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## GENERAL PURPOSES COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 1st October, 2018 at 3.30 pm

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### MEMBERSHIP

#### Councillors

D Blackburn - Farnley and Wortley;  
J Blake (Chair) - Middleton Park;  
Amanda Carter - Calverley and Farsley;  
R Charlwood - Moortown;  
D Cohen - Alwoodley;  
D Coupar - Temple Newsam;  
M Dobson - Garforth and Swillington;  
J Dowson - Chapel Allerton;  
S Golton - Rothwell;  
H Hayden - Temple Newsam;  
W Kidger - Morley South;  
J Lewis - Kippax and Methley;  
A Lowe - Armley;  
J Pryor - Headingley and Hyde Park;  
A Smart - Armley;

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**Agenda compiled by:**  
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**Civic Hall**  
**LEEDS LS1 1UR**  
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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			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p><b>MINUTES OF THE LAST MEETING</b></p> <p>To receive and approve the minutes of the meeting held on 18 May 2018.</p>	1 - 2
7			<p><b>REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS</b></p> <p>To consider a report of the Chief Officer for Elections and Regulatory seeking Members approval of the process and timetable for the review of polling districts, places and stations due to commence 2<sup>nd</sup> October 2018.</p>	3 - 12

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>	

## GENERAL PURPOSES COMMITTEE

FRIDAY, 18TH MAY, 2018

**PRESENT:** Councillor J Blake in the Chair

Councillors B Anderson, D Blackburn,  
S Golton, K Groves, M Harland, M Iqbal,  
G Latty, T Leadley, J Lewis, R Lewis,  
J Pryor and M Rafique

**25 Appeals against refusal of inspection of documents**

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

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

There were no resolutions to exclude the public.

**27 Late items**

There were no late items, however, the agenda set out that the meeting had been called at short notice in accordance with paragraph 4.1 of the Access to Information Procedure Rules.

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

There were no declarations of interest.

**29 Apologies for absence**

Apologies were received from Councillors Debra Coupar, Alison Lowe, Amanda Carter, Rebecca Charlwood and Mark Dobson.

Councillor Kim Groves, Mohammed Iqbal and Richard Lewis attended the meeting as substitutes for Councillors Coupar, Charlwood and Lowe. Councillor Barry Anderson attended the meeting as substitute for Councillor Carter.

**30 Minutes of the last meeting**

**RESOLVED** – That the minutes of the meeting held on the 7 March 2018 be approved as a correct record.

**31 Annual Review of Constitution**

The City Solicitor submitted a report which set out proposals following the annual review of the Constitution.

Members sought clarification as to whether the amendment to Council Procedure Rule 28.3 removed the requirement for at least one Member from each ward to be in attendance, for the meeting to be quorate. This was confirmed by the Principal Corporate Governance Officer. Members suggested that a review of Community Committee Procedure Rules be undertaken, particularly in relation to funding specific to individual wards, such as the allocation of Community Infrastructure Levy (CIL) money.

Members requested that the reference to the Royal Charter of 1897 in Article 5 remains prominent, as opposed to being referenced as a footnote.

**RESOLVED** – To recommend to full Council the amendments to the Constitution set out in the report, subject to the change outlined above.

(Councillors Rafique and R Lewis joined the meeting at 9:05am, during consideration of this item.)



Report author: Susanna Benton  
Tel: 0113 3784771

**Report of: Chief Officer Elections and Regulatory**

**Report to: General Purposes Committee**

**Date: Monday 1 October 2018**

**Subject: Review of polling districts, polling places and polling stations**

Are specific electoral wards affected? If yes, name(s) of ward(s): All	<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: N/A Appendix number: N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Summary of main issues

1. The Electoral Registration and Administration Act 2013 (the 2013 Act) introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts, places and stations. The next compulsory review must now be started and completed between 1 October 2018 and 31 January 2020.
2. A full review of polling districts, places and stations was carried out alongside a full community governance review from May 2017 to January 2018. This was necessary following the conclusion of a review of the Council's ward boundaries undertaken by the Local Government Boundary Commission for England in 2016/17.

3. To comply with the requirements of the 2013 Act, Officers intend to carry out a review commencing 2 October 2018. A review timetable is provided at Appendix A.

### **Recommendations**

1. Members are asked to:
  - (a) Agree the process for the review.
  - (b) Agree the timetable for the review as set out at Appendix A to this report.
  - (c) Agree that Elections Working Group will be used as a forum to discuss the results of any representations received in response to the consultation exercises, and provide recommendations for General Purposes Committee's consideration as set out in this report.

