
GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 13th February, 2019 at 4.00 pm

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;

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

Harriet Speight

0113 37 89954

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 12th December 2018.</p>	1 - 2
7			<p>REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS</p> <p>To consider the report of the Chief Officer for Elections and Regulatory Services that sets out final proposals for the review of polling districts, polling places and polling stations.</p>	3 - 18

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p data-bbox="675 181 1313 248">APPROVAL OF THE 2019/20 PAY POLICY STATEMENT</p> <p data-bbox="675 293 1401 510">To receive a report of the Chief Officer HR seeking Members' views on the revised Pay Policy Statement and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2019/20 financial year.</p> <p data-bbox="675 577 1098 611">THIRD PARTY RECORDING</p> <p data-bbox="675 656 1382 871">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 data-bbox="675 916 1310 983">Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> <li data-bbox="675 1028 1401 1243">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. <li data-bbox="675 1243 1401 1570">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. 	19 - 30

GENERAL PURPOSES COMMITTEE

WEDNESDAY, 12TH DECEMBER, 2018

PRESENT: Councillor J Blake in the Chair

Councillors B Anderson, D Blackburn,
D Cohen, D Coupar, J Dowson, S Golton,
H Hayden, W Kidger, J Lewis, A Lowe and
J Pryor

Apologies Councillors Amanda Carter, R Charlwood
and M Dobson

8 Appeals against refusal of inspection of documents

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

9 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

10 Late items

There were no late items.

11 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

12 Apologies for absence

Apologies for absence were received from Councillors Amanda Carter, Charlwood and Dobson. Notification was received that Councillor B Anderson would be present as substitute for Councillor Amanda Carter.

13 Minutes of the last meeting

RESOLVED – That the minutes of the meeting held on the 1st October 2018 be approved as a correct record.

14 Review of polling districts, polling places and polling stations

The Chief Officer for Elections and Regulatory Services submitted a report which asked Members to consider initial proposals for the polling district review and to agree the initial proposals to be published on 13 December 2018 for the second consultation period of the review.

RESOLVED –

- (a) To note that the summary of representations set out in Appendix B of the report had cross party support and resolved in each case to confirm as an initial proposal;
- (b) That having considered the summary of representations set out in Appendix C which had been rejected by all parties, resolved in each case to reject and not include in the Council's initial proposals.
- (c) To note that the initial proposals agreed today will be published for further consultation from 13 December 2018 to 31 January 2019.

15 Procedure for Short Notice Publication of Officer Key Decision Reports

Further to minute 43 of the Corporate Governance and Audit Committee held on the 23rd November 2018 the City Solicitor submitted a report setting out proposals to clarify and regularise the steps necessary for officers when, having given the required 28 days' notice of an intention to take a Key decision, it is not possible to fulfil the publication requirements in respect of report and delegated decision notice.

RESOLVED – That it be recommended to Full Council that the Executive and Decision Making Procedure Rules be amended as set out in Appendix 2 of the report.

16 Implementation of the NJC Pay Spine

The Chief Officer (HR) submitted a report updating the Committee on the implementation of the National Joint Council (NJC) new pay spine and seeking approval of the assimilation option.

RESOLVED -

- (a) To note the implementation of the NJC nationally agreed collective agreement which introduces a new pay spine effective from 1st April 2019 and approve option A for assimilation.
- (b) To note that the director of Resources and Housing is responsible for implementation.

**Report of Chief Officer Elections and Regulatory
Report to General Purposes Committee**

Date: Wednesday 13 February 2019

Subject: Review of polling districts, polling places and polling stations – final proposals

Are specific electoral wards affected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name(s) of ward(s): Ardsley & Robin Hood, Beeston & Holbeck, Bramley & Stanningley, Weetwood	
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number:	
Appendix number:	

Summary of main issues

1. A review of polling districts, polling places and polling stations commenced in Leeds on 2 October 2018. A full review timetable can be found at Appendix A.
2. The first consultation period ended on 6 November 2018 and the Council's Initial Proposals were agreed at General Purposes Committee on 12 December 2018.
3. A second period of consultation on the Initial Proposals commenced on 13 December 2018 and ended on 31 January 2019.
4. No further representations were received during the second consultation period.

