

Licensing and General Purposes Committee

AGENDA

DATE: Tuesday 25 November 2014

TIME: 7.30 pm

VENUE: Committee Rooms 1 and 2
Harrow Civic Centre

MEMBERSHIP (Quorum 4)

Chairman: Councillor Kairul Kareema Marikar

Councillors:

Mrs Chika Amadi
Michael Borio
Phillip O'Dell (VC)
Varsha Parmar
Primesh Patel
Krishna Suresh
Adam Swersky

Ramji Chauhan
Susan Hall
John Hinkley
Amir Moshenson
Kanti Rabadia
Stephen Wright

James Bond

Reserve Members:

1. Jo Dooley
2. Aneka Shah
3. Nitin Parekh
4. Ghazanfar Ali
5. Mrs Rekha Shah
6. Sasi Suresh
7. Sachin Shah
8. David Perry

1. Lynda Seymour
2. Kam Chana
3. Manjibhai Kara
4. Marilyn Ashton
5. Ameet Jogia
6. Mrs Vina Mithani

1. Georgia Weston

Contact: Alison Atherton, Senior Professional - Democratic Services
Tel: 020 8424 1266 E-mail: alison.atherton@harrow.gov.uk

AGENDA - PART I

1. ATTENDANCE BY RESERVE MEMBERS

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. DECLARATIONS OF INTEREST

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee;
- (b) all other Members present.

3. MINUTES (Pages 1 - 6)

That the minutes of the meeting held on 17 March 2014 and of the Special meeting held on 17 June 2014 be taken as read and signed as correct records.

4. PUBLIC QUESTIONS *

To receive any public questions received in accordance with Committee Procedure Rule 17 (Part 4B of the Constitution).

Questions will be asked in the order notice of them was received and there be a time limit of 15 minutes.

**[The deadline for receipt of public questions is 3.00 pm, Thursday 20 November 2014. Questions should be sent to publicquestions@harrow.gov.uk
No person may submit more than one question].**

5. PETITIONS

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

6. DEPUTATIONS

To receive deputations (if any) under the provisions of Committee Procedure Rule 16 (Part 4B) of the Constitution.

7. REVIEW OF POLLING DISTRICTS AND POLLING PLACES (Pages 7 - 32)

Report of the Director of Legal and Governance Services

AGENDA - PART II

Nil

*** DATA PROTECTION ACT NOTICE**

The Council will audio record item 4 (Public Questions) and will place the audio recording on the Council's website, which will be accessible to all.

[**Note:** The questions and answers will not be reproduced in the minutes.]

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LICENSING AND GENERAL PURPOSES COMMITTEE MINUTES

17 MARCH 2014

Chairman: * Councillor Mano Dharmarajah

Councillors:

* Ramji Chauhan	* John Nickolay
* Mrinal Choudhury	* Phillip O'Dell
* David Gawn	* Varsha Parmar
* Susan Hall	* Anthony Seymour
* Manji Kara	† William Stoodley
* Kairul Kareema Marikar	* Krishna Suresh
* Amir Moshenson	* Sasi Suresh (3)

* Denotes Member present

(3) Denotes category of Reserve Member

† Denotes apologies received

106. Attendance by Reserve Members

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

Ordinary Member

Reserve Member

Councillor Ajay Maru

Councillor Sasikala Suresh

107. Declarations of Interest

RESOLVED: To note that the following interests were declared:

Agenda Item 7 – Setting of Fees & Charges for Licensing Functions

Councillor Susan Hall declared a Pecuniary interest in that she had been granted a licence for her business. She would leave the room whilst the matter was considered and voted upon.

108. Minutes

RESOLVED: That the minutes of the Special meeting held on 30 July 2013 be taken as read and signed as a correct record.

109. Public Questions, Petitions & Deputations

RESOLVED: To note that no public questions, petitions or deputations were received at this meeting.

RECOMMENDED ITEMS

110. Setting of Fees and Charges for Licensing Functions

The Committee received a report of the Corporate Director for Environment and Enterprise, which set out the proposed fees and charges for licences/applications. An officer advised that the report had been submitted to Council for information, however, it was the remit of the Licensing & General Purposes Committee to set the above fees & charges.

He added that Local Authorities (LAs) were required to demonstrate that fees/charges had been correctly set and complied with relevant legislation. This meant that the setting of fees and charges for these functions should be a cost-neutral process, ie they may be set to recover costs. These included officer time, the cost of administering the process and resources used. However, the LA should not be making a profit from this activity. Recent case law also provided further guidance as to what an authority could charge for and as a result, the proposed fees and charges did not include any enforcement costs.

Following questions and comments from Members of the Committee, the officer advised that:

- most of the fees had remained at 0%, which reflected the policy above;
- there had been a significant increase in business in domestic dwellings, however, the fees applied to these tended to be lower than for commercial properties as on the whole these related to infrequent use;
- there was no statutory fee for immigration inspections, which could be set locally;
- the Government was in the process of consulting regarding statutory fees and this function may be delegated to Licensing Authorities locally, in which case these would fall within the remit of the Licensing

& General Purposes Committee. This would mean that there was potentially an additional income stream for the Council from the setting fees and charges.

