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DATE: 5 November 2014

To: Members of the

GENERAL PURPOSES AND LICENSING COMMITTEE

Councillor Tony Owen (Chairman)
Councillor Russell Mellor (Vice-Chairman)
Councillors Nicholas Bennett J.P., Eric Bosshard, Kim Botting, Mary Cooke,
Peter Fookes, Ellie Harmer, William Huntington-Thresher, David Livett,
Charles Rideout, Diane Smith, Tim Stevens J.P., Pauline Tunnicliffe and
Michael Turner

A meeting of the General Purposes and Licensing Committee will be held at Bromley Civic Centre on **THURSDAY 13 NOVEMBER 2014 AT 7.00 PM**

MARK BOWEN
Director of Corporate Services

Copies of the documents referred to below can be obtained from
<http://cds.bromley.gov.uk/>

A G E N D A

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

2 DECLARATIONS OF INTEREST

3 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Friday 7th November 2014.

4 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 17TH SEPTEMBER 2014
(Pages 3 - 6)

5 FEEDBACK ON 2014 ELECTIONS
(Pages 7 - 16)

- 6 REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014**
(Pages 17 - 82)
- 7 APPOINTMENTS TO OUTSIDE BODIES**
(Pages 83 - 86)
- 8 PENSIONS INVESTMENT SUB-COMMITTEE - MINUTES 19TH AUGUST 2014**
(Pages 87 - 94)
- 9 LOCAL JOINT CONSULTATIVE COMMITTEE - MINUTES 21ST OCTOBER 2014**
(Pages 95 - 102)

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GENERAL PURPOSES AND LICENSING COMMITTEE

Minutes of the meeting held at 7.00 pm on 17 September 2014

Present:

Councillor Tony Owen (Chairman)
Councillor Russell Mellor (Vice-Chairman)
Councillors Nicholas Bennett J.P., Eric Bosshard,
Kim Botting, Mary Cooke, Peter Fookes, Ellie Harmer,
William Huntington-Thresher, Colin Smith, Diane Smith,
Pauline Tunnicliffe and Michael Turner

24 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Tim Stevens, who was replaced by Cllr Colin Smith. Apologies had also been received from Councillor David Livett.

25 DECLARATIONS OF INTEREST

A number of Members declared an interest in relation to minute 28 (Audit of Financial Statements 2013/14) as they were associated with organisations mentioned in the statements, including Councillors Peter Fookes, William Huntington-Thresher, Nicholas Bennett, Pauline Tunnicliffe and Michael Turner.

26 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 15TH JULY 2014

RESOLVED that the minutes of the meeting held on 15th July 2014 be confirmed.

27 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

No questions had been received.

28 AUDIT OF FINANCIAL STATEMENTS 2013/14 Report FSD14061

The Committee received the Council's 2013/14 statutory accounts in accordance with the requirements of the Accounts and Audit (England) Regulations 2011. Janet Dawson of PricewaterhouseCoopers LLP (PwC), the Council's external auditors, attended the meeting to respond to questions from the Committee. She confirmed that they expected to sign the opinion on the accounts in the next few days. She also reported that she expected to be

able to conclude on the objection raised to the 2012/13 accounts in relation to the parking enforcement contract by the end of October.

Ms Dawson highlighted to the Committee that the Value for Money (VFM) risk rating had been increased from normal to significant to reflect the increasing pressures and significant budget gap identified in the Council's medium term financial strategy. This took account of the requirement to consider the financial resilience of the Authority into the foreseeable future and the definition of foreseeable future being expanded by the Audit Commission to include the medium term (i.e. 3 to 5 years) rather than the next 12 months. This was not unusual to Bromley and a similar approach was being taken with other PwC clients. Ms Dawson was satisfied that the Council had a financial planning process in place and had identified this risk, so she was able to give an unqualified VFM opinion for the 2013/14 accounts, but the risk should continue to be assessed and monitored. Members agreed that there was an increased risk, and noted that as the Council had already made considerable efficiency savings it was becoming increasingly difficult to set a balanced budget. The Chairman asked whether auditors had seen any good examples of achieving value for money elsewhere that could be applied to Bromley; Ms Dawson responded, as an observation rather than a recommendation, that they had observed an increase in a move towards joint contracts and shared services although it was too early to comment whether these had been successful.

A Member asked whether PwC monitored service standards and the use of Council assets such as buildings. Ms Dawson responded that they did consider external inspection reports and regulator's assessments as part of their work on VFM as well as reviewing the information contained within the Annual Governance Statement, and where necessary would discuss how these impacted on financial performance with management. They did not look at individual buildings, but did consider the overall asset portfolio and asset management plan.

The Chairman thanked Ms Dawson for attending and for her report.

RESOLVED that

- (1) The Council's statutory accounts for 2013/14 be approved.**
- (2) In accordance with the requirements of the Accounts and Audit (England) Regulations 2011, following approval, the Chairman of this Committee shall sign and date the statutory statements on page 1 as a formal record of the Committee's approval.**
- (3) The external auditors' report be noted.**
- (4) Agreement with the auditors' conclusion on their independence and objectivity is confirmed.**

(5) The Chairman of this Committee be authorised to sign the letter of representation for 2013/14 on behalf of the Council.

(6) The Annual Governance Statement which accompanies the statutory statement of accounts be approved.

29 NHS PENSIONS DIRECTIONS ORDER FOR PUBLIC HEALTH STAFF
Report HHR14003

The Health and Social Care Act 2012 transferred responsibility for certain Public Health functions from Primary Care Trusts to Local Authorities from 1st April 2013. The report sought the approval of the Committee for an application to be made to the Secretary of State for Health for an NHS Pensions Directions Order.

RESOLVED that an application be made to the Secretary of State for Health for an NHS Pensions Directions Order to enable newly recruited public health professionals to have access to the NHS Pension Scheme (NHSPS.)

30 FIXED ODDS BETTING TERMINALS
Report CSD14136

An approach had been received from the London Borough of Newham asking for the Council's support for their campaign under the Sustainable Communities Act 2007 to reduce the maximum stake permissible on Fixed-Odds Betting Terminals (FOBTs) from £100 to £2.

RESOLVED that the campaign by LB Newham to reduce the maximum stake on FOBTs from £100 to £2 be supported.

(Councillor Nicholas Bennett requested that his abstention be recorded.)

31 APPOINTMENTS TO OUTSIDE BODIES
Report CSD14124

At its meeting on 10th June 2014 the Committee had made appointments to various outside bodies. The report provided an update on five cases where the Committee in June had asked that the continuing need for appointments to be made was reviewed. In the cases of the Duke of Edinburgh Award Support Committee and the Phillips and Lubbock Foundation it was proposed that appointments now be made; further consideration was needed for the William Mosyer Charity, St Mary Cray, Bromley Relief in Need and the Joanna Collett Charity, Chelsfield.

In addition, a vacancy had arisen on the Cray Valley War Memorial Hall due to the resignation of Councillor Chris Pierce. One nomination had just been received, but it was decided that the matter needed further consideration.

Councillor Nicholas Bennett gave notice to the Committee that he was intending to resign as one of the Council's representatives on the Affinity Sutton Regional Scrutiny Board.

RESOLVED that

(1) Councillor Hannah Gray be confirmed as one of the appointments to the Duke of Edinburgh Award Committee and officers seek interest from other Members in the remaining appointment.

(2) The following representatives be appointed to the Phillips and Lubbock Foundation, as recommended by the Foundation - Mrs Brenda Powell, Mr John Bowers, Cllr Charles Joel and Mrs Jane Woodhead.

(3) Consideration of appointments to the William Mosyer Charity, St Mary Cray, Bromley Relief in Need and the Joanna Collett Charity, Chelsfield be deferred.

(4) Consideration of the vacancy on the Cray Valley War Memorial Hall for a four year term to 8th June 2018 be deferred.

32 AUDIT SUB-COMMITTEE: MINUTES OF THE MEETING HELD ON 25TH JUNE 2014, EXCLUDING EXEMPT INFORMATION

The minutes of the Audit Sub-Committee meeting held on 25th June 2014 (excluding exempt information) were received.

33 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000

RESOLVED that the Press and public be excluded during consideration of the items of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**The following summaries
refer to matters
involving exempt information**

34 AUDIT SUB-COMMITTEE: EXEMPT MINUTES - 25TH JUNE 2014

The exempt minutes of the Audit Sub-Committee meeting held on 25th June 2014 were received.

The Meeting ended at 7.21 pm

Chairman

Report No.
CSD14133

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: GENERAL PURPOSES & LICENSING COMMITTEE

Date: 13 November 2014

Decision Type: Non-Urgent Non-Executive Non-Key

Title: FEEDBACK ON 2014 ELECTIONS

Contact Officer: Carol Ling, Electoral Services Manager
Tel: 020 8313 4367 E-mail: carol.ling@bromley.gov.uk
Mark Bowen, Director of Corporate Services
Tel: 020 8313 4355 E-mail: mark.bowen@bromley.gov.uk

Chief Officer: Doug Patterson, Chief Executive and Returning Officer

Ward: Not Applicable

1. Reason for report

To advise Members on the key issues relating to the May 2014 European Parliamentary and Local Council Elections, and to give Members the opportunity to give comments on the electoral arrangements.

2. **RECOMMENDATION**

Members note the content of the report and consider whether there is any feedback they want to give the Returning Officer for him to take into account when making arrangements for future elections.

Corporate Policy

1. Policy Status: N/A.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A. Local Council Elections held every four years. Estimated costs are built into the four year forecast. European Parliamentary Election is funded from Cabinet Office grant
 3. Budget head/performance centre: Conducting Elections
 4. Total current budget for this head: £500,000 for Local Council Elections
 5. Source of funding: London Borough of Bromley funds the Local Council Elections and the Cabinet Office the European Parliamentary Election
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Staff

1. Number of staff (current and additional): 6 full time staff and approximately 1,300 temporary staff (recruited by the Returning Officer) for staffing Polling Stations, work related to the postal votes, and staffing the Count
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Statutory requirement. The Council is required to designate one of its officers as Returning Officer for Local Council Elections under the provisions of section 35 of the Representation of the People Act 1983. By virtue of being the local Council Returning Officer, he also acted as Local Returning Officer for the European Parliamentary Election. The Returning Officer was personally responsible for the conduct of these Elections.
 2. Call-in: Call-in is not applicable.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): c238,000 registered electors, candidates, agents and staff
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 On 4 February 2014 this Committee considered a report entitled “Arrangements for the 2014 Elections”. This report advised that the European Parliamentary Election and the Local Council Elections were combined for 22 May 2014, with the formal election process and statutory timetable starting on 14 April 2014.
- 3.2 The report identified many of the proposed arrangements around postal voting, staff training, polling stations, tellers, and in the report the Returning Officer sought Member’s views on the count arrangements to help him make decisions on timings, process and procedure.
- 3.3 Bromley has a very high electorate of c237,000 registered electors and doubling this across two elections meant that we were dealing with one of the largest number of votes returned for any borough in London.

3.4 Nominations and Candidates

- 3.4.1 Nominations for the European Parliamentary Elections were dealt with by the Regional Returning Officer (the Chief Executive at London borough of Lewisham).
- 3.4.2 Nominations for the Local Council Elections in Bromley were accepted by the Returning Officer from 15 April 2014 to 24 April 2014. In total 229 candidates were nominated for these elections, broken down as follows:
- British National Party – 1
 - Conservative Party – 60
 - Green Party – 22
 - Independent – 1
 - Labour Party – 60
 - Liberal Democrats – 47
 - Trade Unionist & Socialist Coalition – 1
 - UK Independence Party (UKIP) – 35
- 3.4.3 The greatest number of candidates (15) stood in Cray Valley West ward, and the least number (5) stood in Darwin ward.
- 3.4.4 No nomination papers were rejected.

3.5 Postal Voting

- 3.5.1 The number of postal votes continues to rise in Bromley with the Conservative Party (both Head Office and Local Parties) undertaking targeted campaigns to increase the take up of postal voting in specific areas of the Borough.
- 3.5.2 The Conservative Head Office campaign caused the Returning Officer a few problems as they sent some 550 postal vote application forms to Electoral Services close to the deadline for receipt of postal vote applications.
- 3.5.3 It would appear that Conservative Head Office “sat” on many of these applications for several weeks which meant that forms from individuals who had passed their forms on to Conservative Head Office in February or March were not received by the Returning Officer in time to include them in the first despatch of postal votes (8 May 2014). We had to deal with a number of complaints from electors whose applications were delivered to us in this tardy fashion - some of whom found themselves (through no fault of their own or the Returning Officer’s) not able to vote at these elections because they had gone away before their postal vote was received.

3.5.4 This issue has been taken up with the local MP to ensure that at future elections any postal vote applications handled by Conservative Head Office are forward to us in a more expeditious manner.

3.5.5 The practice of political parties handling postal votes in this way does not comply with Electoral Commission Guidance.

3.5.6 The table below shows the take up and return of postal votes in the 22 wards in the Local Council Elections, and the Borough (as a counting area) for the European Parliamentary Election:

Ward (Local)	Issued	Received	%
Bickley	2,098	1,477	70.40
Biggin Hill	880	624	70.91
Bromley Common & Keston	1,915	1,378	71.92
Bromley Town	1,771	1,224	69.11
Chelsfield & Pratts Bottom	1,662	1,164	70.04
Chislehurst	1,994	1,358	68.10
Clock House	1,438	978	68.01
Copers Cope	1,854	1,235	66.61
Cray Valley East	1,645	1,145	69.61
Cray Valley West	1,467	1,022	69.67
Crystal Palace	943	620	65.75
Darwin	667	483	72.42
Farnborough & Crofton	1,895	1,431	75.52
Hayes & Coney Hall	1,754	1,226	69.90
Kelsey & Eden Park	1,829	1,297	70.91
Mottingham	817	538	65.85
Orpington	1,749	1,290	73.76
Penge & Cator	1,339	939	70.13
Petts Wood & Knoll	1,598	1,174	73.47
Plaistow & Sundridge	1,397	926	66.29
Shortlands	1,196	867	72.49
West Wickham	1,783	1,293	72.52
TOTALS	32,224	23,689	73.51
Counting Area (European)	Issued	Received	%
Bromley	33,446	23,690	70.83
TOTALS	33,446	23,690	70.83

3.5.7 The report to the General Purposes & Licensing on 4 February 2014 outlined a number of legislative changes including the requirement to check the personal identifiers (signature and date of birth) on 100% of returned postal votes against those held on file from the original applications. This is a huge logistical process (with the Returning Officer appointing some 70 staff for most of the openings) and is totally dependent on IT.

3.5.8 Three scheduled postal vote openings took place in the Great Hall at the Civic Centre before polling day, with a further 2 scheduled openings on polling day itself. Over 23,000 personal identifiers were checked during these sessions.

3.5.9 Due to the high number of postal votes that were returned to the polling stations and Civic Centre on poll day (approximately 2,800), undertaking this 100% check could have caused significant delays to the count process, if the counting of the votes had been undertaken

immediately following close of poll on Thursday night . As the counting of the votes didn't start until 8am on the Friday, this did not cause any issues at these elections. However, the Returning Officer is mindful that this may not be the case at future elections and will have to plan accordingly.

- 3.5.10 In accordance with recent legislative changes, the Returning Office has contacted all voters (approximately 550) if their postal vote was rejected because the personal identifiers could not be verified, so as to ensure that details can be updated in time for the next elections.

3.6 Polling

- 3.6.1 Polling for both elections started at 7.00am and finished at 10.00pm. All equipment was delivered to the polling stations in advance of polling day and all stations opened to receive voters for the 7.00am start. Generally polling day went smoothly.

- 3.6.2 Prior to the election we had worked with a number of Head Teachers of schools being used as polling stations, so that the schools did not have to close on polling day. This included Crofton Road Infant/Junior School (where the polling station was 'moved' from the Infant school to a hall in the Junior School), Oaklands Primary School (where the polling station was 'moved' to a classroom and additional fencing was erected to separate the voters from the children), Glebe School and Castlecombe School (where the polling stations were 'moved' to different parts of the schools). The new arrangements at these schools appeared to work well on the day.

