

Extraordinary Meeting of the

# GENERAL PURPOSES COMMITTEE

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Tuesday, 17 January 2012 at 6.30 p.m.

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## A G E N D A

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### VENUE

Room C1,1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent,  
London, E14 2BG

Members:	Deputies (if any):
<b>Chair: Councillor Shiria Khatun</b> <b>Vice-Chair:Councillor Sirajul Islam</b>	
<b>Councillor Mizan Chaudhury</b> <b>Councillor Mohammed Abdul Mukit</b> <b>MBE</b> <b>Councillor Md. Maium Miah</b> <b>Councillor Gloria Thienel</b> <b>1 Vacancy</b>	Councillor Peter Golds, (Designated Deputy representing Councillor Gloria Thienel)□Councillor Craig Aston, (Designated Deputy representing Councillor Gloria Thienel)□Councillor Marc Francis, (Designated Deputy representing Councillors Shiria Khatun, Mizan Chaudhury, Mohammed Abdul Mukit, MBE and Sirajul Islam)□Councillor David Edgar, (Designated Deputy representing Councillors Shiria Khatun, Mizan Chaudhury, Mohammed Abdul Mukit, MBE and Sirajul Islam)□Councillor Khaled Uddin Ahmed, (Designated Deputy representing Councillors Shiria Khatun, Mizan Chaudhury, Mohammed Abdul Mukit, MBE and Sirajul Islam)
<b>[Note: The quorum for this body is 3 Members].</b>	

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact: Antonella Burgio, Democratic Services, Tel: 020 7364 4881, E-mail: [antonella.burgio@towerhamlets.gov.uk](mailto:antonella.burgio@towerhamlets.gov.uk)

# LONDON BOROUGH OF TOWER HAMLETS

## GENERAL PURPOSES COMMITTEE

Tuesday, 17 January 2012

6.30 p.m.

### 1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 2. DECLARATIONS OF INTEREST

1 - 2

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992. See attached note from the Chief Executive.

PAGE NUMBERS	WARD(S) AFFECTED
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### 3. UNRESTRICTED MINUTES

3 - 10

To approve as a correct record the minutes of the meetings held on 13<sup>th</sup> October 2011.

### 4. UNRESTRICTED REPORTS FOR CONSIDERATION

#### 4.1 Polling District and Polling Place Review 2011

11 - 34

To consider the representations on the review of polling districts and polling places and the steps which must be taken to complete this process.

#### 4.2 Proposed Changes to the Constitution

Report to follow.

### 5. EXCLUSION OF PRESS AND PUBLIC

In view of the contents of the following item on the agenda, the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972.”

## **EXEMPT/CONFIDENTIAL SECTION (Pink Papers)**

The exempt committee papers in the agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

## **6. EXEMPT REPORTS FOR CONSIDERATION**

### **6 .1 School Governor Appointment**

**35 - 62**

To consider an application for appointment as a local authority school governor to a community school detailed in the report.

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# Agenda Item 2

## DECLARATIONS OF INTERESTS - NOTE FROM THE CHIEF EXECUTIVE

This note is guidance only. Members should consult the Council's Code of Conduct for further details. Note: Only Members can decide if they have an interest therefore they must make their own decision. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending at a meeting.

### Declaration of interests for Members

Where Members have a personal interest in any business of the authority as described in paragraph 4 of the Council's Code of Conduct (contained in part 5 of the Council's Constitution) then s/he must disclose this personal interest as in accordance with paragraph 5 of the Code. Members must disclose the existence and nature of the interest at the start of the meeting and certainly no later than the commencement of the item or where the interest becomes apparent.

You have a **personal interest** in any business of your authority where it relates to or is likely to affect:

- (a) An interest that you must **register**
- (b) An interest that is not on the register, but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of your authority more than it would affect the majority of inhabitants of the ward affected by the decision.

Where a personal interest is declared a Member may stay and take part in the debate and decision on that item.

**What constitutes a prejudicial interest?** - Please refer to paragraph 6 of the adopted Code of Conduct.

**Your personal interest will also be a prejudicial interest in a matter if (a), (b) and either (c) or (d) below apply:-**

- (a) A member of the public, who knows the relevant facts, would reasonably think that your personal interests are so significant that it is likely to prejudice your judgment of the public interests; AND
- (b) The matter does not fall within one of the exempt categories of decision listed in paragraph 6.2 of the Code; AND EITHER
- (c) The matter affects your financial position or the financial interest of a body with which you are associated; or
- (d) The matter relates to the determination of a licensing or regulatory application

The key points to remember if you have a prejudicial interest in a matter being discussed at a meeting:-

- i. You must declare that you have a prejudicial interest, and the nature of that interest, as soon as that interest becomes apparent to you; and
- ii. You must leave the room for the duration of consideration and decision on the item and not seek to influence the debate or decision unless (iv) below applies; and

- iii. You must not seek to improperly influence a decision in which you have a prejudicial interest.
- iv. If Members of the public are allowed to speak or make representations at the meeting, give evidence or answer questions about the matter, by statutory right or otherwise (e.g. planning or licensing committees), you can declare your prejudicial interest but make representations. However, you must immediately leave the room once you have finished your representations and answered questions (if any). You cannot remain in the meeting or in the public gallery during the debate or decision on the matter.

**LONDON BOROUGH OF TOWER HAMLETS**

**MINUTES OF THE GENERAL PURPOSES COMMITTEE**

**HELD AT 7.30 P.M. ON THURSDAY, 13 OCTOBER 2011**

**COMMITTEE ROOM, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE  
CRESCENT, LONDON, E14 2BG**

**Members Present:**

Councillor Shiria Khatun (Chair)

Councillor Sirajul Islam  
Councillor Tim Archer

Councillor Marc Francis  
Councillor David Edgar

**Officers Present:**

Paul Greeno	– (Senior Advocate)
John Williams	– (Service Head, Democratic Services, Chief Executive's)
Heather Bonfield	– (Interim Service Head Cultural Services , Communities Localities & Culture)
Louise Stamp	– (Electoral Services Manager, Chief Executive's)
Zoe Folley	– (Committee Officer, Democratic Services Chief Executive's)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from the following Councillors

Mizanur Chaudhury, and Mohammed Abdul Mukit for whom Councillors David Edgar and Marc Francis were deputising.

