to 22 June 2017	6 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	11 May 2017 to 26 June 2017	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. *****Please note, this stage has been delayed by the snap General Election which was called on 18 April 2017 and took place on 8 June 2017******

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.

Task	Date	Notes
EWG to consider representations received in Stage 1 and details of any inspections	Between 4 – 15 September	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial proposals go to GPC for approval	2 October 2017	
Initial proposals published after approval by GPC	3 October 2017	Further Notice published in local press also detailing Stage 3 consultation period.

Stage 3 – Consultation stage To receive representations and comments on the Council’s Initial Proposals for both the Polling District Review and Community Governance Review. This would be the second consultation period and will last 8 weeks. For the Polling District Review this needs to be in two parts:-

A compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated polling stations; and

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	3 October 2017	6 week consultation period.
Returning Officers comments/recommendations published	By 31 October 2017	RO’s comments must be published within 30 days of receipt of proposals, unless already published as part of Initial proposals.
Consultation ends	14 November 2017	All representations received are logged and cross-referenced to applicable Ward or Parish/Town Council on receipt.
Inspection of any further changes proposed in representations received	3 October – 17 November 2017	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
Electoral Working Group consider further representations received during Stage 3	20 – 24 November 2017	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.

Task	Date	Notes
Final Proposals go to GPC to agree	11 December 2017	Date of GPC meeting tbc. 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	January 2018	Date of Full Council meeting to be confirmed. Full Council agrees Final Proposals for Community Governance Review.
Final Notice of Joint Review is published	January 2018	Details of whereabouts of Joint Review Documentation for public inspection is given.

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Initial proposals rejected by Electoral Working Group after the second consultation stage - all party agreement

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Representation no.	Ward / Parish / Town Council	Summary of detail	Reason for rejection
CGR2	Barwick in Elmet & Scholes Parish Council	Degroup current Barwick in Elmet & Scholes Parish Council to form a separate Barwick in Elmet Parish Council and a Scholes Parish Council	The response to the second consultation period clearly showed residents in both the Barwick Ward and Scholes Ward favoured the Parish Council remaining as it is. Of those who responded to the consultation, 206 were in favour of degrouping, and 1,131 were against degrouping

Initial proposals rejected by Electoral Working Group after the second consultation stage – all parties did not agree

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Representation no.	Ward / Parish / Town Council	Summary of detail	Reason for rejection
CGR4	Proposed Garforth Parish Council	Establish a Parish Council for Garforth for the area proposed by the Garforth Parish Project Board	<p>All parties agreed the proposed boundaries were not feasible. In addition most Members felt there was insufficient response from electors during the second consultation to justify the creation of a new parish council.</p> <p>All parties with the exception of the Conservatives agreed the proposal should be rejected and that it was not appropriate to propose amended boundaries.</p> <p>The Conservative Member felt the Council should propose revised boundaries and approve the creation of a Parish Council.</p>

Initial proposals where no representations were received during the second consultation period