- 3.6.3 However, there are still some Head teachers who are unhappy with their schools being used as polling stations and there were a few isolated issues at a couple of schools (where voters/staff were not given full access). The Returning Officer and his staff dealt with these issues on the day as soon as they were brought to their attention.

- 3.6.4 A review of all polling districts, polling places and polling stations is in the process of being undertaken. A separate report (including the Returning Officer's recommendations) will be presented to this Committee/Full Council in due course.

- 3.6.5 Following a small number of issues around the role of tellers at the 2012 GLA Election, the Returning Officer had agreed to give specific training to his Polling Staff at these elections on the tellers' role. This was endorsed in the report of 4 February 2014. Following this training, no specific issues were raised with the Returning Officer around the role of tellers on polling day – other than one isolated issue where it was reported at one polling station that the tellers had 'lost' some poll cards (containing personal information).

- 3.6.5 No material issues were raised on the conduct of the poll.

3.7 The Count

- 3.7.1 The Returning Officer was personally responsible for the conduct of the verification and counting of the votes at these elections. The report to this Committee on 4 February 2014 outlined possible timing options. The Returning Officer decided on verifying (both elections simultaneously) on Friday morning (starting at 8am), immediately followed by the counting of the Local Council Elections, with the counting of the European Parliamentary Election on Sunday afternoon (starting at 2pm).

- 3.7.2 The verification and count process took place in a marquee at the Civic Centre. An annex to the marquee was used to provide a refreshment area for candidates and agents, and for the declarations of the results.

3.7.3 The marquee provided a suitable venue giving sufficient space for:

- the layout of the processes to be open and transparent
- all wards to be verified and counted at the same time
- sufficient number of count staff (and others entitled) to be appointed/attend
- the opportunity for those entitled to object to doubtful ballot paper adjudication decisions

3.7.4 There were a couple of issues with the marquee around the quality of the flooring (which will be addressed at next year's election), and the dismantling of the marquee (when contractors damaged a small area of grass - although the contractor has paid for reinstating the damaged area). However, generally the feedback received around the marquee as a venue for the count process (including the declarations) has been very positive.

3.7.4 (Most) Counting staff were well rested following polling day, (probably) reducing errors, mistakes and unnecessary re-counts, and giving safe and accurate counts.

3.7.5 Admission to the marquee was controlled. Security staff at the entrance were given lists of those entitled to attend and everyone entitled to attend (and on the list) were given different coloured wrist bands. There were some minor delays in staff processing the entry of people, however, this didn't cause any practical implications or any significant delay to the start of the verification process. (In order to avoid a repeat of this issue at next year's election, it is proposed to operate separate entry points for candidates/agents and Count staff).

3.7.6 In accordance with the election rules, Counting staff had to verify all ballot boxes for the European Parliamentary and Local Council elections before the counting of the votes could start for the Local Council elections (which effectively consisting of 22 individual counts including separate adjudications and declarations). The first result declared was for Darwin ward at approximately 12.40pm, and the last result declared was for Clock House at approximately 6.40pm.

3.7.7 In the Local Council elections, electors can, in the majority of wards, vote for up to three candidates – the exceptions being Darwin (which has a single vote) and Biggin Hill, Crystal Palace, Mottingham and Shortlands (where two candidates are returned). The increasing tendency for electors to either not use all their vote entitlement or (more common) to split votes between political parties, added to the complexity of the count as all such votes need to be separately identified and counted/logged on counting sheets. The table below shows the increased number of split votes which had to be counted.

Ward	Number of Ballot Papers which had to be individually recorded			
	2014	2010	2006	2002
Bickley	4,632	2,598	726	468
Biggin Hill	2,933	1,765	341	441
Bromley Common & Keston	4,317	2,487	909	631
Bromley Town	4,578	2,909	806	645
Chelsfield & Pratts Bottom	5,171	1,934	984	510
Chislehurst	4,073	3,412	1,722	753
Clock House	4,507	2,812	1,505	615
Copers Cope	4,201	2,087	658	577
Cray Valley East	3,421	2,078	736	458
Cray Valley West	3,496	2,679	1,280	810

Crystal Palace	2,868	1,607	741	489
Darwin	n/a	n/a	n/a	n/a
Farnborough & Crofton	4,745	2,376	1,537	620
Hayes & Coney Hall	4,768	2,756	883	581
Kelsey & Eden Park	4,520	2,015	1,138	572
Orpington	4,628	2,183	621	525
Mottingham	2,333	1,487	738	476
Penge & Cator	4,320	2,181	1,124	776
Petts Wood & Knoll	4,541	2,673	917	471
Plaistow & Sundridge	3,680	2,625	1,018	844
Shortlands	3,073	1,461	414	291
West Wickham	4,784	2,367	629	551

3.7.8 The counting of the votes for the European Parliamentary Election on Sunday was more straightforward, with voters having a single vote. However, the ballot paper was over 60cm (2feet) long with 17 parties/candidates, but with ample space and sufficient number of Counting staff, the counting of votes (and preliminary result) was concluded well before the deadline of 7.00pm as directed by the Regional Returning Officer.

3.8. **Payment of Staff**

- 3.8.1 At previous elections, the majority of election staff have been paid by cheque through the electoral management IT system. However, following a change in the (tax) law, the Returning Officer is now required to operate standard Pay As You Earn and report it to Her Majesty's Revenue Customs (HMRC) in real time (known as RTI).
- 3.8.2 This has complicated the process of paying election staff as it means that all payments to election staff must be made via a payroll system to ensure that the correct HMRC RTI submissions are made. It also means that payslips and P45s have to be given out, as from a legal aspect an individual's employment is deemed to be terminated at the end of the election. 'New' staff are then recruited and will go through the same payroll process at the next election.
- 3.8.3 The services of an experienced managed elections payroll services company (that was fully integrated with current electoral system) was successfully procured in time for these elections.
- 3.8.4 The new system worked well - all election staff were paid through BACs payments in a timely manner (receiving payslips and P45s), and the Returning Officer satisfied the new requirements for RTI submission to HMRC within the statutory deadline. However, as we were at the busiest stage in the election process when this new tax system came in, we were unable to advise staff of the payment process. The Returning Officer will ensure that there is better communication with his election staff about the payroll process at the next election in 2015 when the same system will be used.

3.9 **Individual Electoral Registration**

- 3.9.1 In June 2014 the Government introduced a new system of **Individual Electoral Registration** (IER) with the purpose of making the registration system more secure and to avoid fraud.
- 3.9.2 **New registration arrangements:** Previously the head of the household was responsible for registering everyone else who lives at that address. Following the introduction of IER, each person is required to register to vote individually.

- 3.9.3 For the first time anyone newly registering can register online on the gov.uk website (or they can fill out a paper form). They will need to provide a few more details to register about themselves – including their date of birth and National Insurance number.
- 3.9.4 **Initial identity checking for all current electors:** Most people (about 210,000 residents in Bromley) who were registered to vote will be transferred to the new register automatically without having to do anything. This is happening because in July 2014 the names and addresses on the current electoral register were matched against government records (the Department of Work and Pensions database) through a secure system.
- 3.9.5 About 29,000 residents in Bromley have not been matched and now need to submit a new application to verify their identity under the new system. In some cases they will be asked to provide documents to verify their identity so that their details can be included on the new register. If they don't present these documents to us, they will eventually lose their right to vote.
- 3.9.6 At the end of July 2014, letters were sent out to all electors in the Borough advising that they have been automatically re-registered, or asking them to re-register under the new system. Reminder letters were sent to those residents who didn't respond in August/September and canvassers are now calling on them in November (up to 20 November 2014) to encourage them to register before the new register is published on 1 December 2014.
- 3.9.7 The Government has put in place a special process so that electors who were added to the register under the previous system will not be removed until after the General election in May 2015. However those electors who fail to re-register under the new system, will lose their postal/proxy facility.
- 3.9.8 The Electoral Commission has produced some comprehensive FAQs on Individual Electoral Registration and these can be found under the heading 'Text and content, IER FAQs and lines to take with public in response to queries' at the following link:
<http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/running-electoral-registration/public-engagement-resources>

4. POLICY IMPLICATIONS

None arising directly from this report

5. FINANCIAL IMPLICATIONS

The budget for the European Parliamentary Election was £312,007 funded from a grant from the Cabinet Office and the Local Council Elections £500,000 funded from Bromley's revenue budget. Expenditure has been contained within budget.

6. LEGAL IMPLICATIONS

The Council is required to designate one of its officers as Returning Officer for Local Council Elections under the provisions of section 35 of the Representation of the People Act 1983. The Returning Officer is personally responsible for the conduct of these elections.

The rules and regulations for the conduct of the European Parliamentary Election and Local Council Elections are primarily contained in the Representation of the People Act 1983, the Representation of the People (England and Wales) Regulations 2001, the European Parliamentary Elections Act 2002, the European Parliamentary Elections Regulations 2004, the Local Elections (Principal Areas) (England and Wales) Rules 2006, the Local Elections

(Principal Areas) (England and Wales) (Amendment) Rules 2013 and the European Parliamentary Elections (Amendment) Regulations 2013.

7. PERSONNEL IMPLICATIONS

Some Council employees are recruited by the Returning Officer to help with various duties concerning the conduct of these elections. However, a large number of staff are recruited from other sources.

The Returning Officer has a statutory right under section 25 of the Representation of the People Act 1983 to require the Council to provide as many staff as is required for election purposes.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	

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Report No.
CSD14134

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: GENERAL PURPOSES & LICENSING COMMITTEE

Date: 13 November 2014

Decision Type: Non-Urgent Non-Executive Non-Key

Title: REVIEW OF POLLING DISTRICTS AND POLLING PLACES
2014

Contact Officer: Carol Ling, Electoral Services Manager
Tel: 020 8313 4367 E-mail: carol.ling@bromley.gov.uk
Mark Bowen, Director of Corporate Services
Tel: 020 8313 4355 E-mail: mark.bowen@bromley.gov.uk

Chief Officer: Doug Patterson, Chief Executive and Returning Officer

Ward: All

1. Reason for report

- 1.1 To outline the results and recommendations of the Returning Officer following a review of all polling districts and polling places in the borough

2. RECOMMENDATIONS

- 2.1 To note the outcome of the review and the consultation undertaken
- 2.2 To approve the proposals and recommendations of the Returning Officer outlined in Appendix 7 with effect from 1 December 2014
- 2.3 To note that polling districts and polling places will be kept under on-going review

Corporate Policy

1. Policy Status: N/A.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Electoral Services
 4. Total current budget for this head: £N/A
 5. Source of funding: N/A
-

Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory requirement.
 2. Call-in: Call-in is not applicable.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: Attached

3. COMMENTARY

3.1 Background

- Under the Representation of the People Act 1983 the Council is required to divide its area into polling districts and to designate polling places for each of those districts, to keep those polling districts under review and to undertake a full statutory review as a minimum every four years.
- The Electoral Registration and Administration Act 2013 introduced a change to the timing of the compulsory reviews of UK Parliamentary polling districts and polling places. The next compulsory review must now be started and completed between 1 October 2013 and 31 January 2015.
- Any proposed changes to the polling districts and/or the polling places will take effect from 1 December 2014 when the new Electoral Register is published. They will be in place for the Parliamentary (General) Election on Thursday 7 May 2015.
- The Council must seek to ensure that all electors have reasonable facilities for voting as are practicable in the circumstances and have regard to the needs of electors who are disabled.

3.2 The Review and Consultation

- The Returning Officer reported on existing and proposed changes and this formed the basis for consultation – see **Appendix 1**.
- The formal consultation period ran from 12 September 2014 to 10 October 2014. A public notice was published giving notice of the review, and full details of the review were placed on the Council's website, inviting any resident to make representations.
- Details were sent by e-mail/letter to all Councillors, local MPs, the local GLA Member, local political parties, local voluntary disability groups (including SCOPE, Community Links Bromley, Disability Voice Bromley, Kent Association for the Blind, Deaf Access), and the London Borough of Lewisham's Returning Officer.
- In addition details were sent to the owners/booking secretaries of the (current) polling places (including Head teachers of the schools that are used).
- The comments/representations received during the consultation period are reflected in this report or in the Summary of Responses – see **Appendix 2**.
- The Returning officer has a statutory obligation to respond to the consultation and his comments are incorporated in Appendix 2
- As can be seen, there were a relatively limited number of responses to the consultation. In the main responses were from Councillors and the local Conservative Association. The lack of response by the public tends to support the view that on the whole electors are happy with the current arrangements.

3.3 The Returning Officer's Proposals

The Returning Officer took into account the following considerations when drawing up his final recommendations:

- The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
- The Council must seek to ensure that, so far is reasonable and practicable, every polling place is accessible to electors who are disabled
- Ideally (except in exceptional circumstances) the polling place should be in its own polling district
- No polling place should be shared by two wards because of the risks associated with holding different elections in the same polling place
- Ideally there should be no more than 2,000 electors per polling station
- Poor designation of polling districts and polling places could have an adverse effect on the administration and integrity of future elections, directly impacting on the electorate

3.3 Suitability of Polling Places

The following represents some of the basic criteria used when selecting a polling place for use:

- Available for hire
- Geographically central and reasonably accessible for the majority of the electorate
- Avoid barriers for the elector such as steep hills, rivers and major roads
- Enough space for polling station layout and equipment (single or multiple)
- General staff facilities (toilets, kitchen, heating and lighting)
- Availability of parking
- Within reasonable walking distance
- Suitable access from a road
- Accessible doorways
- Drop kerbs, steps, pathways in reasonable repair, level access etc
- Reasonable lighting

3.4 Selection and Costs of Polling Places/Stations

- Polling places located within publically funded premises (such as schools, which are generally well located, accessible and suitable – see **Appendix 3**) are generally preferred as their availability can be relied upon, and the Returning Officer has the statutory power to requisition/request these premises (schools cannot refuse such a request).

However, the schools themselves and pupils' parents are often reluctant to accept their use as polling places because of the impact of closures on their activities or on childcare.

Where schools are designated polling places, primary schools are usually selected because of the reduced impact on important examination processes for older pupil. In Bromley there are currently thirty nine (39) schools that are designated polling places, of which thirty seven (37) are primary schools and two (2) are senior schools.

The costs of these premises are usually low (as the law provides that they are free of charge – save for a reasonable amount for heating, lighting and caretaking) – see **Appendix 4**

- Second choice for polling places are private premises (such as church halls and community centres). However, these have the disadvantage of being more costly, as more commercial fees may be charged – see **Appendix 5**. The Returning Officer cannot guarantee their availability, as owners/managers of the premises have the right to refuse hire at any time, without explanation.
- Where there are no other appropriate alternative polling places, temporary/portable buildings (known as portakabins) are used as polling places. However, these are significantly more expensive than other premises – see **Appendix 6**, and they may often provide inferior accessibility to voters (especially those with disabilities) and substandard accommodation for staff.
- As a rough guide the average cost of:
 - a publically funded polling place (charging for heat, light and additional caretaking only) is around £273.68 (this figure is slightly inflated as a result of three or four schools charging sums much higher than most)
 - a private polling place is around £405.82
 - a temporary polling place/portakabin is around £3,581.20 to hire, heat and light (includes installation of portable unit plus portable toilet plus provision of power/generator and security)

3.5 **Specific Issues (1): Use of Schools as Polling Places**

Several councillors requested that we avoid using schools wherever reasonably possible and find alternative locations at reasonable costs. Also a (small) number of Head teachers have asked that their school no longer be used as a polling place.

There are a number of reasons why school premises make suitable polling places - see **Appendix 3**.

If a suitable alternative building within a polling district is identified, the Returning Officer will consider replacing the school (although in many polling districts, schools remain the only, or most appropriate building for the purpose of voting).