Recommendations

Members are asked to

- a. Note that no representations were received during the second consultation period
- b. Confirm the Initial Proposals found at Appendix B as the Council's Final Proposals
- c. Note that the Council's Final Proposals will be published on Thursday 14 February 2019
- d. Note that any changes to polling arrangements as a consequence of this review will come into effect for the local government elections on Thursday 2 May 2019

1. Purpose of this report

- 1.1 To consider final proposals for the review of polling districts, polling places and polling stations.

2. Background information

- 2.1 This review is being carried out in accordance with the Electoral Registration and Administration Act 2013.
- 2.2 The Council published its Initial Proposals on 13 December 2018 following a period of public consultation.
- 2.3 The publication of the Initial Proposals marked the start of a second period of consultation which ended on 31 January 2019.

3. Main issues

- 3.1 The review process and methodology used was agreed at General Purposes Committee on 1 October 2018. This is outlined in the report of the Chief Officer Elections & Regulatory to General Purposes Committee dated 1 October 2018 which can be viewed at <http://democracy.leeds.gov.uk/documents/s180530/PD%20review%20report%20to%20GPC%201%20October%202018%20-%20DRAFT%20V1.1.pdf>.

4. Results of Stage Two

- 4.1 No representations were received in response to the authority's Notice of Review – Initial Proposals published on 13 December 2018. The closing date for receipt of representations was 31 January 2019.
- 4.2 Electoral Working Group were informed no representations had been made, and had no further comments to make in respect of the Council's Initial Proposals.

5. Corporate considerations

5.1 Consultation and engagement

- 5.1.1 This report follows the second consultation stage in the process.

5.2 Equality and diversity / cohesion and integration

- 5.2.1 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.
- 5.2.2 An equality and cohesion screening document has been completed for this review and has concluded that the consultation arrangements will help ensure all people affected by the review are given an opportunity to comment which will address any equality, diversity, cohesion or integration issues raised.
- 5.2.3 The equality and cohesion documents can be found at Appendix C.

5.3 Council policies and best council plan

- 5.3.1 The process for conducting a review of polling districts and places is set out in legislation.
- 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 for the costs of carrying out a review of polling districts, polling places and polling stations. The cost of carrying out the consultation process is met from within the existing Electoral Services budget.

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
- (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 the 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, polling places and polling stations 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.

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

6. Conclusions

6.1 The process followed in this review meets the statutory requirements for a review of polling districts, polling places and polling stations.

7. Recommendations

7.1 Members are asked to

- a. Note that no representations were received during the second consultation period
- b. Confirm the Initial Proposals found at Appendix B as the Council's Final Proposals
- c. Note that the Council's Final Proposals will be published on Thursday 14 February 2019
- d. Note that any changes to polling arrangements as a consequence of this review will come into effect for the local government elections on Thursday 2 May 2019

8. Appendices

- a. Appendix A – review timetable
- b. Appendix B – final proposals
- c. Appendix C – equality and cohesion documents

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

Appendix A



Timetable

Revised 21 November 2018

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
Report to General Purposes Committee (GPC) outlining how the review is to be conducted	1 October 2018	Purpose of this report is for GPC to agree methodology and role of Electoral Working Group (EWG).
Publication of notice of review	2 October 2018	This is published in local press and online.
Representation period	2 October to 6 November 2018	6 week consultation period. All representations received are logged by Electoral Services.
Inspection of changes proposed in representations	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
EWG to consider representations received in Stage 1 and details of any inspections	19 November to 23 November 2018	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial proposals go to GPC for approval	12 December 2018	
Initial proposals published after approval by GPC	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.

Task	Date	Notes
Consultation commences	13 December 2018	7 week consultation period.
Returning Officers comments/recommendations published	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.
Consultation ends	31 January 2019	All representations received are logged.
Inspection of any further changes proposed in representations received	Not later than 1 February 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.

Task	Date	Notes
EWG consider further representations received during Stage 3	During week commencing 4 February 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.

Task	Date	Notes
Final Proposals go to GPC to agree	February 2019	GPC agrees Final Proposals for Review of Polling Districts, Places and Stations
Final Notice of Review is published	February 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.