## **1 Purpose of this report**

- 1.1 To agree the process and timetable for the review of polling districts, places and stations.

## **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, places and stations. The next compulsory review must now be started and completed between 1 October 2018 and 31 January 2020.
- 2.2 A 'review' is all the steps set out in Schedule A1 to the Representation of the People Act 1983 (RPA 1983). Further information about these steps 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.
- 2.3 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.
- 2.4 It is not anticipated that the Council will conduct another review until after 1 October 2023.

## **3 The review process**

- 3.1 Guidance for the conduct of such a review has been published by the Electoral Commission<sup>1</sup>. Officers recommend the following stages: -
- 3.1.1 Stage 1 - 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 will last 6 weeks.
- 3.1.2 Stage 2 - 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).

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<sup>1</sup> Electoral Commission's Guidance - Reviews of polling districts, polling places and polling stations

- 3.1.3 Stage 3 - To receive representations and comments on the authority's Initial Proposals. This would be the second consultation period and will last 7 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.
- 3.1.4 Stage 4 - When the authority must produce Final Proposals, taking into consideration any further representations made.
- 3.1.5 Stage 5 - General Purposes Committee will decide the Final Proposals of the review and the decision and background material will be published.

3.2 Although the final decision is that of the Authority, there is a right of appeal to the Electoral Commission in respect of the outcome of the review.

3.3 Involvement of Electoral Working Group (EWG) – During past reviews, General Purposes Committee requested that EWG act as a dedicated forum, recommending proposals to General Purposes Committee for their consideration. It should be noted that the EWG has an extensive knowledge of electoral procedures and is the main consultation forum for Officers and Members to discuss electoral issues. EWG have previously co-ordinated representations from the political Groups, considered representations made by the public or other stakeholders, and been used as a vessel to discuss representations submitted. Historically, the views of EWG have been presented to General Purposes Committee for their consideration before any decision has been made regarding the Council's Initial or Final Proposals. It is proposed that EWG is used in this manner again for this review.

3.4 Proposed timetable for the review – a proposed timetable which mirrors the above stages is attached at Appendix A.

## 4 The Review

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: -

- i. The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances; and

- ii. 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 or polling stations. 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 propose that the same criteria used for the last polling district review is used again for this review: -

- i. Disparities between polling districts to make them more comparable in terms of number of polling places and number of electors per polling place;
- ii. Current levels of satisfaction / dissatisfaction as expressed by or on behalf of electors;
- iii. The cost / elector ratio of providing a polling place, so there is broad comparability between districts;
- iv. The availability of postal votes on demand;
- v. Disturbance to electors which would be caused by alteration of polling places which have been used for a long period of time;
- vi. A polling place should be in its own polling district, unless it is not possible to find a suitable place in the district;
- vii. 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;
- viii. The polling place should not be difficult to locate and should be close to where most of the electors in the polling district live;
- ix. 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;
- x. Facilities for polling staff, who will be on duty for at least 16 hours and cannot leave the polling place;
- xi. That each parish should be a separate polling district save in exceptional circumstances;
- xii. 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

xiii. 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.

4.6 General Purposes Committee agreed the above review criteria at their meeting on 10 May 2017. It is proposed to use the same criteria for the purposes of this review.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

5.1.1 The proposed consultation arrangements are outlined as follows. These arrangements are the same as used for previous reviews and will follow the timetable set out at Appendix A.

5.1.2 The Notice of Review will be published in local press. Full details of how to make a representation will be given in the Notice of Review and on the Council's website. In addition to the website notice we will be writing to all MPs and Councillors as well as making the information available to relevant Parish Clerks and at local public buildings throughout the City.

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

5.2.1 As explained previously, the notice of the review will invite 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. The process outlined in this report meets that requirement.

5.2.2 Equality and cohesion screening documents have 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 documents are available as a background document to this report.

### **5.3 Council Policies and City Priorities**

5.3.1 The process for conducting a review of polling districts and places is set out in legislation. It is a requirement that the authority completes its next full polling district review by the end of 2019 however in order to ensure that any required changes are implemented prior to the local and parish/town council elections in May 2019 the proposed timetable means the review will conclude at the end of January 2019.

5.3.2 The review does not affect the Council's budget and policy framework, although ensuring electors have accessible polling stations 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.