However **there must be clear evidence that the change would benefit the majority of the electors in the polling district** – people become used to where they vote and despite all appropriate statutory notice of change (including notification to all electors by poll card), many become confused when change to polling arrangements occur and this could affect turnout.

In the meantime, the Returning Officer's staff will continue to work very closely with Head teachers to see if alternative space can be used in the school to avoid full closure, and the Returning Officer will keep the use of schools under constant review.

3.6 **Specific Issues (2): Number of Polling Districts/Places/Stations**

Several councillors requested that we consider reducing the number of polling places/stations in their wards given the number of electors who now chose to vote by post.

The Returning Officer and the Council must comply with certain legislative requirements regarding the designation of polling districts, polling places and polling stations e.g. each electoral area (constituency/ward) must be divided into polling districts, and a polling place must be designated for each polling place.

In addition to legislative requirements, the Electoral Commission provides specific guidance for Returning Officers at all elections on the allocation of electors and staff to polling stations. The Commission recommends specific (minimum) ratios (which exclude postal voters) and factors to be considered when deciding on the allocation.

The figures which have to be used when deciding on the number of polling stations (single or multiple) is the size of the electorate and not the anticipated turnout, as the Returning officer must assume that everyone may wish to exercise their right to vote.

Taking into account this guidance, it is suggested an average of 1,500 to 2,000 electors in person maintains the level of service to electors in a polling station.

Current polling arrangements in Bromley follow this guidance. Any reduction could interfere with the effective administration and integrity of the poll (e.g. queues).

The Returning Officer will continue to follow this guidance so as to ensure that electors receive a high-quality service at all elections held in the Borough.

3.5 Recommendations

Some changes have been made to the Returning Officer's initial recommendations as a result of the comments/representations received during the consultation period. The final recommendations are set out in **Appendix 7**.

4. POLICY IMPLICATIONS

None arising directly from this report.

5. FINANCIAL IMPLICATIONS

Changes that are agreed which will result in residents in a particular area being allocated a new/different building as a polling station will be publicised to the voters concerned when polling cards are sent at an election. The cost of this will be met by the relevant body (which would be the Government for the Parliamentary (General) in 2015 or the Council for Ward By Elections, whichever election takes place first).

If approval to the review is delayed until after the new Electoral Register is published on 1 December 2014 (a statutory date), it would be necessary to re-publish the Register following the approval of changes which would involve additional costs to be met from the budgets allocated for Electoral Services.

6. LEGAL IMPLICATIONS

This review of Polling Districts and Polling Places has been undertaken in accordance with the Representation of the People Act 1983, the Electoral Administration Act 2006 and the Electoral Registration and Administration Act 2013 which requires the Council to complete this review by 31 January 2015.

Failure to comply could lead to the Council being in breach of its official duty.

7. PERSONNEL IMPLICATIONS

7.1 None arising directly from this report.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	<ul style="list-style-type: none"> • Representation of the People Act 1983 • Electoral Administration Act 2006 • The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 • The Electoral Registration and Administration Act 2013 • Returning Officers comments and proposals on current polling arrangements • Consultation responses

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APPENDIX 1: Returning Officer's Provisional Recommendations for 2014 REVIEW of Polling Districts/Places/Stations

BECKENHAM CONSTITUENCY

Polling District	Official Polling Place	No. of Polling Stations	Electors	Properties	Returning Officer's Comments	Returning Officer's Recommendation
BROMLEY COMMON & KESTON WARD						
BC1	St Luke's Church Hall Raglan Road Bromley	2	2538	1497	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff However no parking on site and limited on street parking (residents parking only) – but no parking issues reported	Current arrangements considered satisfactory No change proposed
BC2	Nettleton Hall Baptist Hall Gravel Road	1	1502	798	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
BC3	Bromley Education Development Centre (EDC) Princes Plain Church Lane	2	3385	2160	Following closure of EDC in March 2013, expansion program undertaken with nearby Princes Plain school at time of last elections Arrangements put in place to open up one of the vacant parts of the building as a polling station Issue with Princes Plain school as they have control of the access gates to the site and Head teacher didn't want gates open all day. However issue resolved prior to polling day allowing voters full access to the polling station Currently Bromley Council are agreeing terms to let part of the EDC on short term basis until July 2015 to La Fontaine Academy, a new school. A right has been reserved in the lease for the Returning Officer to use part of the premises as a polling station at next year's election Significant development (780 dwellings) continues to take place at Trinity Village (former Blue Circle Sports Ground). Polling place may need to be split into 3 polling stations in due course to accommodate additional electors	New arrangements considered satisfactory but will contact Head teacher at Princes Plain School prior to next election to ensure that full access is given to voters No change proposed Keep under review

BC4	Southborough Primary School Southborough Lane Bromley	2	2868	1535	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
BC5	Keston Village Hall Heathfield Road Keston	1	1856	949	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
COPERS COPE WARD						
CC1	Worsley Bridge Junior School Brackley Road	3	3956	2970	<p>Well known building, centrally located in polling district. Has been polling place for many years</p> <p>No adverse comments on location of polling place, and convenience to electors or facilities for staff</p> <p>Head teacher unhappy with school being used as polling place and in 2013 asked (in collaboration with the Head teacher at Bromley Road Infants School) if we could find alternative venue. Local Councillor supported request</p> <p>Possible alternative location identified at St Paul's Church Hall in Brackley Road. Site visit undertaken to assess suitability. However due to significant issues with parking facilities/restrictions, location assessed as not suitable.</p> <p>Head teacher advised of outcome and that school would still be required as polling place. Offered to work with her to reduce disruption on polling day including looking at alternative (class) rooms in the school to avoid full school closure</p> <p>Deputy Returning Officer confirmed situation to Local Councillor</p> <p>School remained closed on polling day – no issues reported</p>	Current polling place remains the most suitable venue No change proposed
CC2	Bromley Road Infants School St George's Road	3	4080	2914	<p>No adverse comments on location of polling place, and convenience to electors or facilities for staff</p> <p>Head teacher unhappy with school being used as polling place and following GLA elections in 2012 asked if we could find alternative venue. Expressed particular concerns around decline in attendance levels on the day after poll. Several alternative locations were suggested. Local Councillor supported</p>	<p>New arrangements to continue at next election in May 2015 but arrangements to be reviewed after this</p> <p>Propose change to designate: St George's Church Hall</p>

					<p>request.</p> <p>The alternative locations were followed up and site visits were undertaken.</p> <p>Neither the Public Halls or St George's Church were assessed to be suitable due to issues with the layouts and parking facilities/restrictions.</p> <p>However the layout and facilities at St George's Church Hall appeared to be acceptable ,and appropriate arrangements were put in place to enable the venue to be used as a polling place at the 2014 elections in place of Bromley Road Infants School. The Head teacher was advised</p> <p>Details of the change of venue were given on the poll cards</p> <p>Several issues arose on polling day:</p> <ul style="list-style-type: none"> • Some voters still went to Bromley Road Infant School to vote and were re-directed to the Church Hall • A few voters were unhappy with the change of venue – especially when they observed that the School was still closed for the day • A leak in the Church Hall roof caused some disruption to the layout of the polling station • Some flooding to the car park (in front of the Church Hall) caused inconvenience to some voters <p>In view of the issues that arose with the new arrangements, the Returning Officer's preferred location for the polling place is Bromley Road Infant School.</p> <p>However, given the representations made by the Head teacher, the Returning Officer will endeavour to address some of these issues and use St George's Church Hall at the next election but will then review the arrangements</p>	<p>as the official polling place for the next election in May 2015 and then</p> <p>Review Arrangements</p>
CC3	United Reformed Church Hall Oakhill Road	3	4061	2678	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

HAYES & CONEY HALL WARD						
HA1	Pickhurst Infant School Pickhurst Lane West Wickham	1	1788	893	<p>Well known building located in polling district HA1. Has been polling place for many years</p> <p>No adverse comments on location of polling place, and convenience to electors or facilities for staff</p> <p>No access to car park on site – but no issues reported</p> <p>Adjacent Junior Academy is also used as polling place (for a different ward/polling district). Local Councillor has expressed concern that there is confusion amongst electors as to which school/academy they should go to.</p> <p>Additional signage was displayed at entrances of Infant school/Junior Academy at last elections to help voters identify their polling station – no problems reported</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
HA2	Victory Social Club Kechill Gardens Bromley	1	1628	864	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
HA3	Hayes Free Church Hall 111 Pickhurst Lane Hayes	2	1941	960	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
HA4	Hayes Village Hall Hayes Street Hayes	2	2903	1501	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
HA5	The Assembly Halls 16-18 Gates Green Road West Wickham	2	3320	1512	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
HA6	Coney Hill Baptist Church Coney Hill Road West Wickham	1	1059	538	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

KELSEY & EDEN PARK WARD						
KP1	Azelia Hall 258 Croydon Road Beckenham	2	2179	1093	Well known building located just outside border of polling district KP1. Has been polling place for many years No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
KP2	St Edmunds Church Hall Village Way Beckenham	2	2662	1611	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
KP3	Marian Vian Primary School Shirley Crescent Elmers End	3	3406	1844	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
KP4	St John's Church Hall 251 Eden Park Avenue Beckenham	3	4060	2044	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff Work is now underway to develop the former GlaxoSmithKline site at Langley Court, Beckenham with approximately 180 houses of different size and tenure, a doctor's surgery/healthcare facility and the retention of the existing sports pavilion and grounds for sports uses. The polling place will need to accommodate additional electors in the next couple of years NB. The Cottage, Old Dunstonians Sports Club and the Warren Annexe incorrectly appear on the electoral register under Shortlands ward/polling district SH2. The two properties should be in this ward/polling district This amendment will be made on the publication of the new register on 1 December 2014	Current arrangements considered satisfactory No change proposed Keep under review
SHORTLANDS WARD						
SH1	St Mary's Church Hall St Mary's Avenue Shortlands	1	1909	1139	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff. This polling station had the second highest number of votes cast at last elections at any polling station in the whole Borough	Current arrangements considered satisfactory No change proposed

SH2	St Peter's Church Hall Malmaims Way Beckenham	2	2099	895	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff.</p> <p>NB. The Cottage, Old Dunstonians Sports Club and the Warren Annexe incorrectly appear on the register under this ward/polling district. The two properties should be in Kelsey & Eden Park ward/polling district KP4.</p> <p>This amendment will be made on the publication of the new register on 1 December 2014</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
SH3	Highfield Junior School South Hill Road Shortlands	1	1578	896	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
SH4	St Mark's C E Primary School Aylesbury Road Bromley	2	2133	1413	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
WEST WICKHAM WARD						
WW1	St Francis Church Hall Ravenswood Avenue West Wickham	1	1942	1047	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
WW2	Glebe School Hawes Lane West Wickham	2	3012	1419	<p>Well known building located in polling district WW2. Has only been used as a polling place for a few years</p> <p>Head teacher asked if different rooms could be used in the school. Site visit was undertaken prior to the 2014 elections , alternative rooms identified and appropriate arrangements put in place</p> <p>Although no adverse comments were received on new arrangements, polling staff reported that these rooms may not be suitable if there was a larger turnout</p>	<p>Current arrangements considered satisfactory but will continue to work with Head teacher to see if there are more suitable rooms in the school that can be used at the next election</p> <p>No change proposed</p>
WW3	Pickhurst Junior Academy Pickhurst Lane West Wickham	2	2712	1204	<p>Polling place located outside polling district WW3 (in polling district HA1) because no suitable location can be found in this polling district. However, building is well known</p> <p>Adjacent Infant School is also used as polling place (for a</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

					<p>different ward/polling district). Local Councillor has expressed concern that there is confusion amongst electors as to which school/academy they should go to.</p> <p>Additional signage was displayed at entrances of Infant School/Junior Academy at last election to help voters identify their polling station – no problems reported</p> <p>Junior Academy is reluctant to be used as polling place but is accessible and convenient for most electors. Has been used for many years. No adverse comments received from electors or staff</p>	
WW4	Emmanuel Church Hall The Grove West Wickham	3	4378	2260	<p>Well known building located in polling district SH1. Has been polling place for many years</p> <p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff.</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

BROMLEY & CHISLEHURST CONSTITUENCY

Polling District	Official Polling Place	No. of Polling Stations	Electors	Properties	Returning Officer's Comments	Returning Officer's Recommendation
BICKLEY WARD						
BK1	Scotts Park Primary School Orchard Road Bromley BR1 2PR	2	1973	1134	<p>No adverse comments on location of polling place, convenience to electors or facilities for staff</p> <p>However, at last elections some issues with accessibility. School gates remained closed (preventing vehicular and disabled access) until Returning Officer and Senior staff visited school, spoke to Head teacher and arranged for gates to be opened permanently throughout polling day</p>	<p>Current arrangements considered satisfactory but will contact Head teacher ahead of next year's election to ensure that full access given to voters throughout polling day</p> <p>No change proposed</p>
BK2	Bullers Wood School Chislehurst Road Chislehurst BR7 5LJ	1	1074	546	<p>No adverse comments on location pf polling place, accessibility and convenience to electors or facilities for staff.</p> <p>A hallway in the main entrance is used as the polling station enabling school to remain open on polling day. Has been used as polling station for many years</p> <p>Polling staff have reported this is a little cramped, however no problems reported</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
BK3	St Michael's Hall Nightingale Lane Bromley BR1 2SB	1	1242	699	No adverse comments on location pf polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
BK4	St George's Bickley CE Primary School Tylney Road Bromley BR1 2RL	2	2972	1552	<p>Polling place located outside polling district BK4 (but in neighbouring polling district BK3), as no suitable building available in polling district. Has been polling place for many years</p> <p>No adverse comments on location pf polling place, accessibility and convenience to electors or facilities for staff</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
BK5	St Georges Church Hall Bickley Park Road Bromley BR1 2BE	1	1481	736	No adverse comments on location pf polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

BK6	23 rd Bromley (St Augustine Scout Hall) Homemead Road Bromley BR2 8BB	2	3005	1617	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
BROMLEY TOWN WARD						
BT1	Valley Primary School Beckenham Lane Bromley BR2 0DA	1	1653	946	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
BT2	Christ Church Bromley Highland Road Bromley BR1 4AA	2	2113	1329	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff Limited parking available but no parking issues reported	Current arrangements considered satisfactory No change proposed
BT3	Mobile at the Pavilion Queens Mead Bromley	1	917	543	As there are no suitable buildings available in this polling district, a portacabin is placed next to the Pavilion at the bottom of Queensmead Recreation ground. Has been polling place for many years. This is convenient for majority of electors Facilities for polling staff are adequate – they have to use the toilets in the Pavilion and there is no kitchen SCOPE has indicated that the use of portacabins is not ideal however there is no suitable alternative in the polling district	Current arrangements considered satisfactory No change proposed Keep under review
BT4	Parish Church Rooms Church Road Bromley BR2 0EG	1	1917	1539	No adverse comments on location of polling place, convenience to electors or facilities for staff Access to the polling place had been difficult/closed off earlier this year, but the route was fully open on polling day and no issues were reported	Current arrangements considered satisfactory No change proposed
BT5	Bickley Primary School Nightingale Lane Bromley BR1 2SQ	1	1531	754	Polling place located outside polling district BT5, as no suitable building available in polling district. Has been polling place for many years No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
BT6	St Mark's Church Room Westmoreland Road Bromley	2	3048	1895	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory

	BR2 0TE				<p>Work is now underway to construct a 'landmark' development on the former site of Westmoreland Road car park. The scheme (known as St Mark's Square) will include 200 apartments (as well as a cinema, restaurants and hotel). The new homes are due for completion from March 2015 onwards</p> <p>The polling place may need to be split into 3 polling stations in due course to accommodate additional electors</p>	<p>No change proposed Keep under review</p>
BT7	St Swiithun's Church Hall Fashoda Road Bromley BR2 9RE	1	1723	1051	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff</p> <p>Following elections this year, one resident expressed concerns to the Returning Officer that voters living in this area of Bromley, do not always vote at their nearest polling station</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
CHISLEHURST WARD						
CH1	The Chislehurst & Sports Club Elmstead Lane Chislehurst BR7 5EL	1	1374	783	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
CH2	Red Hill Primary School Red Hill Chislehurst BR7 6DA	3	3060	1837	<p>No adverse comments on location of polling place, convenience to electors or facilities for staff</p> <p>However, at last elections issues with accessibility as external gates leading to school car park were not opened until mid-afternoon (preventing vehicular and disabled access).</p> <p>Also, although a ramp was provided at main entrance, wheelchair access appeared difficult although no issues reported</p>	<p>Current arrangements considered satisfactory but will make contact with the Head teacher prior to next election to ensure that full access to the polling station be given to voters throughout polling day</p> <p>No change proposed</p>
CH3	Edgebury Primary School Belmont Lane Chislehurst BR7 6BL	2	2333	1234	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
CH4	Chislehurst CE Primary School School Road Chislehurst BR7 5PQ	3	4137	2375	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff</p> <p>Limited parking available but no parking issues reported</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
CH5	St Peter & St Paul RC Primary	1	979	452	No adverse comments on location of polling place, accessibility	Current arrangements

	School St Paul's Wood Hill Orpington BR5 2SR				and convenience to electors or facilities for staff	considered satisfactory No change proposed
CRAY VALLEY WEST WARD						
CW1	Link Youth Centre Midfield Way St Paul's Cray BR5 2QL	1	1799	1017	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CW2	Gray's Farm Primary School Gray's Farm Road S Paul's Cray BR5 3AD	2	2814	1644	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff.</p> <p>However the Deputy Chief Executive of the Kemnal Academy Trust (the school is a TKAT academy) has expressed her concern at the disruption to the school on polling day and has asked if another location could be considered for the next election</p> <p>There are no suitable alternative locations that we are aware of in this polling district.</p> <p>Returning Officer has provided the Deputy Chief Executive with dates of scheduled elections for next few years, as requested, so that the school can plan their calendar effectively</p> <p>Possible development on the site of Grays Farm Production Business which could be for a 75 bedroom care home and/or 45-50 residential units.</p> <p>The polling place may need to be split into 3 polling stations in due course to accommodate additional electors</p>	Current arrangements considered satisfactory No change proposed
CW3	Leesons Primary School Leesons Hill St Paul's Cray BR5 2LS	3	3951	2359	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CW4	Bromley Education Centre Poverest Road Orpington BR5 2DQ	3	3637	1912	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff</p> <p>Official name of building is incorrectly described on poll cards</p>	Current arrangements considered satisfactory Propose change to amend the official name of the

						polling place to: Poverest Adult Education Centre
MOTTINGHAM & CHISLEHURST NORTH WARD						
MO1	Odd Fellows Hall 6A Beaconsfield Road Mottingham SE9 4DJ	1	1737	1010	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff This polling station had the highest number of votes cast at last elections at any polling station in the whole Borough	Current arrangements considered satisfactory No change proposed
MO2	Castlecombe Primary School Castlecombe Road Mottingham SE9 4AT	2	2018	1322	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff Following a request from the Head teacher, the polling stations were moved into a different (class)room at the last elections, so that the school could be kept open on polling day Access is now via entrance to right of main gate	New arrangements worked well No change proposed
MO3	Mottingham Children & Family Centre Ravensworth Road Mottingham SE9 4LW	2	2408	1560	Has been polling place for last few years, having previously been at the adjoining school No access to car park during school time No adverse comments on location of polling place, and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
MO4	Elmstead Baptist Church Elmstead Lane Chislehurst BR7 5EG	1	1188	628	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
PLAISTOW & SUNDRIDGE WARD						
PS1	Burnt Ash Children & Family Centre Range field Road Bromley BR1 4QX	1	1345	827	Has been polling place for last few years, having previously been at the adjoining school No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
PS2	St Andrew's Church Hall Burnt Ash Lane Bromley	2	3037	1690	At the last elections, the Church Hall was not available for use as a polling station due to redevelopment works being undertaken	Provided Church Hall is available at next year's election:

	BR1 5AF				<p>Church authorities agreed that the Church could be used as a polling station. A site visit was undertaken and appropriate arrangements put in place</p> <p>Although no adverse comments were received on new arrangements, polling staff have indicated that the Church may not be suitable if there was a larger turnout</p> <p>Enquiries have been made to ascertain if the Church Hall will be available for use at the next scheduled election in May 2015. All indications are that the building works will be completed by the end of this year and that the new Hall will be available</p>	No change proposed
PS3	Parish CE Primary School London Lane Bromley BR1 4HF	2	2255	1241	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff.</p> <p>Head teacher has expressed his concerns in the past about the school being used as a polling station, however no issues raised at last elections</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
PS4	Trinity United Reformed Church Freelands Road Bromley BR1	2	2417	1665	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
PS5	Warwick Hall St Mary's CE Church 61 College Road Bromley BR1 3QG	2	2411	1516	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff.	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

LEWISHAM WEST & PENGE CONSTITUENCY (PART)

Polling District	Official Polling Place	No. of Poll Stations	Electors	Properties	Returning Officer's Comments	Returning Officer's Recommendation
CLOCK HOUSE WARD						
CL1	Stewart Fleming Primary School Witham Road London SE20 7YB	2	2929	1772	<p>No adverse comments on location of polling place, convenience to electors or facilities for staff</p> <p>However in 2012 the Head teacher asked to change the entrance of access to the polling station, to the rear entrance in Suffield Road - leading directly into the polling station room and having a ramp enabling disabled access</p> <p>Although a note of this change of entrance was put on the poll cards at the last elections, some electors still followed the postal address of the polling place and went to the entrance in Witham Road (which was closed). They were directed to walk down a walkway/alley to the correct entrance. Several complaints were received on this issue</p>	<p>Current arrangements considered satisfactory but will provide clearer information on the poll cards and put up additional signage</p> <p>No change proposed</p>
CL2	St Michael's Church Hall 120 Birkbeck Road Beckenham BR3 4SS	1	1788	1059	<p>Church Hall is no longer available for use as a polling station</p> <p>Following a site visit, it was agreed that the porch/lobby of the church could be used instead at the last elections. The side alley was opened to allow electors easy access from the old entrance and additional signage was displayed.</p> <p>Access to the new polling station room is on a different road, so a note was put on the poll cards.</p> <p>Although ramps were supplied to provide disabled access to the front of the church, these were not suitable –however no issues were reported</p>	<p>New arrangements considered satisfactory but will ensure suitable ramps are provided to enable full access</p> <p>Propose to change/amend the official name of the polling place to: St Michaels and All Angels Church Ravenscroft Road Beckenham Kent BR3 4TN</p>
CL3	Churchfields Primary School Churchfields Road Beckenham BR3 4QY	2	2691	1715	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
CL4	Balgowan Primary School	2	3324	1859	No adverse comments on location of polling place, convenience	Current arrangements

	Balgowan Road Beckenham BR3 4HJ				to electors or facilities for staff However although a ramp was supplied to enable disabled access over a larger step, a smaller ramp is also required to provide full disabled access through the main entrance gate	considered satisfactory but will supply additional ramp to enable full access No change proposed
CL5	Beckenham Library 24 Beckenham Road Beckenham BR3 4PE	1	1089	832	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CRYSTAL PALACE WARD						
CP1	Sydenham Lawn Tennis Club Springfield Road Off Laurie Park Road London SE26 6ET	1	1103	886	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff On street parking only – no issues reported	Current arrangements considered satisfactory No change proposed
CP2	St Paul's Church Hall Hamlet Road London SE19 2AW	2	2485	1918	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CP3	Anerley Town Hall Anerley Road London SE20 8BD	2	2940	2450	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CP4	Anerley Town Hall Anerley Road London SE20 8BD	1	1880	1357	The building is located outside the polling district (in the adjoining polling district CP3) because following the closure of James Dixon School in 2007, no suitable alternative location could be found in this polling district. However the building is well known and no adverse comments received on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
PENGE & CATOR WARD						
PE1	Holy Trinity Church Centre 66 Lennard Road London SE20 7LX	2	2217	1363	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
PE2	Christ Central Church	1	1168	798	No adverse comments on location of polling place, accessibility	Current arrangements

	Green Lane London SE20 7JA				and convenience to electors or facilities for staff	considered satisfactory No change proposed
PE3	Harris Academy (formerly known as Cator Park School) Lennard Road Beckenham BR3 1QR	1	1219	643	<p>Well known building centrally located in polling district PE3. Has been polling place for many years and is convenient to most electors</p> <p>Academy raised number of issues on the afternoon before polling day in May 2014. Returning Officer intervened to ensure School opened for voting, and agreed to attend meeting after election to discuss issues</p> <p>Polling station is set up in the Dance Studio, which although located in the main building, has a separate entrance at the side of the building, with access through the main gate (but not through the main building)</p> <p>No adverse comments received on location of polling place, accessibility and convenience to electors.</p> <p>However facilities for polling staff were reported as poor – no kitchen facilities provided, staff had to be escorted each time they needed to use the toilet, and the whole situation was described as ‘challenging’</p> <p>Returning Officer (and his deputies) attended meeting with the Interim Principal (and his Senior Management) in June 2014 to discuss the issues around the reluctance on the Academy's part to be used as a polling place. A site visit was undertaken at the same time</p> <p>Academy has particular concerns around the safety of their students. However, previous Principal and management always opened the Academy on polling day to students and never raised any concerns or issues in this regard</p> <p>Following this meeting, the Returning Officer has</p> <ul style="list-style-type: none"> Investigated the possibility of using other premises in the polling district - however, only one alternative site has been identified at Alexandra Infant School. The school is on the border of this polling district, and is less convenient as most electors will have to travel further to vote. Also, the school would probably have to close on 	<p>Current polling place remains the most suitable venue</p> <p>Returning Officer proposes to continue the current arrangements but will consider employing additional security to ensure that the public do not enter the main building, and hiring portable facilities for polling staff</p> <p>No change proposed</p>

					<p>polling day, whilst the Academy can remain open</p> <ul style="list-style-type: none"> • Considered the possibility of making temporary adaptations to the side fencing to allow direct access to the polling station • Considered the provision of basic staff facilities such as an accessible toilet • Considered the security arrangements 	
PE4	St John's CE Primary School Maple Road SE20 8HU	2	3067	2241	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff.</p> <p>School is not happy with being used as a polling station, however there are no known suitable alternative locations in this polling district</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
PE5	Kenilworth Church Hall Kenilworth Road London SE20 7QS	2	2254	1398	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
PE6	Melvin Hall Melvin Road London SE20 8EU	2	2368	1589	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff</p> <p>Bromley Council has recently negotiated terms of a new lease with Age Concern including a right to use the premises as a polling station</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

ORPINGTON CONSTITUENCY

Polling District	Official Polling Place	No. of Polling Stations	Electors	Properties	Returning Officer's Comments	Returning Officer's Recommendation
BIGGIN HILL WARD						
BH1	Oaklands Junior School Oaklands Lane Biggin Hill TN16 3DN	2	2718	1356	<p>No adverse comments on location of polling place</p> <p>Local Councillors and Head teacher asked if polling stations could be moved from the Main hall to a different part of the school (classroom) so that school could be kept open on polling day</p> <p>A site visit was undertaken and an alternative room identified. Arrangements put in place to accommodate change including temporary fencing being erected outside to prevent electors entering the main school</p> <p>Following polling day, polling staff advised that conditions were cramped, facilities for staff poor and lack of parking close to the stations could cause problems for electors with disabilities – although no problems were reported on polling day</p>	<p>Current arrangements considered satisfactory but will continue to work with Head teacher to see if there is a more suitable room in the school that can be used at the next election so as to avoid full school closure</p> <p>No change proposed</p>
BH2	St Marks Church Hall 10 Church Road Biggin Hill TN16 3LB	3	3295	1786	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
BH3	Biggin Hill Children & Family Centre Sunningvale Avenue Biggin Hill TN16 3TN	1	1845	927	<p>No adverse comments on location of polling place, convenience to electors or facilities for staff</p> <p>Additional (small) ramp to be provided at future elections to enable full access to electors with disabilities</p>	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
CHELSEFIELD & PRATTS BOTTOM WARD						
CB1	St Nicholas Church Leamington Avenue Orpington BR6 9QB	2	2768	1442	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
CB2	Warren Road Primary School Warren Road Orpington	2	2592	1364	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory

	BR6 6JF					No change proposed
CB3	The Chelsfield Centre Windsor Drive Chelsfield BR6 6HD	2	2550	1279	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CB4	Chelsfield Village Hall Bucks Cross Road Chelsfield BR6 7RE	1	264	141	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff (At last elections – this polling station had lowest number of votes cast at any polling station in the Borough)	Current arrangements considered satisfactory No change proposed
CB5	Green Street Green Primary School Vine Road Green Street Green BR6 6DT	2	2387	1299	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff Geographically the school is positioned on a hill and in the past some concerns have been expressed by a few elderly electors to the polling staff. Also the polling station room is quite a long walk from the entrance. However no issues reported at last elections	Current arrangements considered satisfactory No change proposed
CB6	Pratts Bottom Village Hall Norsted Lane Pratts Bottom	1	850	422	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CRAY VALLEY EAST WARD						
CE1	St Paul's Cray C.E. Primary School Buttermere Road Orpington BR5 3WD	2	3069	2019	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CE2	Poverest Coronation Hall Bridge Road Orpington BR5 2DA	1	1630	957	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff Polling station offers basic requirements for both voters and staff – not ideal but no problems reported	Current arrangements considered satisfactory No change proposed
CE3	Vernon Hall, Temple United Reformed Church High Street	1	1224	896	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory

	St Mary Cray BR5 4AX					No change proposed
CE4	Manor Oak Primary School Sweeps Lane/Blacksmith's Lane St Mary Cray BR5 4PE	1	1190	718	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
CE5	Perry Hall Primary School Perry Hall Road Orpington BR6 0EF	1	1142	723	<p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff</p> <p>However, the Head teacher is unhappy that school is used as a polling place. She has expressed concerns that they are unable to run their out of school hours care clubs and gymnastic clubs causing a 'significant loss of income to the school' on an election day</p> <p>There is a statutory duty for school premises to be used as polling stations free of charge save for a reasonable amount for heating, lighting and (additional) caretaking - however the school charged just under £900 at the last election. This is the highest cost demanded by any school in the Borough</p> <p>Concerns were raised at the last polling district review about the use of this school as a polling place. An alternative location at Hope Church was identified but following several site visits and a full assessment being undertaken, the premises were not suitable</p> <p>There are no other suitable alternative locations that we are aware of in this polling district</p>	Current arrangements considered satisfactory but will undertake a review of the charges to ensure they are reasonable and in line with costs paid to other schools in the Borough No change proposed
CE6	Duke Youth Centre Park Road St Mary Cray BR5 4AS	2	2807	1676	<p>Duke Youth Centre was unavailable at the last elections and will no longer be available as a polling place. It is now hired out to Nash College and used as a training resource for young adults with severe disabilities during term time</p> <p>The Principal was unwilling to accommodate a request to the closure of the centre for one day, due to the very complex nature of the young adults and the care needs they require</p> <p>Investigations into alternative locations identified Our Ladys of the Crays RC Church. Contact was made and a site visit undertaken in January 2014.</p>	Returning Officer will arrange a site visit of St Mary Cray Primary School , and providing premises are suitable, proposes to designate this school as the official polling place Propose change