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Representation no.	Ward / Parish / Town Council	Summary of detail
CGR1	Alwoodley Parish Council	Relocate houses located in the Adel Mill Complex (around 9 or 10 houses) from the Alwoodley ward to Adel & Wharfedale ward. This would remove electors in the properties concerned from the Alwoodley Parish Council area into an unparished area
ER1	Ardsley & Robin Hood / Middleton Park	Transfer part of polling district ARA into Middleton Park ward polling district MIE voting at Sharpe Lane Primary School, Sharpe Lane, Middleton LS10 4QE to reflect change to ward boundary as part of the Electoral Review
ER1(a)	Ardsley & Robin Hood / Rothwell	Transfer part of polling district ARL into Rothwell ward polling district RLJ voting at Carlton Primary School to reflect change to ward boundary as part of the Electoral Review
ER2/3/4	Armley / Bramley & Stanningley	Split current polling district AMN three ways to form new polling district BSM in Bramley & Stanningley ward, and merging parts with existing AMC and AMK in Armley ward. Also a small triangle of unpopulated land to transfer from BSJ to AMK. New BSM voting at Bramley Christian Church, revised AMC voting at Portable building at the junction of Cockshott Lane & Wyther Park Road, revised AMK voting at Bramley Working Men's Club. Split to reflect change to ward boundary as part of the Electoral Review
TS2	Beeston & Holbeck	Relocate the polling station for polling district BHD from a Portable Building in the car park of Broadway Public House, Dewsbury Road, Leeds LS11 5LD into a function room in the Public House itself. The room is completely separate from the main pub area and has its' own entrance.
ER5	Beeston & Holbeck / Armley	Transfer part of polling district BHJ to Armley ward polling district AMM voting at New Wortley Community Centre, Tong Road, New Wortley LS12 1NZ to reflect change to ward boundary as part of the Electoral Review
CGR3	Bramhope & Carlton Parish Council	Extend the current Parish Council boundary to include section of polling district AWK
ER6	Bramley & Stanningley / Kirkstall	Transfer part of polling district BSB into Kirkstall ward polling district KIA voting at Hawksworth Wood Primary School, Cragside Walk, Kirkstall, Leeds LS5 3QE to reflect change to ward boundary as part of the Electoral Review
ER7	Bramley & Stanningley / Calverley & Farsley	Transfer entire polling district BSL to Calverley & Farsley ward and rename to CFI to reflect change to ward boundary as part of the Electoral Review
ER8/9/10	Calverley & Farsley / Pudsey	Transfer parts of polling districts CFD and CFG and the whole of polling district CFH to the Pudsey ward and create new polling district PSK to reflect change to ward boundary as part of the Electoral Review

Representation no.	Ward / Parish / Town Council	Summary of detail
ER11	City & Hunslet / Burmantofts & Richmond Hill	Transfer part of polling district CHA into Burmantofts & Richmond Hill ward polling district BRJ voting at St Hildas Church, Cross Green Lane, Leeds LS9 0DG to reflect change to ward boundary as part of the Electoral Review
ER12	City & Hunslet / Beeston & Holbeck	Transfer part of polling district CHD into Beeston & Holbeck ward polling district BHB voting at Holbeck Working Mens Club, Jenkinson Lawn, Holbeck, Leeds LS11 9QX to reflect change to ward boundary as part of the Electoral Review
TS5	Cross Gates & Whinmoor	Relocate the polling station for polling district CWC from a Portable Building on grassed area on Kingswear Parade (opposite the Devon Public House), Leeds LS15 8LH to The Church of Jesus Christ of Latter-Day Saints, Kingswear Parade, Leeds LS15 8LH
ER13/14/15	Cross Gates & Whinmoor / Harewood	Transfer parts of polling districts CWG, CWH and CWJ into Harewood ward polling district HAJ voting at Scholes Elmet Primary School, Station Road, Scholes LS15 4BJ to reflect change to ward boundary as part of the Electoral Review
ER16	Farnley & Wortley / Morley North	Transfer part of polling district FWA into Morley North ward polling district MNI voting at Churwell Community Centre, Elland Road, Churwell LS27 7QY to reflect change to ward boundary as part of the Electoral Review
CGR10(a)	Garforth & Swillington / Temple Newsam	The existing boundary cuts through a number of properties in Colton, splitting the community inappropriately between Garforth & Swillington and Temple Newsam wards. Proposal to move the boundary to the east so it runs along the A1(M) carriageway, so all properties are in Temple Newsam
CGR10(b)	Garforth & Swillington / Rothwell	The existing boundary runs through houses to the south of the canal. Proposal is to move this boundary slightly north so it follows the public footpath and accurately runs along the back of all properties in The Locks moving all affected properties into Rothwell
CGR10(d)	Garforth & Swillington / Kippax & Methley	A number of properties along this section of the boundary between Garforth & Swillington and Kippax & Methley wards have been split inappropriately between the two wards. The following three proposals corrects these anomalies (a) move the boundary to the west of the houses on Preston Lane so they are all in Kippax & Methley (b) move the boundary to the west of the houses on Preston Lane so they are all in Kippax & Methley (c) where the boundary cuts through houses in Queen Street & Elizabeth Road area amend the boundary to the east so it accurately follows Queen Street and then runs along the back of the houses on Burn Close until it re-joins the existing boundary, thereby keeping the whole of that estate in Garforth & Swillington