Following questions and comments from Members of the Committee, the officer advised that:

- the fee for hypnotism events had been benchmarked against other neighbouring authorities and included the cost of processing the application, and the Council would be required to buy-in expertise to do this;
- on the whole, those with special treatment licences at domestic premises tended to pay Council Tax rather than business rates, as they had not made any permanent change to the living space;
- Licensing and Planning teams worked closely, shared information and carried out joint enforcement visits;
- licences for Houses of Multiple Occupation (HMOs) were generally issued for a period of five years. However, they were only for a period of one year for those properties where licensing officers had undertaken extensive intervention and supervision to ensure compliance with regulations. The level of intervention and administration for a one year licence may be equal to that for a licence granted for 5 years.

RESOLVED: That the fees and charges for 2014/15 be approved.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.05 pm).

(Signed) COUNCILLOR MANO DHARMARAJAH
Chairman

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LICENSING AND GENERAL PURPOSES COMMITTEE (SPECIAL) MINUTES

17 JUNE 2014

Chairman: * Councillor Kairul Kareema Marikar

Councillors:

* Ghazanfar Ali (4)	* Amir Moshenson
* Mrs Chika Amadi	* Varsha Parmar
* James Bond	* Primesh Patel
* Michael Borio	* Kantilal Rabadia
* Ramji Chauhan	* Krishna Suresh
* Susan Hall	* Adam Swersky
* John Hinkley	* Stephen Wright

* Denotes Member present
(4) Denotes category of Reserve Member

1. Attendance by Reserve Members

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Member:-

Ordinary Member

Reserve Member

Councillor Phil O'Dell

Councillor Ghazanfar Ali

2. Declarations of Interest

RESOLVED: To note that there were no declarations of interests made by Members.

RESOLVED ITEMS

3. Appointment of Vice-Chairman

RESOLVED: To appoint Councillor Phil O'Dell as Vice-Chairman of the Licensing and General Purposes Committee for the 2014/2015 Municipal Year.

4. Establishment of Sub-Committees 2014/15

The Committee considered a report setting out the proposed memberships and Chairmen of the Sub-Committees and Panels for 2014/15.

RESOLVED: That the Sub-Committees and Panels of the Licensing and General Purposes Committee be established for the Municipal Year 2014/15 with the memberships and Chairmen as detailed in the report circulated on the supplemental agenda.

(Note: The meeting, having commenced at 6.30 pm, closed at 6.34 pm).

(Signed) COUNCILLOR KAIRUL KAREEMA MARIKAR
Chairman

**REPORT FOR: Licensing & General
Purposes Committee**

Date of Meeting:	25 November 2014
Subject:	Review of Polling Districts and Polling Places
Responsible Officer:	Hugh Peart – Director of Legal & Governance Services
Wards affected:	All
Exempt:	No
Enclosures:	Appendix A - Recommendations of Working Group Appendix B - Equality Impact Assessment

Section 1 – Summary and Recommendations

In accordance with the Electoral Registration and Administration Act 2013 the Council is required to undertake a review of its polling districts and polling places. A Working Group was established to undertake this review and the recommendations of the Working Group are attached at Appendix A.

RECOMMENDATIONS:

The Committee is requested to:

Approve the recommendations of the Working Group in relation to the individual polling districts and polling places for the next four years.

Section 2 – Report

Background

In August 2014, a Working Group was established to conduct the review of the current polling districts and polling places in accordance with the Electoral Registration and Administration Act 2013. The terms of reference for the Group and membership were agreed at that time.

The Review

The Working Group met on 13 and 30 October 2014 to consider the comments from the Returning Officer and officers on the various polling districts and polling places. The recommendations from the working group are set out in Appendices A and B.

Financial Implications

No funding is available from Central Government to undertake the review. Therefore, all costs associated with the review will be met from within the current Electoral Services budget.

Risk Management Implications

The duty to undertake the review is not included on the Directorate or other Corporate risk registers.

Equalities implications

An initial Equalities Impact Assessment (EQIA) has been completed and no potential disproportionate impact was identified.

Council Priorities

The Council's vision:

Working Together to Make a Difference for Harrow

The accessibility of polling stations for enabling everyone to engage in the democratic process contributes to the administration's priorities.

- Making a difference for the vulnerable
- Making a difference for communities
- Making a difference for local businesses
- Making a difference for families

Section 3 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 10 November 2014		
Name: Linda Cohen	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 13 November 2014		

Ward Councillors notified:	YES.
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Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic & Electoral Services Manager
Tel: 020 8424 1097
Email: elaine.mceachron@harrow.gov.uk

Background Papers:

Notice of Review - http://www.harrow.gov.uk/downloads/file/5056/notice_of_review

Polling District Review Ward Booklets -
http://www.harrow.gov.uk/downloads/download/355/polling_district_review

If appropriate, does the report include the following considerations?