Polling district review 2018/19 Final Proposals

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Rep no.	Ward	Summary of detail	Decision
AR2	Ardsley & Robin Hood Ward	Review boundary of ARE and ARD polling districts. The existing boundary cuts through a number of properties on the Scampston Drive estate, splitting the community inappropriately between ARE and ARD polling stations. ARE polling station is a further distance than ARD to this area and there are no public transport links between the two areas, meaning voters who do not have access to their own transport would be unable to get to the polling station as it is much further than a reasonable walking distance. A more appropriate boundary may be for it to run along the M62 carriageway, so all properties in the Scampston Drive estate are within the ARD polling district. This proposal would place 1,3 & 5 Scampston Drive, along with Brodsworth Court and Rudstone Court flats on Ripley Close in to ARD from ARE.	To approve these amendments and update the electoral register with effect from 1 March 2019
AR3	Ardsley & Robin Hood Ward	ARG / ARM boundaries - would make more sense for the boundary to include all the properties on Thorpe Lane that are currently in ARM into ARG. This would require moving the boundary for ARG to run along Bradford Road and Thorpe Lane rather than down the Spink Well Lane dirt track as currently.	To approve these amendments and update the electoral register with effect from 1 March 2019
AR4	Ardsley & Robin Hood Ward	ARG / ARH boundaries - a number of properties on Westerton Road are currently in ARH polling district which necessitates travel to a different village for those people to vote. A proposed boundary of ARG being brought to include the section of Westerton Road in ARH would make more sense and would mean these residents who live in Tingley can vote in Tingley rather than being sent to the village of West Ardsley. This would place 178, 273-297, 299, 301-9, 311-19, 319A, 319B, 319C, 319D and 321-47 Westerton Road to ARG from ARH.	To approve these amendments and update the electoral register with effect from 1 March 2019
AR5	Ardsley & Robin Hood Ward	ARH / ARJ boundaries - it would make more sense for the ARH boundary to be run along Batley Road entirely rather than splitting Batley Road across two polling districts. For those on the ARJ section of the road, travelling to ARH polling station would be much more convenient as involves using a main road, with public transport links, that gives easy to access the ARH polling station rather than having to travel to a different village, with no public transport links	To approve these amendments and update the electoral register with effect from 1 March 2019

Rep no.	Ward	Summary of detail	Decision
		between the two. This proposal would place all Batley Road properties currently in ARJ in to ARH.	
AR6	Ardsley & Robin Hood Ward	ARA / ARL - The current boundary cuts through the Hopefield estate in Robin Hood meaning there are streets where part of the street votes in ARA and part in ARL. Could this be moved so all vote at one polling station? Either to put the entire estate into ARA where the bulk is, or to put the boundary to run so that all voters on Hopefield Crescent, Green, Walk and Way vote at ARL. Splitting streets across two polling districts causes confusion for residents as to where to vote.	To approve these amendments and update the electoral register with effect from 1 March 2019
AR7	Ardsley & Robin Hood Ward	Propose to move boundary to run along Longthorpe Lane to the junction with Leeds Road so that Longthorpe Lane continues to vote in ARB but that the properties currently listed in ARB polling district on Castle Head Close, Co-operative Street, Ledger Lane, Westgate Court, Westgate Lane and Leeds Road (south of the junction with Longthorpe Lane) can vote in the ARF polling station which is closer to where they live – ARF polling station being almost directly opposite the one entry/exit junction to these listed roads - causing confusion amongst residents as to which is their polling station as they have to travel away from the one over the road from their street to go to ARB.	To approve these amendments and update the electoral register with effect from 1 March 2019
AR8	Ardsley & Robin Hood Ward	Orchard Court and properties on Leeds Road north of the Leeds Road/Jumbles Lane/Long Thorpe Lane crossroads would be more appropriate to move from ARF to ARB, their closest polling station.	To approve these amendments and update the electoral register with effect from 1 March 2019
AR9	Ardsley & Robin Hood Ward	ARK/ARJ – propose to move boundary to behind northside properties on Lawns Terrace so that entirety of small amount of properties on Lawns Terrace lie within ARJ.	To approve these amendments and update the electoral register with effect from 1 March 2019
BH1	Beeston & Holbeck Ward	(a) I am a Councillor for Beeston & Holbeck ward. Last year we gain a new box. Near the city centre they were assigned the holbeck WMC as there polling station. The turnout for that area was very low as there is no easy way or connection between the two areas. Could I request that you look for a more central polling station near to their location. (b) In the 2018 local elections the	For voters who previously voted at Holy Trinity Church to return to voting in the City Centre at the nearby Mill Hill Chapel on Park Row.