Representation no.	Ward / Parish / Town Council	Summary of detail
TS7	Gipton & Harehills	Relocate the polling station for polling district GHK from a Portable Building in car park at St Augustines Primary School, St Wilfrids Circus, Harehills, Leeds LS8 3PF to Hovingham Primary School, Hovingham Avenue, Leeds LS8 3QY
TS8	Guiseley & Rawdon	Relocate the polling station for polling district GRF from a Portable Building on land opposite no's 79 & 81 Kirk Lane, Yeadon, Leeds LS19 7LX to 5's Soccer Centre, Millfield House, Kirk Lane, Yeadon, Leeds LS19 7LX
GR1	Guiseley & Rawdon	Relocate the polling station for polling district GRK from Green Meadows School, Back Lane, Guiseley, LS20 8LS to Guiseley AFC, Nethermoor Park, Otley Road, LS20 8BT
TS9	Harewood	Relocate the polling station for polling district HAG from a Portable Building on land at St John's Garth, Aberford LS25 3AX to Aberford Village Hall, Main Street South, Aberford LS25 3DA
NW1	Headingley & Hyde Park	Rename polling district HEA (current Headingley Ward) to become polling district HHA
NW2	Headingley & Hyde Park	Rename polling district HEB (current Headingley Ward) to become polling district HHB
NW3	Headingley & Hyde Park	Rename polling district HEC (current Headingley Ward) to become polling district HHC
NW4	Headingley & Hyde Park	Rename polling district HED (current Headingley Ward) to become polling district HHD
NW5	Headingley & Hyde Park	Rename polling district HEE (current Headingley Ward) to become polling district HHE
NW6	Headingley & Hyde Park	Rename polling district HEF (current Headingley Ward) to become polling district HHF
NW7	Headingley & Hyde Park	Rename polling district HEG (current Headingley Ward) to become polling district HHG
NW8	Headingley & Hyde Park	Part of existing polling district HWA (current Hyde Park & Woodhouse Ward) to become polling district HHH

Representation no.	Ward / Parish / Town Council	Summary of detail
NW9	Headingley & Hyde Park	Rename polling district HWB (current Hyde Park & Woodhouse Ward) to become polling district HHI
NW10	Headingley & Hyde Park	Part of existing polling district HWA and part of existing polling district HWD (both current Hyde Park & Woodhouse Ward) to become polling district HHJ voting at Woodhouse Community Centre, 197 Woodhouse Street, Leeds LS6 2NY
NW11	Headingley & Hyde Park	Rename polling district HWI (current Hyde Park & Woodhouse Ward) to become polling district HHK
NW12	Headingley & Hyde Park	Rename polling district HWM (current Hyde Park & Woodhouse Ward) to become polling district HHL
NW13	Hunslet & Riverside	Part of existing polling district CHA and part of existing polling district CHD (both current City & Hunslet Ward) to become polling district HRA voting at Holy Trinity Church, Boar Lane, Leeds LS1 6HW
NW14	Hunslet & Riverside	Part of existing polling district CHA (current City & Hunslet Ward) to become polling district HRB voting at Leeds Minster, Kirkgate, Leeds LS2 7DJ
NW15	Hunslet & Riverside	Rename polling district CHF (current City & Hunslet Ward) to become polling district HRC
NW16	Hunslet & Riverside	Rename polling district CHE (current City & Hunslet Ward) to become polling district HRD
NW17	Hunslet & Riverside	Rename polling district CHG (current City & Hunslet Ward) to become polling district HRE
NW18	Hunslet & Riverside	Rename polling district CHB (current City & Hunslet Ward) to become polling district HRF
NW19	Hunslet & Riverside	Rename polling district CHH (current City & Hunslet Ward) to become polling district HRG
NW20	Hunslet & Riverside	Rename polling district CHK (current City & Hunslet Ward) to become polling district HRH