Gloria Thienel for whom Councillor Tim Archer was deputising.

**RESOLVED**

That the apologies for absence be noted.

Apologies for absence were received from the following Councillors

Mizanur Chaudhury and Mohammed Abdul Mukit for whom Councillors David Edgar and Marc Francis were deputising.

Gloria Thienel for whom Councillor Tim Archer was deputising.

**RESOLVED**

That the apologies for absence be noted.

**2. RE-ELECTION OF VICE-CHAR**

The Chair nominated Councillor Sirajul Islam as Vice Chair of the General Purposes Committee. Councillor Marc Francis seconded the nomination.

There being no other nominations it was:-

**RESOLVED**

That Councillor Sirajul Islam be elected to serve as Vice – Chair of the General Purposes Committee for the remainder of the Municipal Year 2011-2012.

**3. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**4. UNRESTRICTED MINUTES**

The Committee **RESOLVED**

That the Section One minutes of the ordinary meeting of the Committee held on 22 June 2011 be confirmed as a correct record and be signed by the Chair.

**5. REPORTS FOR CONSIDERATION**

**5.1 Data Matching Pilot 2011**

Reasons for Special Urgency and Circumstances **Agreed**

Mr John Williams (Service Head Democratic Services) and Ms Louise Stamp (Electoral Services Manager) presented the report.

Ms Stamp explained the purpose of and the timetable for the pilot and the challenges in data matching as required. She also explained the move to Individual Registration (IER) to be introduced in 2014 and the significant amount of work involved in the exercise together with the boundary reviews.

Members then asked questions of Officers.



Concerning IER, concern was expressed at the potential impact on voter registration, in that there could be a drop in levels. It was feared that this would mainly affect the disadvantaged areas and non English speakers. In view of this, support was expressed for an equal opportunities assessment of the changes.

Other matters raised were the purpose of IER, the merits of voluntary rather than mandatory registration and when this would be decided.

Members also asked about the costs and purpose of the data matching exercise whether it would be funded by government, the canvassing process in LBTH and the efforts made to canvass hard to reach areas.

Officers addressed each question from the Committee. In particular Ms Stamp explained the annual canvass process in Tower Hamlets (comprising personal canvassing and then postal stages) with the former generating a far greater return.

An aim of the data matching pilot was to identify non registered residents and target fraud.

The government was developing the IER proposals and there was a recommendation in the proposals that registration should be voluntary. Steps were being taken to canvass the difficult to access areas. Officers were aware of such places and were targeting them to raise responses.

#### **RESOLVED**

That the data matching pilot report is noted.

## **5.2 Local Government Boundary Review 2012**

### **Reasons for Special Urgency and Circumstances Agreed**

Mr John Williams (Service Head Democratic Services) presented the report explaining the purpose of the local boundary review to commence in January 2012. Officers reported that the deadline for submissions to the Boundary Commission was 19<sup>th</sup> January 2012. Anyone could make a submission to the Commission, who following this initial stage, would determine the scope of the review required in Tower Hamlets.

Members then referred to the figures in Appendix A (Wards potentially requiring review). It was emphasised that, when circulated, this be updated with latest statistics and include the variances for each ward. Preferably, there should be a one sheet summary of the current figures with ward variances.

Members also asked to receive copies of any additional information circulated for this review and expressed an interest in seeing examples of submissions for guidance.

Other issues addressed were: use of the 2011 census results, the relationship of this review to the Parliamentary Constituencies and the timetable for the Polling Place Review.

#### **RESOLVED**

1. That the report be noted;
2. That it also be noted that Representatives of the LGBCE will address Councillors prior to the next full Council meeting and the political groups on the Council will then be consulted by the LGBCE and invited to submit proposals on Council Size prior to the start of the Review in January 2012.

### **5.3 Boundary Commission for England - Parliamentary Constituency Boundary Review 2013**

#### Reasons for Special Urgency and Circumstances **Agreed**

Mr John Williams (Service Head, Democratic Services) presented the report regarding the Boundary Review, explaining the key points and the process. Attention was drawn to the proposals in relation to London (Appendix A) and the Mayor's proposed response to the consultation (Appendix B).

At the request of the Committee, Mr Williams explained the decision making process within the Council for such matters. Responsibility for agreeing the Council's submission rested with this Committee. However there was nothing to prevent any other source/individual making submissions to the Boundary Commission.

The Committee noted the Mayors response.

Councillor David Edgar then moved, and Councillor Shiria Khatun seconded, an amendment to the recommendations:- "That the proposed submission from the Mayor be circulated to the Political Group Leaders and that the Committee meet again before the 5<sup>th</sup> December 2011 to agree the Council's submission to the Boundary Commission for England on the Parliamentary Boundaries Review; and to consider further the Local Electoral Review in the light of further information from the Local Government Boundary Commission". This was **agreed**.

It was also debated whether following consideration by the Committee, its recommendations (proposed Council's response) should be referred to Full Council for consideration. Officers advised that this was constitutionally

possible but it would be necessary to explore the practicalities in view of the timescale.

#### **RESOLVED**

1. That the UK Parliamentary Boundary initial recommendations for Tower Hamlets be noted.
2. That the proposed submission from the Mayor be circulated to the Political Group Leaders and that the Committee meet again before the 5<sup>th</sup> December 2011 to agree the Council's submission to the Boundary Commission for England on the Parliamentary Boundaries Review; and to consider further the Local Electoral Review in the light of further information from the Local Government Boundary Commission.

#### **5.4 Byelaws for Parks and Open Spaces**

Heather Bonfield (Head of Culture) presented the report which detailed proposals to adopt new Byelaws for the boroughs Parks and Open Spaces. It was intended that the new Byelaws would improve understanding of their aims and help to ensure acceptable behaviour in parks so that residents and visitors could fully enjoy them.