1.	Consultation	YES
2.	Council Priorities	N/A

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APPENDIX A

London Borough of Harrow Polling District and Places Review 2014

Recommendations of review working group

The Electoral Registration and Administration Act 2013, requires that Harrow Council undertake and complete a review of all of the polling districts and polling places in its area within a 16 month period commencing from 1 October 2013 to 31 January 2015. The previous statutory review was undertaken in 2011.

The following are the recommended arrangements for each ward by polling district.

Constituency: HARROW EAST

Ward: EDGWARE

POLLING DISTRICT	POLLING STATION	ACTION
EA	Edgware & District Ex-Service Mens Club, Beacon Lane, Edgware	No change. Designate polling district as polling place.
EAA	Flash Musicals Youth Theatre, Methuen Road, Edgware	No change. Designate polling district as polling place.
EAB	Camrose Primary with Nursery St Davids Drive Edgware	Change the name of the polling station to Camrose Primary School and Nursery, otherwise no change. Designate polling district as polling place.
EAC	Stag Lane First and Middle School, Collier Drive, Edgware	Change the name of the polling station to Stag Lane Infant and Nursery School, otherwise no change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: CANONS

POLLING DISTRICT	POLLING STATION	ACTION
EB	St Lawrence Church Hall St Lawrence Close, Edgware	No change. Designate polling district as polling place.
EBA	Alyward First and Middle School, Pangbourne Drive, Stanmore	No change. Designate polling district as polling place
EBB	Synagogue Community Centre, London Road, Stanmore	No change. Designate polling district as polling place.
EBC	Canons Hall, Wemborough Road, Stanmore	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: KENTON EAST

POLLING DISTRICT	POLLING STATION	ACTION
EC	Greek Community Hall, Kenton Road, Harrow (Junction of St Pauls Avenue)	No change. Designate polling district as polling place.
ECA	Glebe First and Middle School, D'Arcy Gardens, Harrow	Change the name of the polling station to Glebe Primary School, otherwise no change. Designate polling district as polling place.
ECB	Kenmore Park Community Centre, Warneford Road, Harrow	No change. Designate polling district as polling place.
ECC	Kenton Baptist Church Hall, Streatfield Road, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: QUEENSBURY

POLLING DISTRICT	POLLING STATION	ACTION
ED	Portakabin, Queensbury Circle (Junction of Honey Pot Lane & Taunton Way) Stanmore	Consult with Ward Councillors on proposals for moving the boundary of the polling district to the eastern side of Honey Pot Lane (as shown coloured green on the map at Appendix B). Designate polling district as polling place.
EDA	Culver Evangelical Church, Culver Grove, Stanmore	No change. Designate polling district as polling place.
EDB	Kenton Baptist Church Hall, Streatfield Road, Harrow	Move the boundary of the polling district westwards to include properties on the western side of Honey Pot Lane (as shown coloured blue on the map at Appendix B). Designate polling district as polling place.
EDC	Bob Lawrence Library, North Parade, Mollison Way, Edgware	No change. Designate Bob Lawrence Library as polling place.

Constituency: HARROW EAST

Ward: BELMONT

POLLING DISTRICT	POLLING STATION	ACTION
EE	Canons Hall, Wemborough Road, Stanmore	No change. Designate polling district as polling place.
EEA	Stanmore Baptist Church Hall, Abercorn Road, Stanmore	No change. Designate polling district as polling place.

EEB	Belmont Community Hall, Belmont Circle, Kenton	No change. Designate Belmont Community Hall as polling place for EEB.
EEC	St Joseph's R.C. School, Dobbin Close, Harrow	No change. Designate polling district as polling place.
EED	Culver Evangelical Church, Culver Grove, Stanmore	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: STANMORE PARK

POLLING DISTRICT	POLLING STATION	ACTION
EF	Small Hall, Stanmore Chapel, Nelson Road, Stanmore	No change. Designate polling district as polling place.
EFA	ST John's C. of E. School, Stanmore Hill, Stanmore	No change. Designate polling district as polling place.
EFB	Micklem Hall, The Church House, Old Church lane, Stanmore	No change. Designate polling district as polling place.
EFC	Woodlands Communal Room, Binyon Crescent, Stanmore	Change the name of the polling station to the Bede Anandappa Centre, otherwise no change. Designate polling district as polling place.
EFD	Wykeham Hall, Bishop Ken Road, Harrow	No change. Designate Wykeham Hall as polling place for polling district FD.

Constituency: HARROW EAST

Ward: HARROW WEALD

POLLING DISTRICT	POLLING STATION	ACTION
EG	Weald Junior School, Robin Hood Drive, Harrow	No change. Designate polling district as polling place.
EGA	The Blackwell Hall, Uxbridge Road, Harrow Weald (Near All Saints Church)	No change. Designate polling district as polling place.
EGB	Cedars Manor School, Whittlesea Road, Harrow Weald	No change. Designate polling district as polling place. However, consideration should be given to the splitting polling district EGB and creating a new polling district EGC subject to the availability of a suitable venue for use as a polling station.