Representation no.	Ward / Parish / Town Council	Summary of detail
NW21	Hunslet & Riverside	Rename polling district CHJ (current City & Hunslet Ward) to become polling district HRI
TS10	Horsforth	Relocate the polling station for polling district HOA from a Portable Building on land adjacent to Rawdon Meadows Playing Fields, Apperley Bridge, BD10 0PQ to The Conservatory, Moody Cow, Apperley Lane, Apperley Bridge BD10 0NS
CGR8	Horsforth	Split polling district HOI to create new polling district HOK and split polling district HOF to create new polling district HOL with electors in HOK and HOL voting at the Cricket Pavilion, Calverley Lane, Leeds LS13 1NP
CGR10(c)	Horsforth	Properties in Owlet Farm are split by the existing ward boundary between Horsforth and Otley & Yeadon wards. This area has a close association with the Owlet buildings to the south. Proposal is to move the existing boundary south to follow the track and Scotland Lane so all properties are in Otley & Yeadon ward
TS13	Killingbeck & Seacroft	Relocate the polling station for polling district KSJ from a Portable Building on grassed area near 84-86 Kentmere Approach, Seacroft, Leeds LS14 to Our Lady's RC Primary School, Pigeon Cote Road, Leeds LS14 1EP (polling district KSH already vote at the school – merged station)
NW22	Little London & Woodhouse	Rename polling district HWJ (current Hyde Park & Woodhouse Ward) to become polling district LWA
NW23	Little London & Woodhouse	Rename polling district HWF (current Hyde Park & Woodhouse Ward) to become polling district LWB
NW24	Little London & Woodhouse	Part of existing polling district HWD and whole of existing polling district HWE (current Hyde Park & Woodhouse Ward) to become polling district LWC voting at New Little London Community Centre, Oatland Lane, Leeds LS7 1SP
NW25	Little London & Woodhouse	Part of existing polling district CHI (current City & Hunslet Ward) and whole of existing polling district HWK (current Hyde Park & Woodhouse Ward) to become polling district LWD voting at the Portable Building at the junction of Lovell Park Hill & Lovell Park Close, Little London, Leeds LS7 1DF
NW26	Little London & Woodhouse	Part of existing polling district CHC and part of existing polling district CHI (current City & Hunslet Ward) to become polling district LWE voting at Merrion House, Merrion Way, Leeds LS2 8ET

Representation no.	Ward / Parish / Town Council	Summary of detail
NW27	Little London & Woodhouse	Part of existing polling district CHA and part of existing polling district CHD (current City & Hunslet Ward) to become polling district LWF voting at Mill Hill Unitarian Chapel, City Square, Leeds LS1 5EB
NW28	Little London & Woodhouse	Part of existing polling district CHC (current City & Hunslet ward) to become polling district LWG
NW29	Little London & Woodhouse	Part of existing polling district CHC (currently City & Hunslet ward) to become polling district LWH
NW30	Little London & Woodhouse	Rename polling district HWG (current Hyde Park & Woodhouse Ward) to become polling district LWI
NW31	Little London & Woodhouse	Part of existing polling district HWD and whole of existing polling district HWH (current Hyde Park & Woodhouse Ward) to become polling district LWJ voting at Hyde Park Methodist Church Hall, Woodsley Road, Hyde Park, Leeds LS6 1SN
NW32	Little London & Woodhouse	Rename polling district HWC (current Hyde Park & Woodhouse Ward) to become polling district LWK
ER18	Middleton Park / Ardsley & Robin Hood	Transfer part of polling district MIB into Ardsley & Robin Hood ward polling district ARE voting at Thorpe Social Centre, Winthorpe Avenue, Thorpe WF3 3ED to reflect change to ward boundary as part of the Electoral Review
ER19	Middleton Park / Beeston & Holbeck	Transfer part of polling district MIH to Beeston & Holbeck polling district BHE voting at The Place, 98 Parkwood Road, Middleton, Leeds LS11 5QZ to reflect change to ward boundary as part of the Electoral Review
ER20	Moortown / Weetwood	Transfer part of polling district MOH to Weetwood ward polling district WEF voting at St Chad's Parish Centre, Otley Road, Leeds LS16 5JT to reflect change to ward boundary as part of the Electoral Review
ER21	Moortown / Weetwood	Transfer part of polling district MOH to Weetwood ward polling district WEG voting at Meanwood Community Centre, Stainbeck Avenue, Leeds LS7 2QU to reflect change to ward boundary as part of the Electoral Review
MS2	Morley South	Move the boundary between polling districts MSF and MSJ to run along Albert Road to the junction with Clough Street and that area to be included in MSF
CGR6	Otley Town Council	Reduce the number of Councillors overall from 20 to 15

