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# Polling Districts, Polling Places and Polling Stations Review 2019/20

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|---|--------------------------|
| <b>Committee considering report:</b>        | Council on 5 March 2019  |
| <b>Portfolio Member:</b>                    | Councillor Dominic Boeck |
| <b>Date Portfolio Member agreed report:</b> | 22 February 2019         |
| <b>Report Author:</b>                       | Andy Day                 |
| <b>Forward Plan Ref:</b>                    | C3428                    |

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## 1. Purpose of the Report

- 1.1 This report provides feedback on the results of the public consultation into the Polling Districts, Polling Places and Polling Stations Review 2019/20.

## 2. Recommendations

- 2.1 That, in response to the Council's public consultation on its review of Polling Districts, Polling Places and Polling Stations 2019, the Council is asked to approve the recommendations set out below and which are also included in Appendix D.
- 2.2 That the Returning Officer be given delegated authority to agree any further minor changes to Polling Districts and Polling Stations.
- 2.3 That any Polling Places be assumed to relate to Polling Districts in their entirety.

### **Chieveley and Cold Ash Ward**

- (1) That 2 new Polling Districts for Florence Gardens and Little Copse be created as a result of the Boundary Review and that electors in Florence Gardens and Little Copse vote in Polling Stations as set out below:
- (i) Electors in Florence Gardens will vote in the Newbury and Thatcham Hockey Club, Henwick Worthy.
- (ii) Electors living in Little Copse in Thatcham North East will vote in the Central Family Hub, Park Lane.

### **Hungerford and Kintbury**

- (2) That the Polling Station for Combe be moved from the Inn Keepers' Bungalow to Combe Manor.

### **Newbury Central Ward**

- (3) That electors around the Park Way area that used to vote at St Nicholas Church Hall in future vote at St Joseph's Catholic Church Hall.

### **Newbury Greenham Ward**

- (4) That Newbury Rugby Club be used as a future Polling Station for the Sandford Polling District, which will be in the Newbury Greenham Ward.

### **Newbury Speen Ward**

- (5) That electors in Polling District NB7 (Brumell Grove) vote, in the future, at the Scout Hut, Poplar Place.
- (6) That SB2 and SB3 Polling Districts be merged to create a unique SB2 Polling District.
- (7) That the permanent moorings adjacent to Monkey Bridge be included in NBY14 Polling District.
- (8) The line of the northern boundary of NBY10 has been moved north to follow the line of the River Kennet. This will ensure that the electors between the canal and the river vote at St Nicholas Church Hall.

### **Newbury Wash Common**

- (9) That Newbury Rugby Club be used as a future Polling Station for the Sandford Polling District, which will be in the Newbury Wash Common Ward.

### **Ridgeway Ward**

- (10) That the Swan Public House be used at a Polling Station for East Ilsley.

### **Thatcham Colthrop and Crookham Ward**

- (11) That a new Polling District (THA7) be created for all those residents located south of the Railway Line and Crookham Hill. These electors will continue to use the Travellers Friend as their Polling Station.

### **Thatcham North East Ward**

- (12) Those residents which are part of the Little Copse Polling District (in Cold Ash) Parish use the Thatcham Children's Centre as their designated Polling Station.

### **Thatcham West Ward**

- (13) That electors located in the Polling District of Florence Gardens (Cold Ash Parish) use the Newbury and Thatcham Hockey Club, Henwick Worthy as their Polling Station.
- (14) That electors on the eastern side of Northfield Road use the Hockey Club, as opposed to the Memorial Hall.

## Tilehurst South and Holybrook Ward

- (15) That the electors north of the A4 in Calcot Row, New Lane Hill and the Golf Course form a new Polling District (ZTH1), using the Beansheaf Community Centre and their designated Polling Station.

### 3. Implications

- |     |                         |  |
|-----|-------------------------|--|
| 3.1 | <b>Financial:</b>       | There are no financial implications associated with this report.       |
| 3.2 | <b>Policy:</b>          | There are no policy implications associated with this report.          |
| 3.3 | <b>Personnel:</b>       | There is no personnel implications associated with this report.        |
| 3.4 | <b>Legal:</b>           | There are no legal implications associated with this report.           |
| 3.5 | <b>Risk Management:</b> | There are no risk management implications associated with this report. |
| 3.6 | <b>Property:</b>        | There are no Property implications associated with this report.        |

## Executive Summary

### 4. Introduction / Background

- 4.1 The Returning Officer recently conducted a review of polling districts, polling places and polling stations ahead of the scheduled District and Parish elections in May 2019. This review is pursuant to the Electoral Registration and Administration Act 2013.
- 4.2 The Local Government Boundary Commission for England completed a Boundary Review of the district in January 2018. The Boundary Commissions' proposals for West Berkshire were:
  - (i) A reduction in the total number of Councillors from 52 to 43.
  - (ii) A reduction in the total number of wards from 30 to 24.
  - (iii) The boundaries of one ward staying the same.
- 4.3 These proposals will take effect from the May 2019 District/Parish Council Elections.
- 4.4 Section 17 of the Electoral Registration and Administration Act 2013 requires Local Authorities to carry out and complete reviews of Polling Districts and Polling Places (Polling Stations) every five years. However, this review is being undertaken having regard to the outcome of the Local Government Boundary Commission for England's boundary review of the district.
- 4.5 A Polling Place is provided for electors living within each polling district. The changes to wards mean that the Council is required to carry out a review of the Polling Districts and Polling Places within the District, pursuant to Section 18C of the Representation of the People Act 1983.
- 4.6 A Polling Place for a Polling District is expected to be an area in that district, except where special circumstances make it desirable to designate an area wholly or partly outside the Polling District. Any Polling District is expected to be small enough to indicate to electors in different parts of the Polling District how they will be able to reach the Polling Place.
- 4.7 A Public Notice was posted on to the Council's website and consultation letters were sent to all Local members of Parliament and West Berkshire Councillors and relevant Disability organisations via the Disability Forum. Feedback received from Polling Station staff in the past has also been used to help shape this review and the preliminary proposals set out in this document.
- 4.8 The consultation was open for four weeks starting on 14 January 2019 and ending on 11 February 2019. 46 responses were received to the consultation, however, only 42 actually gave their views on the proposed changes.
- 4.9 The feedback from those that responded to the consultation was supportive of the Council's approach to the three new Polling Station venues that it was proposing to use. This has been reflected in the recommendations. The opportunity has also been taken to make minor changes to some Polling Districts to ensure that electors continue to vote in the most appropriate Polling Station.