Constituency: HARROW EAST

Ward: KENTON WEST

POLLING DISTRICT	POLLING STATION	ACTION
EH	St Mary's Church Hall, Kenton Road, Harrow (Junction of St Leonard Avenue)	No change. Designate polling district as polling place.
EHA	Kenton Library, Kenton Lane, Harrow (Junction of Christchurch Avenue)	No change. Designate polling district as polling place.
EHB	Priestmead First and Middle School, Hartford Avenue, Harrow.	Change the name of the polling station to Priestmead School and Nursery, otherwise no change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: WEALDSTONE

POLLING DISTRICT	POLLING STATION	ACTION
EJ	Wykeham Hall, Bishop Ken Road, Harrow	No change. Designate polling district as polling place.
EJA	Small Hall, Wealdstone Methodist Church, Locket Road, Harrow	No change. Designate polling district as polling place.
EJB	Whitefriars Community School, Whitefriars Avenue, Harrow	If Whitefriars Community School is unavailable for use as a polling station due to schools expansion programme consider using, Whitefriars Children Centre or Salvatorian College, otherwise no change. Designate polling district as polling place.
EJC	Whitefriars Community School, Whitefriars Avenue, Harrow	If Whitefriars Community School is unavailable for use as a polling station due to schools expansion programme consider using Whitefriars Children Centre Salvatorian College, otherwise no change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: MARLBOROUGH

POLLING DISTRICT	POLLING STATION	ACTION
WK	Healthy Living Centre, 38/40 Wealdstone High Street Wealdstone, HA3 7AE	No change. Designate polling district as polling place.
WKA	Communal Room, 99 Churchill Place, Barons Meade, Off Marlborough Hill, Harrow	No change. Designate polling district as polling place.
WKB	Marlborough First and Primary School, Marlborough Hill, Harrow	If Marlborough Primary School is unavailable for use as a polling station due to refurbishment works consider using Wise Works, otherwise no change. Designate polling district as polling place.
WKC	Sangat Community Centre, 28A Sancroft Road, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW EAST

Ward: GREENHILL

POLLING DISTRICT	POLLING STATION	ACTION
WL	Comfort Hotel, 2-12 Northwick park Road, Harrow, HA1 2NT	No change. Designate polling district as polling place. To be kept under review.
WLA	The Welldon Community Centre, Welldon Crescent, Harrow	No change. Designate polling district as polling place.
WLB	Middlesex New Synagogue, 39 Bessborough Road, Harrow	No change. Designate polling district as polling place.
WLC	Civic Centre registrar's reception, Station Road Harrow.	No change. Designate polling district and as polling place.

Constituency: HARROW WEST

Ward: HARROW ON THE HILL

POLLING DISTRICT	POLLING STATION	ACTION
WM	Old Gaytonians Clubhouse, South vale, Sudbury Hill, Harrow	No change. Designate polling district as polling place.
WMA	Roxeth Primary School, Roxeth Hill, Harrow	No change. Designate polling district as polling place.
WMB	Communal Hall, Northolt Road, Harrow. (Adjoining Grange Court)	No change. Designate polling district as polling place.
WMC	Whitmore High School, Porlock Avenue, Harrow.	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: HEADSTONE SOUTH

POLLING DISTRICT	POLLING STATION	ACTION
WN	St. George's Church Hall, Pinner View, Harrow. (Opposite the junction of Hide Road)	If St George's Church Hall is unavailable for use as a polling station, use the Old Lyonians site, otherwise no change. Designate polling district as polling place.
WNA	North Harrow Assembly Hall, Station Road, North Harrow	As the North Harrow Assembly Hall is being rebuilt, use the Savoy Court as the polling station for elections and consider relocating to site once building works completed and the building is available for use. Otherwise no change to the existing arrangements. Designate polling district as polling place.
WNB	Main Hall, Havs Building, The Lodge, 64 Pinner Road, Harrow	Change the name of the polling station to The Lodge, otherwise no change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: WEST HARROW

POLLING DISTRICT	POLLING STATION	ACTION
WO	St. Peter's Church, Sumner Road, Harrow	No change. Designate polling district as polling place.
WOA	Grange First And Middle School, Welbeck Road, Harrow	Change the name of the polling station to Grange Primary School, otherwise no change. Designate polling district as polling place.
WOB	Elmfield Church Hall, Imperial Drive, Harrow	No change. Designate polling district as polling place.
WOC	Rayners Lane Baptist Church Hall, Imperial Drive, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: HEADSTONE NORTH

POLLING DISTRICT	POLLING STATION	ACTION
WR	Pinner Park Junior School, Headstone Lane, Harrow	Change the name of the polling station to Pinner Park Infant and Nursery School, otherwise no change. Designate polling district as polling place.
WRA	North Harrow Methodist Church, Pinner Road Harrow	No change. Designate polling district as polling place.
WRB	St. Alban's Church Hall, Norwood Drive, Harrow	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: ROXETH

POLLING DISTRICT	POLLING STATION	ACTION
WS	South Harrow Baptist Church Rooms, Northolt Road, South Harrow	No change. Designate polling district as polling place.
WSA	Earlsmead First And Middle School, Arundel Drive, Harrow	Change the name of the polling station to Earlsmead Primary School, otherwise no change. Designate polling district as polling place.
WSB	Portakabin, Junction of The Heights and Gaylor Road Northolt	No change. Designate polling district as polling place.