The Committee considered a copy of, and the need for, the new Byelaws (Appendix 1), the consultation undertaken (Appendix 2), a gap analysis with primary legislation (Appendix 3), a summary of the changes compared to existing Byelaws (Appendix 4), and existing Byelaws (Appendix 5).

In response, a Member queried the exclusion of river walkways from the proposals. Mr Paul Greeno (Senior Advocate) explained the reasons for this. The Council possessed statutory powers to make certain Byelaws but not on river walkways. Consideration could be given to whether they could be regulated by other legislation to achieve the desired aim.

Questions were also raised regarding responsible drinking in parks (covered by other Acts); Byelaw enforcement action (explained in section 5 of report); and the arrangements for publicising Byelaws.

In relation to the new Byelaws, Members raised the following points:

Cycling (14). - Concern was expressed at speeding cyclists in parks seen as a dangerous. It was asked whether under this byelaw, speed limits could be imposed on cyclists to address this. One idea was to display notices in parks stating speed limits. The Committee noted the difficulties in enforcing such action. Further consideration could be given to finding measures to prevent this problem.

Barbeques (other than designated areas) (11). - It was suggested that the practices at other Authorities with regard to this area should be explored. In particular, the outcome of their consultations on this matter could be looked at.

A Member also asked whether Byelaws could be used to address spitting in parks. Although dealt with under other legislation, Officers could raise this with the Department of Communities and Local Government for consideration.

### **RESOLVED TO RECOMMEND TO FULL COUNCIL**

1. That the New Byelaws for the borough's Parks and Open Spaces be made as shown in Appendix 1 ('New Byelaws') of the circulated report, and the Existing Byelaws are revoked once the New Byelaws are confirmed;
2. That the New Byelaws are applied to the parks and open space areas listed within Schedule 1 & 2 contained within Appendix 1 of the circulated report;
3. That it be noted that there are a range of issues and offences already covered by primary legislation which are therefore excluded from the New Byelaws (as outlined in Appendix 3 of the circulated report).
4. That it be noted that the New Byelaws will need to be approved by the Secretary of State, so officers are in ongoing discussions with DCLG on their suitability. Some changes have been made to the DCLG's Model Byelaws, as set out in paragraphs 4.2.6 to 4.2.9 of the circulated report. Should DCLG indicate that these changes might jeopardise approval by the Secretary of State, officers will amend the New Byelaws as appropriate, prior to submission to Full Council.

## **5.5 Outside Bodies**

Reasons for Special Urgency and Circumstances **Agreed.**

Mr John Williams (Service Head, Democratic Services) presented the report regarding appointments to outside bodies. It was noted that since June 2011, a number of vacancies on outside bodies had arisen as set out in the circulated report. The Committee were asked to consider the schedule of vacancies and appoint to them accordingly.

### **Docklands Sailing and Water Sports Centre**

Following Councillor Maium Miah's change in political allegiance (appointed to the above in June), the Committee were asked to review this appointment. It was proposed and the Committee **agreed** that Councillor David Snowdon should replace him as the Council's representative on the body.

### **Local Government Group Urban Commission**

The Committee were asked to appoint up to two persons to represent the Council on the Commission (two Members or one Member plus one officer). The positions have been vacant since June, when no nominations had been received.

It was proposed and the Committee **agreed** that Councillor David Edgar be appointed to one of the positions.

It was further **agreed** that the remaining second position be referred back to Political Groups for nominations and consideration at the next meeting of the Committee.

### **London City Airport Consultative Committee**

Councillor Josh Peck was appointed to the above Committee in June 2011 but due to work commitments was unable to attend the committee's meetings which took place during the daytime. The deputy position was already vacant.

Therefore the Committee were asked to appoint to each position.

No nominations were received. It was therefore **agreed** that the positions be referred back to Political Groups for nominations and considered again at the next meeting of the Committee.

### **St Katherine's and Shadwell Trust**

The Committee were asked to appoint one Member and one Deputy Member to the above Trust following a reduction in representation required. Four nominations had been received for the two positions available (Councillors Abdul Asad, Denise Jones, Abdal Ullah and Dr Emma Jones).

Councillor Archer **moved** that Councillors Denise Jones and Dr Emma Jones be appointed to the two positions. This motion was seconded and put to the vote and was **not agreed** by the Committee.

Councillor Marc Francis then **moved** that Councillors Denise Jones and Abdal Ullah be appointed to the two positions as Member and Deputy respectively. This motion was seconded and put to the vote and was **agreed** by the Committee.

### **Thames Gateway London Partnership**

Following Councillor Shafiqul Haque's change of political allegiance, the Committee were asked to review this appointment. It was proposed and the Committee **agreed** that Councillor Judith Gardiner be appointed to replace Councillor Haque on the Partnership.

### **Tower Hamlets and Canary Wharf Further Education Trust**

Following Councillor Abdul Asad's resignation as one of the Council's representatives on the Trust, the Committee were asked to appoint a Member to replace him.

It was proposed and the Committee **agreed** that Councillor Lesley Pavitt be appointed to the position.

#### **Tower Hamlets Sports Council**

Following Councillor Maium Miah's change in political allegiance the Committee were asked to review his appointment as one of the Council's representatives on the above.

Councillor Archer **moved** that Councillor Peter Golds be appointed to the position. This motion was not seconded.

Councillor Archer then **moved** that Councillor David Snowdon be appointed to the position. This motion was seconded and put to the vote and was **agreed** by the Committee.

#### **RESOLVED**

1. That the appointments be made to outside bodies as set out in the table attached at Appendix A to these minutes
2. That the outstanding vacancies be referred back to the Political Groups to seek further nominations in accordance and considered again at the next meeting of the Committee.

The meeting ended at 8.55 p.m.