					<p>Although the Parish Hall was suitable, it is used as a play group facility during term time and was not available for use on polling day</p> <p>However, as the elections were getting close, the Parish Priest agreed that a portacabin could be put in the (church) car park and staff could use facilities in the Parish Hall</p> <p>On polling day reports were received that the portacabin was too small to accommodate two polling stations, and conditions were extremely cramped for both voters and staff</p> <p>Following polling day, a communication was received from/on behalf of the Parish Priest expressing his concerns over the use of the site especially in regard to the security and safety of the play group. He has indicated that he does not want the Church premises being used as a polling place at future elections</p> <p>Investigations have been instigated to find a suitable alternative location. The only possible venue identified is St Mary Cray Primary School. Contact is being made with the Head teacher and a full assessment will be undertaken. Initial reports indicate that the school should be suitable</p>	
DARWIN WARD						
DA1	Mobile Unit The Car park The Common Leaves Green	1	949	531	<p>As there are no suitable buildings available in this polling district, a portacabin is placed in the car park, Ashmore Lane. Has been polling place for many years</p> <p>No adverse comments on location of polling place, accessibility and convenience to electors have been received</p> <p>However, facilities for staff are poor – they have to use portable toilet, there is no kitchen and electricity is supplied by a generator (which can be noisy and smelly)</p> <p>Also, after heavy rain, area around portacabin can be soggy and slippery</p> <p>SCOPE has indicated that the use of portacabins is not ideal</p> <p>Enquiries/visits have been made of the two local pubs, the Kings Arms and the Crown Inn.</p> <p>However, it has been reported that the layout of the Kings Arms</p>	<p>Should remain as polling place. However, will continue to seek an alternative venue</p> <p>No change proposed Keep under review</p>

					is not suitable and despite a number of attempts, the manager of the Crown Inn has failed to respond to any requests asking him to contact the Returning Officer's staff to discuss the possibilities of the premises/car park being used	
DA2	Downe Village Hall 24 High Street Downe, BR6 7UT	1	498	296	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
DA3	Hazlewood Eldon Village Hall 7 Spinney Way Cudham TN14 7QY	1	342	174	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
DA4	Greenwood Centre 4 High Street Green Street Green BR6	1	611	291	Well known building but located outside the polling district DA4 (on edge of adjoining polling district CB5) as there is no suitable place in this polling district. However no adverse comments received on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
DA5	Cudham C.E. Primary School Jail Lane Biggin Hill TN16 3AX	1	491	281	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff High presence of media following local politician and leader of one of the political parties – however no issues reported	Current arrangements considered satisfactory No change proposed
DA6	Church Parish Hall Cudham Lane South Cudham TN14 7QA	1	342	182	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
DA7	Westerham Hill Baptist Church 432 Main Road Biggin Hill TN16 2HW	1	834	396	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
FARNBOROUGH & CROFTON WARD						
FC1	St Paul's Church Hall Crofton Road Orpington BR6	2	1942	1018	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff Some discussions around hire charges – now agreed costs for	Current arrangements considered satisfactory No change proposed

					hire of premises for next 3 years	
FC2	Oak Hall, Crofton Baptist Church Crofton Lane Orpington BR5 1HD	1	844	506	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
FC3	Crofton Halls York Rise/Crofton Road Orpington BR6	2	2100	1098	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
FC4	Darrick Wood Infant School Lovibonds Avenue Orpington BR6 8ER	3	4052	2129	<p>The school is accessible, convenient to most electors, and has good facilities for staff. It has been used as a polling place for many years</p> <p>However, the Head teacher has been unhappy for a number of years with the school being used as a polling place. Communication with the school is difficult.</p> <p>Investigations have been undertaken to identify possible alternative site. Darrick Ward Community Centre on the Broadwater Gardens Estate was identified several years ago as a possible location but following a site visit it was assessed that there was insufficient space to accommodate three polling stations</p> <p>There are no other suitable alternative locations that we are aware of in this polling district that can accommodate three polling stations</p>	Current arrangements considered satisfactory No change proposed
FC5	Tubbenden Primary School Sandy Bury Off Tile Farm Road Orpington BR6 9SD	1	1418	733	<p>Following 2012 GLA elections, local Councillor raised number of concerns about suitability of room used as polling station.</p> <p>A site visit was undertaken and agreement made with Head teacher to use the Main hall in the Junior building (as the school was being closed for the day)</p> <p>Site manager initially wanted to restrict entrance to polling station via one entrance (Tubbenden Lane) and close other entrance (Sandy Bury). However following concerns with this arrangement, he agreed to open both entrances</p> <p>Number of complaints received on the day from elderly voters at last elections about long walk through the grounds to Main hall</p>	Current arrangements considered satisfactory but will continue to work with Head teacher to see if there is a more suitable room in the school that can be used at the next election No change proposed

FC6	Farnborough Village Hall High Street Farnborough BR6 7BB	1	1441	877	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff No parking on site, and limited on street parking	Current arrangements considered satisfactory No change proposed
ORPINGTON WARD						
OR1	All Saints Church Hall Bark Hart Road Orpington BR6 0QD	1	1920	1008	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
OR2	Hillside Primary School Dyke Drive Orpington BR5 4LZ	1	1080	674	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
OR3	Blenheim Primary School Blenheim Road Orpington BR6 9BH	2	2534	1516	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
OR4	Methodist Church Hall Sevenoaks Road Orpington BR6 9JH	2	2856	1541	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
OR5	Burwood School Avalon Road Orpington BR6 9BA	1	1339	717	Well known building located just outside this polling district (on edge of polling district OR3) . Has been polling place for many years and is convenient for most electors No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
OR6	Christ Church Hall Charterhouse Road Orpington BR6 9EP	2	2272	1134	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed
PETTS WOOD & KNOLL WARD						
PW1	Garden Estates Assoc. Hall Woodhurst Avenue Petts Wood BR5 1AR	2	2788	1536	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	Current arrangements considered satisfactory No change proposed

PW2	Crofton Infant School Towncourt Lane Petts Wood BR5 1EL	1	713	359	<p>Well known building located in polling district PW2. Has been polling place for many years</p> <p>No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff.</p> <p>However, at last election the Executive Head teacher (of both the Infants and Junior Schools), asked to change the location from the Infants School to the Junior School (located on border of neighbouring polling district PW1) so that both schools can remain open on polling day</p> <p>A site visit was undertaken. The new location is separate to the rest of the (Junior) school enabling both schools to operate without closing. The Returning Officer agreed to the change and arrangements put in place for the 2014 elections</p>	<p>New arrangements worked well</p> <p>Propose change to</p> <p>Crofton JUNIOR School Towncourt Lane Orpington Kent BR5 1EL</p>
PW3	Memorial Hall Woodland Way Petts Wood BR5	4	4621	2286	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>
PW4	St John's Church Hall Lynwood Grove Orpington BR6	2	2801	1413	No adverse comments on location of polling place, accessibility and convenience to electors or facilities for staff	<p>Current arrangements considered satisfactory</p> <p>No change proposed</p>

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APPENDIX 2: Review of Polling Districts/Polling Places/Polling Stations

SUMMARY of Responses to Consultation 2014

Polling District/Place	Contributor	Details of Comments	Returning Officer's Response and Recommendation
Beckenham Constituency			
Polling District BC3 – Bromley Education Development Centre	Cllr Alexa Michael	<p>Thank you for your message. I have looked at the website and I agree that the current polling station arrangements in the BC1, BC2, BC4 and BC5 polling districts in Bromley Common & Keston Ward are satisfactory and do not need to be changed.</p> <p>The exception may be the BC3 polling station at the former Bromley Education Development Centre site. With the new development at Trinity Village, BC3 is now a very large polling district in terms of numbers of voters and I agree that the polling place may need to be split into three polling stations in due course in order to cope with the additional voters. It is also crucial that voters have full access to the former Bromley Education Development Centre site when they come to vote, so it is important for Electoral Services to liaise with the head teacher at Princes Plain Primary School to resolve any problems of access prior to polling day. The BC3 polling station needs to be kept under review and any proposed changes reported to Ward Members ahead of the next set of elections.</p> <p>Thank you for the opportunity to comment.</p>	<p>I will keep the number of voters in this polling district, under review .</p> <p>I will make sure that contact is made with the Head teacher at Princes Plain Primary School to ensure that full access is given to voters on polling day.</p> <p style="text-align: center;">RECOMMEND: No Change</p>
Polling District BC4 – Southborough Primary School	Patrick Foley, Head teacher, Southborough Primary School	<p>I would like to formally request that the council seek alternative polling station premises.</p> <p>In recent years we did try on a number of occasions to keep the school open and locate the polling stations in classrooms. This did not work. It meant certain areas of the school being inaccessible to staff and some parents told us that they were choosing not to send their pupils to school as they felt there children were not safe. The building was accessible to the public and this was far too disruptive for the school. I was very concerned about the security of the school on these days. We were also not able to provide the correct facilities for polling station staff, access to toilets and refreshments, for example.</p> <p>Consequently, for 2014, the school closed to pupils as on this occasion we were able to rearrange an inset day. It was however noticeable that our attendance dropped considerably on the Friday (91.2% attendance) as opposed to 96.5% on the Wednesday.</p>	<p>I have looked into the possibility of using alternative premises and in September 2014 contacted Bromley Youth Music Trust and Southborough Baptist Church in this regard.</p> <p>Bromley Youth Music Trust are not willing to make their premises available for this purpose (see Sue Brown's response below) and to date I have received no response from the Administrator at Southborough Baptist Church.</p> <p>I am not aware of any other suitable alternative premises in this polling</p>

		<p>Both of the above are detrimental to the school's initiatives to improve attendance which is a priority following our last Ofsted report.</p> <p>Additionally, from the schedule of elections it is apparent that the majority of proposed elections are in early May, just before Year 6 SATs tests. It is not an ideal situation for Year 6 to either have to vacate their rooms, or have a day out of school at this stage of the year. Raising levels of achievement is another priority in our school improvement plan.</p> <p>Although we have been able to hold Inset days on elections over the last two years it is not the case that every election in the future will be planned for with sufficient notice for us always to be able to do this. If we do not have sufficient notice we would have to close the school and this would mean that the children would miss a day of their education. Schools can only have five inset days in a year. These are planned for two years in advance. This would have financial implication for the school due to our catering contract that guarantees that we will open for the required number of days and when we are closed we pay for the meals not taken.</p> <p>In the future there may be more than one Election Day a year, this has happened in the past when there has been Local Elections and European Elections on different days and there has also been referenda and general elections on separate dates in the same year. More than one election in a year would be very disruptive of the school and education of the children.</p> <p>I believe that there are a number of alternative options for polling stations in the local vicinity; the BYMT is a building owned by the Borough and additionally there are a number of church halls and I would ask that consideration be given to relocating the polling station in BC4 to allow the school to maximise learning times for our pupils.</p>	<p>district.</p> <p>RECOMMEND: No Change</p>
	Sue Brown, Head of Administration, Bromley Youth Music Trust	<p>Thank you for your enquiry.</p> <p>Unfortunately, this would prove to be a real headache for us as we would have to cancel all the lessons, groups and ensembles that parents have paid a termly fee for. The Centre is used throughout the day by children as young as 3 months upwards (Baby Ukulele) as well as Southborough Primary School pupils having piano / clarinet / brass lessons (charged to parents). After School we have activities throughout the Centre (13 rooms) from 3.30 pm - 9.30 pm and a risk assessment proves that it would be extremely problematic to manage members of the public on the same site at that time.</p> <p>I am sure you can appreciate the safeguarding issues as well as the difficulty that would arise from cancelling lessons and rehearsals already paid for in</p>	See above.

		<p>advance.</p> <p>In fact, the Polling Station was once in the Music Centre but moved to Southborough Primary School for the above reasons, therefore I must admit to being a little surprised to receive your request.</p> <p>I am sorry not to have been more helpful but hope that you can find alternative accommodation.</p> <p>Please get back to us should you wish to discuss this further</p>	
Polling District CC1, Worsley Bridge Community Primary School	Jacky Pike, Head teacher, Worsley Bridge Community Primary School	<p>I would like to bring to your attention again the concerns that my governors and myself have regarding closing the school for the day to allow it to be used for polling.</p> <p>After the last polling day, our attendance dropped to only just over 96%. I am very concerned about the effect this has on children's education and I hope you have been able to find somewhere else for the polling to take place. However, I see from your letter that you want to book the school for the next general election so there appears to be no way this is changing.</p> <p>We have a huge building programme taking place this academic year and there is absolutely no where we could put the polling and it will put even more strain on the school and the building.</p> <p>Next year I cannot close the school using a training day as I have been forced to do in the past, as we are planning on having 4 in the first few days of term to allow for building overrun and for us to be able to get the school pupil ready and to begin without hindrance.</p> <p>Perhaps you would like to visit the school to discuss this further</p> <p>I look forward to hearing from you.</p>	<p>I am aware of the Head teacher's ongoing concerns and have during the last 12 months or so, actively looked into the possibility of finding alternative premises.</p> <p>However, the only alternative building identified in the polling district is at St Paul's Church Hall in Brackley Road, and (following a site visit) this was assessed as unsuitable due to significant issues with parking facilities/restrictions (which would make the polling place less accessible to those who drive and the disabled).</p> <p>As no viable and suitable alternative location has been identified, I am recommending that Worsley Bridge Community Primary School remains the official polling place for this polling district as it is the only suitable site for the purpose of voting.</p> <p>I note that the usual accommodation will not be available in 2015 as a result of planned building works. I will make sure that a visit is made to the school to look at using alternative space in the school to avoid full school closure.</p>

			RECOMMEND: NO CHANGE
Polling District CC2, Bromley Road Primary School	Karen Minnis, Head teacher, Bromley Road Primary School	<p>Thank you your message regarding the Polling District Review 2014, specifically regarding the issues around Bromley Road Infant (now Primary) School.</p> <p>I have read the Returning Officer's comments within the Provisional Recommendations and understand the points raised. My responses are:</p> <ul style="list-style-type: none"> The plans for Bromley Road School to remain open to children on the day of the election were thwarted by the Council's lack of success in finding an alternative Polling Station venue to Worsley Bridge Primary School. You will recall my endeavours to find an alternative venue for my school and our attached Junior School were echoed by both the Head Teacher at Worsley Bridge School and Councillor Wells. With both schools undergoing a period of transformation 2013-15, we continued to share a high number of families 2013-14. By closing only one school, the attendance rates at BOTH schools would have dramatically reduced. Neither Mrs Pike nor I were prepared to jeopardise our attendance rates for this year - as Councillor Wells know. Mrs Pike and I are investigating the proportion of shared families across both schools for 2014-15, now that the transformation process to becoming separate entities is well underway. If the rate is low, we will have separate term dates that will reflect the training needs of staff and the local communities we serve. This could mean that Bromley Road would be able to remain open to children during the May 2015 election, regardless of Worsley Bridge School's arrangements. I will report back to you and the Returning Officer after May 2015. The comments about voters trying to vote at the school made me smile. As in most areas of life, changing a habit does take time - particularly an irregularly occurring activity. My staff reported only a handful of visitors who had not realised there was a change of venue and decided to help by displaying a notice by the pedestrian entry to the school. <p>I note that the Returning Officer comments about the need for more signage at the Pickhurst Academies in order to clarify which polling station voters should use. Confusion seems to be a recurring theme.</p> <ul style="list-style-type: none"> Obviously we do not want to upset voters and make them 'unhappy'. 	<p>Following previous concerns expressed by the Head teacher at Bromley Road Primary School, an alternative building was identified at St George's Church Hall and used at the 2014 election.</p> <p>Although there were a number of reported issues with this building, I am recommending that we use the Church Hall again at the General election in May 2015 and review the situation after this to see if this arrangement should become permanent.</p> <p>RECOMMEND: CHANGE TO POLLING PLACE to St Georges Church Hall (to be review after the next election)</p>