Constituency: HARROW WEST

Ward: ROXBOURNE

POLLING DISTRICT	POLLING STATION	ACTION
WT	The Beacon Centre, Malcolm Jeffrey Place, Scott Crescent Rayners Lane	No change. Designate polling district as polling place.
WTA	St. Andrew's Church Hall, Malvern Avenue, Harrow	No change. Designate polling district as polling place
WTB	Windsock Club, Eastcote Ave, Rayners Lane	No change. Designate polling district as polling place.
WTC	Brookside Close Social Centre, Brookside Close, Harrow	No change. Designate polling district and polling

Constituency: HARROW WEST

Ward: RAYNERS LANE

POLLING DISTRICT	POLLING STATION	ACTION
WU	Tithe Farm Social Club Rayners Lane	No change. Designate Tithe Farm Social Club as polling place.
WUA	Rayners Lane Scout Headquarters, High Worples, Harrow	No change. Designate polling district as polling place.
WUB	Longfield First And Middle School, Dukes Avenue, North Harrow	Change the name of the polling station to Longfield Primary School, otherwise no change. Designate Longfield Primary School as polling place.
WUC	Roxbourne First And Middle School, Torbay Road, Harrow	Change the name of the polling station to Roxbourne Primary School, otherwise no change. Designate polling district as polling place.

Constituency: RUISLIP NORTHWOOD AND PINNER

Ward: PINNER SOUTH

POLLING DISTRICT	POLLING STATION	ACTION
RW	The Vagabonds Clubhouse, Holwell Place, Pinner	No change. Designate polling district as polling place.
RWA	Pinner Village Hall, Chapel Lane, Pinner	No change. Designate polling district as polling place.
RWB	Cannon Lane First And Middle School, Cannonbury Avenue, Pinner	Change the name of the polling station to Cannon Lane Primary School, otherwise no change. Designate polling district as polling place.

Constituency: RUISLIP NORTHWOOD AND PINNER

Ward: PINNER

POLLING DISTRICT	POLLING STATION	ACTION
RX	Pinner Methodist Church Hall, Love Lane, Pinner	No change. Designate polling district as polling place.
RXA	Pinner Hill Community Centre, Pinner Hill Road, Pinner. (Next To Welch Place)	No change. Designate polling district as polling place.