Rep no.	Ward	Summary of detail	Decision
		<p>Beeston and Holbeck ward enlarged to encompass some city centre areas, such as the flats of Bridgewater house and the surrounding areas. There flats were asked to vote at the Holbeck Working Mens clubs. From my observations at the count, turnout for the flats was very poor and therefore I think we need a polling station closer to the city centre for these flats</p>	
BS1	Bramley & Stanningley Ward	<p>Whitecote Primary School has been used as a polling station for many years, but the use of the school buildings has changed over time. The polling station was formerly in the community room which was in our portacabin. About 4 years ago, we were asked by LCC to develop a facility for 2-year-olds in this portacabin, so our school house was adapted for used as teaching space to compensate for the loss of this. The house has been used as a polling station since then. However, due to the increasing needs of our children, the main room used as the polling station has been refurnished and set up as a Nurture Room. We have a number of children with complex needs who have daily sessions in this room. In addition to this, due to the house having direct access to the rest of the school grounds, we have had a security person on duty for the last two polling days and security fencing for the last one. Therefore, we are requesting that the use of the school as a polling station is re-examined. I understand that LCC prefers to use LCC property where available, but the Moorside Community Centre is just down the road and could mean reduced costs for security and no disruption to the school. We would be grateful if you could give this matter your serious consideration.</p>	<p>For polling to relocate to the nearby Moorside Tara Community Centre.</p>
WE1	Weetwood Ward	<p>The polling station at the YMCA is much less convenient for West Park residents than the old arrangement of Lawnswood School. It would be better if it could go back to that or be nearer West Park</p>	<p>For polling to return to Lawnswood High School.</p>



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

The Electoral Registration and Administration Act 2013 introduced the timing of compulsory reviews of polling districts, places and stations.

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.

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 in 2018.

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

Representations will be accepted 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 2018 elections
- The representations submitted at both stages of the consultation process

- **Actions**

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

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

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	
Date screening completed		27 November 2018

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:

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Report author: Emma Wyatt/ Rachael Hollings
 Tel: 0113 3789300

Report of the Chief Officer (HR)

Report to General Purposes Committee

Date: 13th February 2019

Subject: Approval of the 2019/20 Pay Policy Statement

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input 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. This paper sets out the Pay Policy Statement for 2019/20. This is required under the Localism Act 2011 and must be annually approved by the Full Council before 31 March 2019.

Recommendations

2. The General Purposes Committee are asked to recommended to full Council:-
 - 2.1. Consideration and approval of the Pay Policy Statement for the 2019/20 financial year as attached in appendix A.
 - 2.2. That any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council Policies is reported to the General Purposes Committee to consider recommending to Full Council for approval.
 - 2.3. Delegation to the Chief Officer (HR) of any necessary adjustments to the Council's pay scales arising from nationally agreed pay awards.

1. Purpose of this report

- 1.1. The purpose of this report is to seek Members' views on the Pay Policy Statement- 2019/20 and for the Committee to make recommendations to Full Council to approve the changes before the start of the 2019/20 financial Year.

2. Background information

- 2.1. Local Authorities are required under section 38 of the Localism Act 2011 to prepare an Annual Pay Policy Statement. The statement must articulate the Council's policy towards the pay of its most senior staff and relationships with the pay of the rest of the workforce. The provisions of the Act do not apply to the employees of Local Authority schools.
- 2.2. Each Local Authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Localism Act do not seek to change this or to determine what decisions on pay should be taken. However they require individual employing authorities to be clear about their own policies in relation to pay.

3. Main issues

- 3.1 With effect from 1st April 2019 the Council will further increase its minimum pay rate to £9.00 equivalent to an annual salary of £17,364 (inclusive of any pay award). All employees employed as at 31st March 2018 will be assimilated on to the new pay spine at a minimum point of SCP2 £9.18 which exceeds the living wage foundation minimum. The national minimum rate of pay for apprentices aged 19 and below or in the first year of their apprenticeship is £3.70 all new starters including apprentices will received £9.00.
- 3.2 The pay multiple is the relationship between the median salary and the highest paid actual salary in the organisation, in Leeds as at December 2018 the ratio between the Chief Executive's voluntary reduced salary and median pay is 8.47:1.
- 3.3 The median pay multiple in other regional authorities and core cities for 2018/19 (where available) and compared to the previous year's median pay multiple can be seen in the table at Appendix B.
- 3.4 Analysis of the inclusion and diversity data was carried out for the top 3 tiers of senior officers and compared with last year's information. This indicates there has been an increase of around 1% in the number of JNC positions held by BAME; 1% increase in females and a 3% decrease in the number of disabled colleagues.
- 3.5 JNC Declaration across all protective characteristics, which includes carers, religion and sexual orientation has remained the same as last year.
- 3.6 For the first time Gender Pay Reporting has been included in the Pay Policy Statement in advance of publication. This year has seen a significant reduction in our gender pay gap from 2017 when the women's mean hourly rate was 8.6% lower than men's to 2018 which shows that women's hourly rate is 6.3% lower than men's.