Representation no.	Ward / Parish / Town Council	Summary of detail
ER22	Otley & Yeadon / Adel & Wharfedale	Transfer part of polling district OYF to Adel & Wharfedale ward polling district AWJ voting at Bramhope Primary School, Tredgold Crescent, Bramhope LS16 9BR to reflect change to ward boundary as part of the Electoral Review
TN1	Temple Newsam	Relocate the polling stations for TND and TNJ from a Portable Building at the Junction of Selby Road & Field End Gardens, LS15 0QW and Temple Newsam Golf Club, Temple Newsam Road, Leeds LS15 0LN respectively, to vote together at Halton Library, 273 Selby Road, Leeds LS15 7JR
TS16	Temple Newsam	Relocate the polling station for polling district TNA from a Portable Building at the junction of Selby Road and Dunhill Rise, Halton, Leeds LS9 0EH to The Wykebeck Arms, Selby Road, Leeds LS9 0EW. The station will be located in a function room completely separate from the main bar area and with its own entrance.
WE1	Weetwood	Relocate the polling station for polling district WEE from Lawnswood School, Ring Road, Leeds LS16 5AG to YMCA Lawnswood Branch, Otley Road, Leeds LS16 6HD
ER23	Weetwood / Adel & Wharfedale	Transfer part of polling district WEE to Adel & Wharfedale ward polling district AWE voting at Adel Memorial Hall, Adel LS16 8DE to reflect change to ward boundary as part of the Electoral Review

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.

Directorate: Communities and Environment	Service area: Electoral Services
Lead person: Susanna Benton	Contact number: 3784771

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 its Parish and Town Councils from time to time and has taken the decision to review arrangements in 2017, alongside the Polling District Review which must be undertaken as a consequence of the recent Electoral Review the Council was subject to. (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. 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"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		✓

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 of Parish and Town Council arrangements 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 Snap Survey, 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)	

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 Elections Licensing and Registration	30 March 2017
Date screening completed		30 March 2017

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 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 Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: 10 May 2017

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.

Directorate: Communities and Environment	Service area: Electoral Services
Lead person: Susanna Benton	Contact number: 3784771

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

Following the completion of the recent Electoral Review of Leeds City Council wards, the Council must now carry out a review of polling districts, places and stations in order to realign the polling districts with the new wards and allocate suitable polling places and stations within those districts.

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 state 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, Diversity, Cohesion and Integration 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. 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"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	✓	

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 the disabled.

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 and the referendum in 2016.

There are currently 47 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 all electors, but particularly for disabled people and older people..

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 Snap Survey, and will also be supplied to all Councillors, Leeds MPs Parish and Town Council Clerks.

Representations will be accepted via Snap Survey, 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 2016 elections and referendum
- 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 Elections, Licensing and Registration	30 March 2017
Date screening completed		30 March 2017

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 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 Governance Services	Date sent: N/A
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: N/a
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: 10 May 2017

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