Constituency: RUISLIP NORTHWOOD AND PINNER

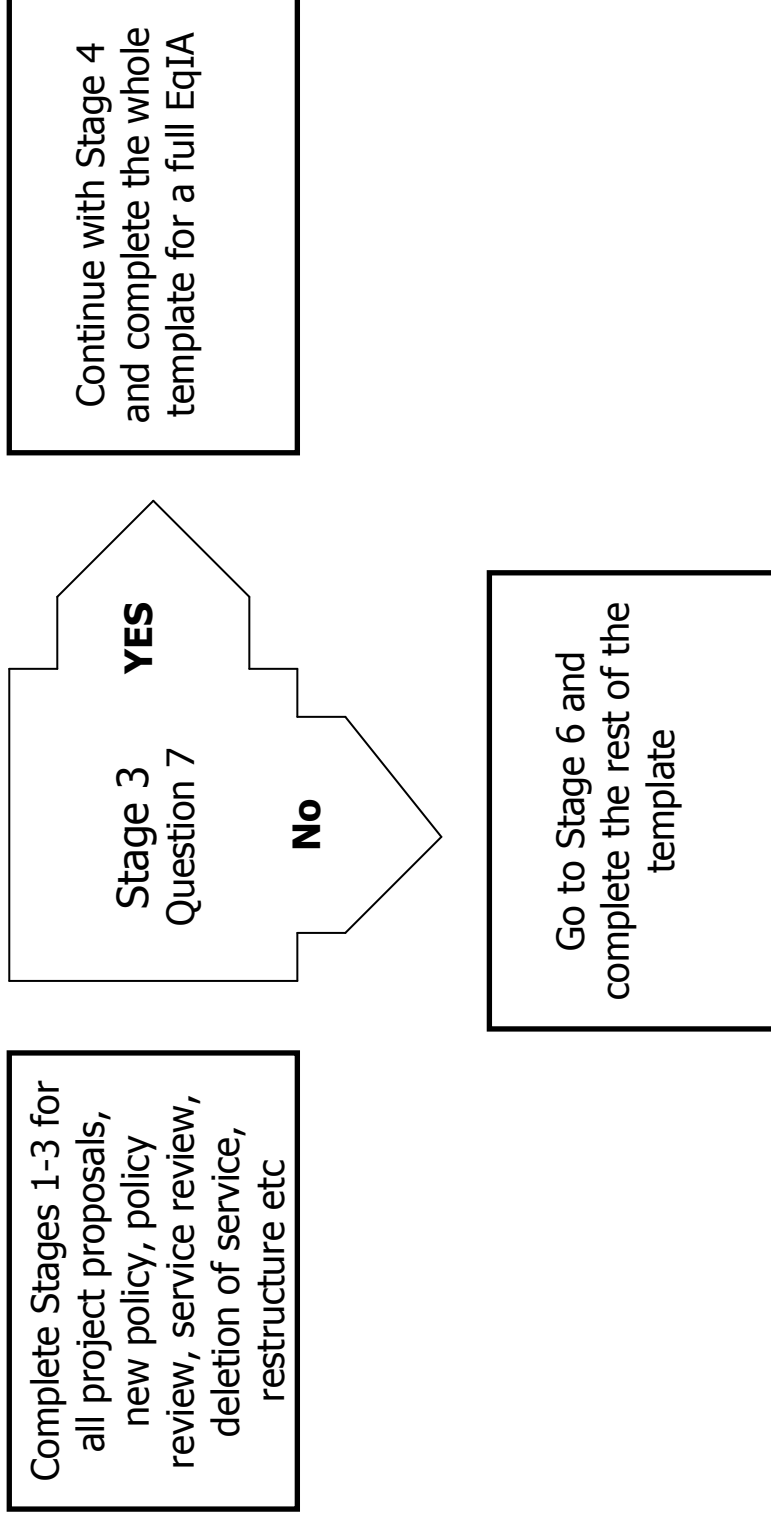
Ward: HATCH END

POLLING DISTRICT	POLLING STATION	ACTION
RY	Hatch End Free Church (Baptist) Hall, Rowlands Avenue, Pinner	No change. Designate polling district as polling place.
RYA	Guide Headquarters, Off Public Car Park, Grimsdyke Road, Hatch End	No change. Designate polling district as polling place.
RYB	Headstone Senior Citizens Club, Augustine Road, Harrow	Change the name of the polling station to the Julie Cook Centre, otherwise no change. Designate polling district as polling place.

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Equality Impact Assessment Template

The Council has revised and simplified its Equality Impact Assessment process. There is now just one Template. Project Managers will need to complete **Stages 1-3** to determine whether a full EqIA is required and the need to complete the whole template.



Equality Impact Assessment (EqIA) Template

In order to carry out this assessment, it is important that you have completed the EqIA E-learning Module and read the Corporate Guidelines on EqIAs. Please refer to these to assist you in completing this assessment.

It will also help you to look at the EqIA Template with Guidance Notes to assist you in completing the EqIA.

Type of Project / Proposal:	Tick	Type of Decision:	Tick
Transformation		Cabinet	
Capital		Portfolio Holder	
Service Plan		Corporate Strategic Board	
Other		Other	
Title of Project:			
Polling Places and Polling Districts Review			
Directorate / Service responsible:			
Legal & Governance Services			
Name and job title of lead officer:			
Elaine McEachron – Democratic and Electoral Services Manager			
Name & contact details of the other persons involved in the assessment:			
Nicola Fletcher – Democratic and Electoral Services Officer			
Date of assessment:			
8 October 2014			

Stage 1: Overview

<p>1. What are you trying to do? (Explain proposals e.g. introduction of a new service or policy, policy review, changing criteria, reduction / removal of service, restructure, deletion of posts etc)</p>	<p>In carrying out the statutory review of all polling districts and stations within the borough to assess the suitability of all polling stations and to ensure that they are DDA compliant, and where they are not to ensure that relevant steps are taken to ensure compliance for election purposes.</p> <p>The review will not result in the reduction or removal of any service or the deletion of any posts.</p>								
<p>2. Who are the main people / Protected Characteristics that may be affected by your proposals? (all that apply)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Residents / Users</th> <th style="width: 25%;">Service</th> <th style="width: 25%;">Partners</th> <th style="width: 25%;">Stakeholders</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Residents / Users	Service	Partners	Stakeholders				
Residents / Users	Service	Partners	Stakeholders						

Staff	Age	Disability
Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity
Race	Religion or Belief	Sex
Sexual Orientation	Other	

3. Is the responsibility shared with another directorate, authority or organisation? If so:

- Who are the partners?
- Who has the overall responsibility?
- How have they been involved in the assessment?

Stage 2: Evidence / Data Collation

4. What evidence / data have you reviewed to assess the potential impact of your proposals? Include the actual data, statistics reviewed in the section below. This can include census data, borough profile, profile of service users, workforce profiles, results from consultations and the involvement tracker, customer satisfaction surveys, focus groups, research interviews, staff surveys; complaints etc. Where possible include data on the nine Protected Characteristics.