4. Corporate Considerations

4.1. Consultation and Engagement

- 4.1.1 Other Councils in the region and nationally will be publishing policies from January 2019 onwards.

4.2. Inclusion and Diversity / Cohesion and Integration

4.2.1 Analysis carried out on the inclusion and diversity make up in the JNC position is described in 3.6

4.3. Council policies and City Priorities

4.3.1. The Pay Policy Statement is required by law and must be approved annually by Full Council prior to 31st March 2019.

4.4. Resources and value for money

4.4.1. The Pay Policy Statement is a point of reference for the Council in assessing its senior management costs and its budget strategy.

4.5. Legal Implications, Access to Information and Call In

4.5.1. It is proposed to report the Policy to the Full Council meeting on 27th March 2019, which is therefore compliant with the statutory requirements.

4.6 Risk Management

4.6.1 The Council will need to consider any implications of the published policy in terms of how stakeholders and the media respond.

4.6.2 Also it is noted that in Reviewing the Policy all requirements regarding pay issues have been complied with in 2018/19. Members are asked to note this compliance.

5 Conclusions

All Councils are legally obliged to provide, on an annual basis, a Pay Policy Statement. The proposed policy is intended to meet this requirement.

6 Recommendations

6.1 The General Purposes Committee are asked to recommend to full Council:-

6.2 Consideration and approval of the Pay Policy Statement for the 2019/20 financial year as attached in Appendix A.

6.3 That any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council Policies is reported to the General Purposes Committee to consider recommending to Full Council for approval.

6.4 Delegation to the Chief Officer (HR) of any necessary adjustments to the Council's pay scales arising from nationally agreed pay awards.

Appendix A - Pay Policy Statement 2019/20

Appendix B – Comparison of Other Local Authorities

Comparison - Median Pay Multiples for median salary and the highest paid declared in 2018/19 Pay Policy Statements

Local Authority	2018/19 median pay multiplier
Leeds	8.47:1
Bradford	9.0:1
Calder dale	6.17:1
Kirklees	Not available
Wakefield	7.50:1
Birmingham	8.21:1
Bristol	Not available
Cardiff	7:1
Liverpool	7.19:1
Manchester	8.33:1
Nottingham	8:1
Sheffield	Not available



**Annual Pay Policy Statement
Financial Year 2019/20**

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 - Earn Back
 - Termination Payments
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- **Policy on the relationship between the senior officer remuneration and that of other staff**
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Section 1 - Introduction

Sections 38 – 40 of the Localism Act 2011 require that the Authority produce a policy statement for each financial year that covers a number of matters concerning the pay of the Authority's staff, principally Chief Officers.

This policy is reviewed annually and is to be considered and approved by full Council at its meeting on 27th March 2019

This pay policy is in addition to the data on pay and rewards for staff which the Authority already publishes under the Code of Recommended Practice for Local Authorities on Data Transparency

This policy must be complied with for all decisions relating to the remuneration of, or other terms and conditions applying to, those senior officers listed in Section 2.

Section 2 - Policy Statement

Definition of senior officers covered by the Pay Policy Statement

This Pay Policy Statement covers a number of senior officers.

1. Head of the Paid Service, which in this Authority is the post of Chief Executive
2. City Solicitor, who is the Monitoring Officer, along with Five Directors covering:
 - Resources & Housing
 - City Development
 - Children & Families
 - Communities & Environment
 - Adults & Health
 - The Chief Officer Finance (appointed under section 151 of the Local Government Act 1972)
3. Those required to report directly to, or are directly accountable to, one or more of those described in 1-2 above.
4. This policy statement does not cover or include staff employed by schools and is not required to do so.