Chair, Councillor Shiria Khatun  
General Purposes Committee

# Agenda Item 4.1

Committee <b>General Purposes Committee</b>	Date <b>17<sup>th</sup> January 2012</b>	Classification <b>Unrestricted</b>	Report No.
Report of: <b>Assistant Chief Executive (Legal Services)</b>  Originating Officer(s): <b>Louise Stamp, Electoral Services Manager</b>	Title: <b>Polling District and Polling Place Review 2011</b>  Ward(s) affected: <b>All</b>		

## 1. Summary

- 1.1 This report sets out the representations on the review of polling districts and polling places and the steps which must be taken to complete this process.

## 2. Purpose

- 2.1 The Council is responsible for the conduct of a polling district and polling place review at least once every four years under the Electoral Administration Act 2006. Although the Council reviewed its polling places in 2009, there is now a requirement to conduct a review again to ensure compliance with the Act.

## 3. Recommendations

- 3.1 It is proposed that polling districts remain unchanged due to an Electoral Review taking place in February 2012, conducted by the Local Government Boundary Commission.
- 3.2 That the Committee consider the draft polling place changes and reasons for change set out in paragraph 6, Appendix A, for consultation with a view to implementation in time for the Greater London Authority elections to be held on 3 May 2012.
- 3.3 That a further report on the outcome of consultation be submitted to the next meeting of the GP committee.
- 3.4 That the Council continues to make every effort to find suitable alternative polling places for those polling places where there is uncertainty about their availability for future elections and enhance the convenience, suitability and practical electoral arrangements for electors.

#### **4. Background Information**

4.1 Over the past two years Electoral Services have conducted a number of reviews. In 2008, all the premises used as polling stations were visited with a particular emphasis on access and the requirements of the Disability Discrimination Act 1995 as amended on 1st October 2004.

4.2 Section 16 of the EA Act 2006 introduced a number of changes in respect of the way in which the review of polling districts and polling places must be undertaken. Polling Districts and Polling Places are defined as follows:-

Polling District      the area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors.

Polling Place          the building or area in which polling stations will be selected by the Returning Officer.

Polling Station        the room or building chosen by the Returning Officer where the poll takes place for each election

4.3 The Electoral Administration Act 2006 places a responsibility on each local authority to carry out a review of polling districts and polling places within its area on a regular 4 yearly cycle, to ensure all electors have reasonable facilities for voting. The first such review was completed in 2007 with a supplementary review in 2009.

4.4 The Electoral Commission issued guidance on the practical procedures involved in conducting a review of polling districts and polling places. In addition there has been close compliance with DDA provisions whilst conducting the review.

4.5 A checklist was drawn up in accordance with Electoral Commission, SCOPE and DDA guidance, a copy is attached at Appendix B. Each new polling place will be visited to ensure compliance, which assesses suitability, safety and compliance.

#### **5. Review of Polling Districts**

5.1 It is recommended that all polling districts remain unchanged in light of the possibility of a full borough Electoral review taking place this year.

#### **6. Review of Polling Places**

6.1 A detailed breakdown of the polling places under review is shown below. All polling places were reviewed as part of this exercise. However, only those found at Appendix A were suitable for voting purposes.



6.2 Draft recommendations for change can be found at Appendix A. The full list of polling places and electorate figures can be found at Appendix C.

<b>Polling District</b>	<b>Properties</b>	<b>Electors</b>	<b>Current Polling Place</b>
<b>BCT1</b>	<b>2,470</b>	<b>2,717</b>	<b>Blackwall Enterprise Centre</b>
<b>BE1</b>	<b>1,748</b>	<b>2,748</b>	<b>Francis Lee Community Centre</b>
<b>MGT3</b>	<b>2,673</b>	<b>2,817</b>	<b>Tower Hamlets Inclusion Support Centre</b>

## **7. Comments of the Chief Financial Officer**

7.1 The forthcoming scheduled elections are funded by the GLA and there are no immediate financial implications for the Council.

## **8. Legal implications from the Assistant Chief Executive (Legal)**

8.1 Each polling district must have a sufficient and suitable designated polling place that provides ‘such reasonable facilities for voting that are practicable in the circumstances’ including accessibility for electors with disabilities. The Council is under a duty to promote equality for those with a disability and the recommendations in this report are drafted with this duty in mind.

## **9. Risk Management**

9.1 The polling place review exercise is concerned with managing risk at all premises used as polling places.

## **10. Community Safety**

10.1 All recommended polling places are checked for safety and disabled access.

## **11. Equal Opportunities**

11.1 All recommended polling places are as far as practicable located centrally within the polling district and are accessible for people with disabilities.

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### **LOCAL GOVERNMENT ACT, 2000 (SECTION 97)**

#### **LIST OF “BACKGROUND PAPERS” USED IN THE PREPARATION OF THIS REPORT**

**Brief description of “background paper”**

**Name and telephone number of holder and address where open to inspection**

None

Louise Stamp  
020 7364 3139

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Polling District	Current Polling Place	Reason and recommendation for replacement
BCT1	Blackwall Enterprise Centre	<p>Blackwall enterprise centre is undergoing refurbishment and will not be available o use as a polling place on Thursday 3 May 2012.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> <li>(1) use of a Robin Hood Gardens Community Centre entrance via Woolmore Street (visit arranged 9/1/12)</li> <li>(2) Woolmore Primary School – visit to be arranged</li> </ul>
BE1	Francis Lee Community Hall	<p>Change to the layout of the building may not accommodate two polling stations for the GLA.</p> <p>We could not find an alternative venue in the vicinity. Are Members aware of an alternative venue in the polling district?</p>
MGT3	TH Inclusion Support Centre	<p>The Student union at <b>QMWC</b> have requested a polling place on site for 3 May 2012. The site has been visited and voting can take place in the <b>Students Union Office</b> situated on the campus. Members are asked to agree this change.</p> <p>The remaining electors in the polling district will still vote at TH Support Centre, which will now have a single station.</p>

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## Circular EC19/2010 – Appendix B

### Review of polling districts, polling places and polling stations

The following templates have been designed for use in evaluating the suitability of buildings as polling places/polling stations.