23
 (including carers of young/older people) N/A

A public consultation was undertaken as part of the review. The consultation consisted of the publication of a statutory notice and comments/representations were invited from all Councillors, MPs, stakeholders, partners and other interested parties were consulted on the review. Comments were particularly invited from any person or body with expertise in access for person with any type of disability. Only one comment which related to the name of a polling station was received on the consultation.

The profile of boroughs populations' in relation to age, (older people over 65) of which there is approximately 14.1% (2011) and those with a long-term health problem, 10.3% of the population between the age of 16-64 (2011) was considered. The number of 120 polling stations within the borough was considered to ensure that everyone who is entitled to vote could do so with equality of access. All polling stations are either DDA compliant and where they are not step are taken to ensure that they are accessible for the users, (visitors staff and observers) on polling day. If an elector is unable to attend a

	polling station they are able to apply for a postal voter or appoint a proxy to vote on their behalf. Comments from Polling Station inspectors, if any were also considered. Also comments from other staff, officers, councillors and residents and stakeholders and any best practice guidance were taken into account. The Review Working Group was established by the Licensing and General Purposes Committee. The working group consisted of a cross party of members and a representative from the Association of Disabled People.
Gender Reassignment	N/A
Marriage / Civil Partnership	N/A
Pregnancy and Maternity	See above
Race	N/A
24 Religion and Belief	Harrow is religiously diverse borough – 37.3% of residents are Christian, 23.5% are Hindu, 12.5% are Muslim, 4.4% are Jewish and 2.2% are Jains.
Sex / Gender	N/A
Sexual Orientation	N/A
Socio Economic	N/A
5. What consultation have you undertaken on your proposals?	
Who was consulted?	What consultation methods were used?
	What do the results show about the impact on different groups / Protected Characteristics?
	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising

					your proposals).
Councillors, Members of Parliament, stakeholders, partners and other interested parties.	A public consultation was undertaken as a part of the review following the publication of a statutory notice.	N/A - as only one response was received which related to the name of a polling station	N/A		
Returning Officer	The Returning Officer is required by law to make representations on the current arrangements.	N/A	N/A		

6. What other (local, regional, national research, reports, media) data sources that you have used to inform this assessment?
List the Title of reports / documents and websites here.

Best practice guidance.
Review working group established by the Licensing and General Purposes Committee.
Profile of boroughs populations' age (older people) disabled was considered.
Census 2011 Detailed Reports which provided information on age, disability and religion/belief.

Stage 3: Assessing Potential Disproportionate Impact

Based on the evidence you have considered so far, is there a risk that your proposals could potentially have a disproportionate adverse impact on any of the Protected Characteristics?

	Age (including carers)	Disability (including carers)	Gender Reassignment	Marriage and Civil Partnership	Pregnancy and Maternity	Race	Religion and Belief	Sex	Sexual Orientation
Yes									
No									

Stage 4: Collating Additional data / Evidence

8. What additional data / evidence have you considered in relation to your proposals as a result of the analysis at Stage 3?

(include this evidence, including any data, statistics, titles of documents and website links here)

9. What further consultation have you undertaken on your proposals as a result of your analysis at Stage 3?

Who was consulted?	What consultation methods were used?	What do the results show about the impact on different groups / Protected Characteristics?	What actions have you taken to address the findings of the consultation? (This may include further consultation with the affected groups, revising your proposals).

Stage 5: Assessing Impact and Analysis

10. What does your evidence tell you about the impact on different groups? Consider whether the evidence shows potential for differential impact, so state whether this is an adverse or positive impact? How likely is this to happen? How you will mitigate/remove any adverse impact?

26

Protected Characteristic	Adverse	Positive	Explain what this impact is, how likely it is to happen and the extent of impact if it was to occur.	What measures can you take to mitigate the impact or advance equality of opportunity? E.g. further consultation, research, implement equality monitoring etc (Also Include these in the Improvement Action Plan at Stage 7)
Age (including carers of young/older people)				
Disability (including				

carers of disabled people)							
Gender Reassignment							
Marriage and Civil Partnership							
Pregnancy and Maternity							
Race							
Religion or Belief							
Sex							
Sexual orientation							