Policy on remunerating senior officers

It is the policy of this Authority to establish a remuneration package for each senior officer post that is sufficient to attract and retain those with the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the Authority's requirements of the post in question.

Salaries and Appointment

The Authority may seek independent advice as a means of informing decisions on determining the pay scale for senior officer posts.

All new senior officer appointments will be made by the Employment Committee who will determine salary packages¹.

Appointments will be made to the appropriate approved minimum point of the grade for the post in question unless there is evidence that a preferred candidate cannot be appointed without varying the remuneration package. In such circumstances incremental advancement within the grade range is permissible.

In exceptional circumstances the policy provides for a departure from the Pay Policy. All departures from this policy will be expressly justified and, in cases where he/she is not personally affected, will be authorised by the Chief Executive in consultation with members of the Employment Committee. In cases where he/she is personally affected, departures from the Policy will be authorised by Full Council.

Where the Employment Committee has not been involved in the appointment of a Senior Officer the appropriate Executive Members will be consulted with, including the Executive Member within whose portfolio the post reports, the Executive Member with responsibility for Human Resources and the Leader of the Council.

Information regarding any such decisions will be reported to the next meeting of Full Council.

Honoraria² may be payable in circumstances where additional duties and responsibilities are undertaken which are over and above those which could be reasonably accommodated within existing terms and conditions of employment.

Market supplements may be paid only where it has been established that there is a significant risk of not being able to retain/replace staff with specific knowledge and skills essential to the delivery of a particular service, project or corporate priority.

¹ Senior Officers in this respect refers to the posts in Section 2 points 2 -3

² Including payments made for joint Authority duties

Terms and Conditions

The Chief Executive is employed on terms and conditions set out under the Joint National Council for Chief Executives. All other senior officers are employed on terms and conditions set out under the Joint National Council for Chief Officers. Under these arrangements national pay awards are negotiated annually. Equivalent arrangements are also in place for staff covered by NHS terms & conditions following the transfer of Public Health in 2013.

Some aspects of remuneration are applicable to all staff (including senior officers covered by this policy). For completeness these are outlined below:

- Membership of the Local Government Pension Scheme; with employee contributions ranging from 5.5% (on salaries up to £14,100) to 12.5% (on salaries over £157,800).
- Car mileage expenses are based on a local collective agreement with HMRC rates used for casual car users. Other travel and subsistence rates are based on National Joint Council for Local Government Employee rates.
- Following appointment, incremental progression is made 1st April subject to having completed 6 months employment by that date. Where 6 months employment is completed after 1st April, then the first increment is paid on reaching 6 months employment. Subsequent annual incremental progression is on each 1st April thereafter.

The Director of Public Health (DPH) and Public Health Consultants transferred to the local Authority on 1st April 2013 and receive protection of general NHS Terms and Conditions that were in place at that point in time with the exception of nationally negotiated pay awards which are linked to future agreed NJC/JNC uplift rates. Public Health Consultant additional payments and allowances are in line with NHS rates.

Bonuses and Performance Related Pay

For posts under this policy, the Authority does not currently operate a bonus or performance related pay scheme. Performance is considered however as part of a package to offer market supplements and retention pay when needed.

Earn-Back

The Authority does not operate a scheme of remuneration linked to Earn Back

In year variations to pay scales

The Chief Officer (HR) is delegated to make any necessary adjustments to the Authority's pay scales arising from national pay awards.

Termination Payments

All decisions relating to termination payments will be made by;

- Full Council – in respect of the Head of Paid Service, the City Solicitor and the s.151 officer.
- The Head of Paid Service– in respect of Directors
- Directors – in respect of those who directly report to them Termination payments may be made to senior officers covered by this policy. The maximum discretion for the Council is to award up to 104 weeks' pay under the national statutory framework.

Under this provision, payment will be subject to any legislation currently being considered to cap Public Sector exit payments including any changes to unreduced benefits. Payments made must demonstrate value for money and be conducive to the effective and efficient operation of the Authority.

The Leader of the Council will be informed in relation to any such termination payments.

Policy on remunerating the lowest paid in the workforce

The policy of this Authority is to apply terms and conditions of employment and relevant national pay offers that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of council decisions, these are then incorporated into contracts of employment.