**Part A** – to be completed by the local authority with the details of the current polling places.

**Part B** – to be completed by the local authority to evaluate external access and facilities both outside the perimeter of the building and within the boundary of the building itself.

**Part C** – to be completed by the local authority to assess internal access to the polling station, but excluding the polling station itself (ie. covering the corridors leading to the polling station accommodation and facilities available, but not the area in which polling will be carried out). Should the proposed building, room or area to be used as the polling station have direct access to the road/pavement or external parts, Part C can be excluded from this assessment.

**Part D** – to be completed by the (Acting) Returning Officer with the details of the area that is, or is likely to be, used as the polling station(s).

*(If local authorities already have up-to-date detailed information to assist with the completion of Parts B, C and D, this can be inserted into the individual templates together with any diagrams and/or photographs to enable the building to be re-assessed on a site visit. The information should be verified as part of the visit.)*

**Part E** – to be completed by the local authority and should be used to add any comments or complaints received from stakeholders as part of the consultation exercise. Completion can provide evidence that the review considered the submissions as part of the formal evaluation process.

Any alternative proposals or suggestions put forward for new polling places/stations should be evaluated using the templates, and the results should be collated to provide appropriate feedback.

Date reviewed	Officer initials

## Polling place – evaluation checklist

Part A – Current polling place details		
Polling place identifier		
Polling place name		
Polling place address		
Number of electors (If more than one polling station within the polling place, identify split of electors)		
Building availability for future elections/referendums		
Polling place review		
Check	√	Comment
• Are there suitable transport links?		
• Are there any access issues regarding main/busy roads, railways, rivers, etc?		
• Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all voters going in and out of the polling stations, even where there is a high turnout?		
• Is the building readily available in the event of any unscheduled elections? • Is there any possibility that the building may be demolished as part of a new development?		

***Identify any complaints/comments received from stakeholders at previous electoral events***

Date reviewed	Officer initials

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?		
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?		
• Is the building clearly identifiable?		
• Is additional signage required between street and entrance?		
• Is there the facility to put up the required signage for polling day?		
• Are there parking facilities for disabled people?		
• Are there parking facilities for polling staff?		
• Does the approach to the building have external lighting?		
• Does the building have level access? Yes/No. If no -		
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?		
• Does the building require a temporary ramp or is there an alternative disabled route?		
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?		
• Are the doors light enough for frail/elderly voters to open?		
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?		
• Are there any external security concerns?		
• Can tellers be accommodated outside the building?		

***Please complete template B1 showing external layout, street names, car parking, ramps, steps, lighting and appropriate places for signage.***

## External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

***Sketch layout; provide photographs as appropriate.***





Date reviewed	Officer initials

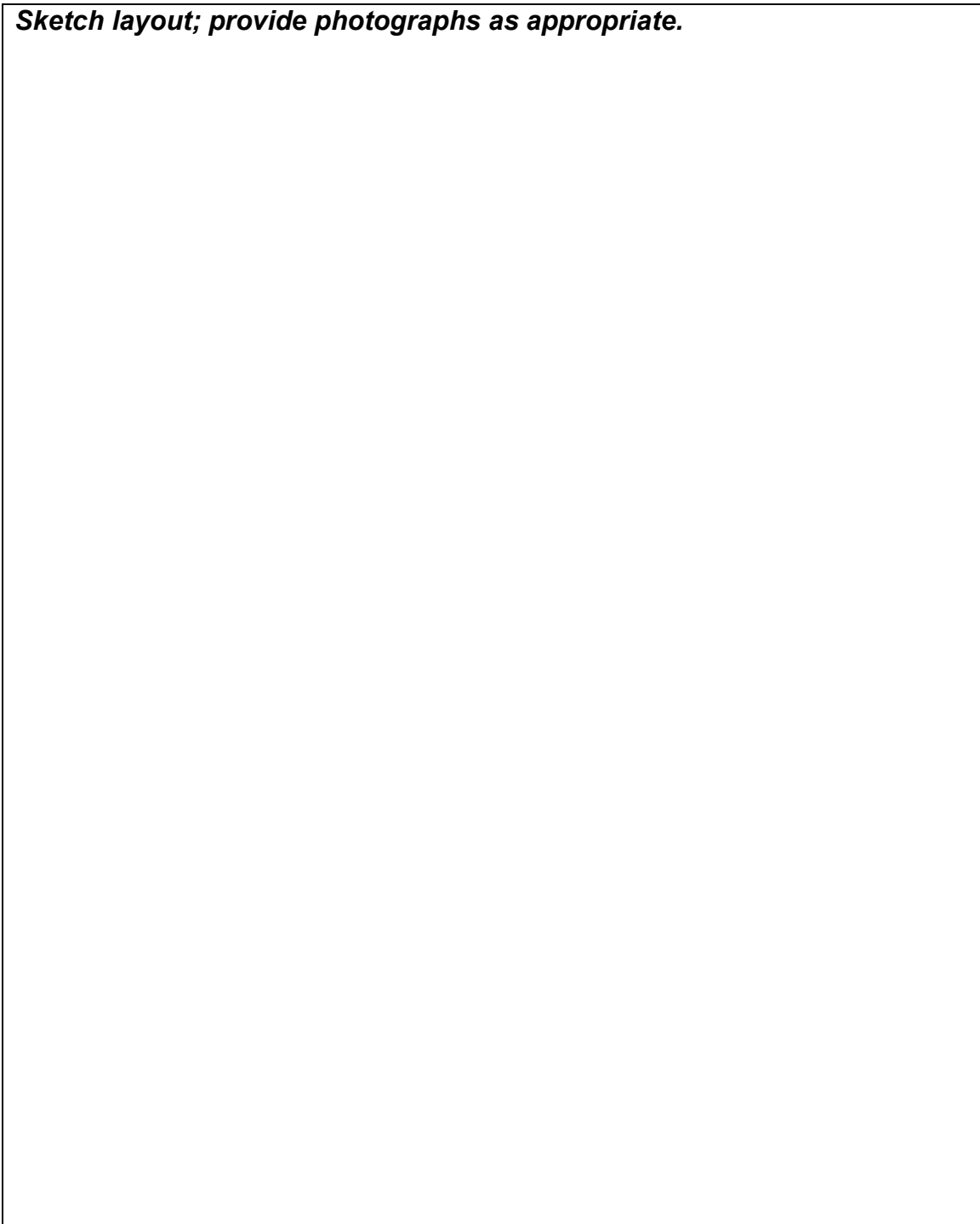
Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?		
• Are there any internal steps or obstructions/hazards?		
• Are any doormats level with the floor?		
• Is the floor covering non-slip (especially in wet weather)?		
• Are there any corridors that may cause access problems?		
• Is there adequate lighting in the corridors?		
• Are there toilet facilities?		
• Is there a kitchen that staff can use?		
• Is the area adequately lit for day and night time?		
• Is there adequate space for signage?		
• How many polling stations can the building accommodate?		
• Does the building have a telephone available (land line) in the event of mobile network problems?		