		<p>Was any explanation offered to them? I would gladly show them the statistics that proves that attendance dip after an election. With the government's great emphasis on attendance and learning, it's a convincing argument.</p> <ul style="list-style-type: none"> I can't offer any solution for puddles and leaks at St George's Church Hall, except to sympathise, as we've had our fair share in recent years. <p>Please rest assured, I understand and support due democratic process and want the Returning Officer to be assured of that. However, as Head Teacher charged with ensuring the learning, progress and achievement of more than 200 children, I need to effectively respond to situations, events or activities that thwart the learning process. Hosting a Polling Station has an immediate negative impact on school attendance and thus the levels of learning and achievement for the future electorate.</p>	
Polling Districts HA1, HA2 & WW3, Pickhurst Infant School, Victory Social Club & Pickhurst Junior Academy	Cllr Neil Reddin	<p>We ward members for Hayes & Coney Hall have considered the current arrangements and, given the rise in postal voting and the relative turnout figures for each polling district, we would suggest that the polling station at Pickhurst Infant School no longer be used. For those electors currently using this venue the Victory Social Club in Kechill Gardens is equally accessible in terms of distance (even for the furthest flung electors, in Hayesford Park). This would hopefully reduce election costs and negate the need to close a school on polling days.</p> <p>-----</p> <p>If it's not too late ... It has occurred to us that the deletion of Pickhurst Infants may achieve little if West Wickham aren't also going to cease use of Pickhurst Juniors. Therefore, as an alternative, we would suggest deleting Victory Social Club. The users of this polling station will be little inconvenienced, if at all, by switching to Hayes Village Hall.</p>	<p>It would not be practicable to merge these two polling districts into one by sending the electors from polling district HA1 to the adjoining polling district HA2 at the Victory Social Club.</p> <p>The Victory Social Club does not have sufficient space to accommodate an additional polling station and an extra 1,800 electors going into and out of the polling place - the Electoral Commission's guidance advises that the figures which have to be used when establishing the size of polling stations, is the size of the electorate and not the size of voter turnout as we need to assume that everyone may wish to exercise their right to vote)</p> <p>I am recommending that the current arrangements at Pickhurst Infant School and Victory Social Club are satisfactory and no changes to these polling districts are proposed.</p>

			<p>-----</p> <p>The alternative proposal would create a huge polling district both in terms of electorate (4,600 electors) and geographically, with some electors (in the north of Polling District HA2) having to travel much further to Hayes Village Hall.</p> <p>Again, there would have to be sufficient space for an additional (third) polling station to be accommodated at Hayes Village Hall (there are already two polling stations in the Hall).</p> <p>If there is insufficient space, there is a risk of queues forming and delays occurring on polling day. This particularly poses more of a risk at the General election next year, when turnout will be much higher.</p> <p>I am not satisfied that the Hall could accommodate the influx of some 1,600 electors effectively and in these circumstances I am not prepared to take such risks that could interfere with the effective administration and integrity of the poll, when there appears to be no valid reason to change the current arrangements.</p> <p>RECOMMEND: NO CHANGE</p>
Bromley & Chislehurst Constituency			
Polling District BT2, Christ Church	Debbie Shepherd, Administrator, Church Office	<p>I refer to your letter dated 16th September and wonder if I am too late to request a slight change of venue please. You currently use our Church Halls in Highland Road which are directly opposite the main Church building.</p> <p>The Church Halls are used Thursday mornings & afternoons by our thriving Toddler group and this causes considerable disruption on Polling days. The</p>	<p>I will make sure a visit is made to the Church to establish suitability of this proposed change of building within the polling place.</p> <p>RECOMMEND:</p>

		<p>Halls are also on a bend on the hill so parking or dropping off is difficult.</p> <p>We would like to request you use the main Church Building. We had an extension built some 10 years ago which would be ideal with large, double doors & downstairs disabled loo. There is a small kitchenette for your staff to make tea/coffee etc. and the building is generally warmer. Access is also much easier with parking and it would mean our Toddlers and evening youth group wouldn't have to move all their equipment for the days concerned.</p> <p>If you could give this your consideration we would be most grateful. Either way, please let me know and in the meantime I note the dates you have provided.</p>	NO CHANGE
Polling District BT6	Cllr Michael Rutherford	<p>Please could the review consider adding a second polling station to district BT6? It is one of the largest polling districts by number of residents in the borough and is quite a way from the Godwin/Gundulph end of the polling district to the current polling station.</p> <p>As Bromley Town councillors, we feel the residents of the area are rather inconvenienced at the moment and could do with having two polling stations.</p>	See below.
Polling District BT6 & BT7	Andrew Lee, Agent, Bromley & Chislehurst Conservatives	<p>Overall the current Polling district divisions are good, closely adhering to the very well defined parts of this 'bits and pieces' ward, where various communities look to Bromley Town itself, but also t Shortlands, Hayes, Bromley Common or Sundridge.</p> <p>However the BT6 Polling district is socially part of Hayes, but the current boundary crosses the Main road at Masons Hill and takes in a number of roads that join Homesdale road and which would consider themselves Bromley. BT6 is currently a Polling District where a substantial number of voters have to cross a very busy physical divide in order to cast their vote.</p> <p>BT7 is well defined, with the northern boundary being Holmesdale Road.</p> <p>Our proposal is that in BT6 the area to the east of the centre of Masons Hill should join BT7, with the new boundary being the Centre of the Main Road, continuing the boundary line used between BT4 & BT5 and that a new Polling Place is found, more central to the new combined district.</p> <p>This would have the effect of having the area to the North of the A21, who naturally look to Bromley, being able to vote without crossing the main arterial road, and the remainder of the old BT6 ward, who naturally consider themselves part of Hayes, continuing to use the existing Polling Place, again without the need to cross the A21.</p>	<p>I agree that the geographical division of Polling Districts BT6 is not ideal with the district taking in a number of roads east of Masons Hill.</p> <p>Whilst I concur that the electors (approximately 1,200) east of the centre of Masons Hill should join BT7 (currently 1,7001), I am concerned that the current Polling Place for BT7 (St Swithun's Church Hall) is located right on the edge of the polling district.</p> <p>Many electors will have to travel a greater distance to the polling place than they do under the current arrangement. This may be inconvenient and/or inaccessible to some electors.</p> <p>A postal vote could be offered to these electors who feel that the venue is inconvenient to attend</p>

		This arrangement would also follow the natural road layout more naturally.	<p>however I believe that this may affect turnout at the next election.</p> <p>Enquiries have been made but I am unable to identify a more centrally located building in the area (which is also able to accommodate a double polling station).</p> <p>If, such a building is identified before the next review, I will reconsider this proposal.</p> <p>RECOMMEND: NO CHANGE (but keep under review)</p>
Polling District CH3, Edgebury Primary School	Janice Box, Head teacher, Edgebury Primary School	<p>I am writing to object to Edgebury Primary School being used as a polling station.</p> <p>Every time there is an election, due to the size of the site being quite large and making it impossible to section off an area for the polling team to use I have to close my school for the day. Therefore I have no option but to use it as one of the designated training days which does not fit in with the schools development cycle.</p> <p>Polling days being held on a Thursday can sometimes mean that some parents also take the Friday off so that they have a long weekend, therefore taking their children out of school unnecessarily.</p> <p>The week polling day falls on every year is the week before the Year 6 government SATs tests when it is imperative for all year 6 children to be in school.</p> <p>I have considered keeping the school open for just this year group however due to the way the school and site are organised it would be a breach of safeguarding.</p> <p>If the council are truly committed to the best education for children they should not be dictating when a school should close and should find an alternative place to have the polling station.</p> <p>Alternatively perhaps if the council could provide some sort of secure cordon to ensure that the public enter through the small gate on Belmont lane and can only go through the front door into the hall I may be able to have some</p>	<p>Since no alternative building in the polling district has been identified, I am happy that we work with the Head teacher to try and find solutions to enable the school to remain open while being used as a polling station on polling day.</p> <p>RECOMMEND: NO CHANGE</p>

		<p>classes still attend school on that day. The council could also provide additional people and barriers during school hours to man the corridors either side of the hall and the path leading from the road to the front door to ensure no one strays into the school grounds or building. I would be happy to discuss any alternative arrangements we could come up with to ensure the least disruption to our children's education.</p>	
<p>Polling District CH4, Chislehurst CE Primary School</p>	<p>Andrew Lee, Agent, Bromley & Chislehurst Conservatives</p>	<p>This Polling District is geographically huge and has high turnouts. In addition the current Polling place is located in a difficult access road and in school premises with highly restricted access, not least for the disabled.</p> <p>We suggest that the option of dividing the CH4 Polling district down the centre of the A208 (Centre Common Road/Royal Parade/St Paul's Cray Road) be looked at and, since the 2007 review basically agreed that the present arrangements were not satisfactory but ordered no change due to lack of suitable premises, we would urge the use of more centrally located modern temporary Polling Stations in locations with better parking and access.</p>	<p>The present polling place is about as centrally located as can be found for this large polling district.</p> <p>There is ample space to accommodate 3 polling stations. It has good facilities for both staff and electors. We received no complaints or comments about accessibility to this polling place at the last election.</p> <p>Temporary polling stations are less convenient and accessible to electors and staff, and extremely expensive (some £3,500).</p> <p>Since no permanent premises have been identified, and the current arrangements work well, I am recommending that the current arrangements remain the same.</p> <p>RECOMMEND: NO CHANGE</p>
<p>Polling District MO2, Castlecombe Primary School</p>	<p>Roger Ward, Head teacher, Castlecombe Primary School</p>	<p>I am contacting you to see if the change in arrangements that were organised this year at our school were satisfactory to your needs. We would like to continue this arrangement for the General Election next year so that we can keep the school open.</p>	<p>The new arrangements at this year's elections worked well.</p> <p>RECOMMEND: NO CHANGE (see below)</p>
<p>Polling District MO2 & MO3, Castlecombe Primary School, Mottingham Children & Family Centre</p>	<p>Andrew Lee, Agent, Bromley & Chislehurst Conservatives</p>	<p>The Mottingham Estate is a clearly defined community, with the current division into two polling district artificial.</p> <p>The Polling station for MO2 is in the extreme corner of the Polling district at Castlecombe Primary School (Located in a dead end) whilst the MO3 Polling</p>	<p>Mottingham School is NOT used as the polling place for MO3 - some years ago the polling place was moved to the Mottingham Children & Family Centre.</p>

		<p>station is sited on the opposite edge of the ward at Mottingham School. Our suggestion is that the two districts should be merged into one, with a new polling place being set up at the New Mottingham Community Centre, which is centrally located.</p> <p>This is a modern facility, meeting all the requirements for disabled access and conveniently sited at the heart of the community. This new arrangement would be more convenient for most of MO2, be slightly more central for MO3, remove the need to use two schools and would save on staffing an unnecessary Polling Station. I believe this revision was considered but that the premises were not available due a contract with a group using the facility. I believe that this situation may have changed and that this option should in any case be revisited. St Edwards Church Mottingham, situated just a few yards away and therefore in a similarly advantageous position, is also available for hire.</p> <p>When this was suggested in 2007 and 2011 reviews the only argument for retaining the present arrangement was the size of the new combined district; however in election after election the turnout figures in these two districts is between half to two thirds that of most of the rest of the Borough. This was again the case in the combined poll in May of this year.</p> <p>Given this well established pattern of low turnouts a district of this size would be no more administratively inconvenient than smaller ones with much higher turnouts.</p> <p>The argument against merging these two districts is also undermined by the fact that the Chislehurst CH4 Polling District is, to within a few hundred voters, the same size as our proposed combined district in Mottingham and has a much higher turnout with regular queuing outside the entrance.</p>	<p>Both Castlecombe Primary School and the Mottingham Children & Family Centre are happy with current arrangements, and have confirmed bookings for next year's election.</p> <p>We have received no complaints from any electors about the location and/or accessibility of either polling place.</p> <p>Furthermore, the Electoral Commission's guidance advises that the figures which have to be used when establishing the size of polling districts/number of polling stations, is the size of the electorate and not the size of voter turnout as we need to assume that everyone may wish to exercise their right to vote.</p> <p>The current arrangements have proved to be convenient and accessible to most electors in both polling districts for a number of years. I see no valid reason to change these arrangements, as I do not believe that the suggested proposal would be better and/or increase accessibility for most of the electors.</p> <p>RECOMMEND: NO CHANGE</p>
Polling District PS2, St Andrews Church Hall	Mrs K Goodwin, Booking Agent, St Andrews Church Hall	<p>I would like to register St Andrew's Church Community Hall, 134B Burnt Ash Lane, Bromley BR1 5AF as a Polling Station.</p> <p>The old hall on the same site has been used for possibly 30 years as a Polling station and a new hall is now being rebuilt. This will be ready for use in January and available for 7th May 2015 Parliamentary Election.</p>	<p>I am happy with the proposed new arrangements.</p> <p>RECOMMEND: NO CHANGE</p>

		<p>For your information the dimensions of the new building are as follows:-</p> <p>Main Hall is roughly 200 sq m capacity about 135 by 21.6m long overall (including stage) by 9.3 mtrs</p> <p>Under floor heating, stage and semi-sprung wooden floor with badminton court markings</p> <p>Modern fully fitted kitchen with hatches to main hall</p> <p>Small Hall is roughly 63 sq m capacity 50 people</p> <p>9.3 mtrs by 7.4 mtrs including kitchenette with tea/coffee making facilities</p> <p>Wheelchair accessible toilet with baby changing area and Male and Female toilets</p>	
Lewisham West & Penge Constituency			
Polling District CL2, St Michael's Church Hall	Cllr Sarah Phillips	There was a problem this year at the St Michael's church polling station and we had a number of complaints re the access which were reported to the officer in charge there. It was because the access moved from one road to another due to major building works. The building will be even more different next time.	See below.
	Cllr Ian Dunn	I can certainly confirm there were problems with access at St Michael's Church.	See below
	Cllr Vanessa Allen	<p>The issues with St Michael's were two-fold.</p> <p>The address was given as Birkbeck Road but the access was actually in Ravenscroft Road and it was very poorly signed, we directed quite a number of people during the course of Election Day.</p> <p>The second issue was the access as described by the other Clock House councillors, several steps and no ramp.</p>	<p>I will ensure that suitable ramps and additional signage are provided to enable full access.</p> <p>RECOMMEND NO CHANGE (but that the official name and address of the polling place be amended to confirm the access arrangements)</p>
Polling District CP4, Anerley Town Hall	Cllr Angela Wilkins	<p>Richard and I have only one concern, and that is in relation to CP4 and the location of the current polling station, which we feel is a long way from the concentration of voters on what is known locally as the South Penge Estate.</p> <p>As I live in CP4, I know only too well that there isn't an alternative building within the polling district, but I would like to request that we consider a mobile unit, for which there would be a number of alternative sites.</p>	<p>Electors in the polling district of CP4 have been voting at Anerley Town Hall, for a number of years.</p> <p>Although it is in the neighbouring polling district of CP3, it is a well-known building, has proved to be capable of accommodating three polling stations, and is convenient and accessible to most electors in both polling districts.</p>

			<p>No complaints have been received about the location of the polling place.</p> <p>As there is no other permanent building in the polling district, the only alternative is a temporary polling station. However, this would cause both more inconvenience to both electors and staff, and at a significant additional cost.</p> <p>I am therefore recommending the retention of the Town Hall as a polling place.</p> <p>RECOMMEND NO CHANGE</p>
Polling District PE2, Christ Central Church	Peter Heath, on behalf of Christ Central Church	<p>We are currently reviewing the terms, costs and usage of our building as we are experiencing a significant increase in its demand and use. Although we are happy to be of service to the community in this way we would not necessarily be able to commit the use of our premises up to the year 2025 with out considering the cost.</p> <p>Please could you confirm the rate that the council is willing to pay for the hire of our downstairs area for May 2015, as this would help us to budget and decide the best use as we plan ahead.</p>	<p>Discussions with Mr Heath are ongoing but are expected to be successfully resolved.</p> <p>RECOMMEND NO CHANGE</p>
Orpington Constituency			
Polling District BH1, BH2 & BH3	Cllr Julian Benington	<p>I think I can say that the three Polling Stations in Biggin Hill ward, are fine, they include disabled access etc and are located roughly in the middle of the Polling District.</p> <p>The use of the rooms at Oaklands School, as far as I am aware worked well, thus avoiding the problems of school closure for the day.</p>	I am grateful for the Cllr's comments
Polling District BH1, Oaklands Primary School	Miss Becky Sharp, Head teacher, Oaklands Primary School	<p>I'm the head teacher at Oaklands Primary School, Biggin Hill and we have been used as a polling station since I joined 3 years ago. I am happy for it to be used in the same manner as arrangements this year with a few safeguarding changes needed.</p> <p>We used the year 3 huts this year for council elections and this enabled the</p>	I will ensure that we continue to work closely with the Head teacher to try and ensure satisfactory arrangements are put in place so as to avoid the full closure of the school on polling day.