## **5. Conclusion**

- 5.1 The public consultation has resulted in 42 full responses being received. Responses which have resulted in changes being made to the draft proposals have been incorporated into the response section for each ward of the consultation document.

## **6. Appendices**

- 6.1 Appendix A – Data Protection Impact Assessment
- 6.2 Appendix B – Equalities Impact Assessment
- 6.3 Appendix C – Supporting Information
- 6.4 Appendix D – Consultation Document

## Appendix A

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

|                          |   |
|--------------------------|---|
| Directorate:             | Resources   |
| Service:                 | Strategic Support                                   |
| Team:                    |   |
| Lead Officer:            | Andy Day  |
| Title of Project/System: | Review of Polling Districts and Polling Places 2019 |
| Date of Assessment:      | 12 February 2019                                    |

**Do you need to do a Data Protection Impact Assessment (DPIA)?**

|  | Yes                      | No       |
|--|--------------------------|----------|
| <b>Will you be processing SENSITIVE or “special category” personal data?</b><br><br>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation” | <input type="checkbox"/> | <b>X</b> |
| <b>Will you be processing data on a large scale?</b><br><br>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both  | <input type="checkbox"/> | <b>X</b> |
| <b>Will your project or system have a “social media” dimension?</b><br><br>Note – will it have an interactive element which allows users to communicate directly with one another?   | <input type="checkbox"/> | <b>X</b> |
| <b>Will any decisions be automated?</b><br><br>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?   | <input type="checkbox"/> | <b>X</b> |
| <b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b>  | <input type="checkbox"/> | <b>X</b> |
| <b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b>  | <input type="checkbox"/> | <b>X</b> |
| <b>Will you be using any novel, or technologically advanced systems or processes?</b><br><br>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised   | <input type="checkbox"/> | <b>X</b> |

**If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.**

## Appendix B

### Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?



Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

|   |  |
|---|--|
| <b>What is the proposed decision that you are asking the Council to make:</b>                 | To support the recommendations set out in the review of Polling Districts, Polling Places and Polling Stations 2019. |
| <b>Summary of relevant legislation:</b>   | Section 17 of the Electoral Registration and Administration Act 2013   |
| <b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b> | No   |
| <b>Name of assessor:</b>  | Andy Day   |
| <b>Date of assessment:</b>  | 12 February 2019   |

| <b>Is this a:</b> |            | <b>Is this:</b>                             |            |
|-------------------|------------|---|------------|
| <b>Policy</b>     | <b>No</b>  | <b>New or proposed</b>                      | <b>No</b>  |
| <b>Strategy</b>   | <b>Yes</b> | <b>Already exists and is being reviewed</b> | <b>Yes</b> |
| <b>Function</b>   | <b>No</b>  | <b>Is changing</b>                          | <b>Yes</b> |
| <b>Service</b>    | <b>No</b>  |   |            |

| <b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b> |  |
|--|--|
| <b>Aims:</b>   | The review looks at, amongst other things, the accessibility of Polling Stations.  |
| <b>Objectives:</b>   | To ensure that each Polling Station is as accessible as possible notwithstanding the limitations of requiring polling stations in some remote rural areas. |
| <b>Outcomes:</b>   | To ensure that Polling Stations have been  |
| <b>Benefits:</b>   |  |

| <b>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b> |                                  |                                    |
|--|----------------------------------|------------------------------------|
| (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)         |                                  |                                    |
| <b>Group Affected</b>  | <b>What might be the effect?</b> | <b>Information to support this</b> |
| Age  |                                  |                                    |
| Disability   |                                  |                                    |

|   |  |  |
|---|--|--|
| Gender Reassignment                           |  |  |
| Marriage and Civil Partnership                |  |  |
| Pregnancy and Maternity                       |  |  |
| Race  |  |  |
| Religion or Belief                            |  |  |
| Sex   |  |  |
| Sexual Orientation                            |  |  |
| <b>Further Comments relating to the item:</b> |  |  |
|   |  |  |

|  |           |
|--|-----------|
| <b>3 Result</b>  |           |
| <b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b> | <b>No</b> |
| <b>Please provide an explanation for your answer:</b>  |           |
| <b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>              | <b>No</b> |
| <b>Please provide an explanation for your answer:</b>  |           |

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

|  |  |
|--|--|
| <b>4 Identify next steps as appropriate:</b> |  |
| <b>Stage Two required</b>                    |  |
| <b>Owner of Stage Two assessment:</b>        |  |
| <b>Timescale for Stage Two assessment:</b>   |  |

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC website.