***Please complete template C1 below showing internal areas including corridors, internal doors, kitchen, toilets and highlighting any possible signage requirements and potential hazards in relation to access to the polling station itself.***

## Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen, toilets and highlighting any possible signage requirements and potential hazards. Also indicate any areas of poor lighting, door swing direction and ease of opening, and areas of uneven floor, etc.

***Sketch layout; provide photographs as appropriate.***



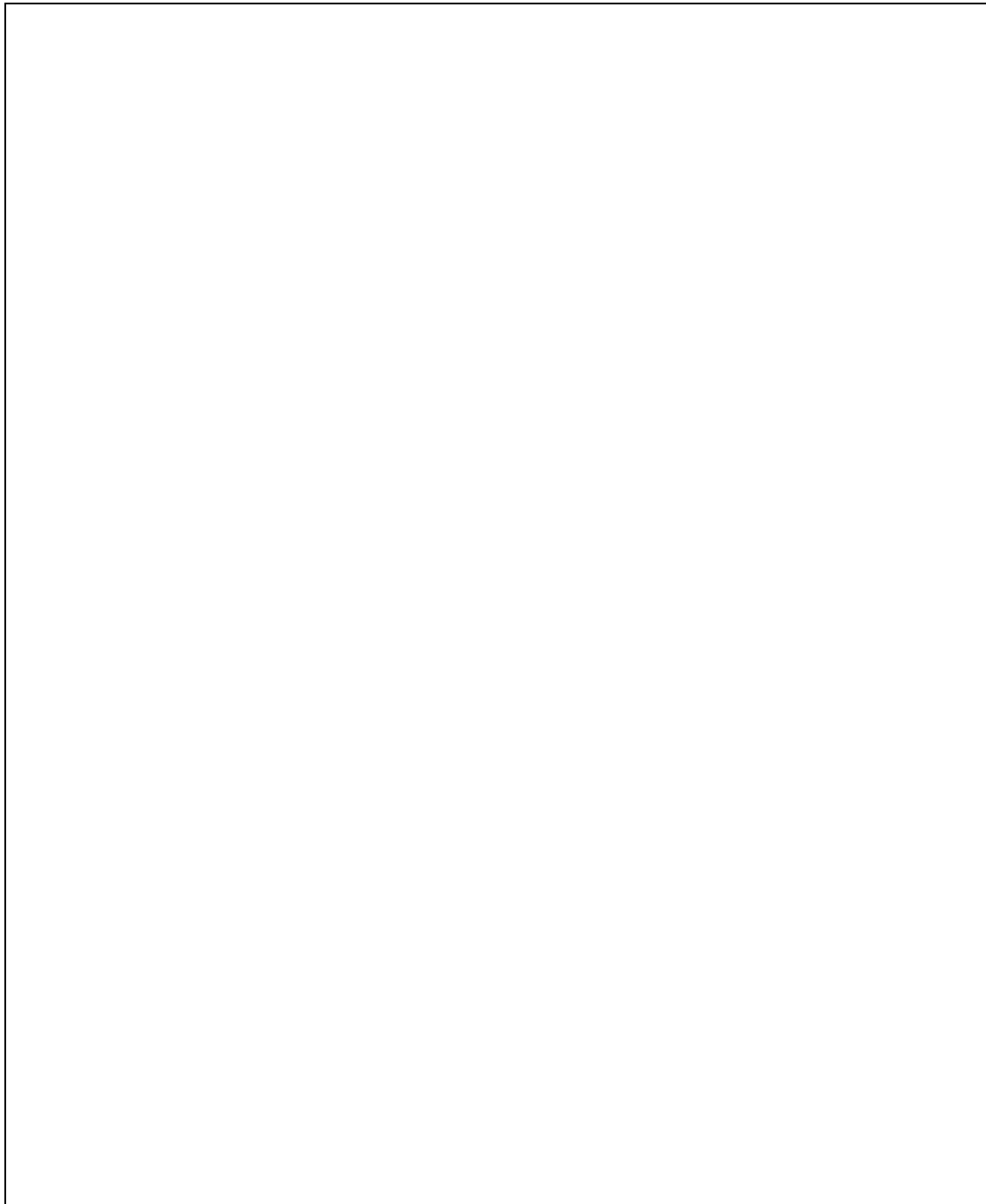
Date reviewed	Officer initials

Part D – The polling station(s)		
Check	(√)	Comments
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?		
• Is there sufficient space for administering all types of elections, including combined elections?		
• If multiple polling stations need to be provided, are there other rooms available, or can the space be divided to provide adequate room for more than one polling station?		
• In case of high turnout, is there sufficient space for managing the flow and accommodating a high volume of electors? If yes, could ballot booths be positioned in a way that would preserve the secrecy of the ballot?		
• Is there adequate lighting for day and night time?		
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and those voters who may need to rest?		
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?		

***Please complete template D1 indicating how the polling station should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.***

## Internal – The polling station(s) – D1

Identify the space and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to ensure the effective administration of and best possible access to the voting process.