		<p>school to continue operating. The security fencing provided was in no way adequate, can I request that we use the same part of the school but that sturdier security fencing is erected. Is this possible and is this bill paid for by the Council as I don't feel the school budget should be used to ensure the pupils are better protected.</p>	<p>RECOMMEND: NO CHANGE</p>
<p>Polling District CE5, Perry Hall Primary School</p>	<p>Angela Ward, Head teacher, Perry Hall Primary School</p>	<p>I was disappointed to receive your letter detailing unchanged arrangements to use of Perry Hall as a polling station.</p> <p>The Governors of Perry Hall were united in their disapproval of closing the school for elections when there are other properties in the area which could be used as an alternative.</p> <p>I believe that the London Borough of Bexley has a much more flexible approach to elections, using a variety of alternative premises and minimising disruption to children's education.</p> <p>The education of 425 pupils is disrupted when Perry Hall is forced to close for elections. The Council remains stubbornly disinterested in the impact such a closure has on families and children.</p> <p>Your review states that after several site visits and a full assessment, the Hope Church premises were deemed as unsuitable for use as a polling station. The Governors of Perry Hall would be interested to see your report on this premises and the criteria which you used to arrive at such a judgement.</p> <p>The Governors of Perry Hall would also like to review the charges paid to other schools in Bromley. The Governors wish to judge whether the charge of £892.50 claimed by Perry Hall was reasonable and in line with costs paid to other schools in the Borough. Many schools would be interested to review the charges paid to them for use as an electoral polling station. I assume that this information is freely available as you have published the Perry Hall charges on your website.</p>	<p>Full details of the assessment of the suitability of Hope Church were reported to and accepted by the Leader of the Councillor and the Chairman of the General Purposes & Licensing Committee on 24 October 2011.</p> <p>I am recommending that Perry Hall Primary School remain the official polling place for this polling district as it is the only suitable site for the purpose of voting in this polling district.</p> <p>I have dealt with the issue of charges in my Report to the General Purposes & Licensing Committee dated 13 November 2014.</p> <p>RECOMMEND: NO CHANGE</p>
<p>Polling District CE6</p>	<p>Adam Lowing, Head teacher, St Mary Cray Primary School</p>	<p>Happy for us to visit premises to checkout layout and facilities.</p> <p>Suggested alternative premises at Sea Cadet premises</p>	<p>The polling place for CE6 , Duke Youth Centre is no longer available and an immediate replacement is necessary.</p> <p>St Mary Cray Primary School has been identified as a viable and suitable replacement.</p> <p>Contact has been made with the</p>

			<p>Head teacher and he is happy for us to check out the layout and facilities.</p> <p>However, he has also suggested the possibility of alternative premises at the nearby Sea Cadet building being used.</p> <p>We have had no success to date in making contact with the Sea Cadets.</p> <p>I am recommending St Mary Cray Primary School as a replacement but I will ensure that continued efforts are made to contact the Sea Cadets to ascertain if the building is viable as a replacement.</p> <p>RECOMMEND: CHANGE TO POLLING PLACE to St Mary Cray Primary School (unless the Sea Cadet Building is more suitable)</p>
Polling District OR2, Hillside Primary School	Vikki Melhuish, Operations Manager, Hillside Primary School	<p>We note that the date booked for next year's General Election falls the week before SATs week.</p> <p>At the moment, our school hall is used as the polling station which means that we have to close the school to pupils.</p> <p>We would really like to keep the disruption to our Year 6 students before their test week to a minimum; obviously closing the school for a day that week is not ideal.</p> <p>I wonder whether you would be able to visit us at a convenient time in order for you to view the site, and assist us in keeping the school open on 7 May. We do have something in mind, but are not sure whether it will meet your requirements.</p>	<p>I will ensure that we work closely with the Operations Manager to try and find solutions to enable the school to remain open while being used as a polling station on polling day.</p> <p>RECOMMEND: NO CHANGE</p>
Polling District OR3, OR4 & OR5, Blenheim Primary School, Methodist Church Hall and Burwood School	Cllr William Huntington- Thresher	<p>A few comments for Orpington Ward.</p> <p>OR3 – Can we consider using the Priory Link Community Hub (part of Priory School) instead of Blenheim School for the polling station and avoid those children losing a day of education?</p>	OR3: Although as a Returning Officer, I have the right by law to use any school as a polling place, I am mindful that more disruption can

		<p>OR5 – with the change of PD boundary Burwood School is now in the PD. However there may be developments with/at Burwood School that may make it difficult to use at some point in the future. I would suggest you consult education colleagues regarding the continuing ability to use the school. It might be good to start discussions to see if the community space planned at Orpington Fire Station (Avalon Rd) would be suitable for a polling station. If a change to Orpington Fire Station does work it might be worth considering the balance between OR3 & OR5 (e.g. Gillmans Rd).</p> <p>OR4 – can I suggest a reorganisation of the polling station so that all residents enter/leave through the normal entrance rather than the fire exit of the hall? When it is wet the entrance gets crowded as people adjust coats and umbrellas on arrival & departure.</p>	<p>be caused in May to Senior schools and the education of the children when pupils are getting ready for/sitting public examinations.</p> <p>I have always tried to limit the use of senior schools in the Borough unless there is no other alternative building in the polling district.</p> <p>In this case, Blenheim primary School has been used for many years . It is accessible to most electors in the polling district and the head teacher is amenable to us booking this venue.</p> <p>I see no valid reason to change the current arrangements.</p> <p>OR4: the main entrance to the polling place faces Sevenoaks Road and is solely for electors using the polling stations.</p> <p>The other entrance to the polling place is through the vestibule which is used by all other visitors to the many halls on site, and indeed at the last election was used for a separate fund raising event on polling day. This entrance is the designated disabled access to the polling place – however it is also used by a number of electors, who are familiar with the building.</p> <p>OR5: The Cllr's comments are noted and I will keep the use of Burwood School as a polling place under review.</p> <p>RECOMMEND: NO CHANGES</p>
Polling district PW2,	Cllr Simon Fawthrop	As you know we have been concerned about the use of Crofton School for	As mentioned in 2011, Electoral

Crofton Infant School		<p>PW2 polling district. This is a small district with approximately 720 voters and should be able to be accommodated in the Church Hall on Crofton Lane opposite as this is actually closer to the majority of residents.</p> <p>In the recent May elections because the hall used was at the back of the school for those voting late at night the path was in many respects hazardous as there was no lighting between the road and the school hall where people cast their ballots.</p> <p>Whilst we appreciate that this was in an attempt to limit disruption to the school and in that regard was successful, it did create other risks in terms of the lighting.</p> <p>I would urge this to be reconsidered as I really cannot see any reason against using the Church Hall on Crofton Lane and directing PW2 residents to a different side of the room.</p>	<p>Commission guidance is quite clear that no polling place should be shared by two wards because of the risk associated with holding different elections in the same polling place.</p> <p>I am not prepared to take such risks that could interfere with the effective administration and integrity of the poll.</p> <p>Earlier this year, we worked closely with the Executive Head teacher (of both the Infant and Junior School) and following a site visit agreed to use Sparrow Hall in the Junior School for the polling station at the last election so that both schools could remain open on polling day.</p> <p>I received no complaints or comments about either the re-location of this polling station or the lack of lighting to the polling station.</p> <p>I am recommending that the arrangements adopted at the last election are satisfactory and should become permanent</p> <p>RECOMMEND: CHANGE TO POLLING PLACE to Crofton Junior School</p>
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APPENDIX 3: Review of Polling Districts and Polling Places

Why schools are used as polling places/stations

- The Returning Officer has the **right by law** (under the Representation of the People Act 1983, Chapter 2, Schedule 1, Part III, paragraph 22) to request to use a room within a school as a polling station (free of charge – save for a reasonable amount for heating, lighting and caretaking).
- Schools cannot refuse such a request (unlike private premises where there is always the risk that use for polling may be refused, possibly at short notice).
- This right applies to all mainstream schools liable for use by the Returning Officer of the local authority irrespective of how they were procured, and includes academies, foundation schools and voluntary aided schools.
- Generally it is considered a sensible way of maximizing Government funds and a recognition that school premises are funded, in part at least, by the Government. In the current challenging financial times and reduced budgets, the Cabinet Office encourages schools to be used to save moneys on elections! The Department for Education also recognises that one day a year it is legitimate for the democratic process to be given priority over education where schools are used as polling stations.
- Schools continue to provide the most suitable locations in many polling districts because they lie at the centre of the communities they serve, are conveniently located for voters in the area, and are usually more able than other premises to provide all the necessary facilities (e.g. safe storage, appropriate working conditions for election staff) and are generally easily accessible to voters with disabilities. Unfortunately there is a lack of suitable alternatives in many areas.
- The Returning Officer/Council choose the schools that they want to use for polling stations, but the authority to close the school still rests with the Head teacher and not the Returning Officer.
- The Returning Officer has the responsibility to ensure that the building is accessible to voters and there are no hindrances or obstacles to them casting their vote. The Returning Officer also has the power to remove people from the building if he feels that they are preventing access to voting. Taken together, the Returning Officer does have the power to insist that a building is empty if he feels that access to the voting is being restricted.
- Schools are contacted as far ahead as possible to ensure they are aware of scheduled election dates to enable them to have plenty of time to plan early on and minimize disruption to their schools. Election dates are in most cases set several years in advance. Head teachers are regularly reminded of these dates so that they co-ordinate with the days outside term time when the Head teacher has a discretion to close the school for e.g. training purposes. It also enables parents to be made aware of the situation well in advance, so that they can put in place appropriate child care arrangements, if required and will not lead to additional childcare pressures.
- The Returning Officer is happy to work with Head teachers to see if it is possible for a school to remain open and only use a part of it for the polling station Generally this

needs to be self-contained, with its own entrance and toilets. Ideally the accommodation should be school hall sized for a double polling station and about half the size for a single, (adult) tables and chairs are required (numbers depend on how many polling stations) and access to kitchen facilities and adult toilets.

- A school can also look at the possibility of avoiding loss of educational days through making up the lost day at the beginning or end of term, or, as many schools do, using the scheduled election days for staff training days.
- Some Head teachers have expressed concerns around drop of attendance levels on the Friday following election day. However whilst some information has been recently provided this is inadequate to allow an evidence based evaluation to be made.
- Currently, the Returning Officer uses a total of thirty nine (39) schools in the Borough – the vast majority of these (37) are primary schools (out of Bromley's 74 primary schools. Of these schools, most are shut to facilitate the election.

APPENDIX 4: Polling District Review 2014
Cost of PUBLICALLY FUNDED PREMISES used as Polling Places

Balgowan Primary School	£	298.82
Beckenham Library	£	110.30
Bickley Primary School	£	160.00
Biggin Hill Children & Family Centre	£	100.00
Blenheim Primary School	£	342.86
Bromley Adult Education College	£	349.00
Bromley Education Development Centre	£	60.00
Bullers Wood School	£	259.48
Burnt Ash Children & Family Centre	£	100.00
Burwood School	£	167.64
Castlecombe Primary School	£	266.05
Chislehurst C.E. Primary School	£	248.92
Churchfields Primary School	£	85.50
Crofton JUNIOR School	£	216.00
Cudham C.E. Primary School	£	125.00
Darrick Wood Infant School	£	579.65
Edgebury Primary School	£	155.15
Glebe School	£	175.00
Gray`s Farm Primary School	£	113.67
Green Street Green Primary School	£	230.00
Harris Academy	£	675.60
Highfield Junior School	£	415.55
Hillside School	£	262.57
Leesons Primary School	£	272.50
Link Youth Centre	£	-
Manor Oak Primary School	£	140.00
Marian Vian Primary School	£	340.00
Mottingham Children & Family Centre	£	159.95
Oaklands Junior School	£	203.80
Parish C.E. Primary School	£	288.90
Perry Hall Primary School	£	892.50
Pickhurst Infant School	£	218.31
Pickhurst Junior Academy	£	500.00
Red Hill Primary School	£	320.40
Scotts Park Primary School	£	418.40
Southborough Primary	£	264.95
St. George`s Bickley C.E. Primary School	£	426.25
St. John`s C.E. Primary School	£	206.65
St. Mark`s C.E. Primary School	£	418.12
St. Paul`s Cray C.E.Primary School	£	404.10
St. Peter & St. Paul R.C. Primary School	£	110.00
Stewart Fleming Primary School	£	564.48
Tubbenden Primary School	£	310.54
Valley Primary School	£	256.34
Warren Road Primary School	£	145.00
Worsley Bridge Junior School	£	231.52

46

TOTAL £ 12,589.47

Average cost £ 273.68

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APPENDIX 5: Polling District Review 2014
Cost of PRIVATE PREMISES used as Polling Places

23rd Bromley (St.Augustine Scout Hall)	£	300.00
All Saints Church Hall	£	700.00
Anerley Town Hall	£	350.00
Azelia Hall	£	650.00
Chelsfield Village Hall	£	300.00
Christ Central Church	£	250.00
Christ Church Bromley	£	250.00
Christ Church Orpington	£	430.00
Church Parish Hall	£	240.00
Coney Hill Baptist Church	£	400.00
Crofton Halls	£	454.00
Downe Village Hall	£	375.00
Elmstead Baptist Church	£	130.00
Emmanuel Church Hall	£	550.00
Farnborough Village Hall	£	400.00
Garden Estates Assoc. Hall	£	460.00
Greenwood Centre	£	250.00
Hayes Free Church Hall	£	400.00
Hayes Village Hall	£	350.00
Hazelwood Eldon Village Hall	£	236.20
Holy Trinity Church Centre	£	380.00
Kenilworth Church Hall	£	600.00
Keston Village Hall	£	325.00
Melvin Hall	£	742.39
Memorial Hall	£	528.00
Methodist Church Hall	£	400.00
Nettleton Hall, Baptist Church	£	170.00
Oak Hall, Crofton Baptist Church	£	250.00
Odd Fellows Hall	£	350.00
Parish Church Rooms	£	260.00
Poverest Coronation Hall	£	130.00
Pratts Bottom Village Hall	£	353.00
St. Andrew`s Church	£	500.00
St. Edmunds Church Hall	£	320.00
St. Francis Church Hall	£	285.00
St. George`s Church Hall	£	600.00
St. George's Church Hall	£	300.00
St. John`s Church Hall	£	400.00
St. John`s Church Hall	£	800.00
St. Luke`s Church Hall	£	350.00
St. Mark`s Church Hall	£	300.00
St. Mark`s Church Room	£	250.00
St. Mary`s Church Hall	£	500.00
St. Michael`s Church	£	400.00
St. Michael`s Hall	£	200.00
St. Nicholas Church Hall	£	550.00
St. Paul`s Church Hall	£	350.00
St. Paul`s Church Hall	£	700.00
St. Peter`s Church Hall	£	600.00
St. Swithun`s Church Hall	£	500.00
Sydenham Lawn Tennis Club	£	420.00

APPENDIX 5: Polling District Review 2014
Cost of PRIVATE PREMISES used as Polling Places