From 1st April 2019 a new pay spine will be introduced in line with National Joint Council for Local Government Services pay Agreement for 2018-2020. The lowest pay point in this Authority (excluding schools) with effect from 1st April 2019 is spinal column point (“SCP”) 1, this will equate to an annual full time salary of £17,364 equivalent to an hourly rate of £9.00. The pay for all existing staff will be £9.18 or more which exceeds the living wage foundation minimum.

The recommended rate of the Living Wage Foundation announced in November 2018 is £9.00. From 1st April 2019 all employees employed as at 31st March 2019 will be assimilated onto the new pay spine at a minimum point of SCP2. The new SCP2 equates to annual salary of £17,711 and an equivalent hourly rate of £9.18, which is above the foundation living wage rate.

The council is committed to continuing to match the foundation Living Wage Rate (subject to affordability) for future years.

Based on the increased minimum hourly rate of £9.00, the pay multiplier between this and the substantive Chief Executive salary at 01/04/2019 will be 11.34:1 and based on his salary including a voluntary reduction the pay multiplier will be 10.59:1.

Policy on the relationship between Senior Officer Remuneration and that of other staff

The highest paid salary is paid to the Chief Executive. At December 2018 the median salary in

Leeds City Council (not including Schools) is £22,401 based on substantive pay.

The ratio between the median and Chief Executive's substantive salary, the 'pay multiple' is 8.62:1 and based on the voluntary reduction, the pay multiple is 8.12:1.

This Authority does not have a policy on maintaining or reaching a specific 'pay multiple'. However the Authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the Authority as expressed in this policy statement.

The Authority's approach to the payment of staff is to pay that which the Authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the Authority meets any contractual requirements for staff including the application of any local or national collective agreements, or Authority decisions regarding pay.

Gender Pay Gap

From 2017/18 all public and private sector employees with 250 or more employees were required to annually publish data on the gender pay gap within their organisation. The Gender Pay Gap is the difference between the average hourly earnings of all male employees in the organisation and the average hourly earnings of all female employees within the organisation based on a set "snapshot date", this being 31st March each year for public sector employees. Data from each snapshot date has to be published by 30th March the following year. The first snapshot date public employees were required to report on was 31/03/17 with results to be reported by 30/03/18, the reported Gender Pay Gap for Leeds City Council at this time was:-

Mean Hourly rate	Women's mean hourly rate is 8.6 % lower than men's
Median Hourly rate	Women's median hourly rate is 13.1% lower than men's

In addition, using the same snapshot date all organisations were obliged to report on the percentage of male and female staff by quartile, the results for Leeds City Council being:-

Top Quartile (highest paid)	58% women	42% men
Upper Middle Quartile	52.5% women	47.5% men
Lower Middle Quartile	53.3% women	46.7% men
Lower Quartile (lowest paid)	78.8% women	22.2% men

Results for the second year of reporting, based on a snapshot date of 31st March 2018 are as follows:-

Mean Hourly rate	Women's mean hourly rate is 6.3 % lower than men's
Median Hourly rate	Women's median hourly rate is 10.8% lower than men's

Top Quartile (highest paid)	58.7% women	41.3% men
Upper Middle Quartile	54.1% women	45.9% men
Lower Middle Quartile	55.2% women	44.8% men
Lower Quartile (lowest paid)	75.1% women	24.9% men

The results show a decrease in both the mean and median gender pay gap and an increase in the percentage of women in the top three pay quartiles

Re-employment of staff in receipt of a LGPS Pension or a Redundancy/Severance Payment

The Authority is under a statutory duty to appoint on merit and has to ensure that it complies with all appropriate employment, pension and equalities legislation.

Obligations under the Code of Recommended Practice for Local Authorities on Data Transparency and the data which is published under The Accounts and Audit (England) Regulations (2011).

The Authority will publish information on pay and rewards for staff falling under the criteria specified in the Code of Recommended Practice for Local Authorities on Data Transparency and which requires the Authority to provide information relating to those employees with salary packages above £50,000 and which fall below those of Chief Officers as specified above.

Election Fees

Grant funding is made by the Cabinet Office for national elections and referendums which is paid to the Chief Executive in their capacity as Returning Officer. In turn these are apportioned to officers delegated to support the Returning Officer in accordance with criteria determined by the Chief Executive.

Private Service Company Consultants

Individuals who operate as private service companies will not be engaged to cover senior officer posts covered by this policy.