Date reviewed	Officer initials

**Part E – Comments from stakeholders during consultation**

<b>Comment</b>	<b>Name/organisation</b>

***Comment from (A)RO***

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# APPENDIX C

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# Polling Stations Analysis

Greater London Authority

Thursday 3 May 2012

Reference	District(s)	Ballot Boxes	Elector Count	Visit Order	Count Table	Polling Place
120			113283			
TH1	BBB1	1	1955	0		Old Palace Primary School, St. Leonards Street
TH2	BBB1	1	1813	0		Old Palace Primary School, St. Leonards Street
TH3	BBB2	1	2069	0		Clara Grant Primary School, Knapp Road Entrance
TH4	BBB2	1	1980	0		Clara Grant Primary School, Knapp Road Entrance
TH5	BBB3	1	1909	0		Marner Centre, Devas Street
TH6	BCT1	1	1617	0		Blackwall Enterprise Centre, Ditchburn Street Entrance, 316 Poplar High Street
TH7	BCT1	1	1111	0		Blackwall Enterprise Centre, Ditchburn Street Entrance, 316 Poplar High Street
TH8	BCT2	1	1453	0		The Gallery, Jack Dash House, 2 Lawn House Close
TH9	BCT2	1	1325	0		The Gallery, Jack Dash House, 2 Lawn House Close
TH10	BCT3	1	1293	0		Cubitt Town Infants School, Manchester Road
TH11	BCT3	1	1254	0		Cubitt Town Infants School, Manchester Road
TH12	BCT4	1	1282	0		St Luke's CE Primary School, Saunders Ness Road
TH13	BCT4	1	1204	0		St Luke's CE Primary School, Saunders Ness Road
TH14	BCT5	1	1494	0		Tower Hamlets Town Hall, Mulberry Place, 5 Clove Crescent
TH15	BE1	1	1391	0		Francis Lee Community Centre, Clare House, Hawthorne Avenue
TH16	BE1	1	1355	0		Francis Lee Community Centre, Clare House, Hawthorne Avenue
TH17	BE2	1	1547	0		Eastside Youth Centre, 62 Parnell Road
TH18	BE2	1	1289	0		Wrights Community Centre, Wrights Road
TH19	BE3	1	1477	0		Tredegar Centre, 333 Morville Street
TH20	BE3	1	1400	0		Tredegar Centre, 333 Morville Street
TH21	BE4	1	1229	0		Bow Secondary School, Bow Road Entrance
TH22	BE4	1	1089	0		Bow Secondary School, Bow Road Entrance
TH23	BGN1	1	1284	0		Pritchards Road Day Centre, Marian Place, Pritchards Road
TH24	BGN2	1	1707	0		St Elizabeth Catholic Primary School, Bonner Road
TH25	BGN2	1	1621	0		St Elizabeth Catholic Primary School, Bonner Road
TH26	BGN3	1	1092	0		Lawdale Primary School, Mansford Street
TH27	BGN3	1	1001	0		Lawdale Primary School, Mansford Street
TH28	BGN4	1	0	0		Beatrice Tate School, St Judes Road

# Polling Stations Analysis

Greater London Authority

Thursday 3 May 2012

Reference	District(s)	Ballot Boxes	Elector Count	Visit Order	Count Table	Polling Place
TH29	BGN4	1	2935	0		Beatrice Tate School, St Judes Road
TH30	BGS1	1	1634	0		Hague Primary School, Wilmot Street
TH31	BGS2	1	1563	0		John Scurr Primary School, Cephas Street
TH32	BGS2	1	1617	0		John Scurr Primary School, Cephas Street
TH33	BGS2	1	1338	0		John Scurr Primary School, Cephas Street
TH34	BGS3	1	2110	0		Stewart Headlam Primary School, Tapp Street
TH35	BGS3	1	0	0		Stewart Headlam Primary School, Tapp Street
TH36	BGS4	1	1251	0		Whitechapel Sports Centre, Durward Street
TH37	BW1	1	1461	0		Chisenhale Primary School, Chisenhale Road
TH38	BW1	1	1366	0		Chisenhale Primary School, Chisenhale Road
TH39	BW2	1	1463	0		Olga Primary School, Lanfranc Road
TH40	BW2	1	1223	0		Olga Primary School, Lanfranc Road
TH41	BW3	1	1427	0		Central Foundation Girls School, Morgan Street Entrance
TH42	BW4	1	2032	0		Malmesbury Primary School, Coborn Street
TH43	EIL1	1	1187	0		St Saviour's C of E Primary School, Chrisp Street
TH44	EIL1	1	1136	0		St Saviour's C of E Primary School, Chrisp Street
TH45	EIL2	1	1412	0		Bygrove Primary School, Bygrove Street
TH46	EIL3	1	1609	0		Teviot Community Hall, 156 St Leonards Road
TH47	EIL4	1	1241	0		Culloden Primary School, Dee Street
TH48	EIL4	1	1205	0		Culloden Primary School, Dee Street
TH49	EIL5	1	1727	0		Teviot Neighbourhood Centre, Wyvis Street
TH50	LI1	1	2087	0		Stepney Greencoat Primary School, Norbiton Road
TH51	LI2	1	1826	0		Hind Grove Community Centre, Off Stainsby Road
TH52	LI2	1	1576	0		Hind Grove Community Centre, Off Stainsby Road
TH53	LI3	1	1894	0		Holy Family Primary School, Wades Place
TH54	LI4	1	1574	0		Cyril Jackson Primary School, 51 Three Colt Street
TH55	LI4	1	1486	0		Cyril Jackson Primary School, 51 Three Colt Street
TH56	MEE1	1	1995	0		Professional Development Centre, English Street
TH57	MEE2	1	1287	0		Wellington Primary School, Wellington Way
TH58	MEE2	1	1269	0		Wellington Primary School, Wellington Way
TH59	MEE3	1	1216	0		St Paul with St Luke Primary School, Leopold Street