## **5.4 Resources and Value for Money**

- 5.4.1 There is no separate budget provision for the costs of carrying out a review of this type. The costs of carrying out the consultation process will be met from within the existing budget for Electoral Services.
- 5.4.2 Staff resources will be available to conduct this review in accordance with the timetable outlined at Appendix A.

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

- 5.5.1 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>2</sup>
- (d) to divide electoral divisions into polling districts at local government elections”

- 5.5.2 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.”

- 5.5.3 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.
- 5.5.4 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.
- 5.5.5 The Chief Executive has chosen to refer the need to undertake a review of polling districts and polling places to General Purposes Committee.

## **5.6 Risk Management**

- 5.6.1 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: -
- 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.

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<sup>2</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

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

## **6 Conclusions**

6.1 That the arrangements outlined in this paper meet the statutory requirements for a review of polling districts, places and stations.

## **7 Recommendations**

7.1 Members are asked to: –

(a) Agree the process for the review.

(b) Agree the timetable for the review as set out at Appendix A to this report.

(c) Agree that Elections Working Group will be used as a forum to discuss the results of any representations received in response to the consultation exercises, and provide recommendations for General Purposes Committee's consideration as set out in this report.

## **8 Background documents**

8.1 The Electoral Commission's Guidance on the conduct of a review of polling districts, polling places and polling stations (2013)

8.2 Counsel Opinion on criteria to be considered as part of any polling district review

8.3 Equality Screening Assessments

## **Appendices**

A. Timetable for Joint Review

# Review of polling districts, polling places and polling stations 2018/19



## Timetable

### Explanatory notes - Stage 1

At this stage notice is given of the review advising that representations would be welcome, particularly (with regard to polling stations) from those with expertise in access for persons with any type of disability.

This is the first public consultation period and lasts 6 weeks. The Council considers representations received as a result of this consultation and forms Initial Proposals for further consultation.

Task	Date	Notes
<b>Report to General Purposes Committee (GPC) outlining how the review is to be conducted</b>	1 October 2018	Purpose of this report is for GPC to agree methodology and role of Electoral Working Group (EWG).
<b>Publication of notice of review</b>	2 October 2018	This is published in local press and online.
<b>Representation period</b>	2 October to 6 November 2018	6 week consultation period. All representations received are logged by Electoral Services.
<b>Inspection of changes proposed in representations</b>	7 November to 16 November 2018	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements.

### Explanatory notes – Stage 2

At this stage the Council considers representations received and forms its Initial Proposals. This is initially undertaken by EWG and then finalised at GPC.

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.

Task	Date	Notes
<b>EWG to consider representations received in Stage 1 and details of any inspections</b>	19 November to 23 November 2018	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
<b>Initial proposals go to GPC for approval</b>	12 December 2018	
<b>Initial proposals published after approval by GPC</b>	13 December 2018	Further Notice published in local press and online also detailing Stage 3 consultation period.

### Explanatory notes – Stage 3

At this stage the Council will receive representations and comments on the Council's Initial Proposals. This is the second consultation period and will last 7 weeks (a week longer than

the initial consultation period as it falls over the Christmas and New Year period. This stage will be in two parts:-

A compulsory submission from the Returning Officer of the parliamentary constituencies 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.

<b>Task</b>	<b>Date</b>	<b>Notes</b>
<b>Consultation commences</b>	13 November 2018	7 week consultation period.
<b>Returning Officers comments/recommendations published</b>	By 13 December 2018	RO's comments must be published within 30 days of receipt of proposals, unless already published as part of Initial proposals.
<b>Consultation ends</b>	4 January 2019	All representations received are logged.
<b>Inspection of any further changes proposed in representations received</b>	11 January 2019	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements.

#### **Explanatory notes – Stage 4**

At this stage the authority must produce Final Proposals, taking into consideration any further representations made.

<b>Task</b>	<b>Date</b>	<b>Notes</b>
<b>EWG consider further representations received during Stage 3</b>	14 January to 18 January 2019	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

#### **Explanatory notes – Stage 5**

GPC will decide the Final Proposals of the Review of Polling Districts, Places and Stations.

<b>Task</b>	<b>Date</b>	<b>Notes</b>
<b>Final Proposals go to GPC to agree</b>	Tuesday 29 January 2019	GPC agrees Final Proposals for Review of Polling Districts, Places and Stations
<b>Final Notice of Review is published</b>	Wednesday 30 January 2019	Details of whereabouts of Review Documentation for public inspection is given.

**All changes will be implemented in time for the Local and Parish/Town Council Elections on Thursday 2 May 2019, and any other elections or referendums which should take place on that date.**