<p>11. Cumulative Impact – Considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on a particular Protected Characteristic?</p> <p>If yes, which Protected Characteristics could be affected and what is the potential impact?</p>	<p>11a. Any Other Impact – Considering what else is happening within the Council and Harrow as a whole (for example national/local policy, austerity, welfare reform, unemployment levels, community tensions, levels of crime) could your proposals have an impact on individuals/service users socio economic, health or an impact on community cohesion?</p> <p>If yes, what is the potential impact and how likely is to happen?</p>	Yes	No
<p>12. Is there any evidence or concern that the potential adverse impact identified may result in a Protected Characteristic being disadvantaged?</p>		Yes	No
<p>Yes</p>			
<p>No</p>			
<p>If you have answered "yes" to any of the above, set out what justification there may be for this in Q12a below - link this to the aims of the proposal and whether the disadvantage is proportionate to the need to meet these aims. (You are encouraged to seek legal advice, if you are concerned that the proposal may breach the equality legislation or you are unsure whether there is objective justification for the proposal)</p> <p>If the analysis shows the potential for serious adverse impact or disadvantage (or potential discrimination) but you have identified a potential justification for this, this information must be presented to the decision maker for a final decision to be made on whether the disadvantage is proportionate to achieve the aims of the proposal.</p> <p>§ If there are adverse effects that are not justified and cannot be mitigated, you should not proceed with the proposal. (select outcome 4)</p> <p>§ If the analysis shows unlawful conduct under the equalities legislation, you should not proceed with the proposal. (select outcome 4)</p>			
<p>Stage 6: Decision</p>			
<p>13. Please indicate which of the following statements best describes the outcome of your EqIA (tick one box only)</p>			
<p>Outcome 1 – No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality are being addressed.</p>			

Outcome 2 – Minor adjustments to remove / mitigate adverse impact or advance equality have been identified by the EqIA	
Outcome 3 – Continue with proposals despite having identified potential for adverse impact or missed opportunities to advance equality. In this case, the justification needs to be included in the EqIA and should be in line with the PSED to have 'due regard'. In some cases, compelling reasons will be needed. You should also consider whether there are sufficient plans to reduce the adverse impact and/or plans to monitor the impact. (Explain this in 13a below)	
Outcome 4 – Stop and rethink: when there is potential for serious adverse impact or disadvantage to one or more protected groups. (You are encouraged to seek Legal Advice about the potential for unlawful conduct under equalities legislation)	
13a. If your EqIA is assessed as outcome 3 or you have ticked 'yes' in Q12 , explain your justification with full reasoning to continue with your proposals.	

Stage 7: Improvement Action Plan

14. List below any actions you plan to take as a result of this Impact Assessment. This should include any actions identified throughout the EqIA.					
Area of potential adverse impact e.g. Race, Disability	Action required to mitigate	How will you know this is achieved? E.g. Performance Measure / Target	Target Date	Lead Officer	Date Action included in Service / Team Plan
29					

Disability	To ensure that all polling stations are fully accessible and that all eligible voters are provided with the assistance to enable them to vote as part of the democratic process.	Ensure that all venues used as polling stations are DDA compliant and where they are not, take the necessary temporary measures to ensure accessible. Ensure all staff are trained to assist all voters in whatever circumstances.	Ongoing	Elaine McEachron	December 2014
Pregnancy and sterility	Staff employed or other users of polling station may be affected. All stations have requisite facilities and if a portakabin is used pregnant staff are not appointed to work there. Presiding officers and other staff should be provided with training.	No complaints received from staff other users.	Ongoing	Elaine McEachron	December 2014
Religion/Belief	There are a number of polling stations that are religious buildings. Although no complaints have been received, if one was received from a voter they would be offered alternative methods of voting. Ensure that during the recruitment process enquiries are made of staff as to any religious requirements. Ensure that staff are mindful of requirements of voters if requests are made of them.	Requirements of religion/beliefs accommodated. No complaints received from staff or voters.	Ongoing	Elaine McEachron	December 2014

Stage 8 - Monitoring

The full impact of the proposals may only be known after they have been implemented. It is therefore important to ensure effective monitoring measures are in place to assess the impact.

<p>15. How will you monitor the impact of the proposals once they have been implemented? What monitoring measures need to be introduced to ensure effective monitoring of your proposals? How often will you do this? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>Review of proposals during election day.</p>
<p>16. How will the results of any monitoring be analysed, reported and publicised? <i>(Also Include in Improvement Action Plan at Stage 7)</i></p>	<p>Feedback from polling station staff, polling station inspectors and service users will be reviewed.</p>
<p>17. Have you received any complaints or compliments about the proposals being assessed? If so, provide details.</p>	<p>No</p>

Stage 9: Public Sector Equality Duty

18. How do your proposals contribute towards the Public Sector Equality Duty (PSED) which requires the Council to have due regard to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between different groups.

<p>31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000</p>	<p>include all the positive actions of your proposals, for example literature will be available in large print, Braille and community languages, flexible working hours for parents/carers, IT equipment will be DDA compliant etc)</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010</p>	<p>Advance equality of opportunity between people from different groups</p>	<p>Foster good relations between people from different groups</p>
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Stage 10 - Organisational sign Off (to be completed by Chair of Departmental Equalities Task Group)

The completed EqIA needs to be sent to the chair of your Departmental Equalities Task Group (DETG) to be signed off.

<p>19. Which group or committee considered, reviewed and agreed the EqIA and the Improvement Action Plan?</p>	
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Signed: (Lead officer completing EqIA)	Elaine McEachron	Signed: (Chair of DETG)	Alex Dewsnap
Date:	10 November 2014	Date:	10 November 2014
Date EqIA presented at the EqIA Quality Assurance Group		Signature of ETG Chair	