# Polling Stations Analysis

Greater London Authority

Thursday 3 May 2012

Reference	District(s)	Ballot Boxes	Elector Count	Visit Order	Count Table	Polling Place
TH60	MEE3	1	879	0		St Paul with St Luke Primary School, Leopold Street
TH61	MEE4	1	0	0		St Paul's Church, Bow Common, Corner of Burdett Road and St Paul's Way
TH62	MEE4	1	2251	0		St Paul's Church, Bow Common, Corner of Burdett Road and St Paul's Way
TH63	MGT1	1	1555	0		Bonner Primary School, Stainsbury Street
TH64	MGT1	1	1449	0		Bonner Primary School, Stainsbury Street
TH65	MGT2	1	1286	0		The Tramshed, Digby Street
TH66	MGT2	1	1261	0		The Tramshed, Digby Street
TH67	MGT3	1	1418	0		Tower Hamlets Inclusion Support Centre, and Tower Hamlets Pupil Referral Unit, 110 Globe Road
TH68	MGT3	1	1391	0		Tower Hamlets Inclusion Support Centre, and Tower Hamlets Pupil Referral Unit, 110 Globe Road
TH69	MGT4	1	992	0		Latimer Congregational Hall, Ernest Street
TH70	MGT4	1	980	0		Latimer Congregational Hall, Ernest Street
TH71	MI1	1	3452	0		Seven Mills Primary School, Malabar Street
TH72	MI1	1	1658	0		Seven Mills Primary School, Malabar Street
TH73	MI1	1	0	0		Seven Mills Primary School, Malabar Street
TH74	MI2	1	1998	0		St Edmund RC Primary School, 297 Westferry Road
TH75	MI2	1	1839	0		St Edmund RC Primary School, 297 Westferry Road
TH76	MI3	1	1670	0		Harbinger Primary School, Cahir Street
TH77	MI3	1	1481	0		Harbinger Primary School, Cahir Street
TH78	MI4	1	0	0		Portakabin at City Pride Public House Car Park, 15 Westferry Road
TH79	MI4	1	0	0		Portakabin at City Pride Public House Car Park, 15 Westferry Road
TH80	SDS1	1	0	0		Redlands School, Redmans Road
TH81	SDS1	1	0	0		Redlands School, Redmans Road
TH82	SDS2	1	0	0		Cayley Primary School, Aston Street
TH83	SDS2	1	0	0		Cayley Primary School, Aston Street
TH84	SDS3	1	1335	0		Sir John Cass's Foundation and Red Coat School, Copley Street Entrance
TH85	SDS3	1	0	0		Sir John Cass's Foundation and Red Coat School, Copley Street Entrance
TH86	SDS3	1	0	0		Sir John Cass's Foundation and Red Coat School, Copley Street Entrance
TH87	SDS4	1	0	0		Halley Primary School, Halley Street

# Polling Stations Analysis

Greater London Authority

Thursday 3 May 2012

Reference	District(s)	Ballot Boxes	Elector Count	Visit Order	Count Table	Polling Place
TH88	SH1	1	0	0		Bigland Green Primary School, Bigland Street
TH89	SH1	1	0	0		Bigland Green Primary School, Bigland Street
TH90	SH2	1	0	0		St Mary & St Michael Parish Community Hall, 2 Lukin Street
TH91	SH3	1	0	0		Glamis Tenants Hall, 414 Cable Street
TH92	SH4	1	0	0		Portakabin on Private Access Road to, Royal Foundation of St. Katharine, 2 Butcher Row
TH93	SH5	1	0	0		Blue Gate Fields School, King David Lane Entrance
TH94	SH6	1	0	0		Ogilvie Community Hall, Ogilvie House, Stepney Causeway
TH95	SK1	1	0	0		Shapla Primary School, Wellclose Square
TH96	SK1	1	0	0		Shapla Primary School, Wellclose Square
TH97	SK2	1	0	0		St Peter's London Docks Primary School, Garnet Street
TH98	SK2	1	0	0		St Peter's London Docks Primary School, Garnet Street
TH99	SK3	1	0	0		John Orwell Sports Centre, Tench Street
TH100	SK3	1	0	0		John Orwell Sports Centre, Tench Street
TH101	SK4	1	0	0		Hermitage Primary School, Vaughan Way
TH102	SPB1	1	0	0		Christ Church Primary School, 47A Brick Lane
TH103	SPB1	1	0	0		Christ Church Primary School, 47A Brick Lane
TH104	SPB2	1	0	0		St Anne's Catholic Primary School, Underwood Road
TH105	SPB2	1	0	0		St Anne's Catholic Primary School, Underwood Road
TH106	SPB3	1	0	0		Canon Barnett Primary School, Gunthorpe Street
TH107	SPB3	1	0	0		Canon Barnett Primary School, Gunthorpe Street
TH108	WE1	1	0	0		Columbia Primary School, Columbia Road
TH109	WE1	1	0	0		Columbia Primary School, Columbia Road
TH110	WE2	1	0	0		Virginia Primary School, Hocker Street Entrance
TH111	WE2	1	0	0		Virginia Primary School, Hocker Street Entrance
TH112	WE3	1	0	0		St Matthias Primary School, Bacon Street
TH113	WE3	1	0	0		St Matthias Primary School, Bacon Street
TH114	WH1	1	0	0		Kobi Nazrul Primary School, Settles Street
TH115	WH1	1	0	0		Kobi Nazrul Primary School, Settles Street
TH116	WH2	1	0	0		Tower Hamlets Community Housing, 285 Commercial Road
TH117	WH3	1	0	0		Smithy Street Primary School, Smithy Street

## Polling Stations Analysis

Greater London Authority

Thursday 3 May 2012

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Reference	District(s)	Ballot Boxes	Elector Count	Visit Order	Count Table	Polling Place
TH118	WH3	1	0	0		Smithy Street Primary School, Smithy Street
TH119	WH4	1	0	0		Harry Gosling Primary School, Henriques Street Entrance
TH120	WH4	1	0	0		Harry Gosling Primary School, Henriques Street Entrance

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# Agenda Item 6.1

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