The Assembly Halls	£	343.25
The Chelsfield Centre	£	440.00
The Chislehurst Sports & Country Club	£	935.00
Trinity Bromley United Reformed Church Hall	£	400.00
United Reformed Church Hall	£	600.00
Vernon Hall, Temple United Reformed Church	£	380.00
Victory Social Club	£	300.00
Warwick Hall	£	525.00
Westerham Hill Baptist Church	£	137.50

60

TOTAL £ 24,349.34

Average cost £ 405.82

APPENDIX 6: Polling District Review 2014
Cost of TEMPORARY BUILDINGS used as Polling Places

Hire of 3 Portakabins and ramps	£	7,104.00
Hire of Our Lady of the Cray Car Park	£	500.00
Provision of Security Officers	£	1,436.40
Installation of electrics	£	1,603.20
Supply of chemical toilet	£	100.00

TOTAL **£ 10,743.60**

Average cost **£ 3,581.20**

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**APPENDIX 7 - Returning Officer's FINAL Recommendations for Polling Districts/Places/Stations in the
BECKENHAM constituency**

Polling District	Polling Place	Returning Officer's FINAL Recommendation
BROMLEY COMMON & KESTON WARD		
BC1	St Luke's Church Hall, Raglan Road	No change
BC2	Nettleton Hall, Gravel Road	No change
BC3	Bromley Ed Dev Centre, Princes Plain	No change (but keep under review)
BC4	Southborough Primary School, Southborough Lane	No change
BC5	Keston Village Hall, Heathfield Road	No change
COPERS COPE WARD		
CC1	Worsley Bridge Junior School, Brackley Road	No change
CC2	St George's Church Hall, Albermarle Road	CHANGE (to be reviewed after next election)
CC3	United Reformed Church Hall, Oakhill Road	No change
HAYES & CONEY HALL WARD		
HA1	Pickhurst Infant School, Pickhurst Lane	No change
HA2	Victory Social Club, Kechill Gardens	No change
HA3	Hayes Free Church Hall, 111 Pickhurst Lane	No change
HA4	Hayes Village Hall, Hayes Street	No change
HA5	The Assembly Halls, 16-18 Gates Green Road	No change
HA6	Coney Hill Baptist Church, Coney Hill Road	No change

KELSY & EDEN PARK WARD		
KP1	Azelia Hall, 258 Croydon Road	No change
KP2	St Edmunds Church Hall, Village Way	No change
KP3	Marian Vian Primary School, Shirley Crescent	No change
KP4	St John's Church Hall, 251 Eden Park Avenue	No change (but keep under review)
SHORTLANDS WARD		
SH1	St Mary's Church Hall, St Mary's Avenue	No change
SH2	St Peter's Church Hall, Malmain Way	No change
SH3	Highfield Junior School, South Hill Road	No change
SH4	St Mark's C E Primary School, Aylesbury Road	No change
WEST WICKHAM WARD		
WW1	St Francis Church Hall, Ravenswood Avenue	No change
WW2	Glebe School (2011), Hawes Lane	No change
WW3	Pickhurst Junior School, Pickhurst Lane	No change
WW4	Emmanuel Church Hall, The Grove	No change

**Returning Officer's FINAL Recommendations for Polling Districts/Places/Stations in the
BROMLEY & CHISLEHURST constituency**

Polling District	Polling Place	Returning Officer's FINAL Recommendation
BICKLEY WARD		
BK1	Scotts Park Primary School, Orchard Road	No change
BK2	Bullers Wood School, Chislehurst Road	No change
BK3	St Michael's Hall, Nightingale Lane	No change
BK4	St George's Bickley CE Primary School, Tylney Road	No change
BK5	St Georges Church Hall, Bickley Park Road	No change
BK6	23 rd Bromley (St Augustine Scout Hall), Homemead Road	No change
BROMLEY TOWN WARD		
BT1	Valley Primary SchoolBeckenham Lane	No change
BT2	Christ Church Bromley, Highland Road	No change
BT3	Mobile at the Pavilion, Queens Mead	No change (but keep under review)
BT4	Parish Church Rooms, Church Road	No change
BT5	Bickley Primary School, Nightingale Lane	No change
BT6	St Mark's Church Room, Westmoreland Road	No change
BT7	St Swiithun's Church Hall, Fashoda Road	No change (but keep under review)
CHISLEHURST WARD		
CH1	The Chislehurst & Sports Club, Elmstead Lane	No change
CH2	Red Hill Primary School, Red Hill	No change

CH3	Edgebury Primary School, Belmont Lane	No change
CH4	Chislehurst CE Primary School, School Road	No change
CH5	St Peter & St Paul RC Primary School, St Paul's Wood Hill	No change
CRAY VALLEY WEST WARD		
CW1	Link Youth Centre, Midfield Way	No change
CW2	Gray's Farm Primary School, Gray's Farm Road	No change
CW3	Leesons Primary School, Leesons Hill	No change
CW4	Bromley Education Centre, Poverest Road	No change (but amend name to Poverest Adult Education Centre, Poverest Road, Orpington, Kent BR5 2DQ)
MOTTINGHAM WARD		
MO1	Odd Fellows Hall, 6A Beaconsfield Road	No change
MO2	Castlecombe Primary School, Castlecombe Road	No change
MO3	Mottingham Children & Family Centre, Ravensworth Road	No change
MO4	Elmstead Baptist Church, Elmstead Lane	No change
PLAISTOW & SUNDRIDGE WARD		
PS1	Burnt Ash Children & Family Centre, Rangefield Road	No change
PS2	St Andrew's Church Hall, Burnt Ash Lane	No change
PS3	Parish CE Primary School, London Lane	No change
PS4	Trinity United Reformed Church, Freelands Road	No change
PS5	Warwick Hall, St Mary's CE Church	No change

**Returning Officer's Provisional Recommendations for Polling Districts/Places/Stations in the
LEWISHAM WEST & PENGES constituency**

Polling District	Polling Place	Returning Officer's FINAL Recommendation
CLOCK HOUSE WARD		
CL1	Stewart Fleming School, Witham Road	No change
CL2	St Michael's Church Hall, 120 Birkbeck Road	No change (but amend name/address to St Michael's and All Angels Church, Ravenscroft Road, Beckenham, Kent BR3 4TN)
CL3	Churchfields Primary School, Churchfields Road	No change
CL4	Balgowan Primary School, Balgowan Road	No change
CL5	Beckenham Library, 24 Beckenham Road	No change
CRYSTAL PALACE WARD		
CP1	Sydenham Lawn Tennis Club, Springfield Road	No change
CP2	St Paul's Church Hall, Hamlet Road	No change
CP3	Anerley Town Hall, Anerley Road	No change
CP4	Anerley Town Hall, Anerley Road	No change
PENGES & CATOR WARD		
PE1	Holy Trinity Church Centre, 66 Lennard Road	No change
PE2	Christ Central Church, Green Lane	No change
PE3	Cator Park School, Lennard Road	No change
PE4	St John's CE Primary School, Maple Road	No change
PE5	Kenilworth Church Hall Kenilworth Road	No change
PE6	Melvin Hall, Melvin Road	No change

**Returning Officer's Provisional Recommendations for Polling Districts/Places/Stations in the
ORPINGTON constituency**

Polling District	Polling Place	Returning Officer's FINAL Recommendation
BIGGIN HILL WARD		
BH1	Oaklands Junior School	No change
BH2	St Marks Church Hall, 10 Church Road	No change
BH3	Biggin Hill Children & Family Centre, Sunningvale Avenue	No change
CHELSEFIELD & PRATTS BOTTOM WARD		
CB1	St Nicholas Church, Leamington Avenue	No change
CB2	Warren Road Primary School, Warren Road	No change
CB3	The Chelsfield Centre, Windsor Drive	No change
CB4	Chelsfield Village Hall, Bucks Cross Road	No change
CB5	Green Street Green Primary School, Vine Road	No change
CB6	Pratts Bottom Village Hall, Norsted Lane	No change
CRAY VALLEY EAST WARD		
CE1	St Paul's Cray C.E. Primary School, Buttermere Road	No change
CE2	Poverest Coronation Hall, Bridge Road	No change
CE3	Vernon Hall, Temple United Reformed Church, High Street	No change
CE4	Manor Oak Primary School, Sweeps Lane	No change
CE5	Perry Hall Primary School, Perry Hall Road	No change
CE6	Duke Youth Centre, Park Road	CHANGE to St Mary Cray Primary School (unless the Sea Cadet building is more suitable)

DARWIN WARD		
DA1	Mobile Unit, The Car park	No change (but keep under review)
DA2	Downe Village Hall, 24 High Street	No change
DA3	Hazlewood Eldon Village Hall, 7 Spinney Way	No change
DA4	Greenwood Centre, 4 High Street	No change
DA5	Cudham C.E. Primary School, Jail Lane	No change
DA6	Church Parish Hall, Cudham Lane South	No change
DA7	Westerham Hill Baptist Church, 432 Main Road	No change
FARNBOROUGH & CROFTON WARD		
FC1	St Paul's Church Hall, Crofton Road	No change
FC2	Oak Hall, Crofton Baptist Church, Crofton Lane	No change
FC3	Crofton Halls, York Rise/Crofton Road	No change
FC4	Darrick Wood Infant School, Lovibonds Avenue	No change
FC5	Tubbenden Junior School, Sandy Bury	No change
FC6	Farnborough Village Hall, High Street	No change
ORPINGTON WARD		
OR1	All Saints Church Hall, Bark Hart Road	No change
OR2	Hillside School, Dyke Drive	No change
OR3	Blenheim Primary School, Blenheim Road	No change
OR4	Methodist Church Hall, Sevenoaks Road	No change
OR5	Burwood School, Avalon Road	No change

OR6	Christ Church Hal, Charterhouse Road	No change
PETTS WOOD & KNOLL WARD		
PW1	Garden Estates Assoc. Hall, Woodhurst Avenue	No change
PW2	Crofton Infant School, Towncourt Lane	CHANGE to Crofton Junior School, Towncourt Lane, Orpington, Kent BR5 1EL
PW3	Memorial Hall, Woodland Way	No change
PW4	St John's Church Hall, Lynwood Grove	No change

Report No.
CSD14149

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: GENERAL PURPOSES AND LICENSING COMMITTEE

Date: 13th November 2014

Decision Type: Non-Urgent Non-Executive Non-Key

Title: APPOINTMENTS TO OUTSIDE BODIES

Contact Officer: Graham Walton, Democratic Services Manager
Tel: 0208 461 7743 E-mail: graham.walton@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Corporate Services

Ward: Various

1. Reason for report

- 1.1 At its meeting on 10th June 2014 the Committee made appointments to various outside bodies. This report picks up outstanding appointments, including two where there have been resignations since June, and in particular provides an update on a number of cases where the Committee asked that the continuing need for appointments to be made was reviewed.

2. **RECOMMENDATIONS**

- (1) That, subject to suitable nominations being received, appointments to the following outside bodies be made –

Duke of Edinburgh Award Committee (two appointments for the remainder of a one year term.)

Cray Valley War Memorial Hall (one appointment (of four) for a four year term to 8th June 2018.)

Affinity Sutton London Regional Scrutiny Board (one appointment for the remainder of a one year term.)

- (2) Consideration of appointments to the William Mosyer Charity, St Mary Cray, Bromley Relief in Need and the Joanna Collett Charity, Chelsfield be deferred.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Excellent Council:
-

Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Representation
 4. Total current budget for this head: £1,165,780
 5. Source of funding: Revenue budget
-

Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: This report does not involve an executive decision.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

- 3.1 At the first meeting of each Council year this Committee makes appointments to outside bodies on behalf of the Council. These are mainly annual appointments, but some are for three or four year terms, particularly in a Council election year.
- 3.2 Since the 2014 appointments were made, there have been two resignations and the Committee is requested to appoint replacements –

Cray Valley War Memorial Hall: Cllr Chris Pierce has resigned from his appointment, leaving one vacancy for the remainder of the four year term expiring on 8th June 2018. The Committee is recommended to fill this vacancy, should a suitable candidate be nominated. (The other three Council appointments to this body are Councillors Teresa Ball, Peter Fortune and Angela Page.)

Affinity Sutton Regional Scrutiny Board: Cllr Nicholas Bennett has resigned as the Council representative for 2014/15. At the request of Cllr Bennett, his letter of resignation has been attached as appendix 1. The Committee is requested to appoint one Councillor to fill this vacancy.

- 3.3 At the meeting on 10th June 2014, the Committee decided to defer making a number of three or four year appointments to small local charities while the need for these appointments was reviewed. Officers have been seeking information to assist the Committee and the current position is set out below.

Duke of Edinburgh Award Support Committee: Two members are appointed. After some uncertainty earlier in the year, it is confirmed that this committee is active and it is recommended that the Committee proceeds to appoint two Members. Appointments were previously made for three year terms, but it is recommended that the appointments be made annually in future, to accord with the Council year.

William Mosyer Charity, St Mary Cray: This small charity relates to the Ancient Parish of St Mary Cray, and its objective is the relief of persons resident in the Parish who are in conditions of need, hardship or distress. It is possible that it might be merged with other local charities; while this is explored it is recommended that appointments are deferred.

Bromley Relief in Need Charity: This charity's objectives are to provide relief from poverty by making grants to individuals within the ancient borough of Bromley (although there is discretion to make grants to those within the wider area represented by the modern borough.) Further information is awaited from the charity.

Joanna Collett Charity, Chelsfield: This charity was set up to provide funds for the maintenance of the church of St Martin of Tours, Chelsfield, and in particular the historic tomb of the Collett family. The charity is active and the trustees have been in contact with officers. However, there has been some historical confusion about the charity and a sister charity, the Colegates Charity, and the involvement of the Council and it is recommended that appointments are deferred while the situation is clarified.

Non-Applicable Sections:	Policy/Finance/Legal/Personnel
Background Documents: (Access via Contact Officer)	Outside Bodies Report to Committee on 10 th June 2014

Dear Tony

As Chairman of the GP&L Committee which is responsible for the nomination of representatives to the Affinity Sutton Regional Scrutiny Board via the Council I wish to tender my resignation as one of the two council representatives on this body.

I do so for the following reasons

- i. I do not believe that the Regional Scrutiny Board (RSB) is fit for purpose. I read of many complaints about the way AS's contractors handle repairs yet the RSB doesn't, in my view, effectively scrutinise and propose actions to improve the situation.
- ii. I was appalled by the treatment of the elderly couple, Mr and Mrs Younger, who were ordered on 'Health and Safety' grounds to remove a wooden bench which according to the story in the News Shopper (September 15th 2014) had been outside their home for 14 years. This old fashioned 'municipal' attitude is no way to treat tenants
- iii. The final straw was the 'diversity' training which took up a major part of the last meeting. We meet for a total of 10 hours a year and frankly I have better things to do than spend one of them considering 'unconscious bias' with reference to a television programme which, at the risk of sounding like a High Court Judge, I have never watched or wish to watch. Clearly someone at AS thinks that this is a useful use of our time despite no sign whatsoever that the RSB has ever had a discussion or made a decision which exhibits some form of bias. No doubt this ticks some requirement set down by the main board of Affinity Sutton.
- iv. This is a Housing Association which pays its Chief Executive, Keith Exford, £289,000 a year. He is the fourth highest paid HA boss in the country despite the fact that Affinity Sutton is not in the top ten HAs by turnover. He also received a £36,000 bonus in 2012-3. Given the complaints about the repairs I do question on what basis the bonus is paid or that he should receive a basic pay twice that of the Prime Minister.

Best wishes

Nicholas

Cllr Nicholas Bennett JP

PENSIONS INVESTMENT SUB-COMMITTEE

Minutes of the meeting held at 7.30 pm on 19 August 2014

Present

Councillor Simon Fawthrop (Chairman)
Councillor Alan Collins (Vice-Chairman)
Councillors Eric Bosshard, Peter Fookes, David Livett,
Russell Mellor and Keith Onslow

Also Present

Alick Stevenson, AllenbridgeEpic Investment Advisers

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Councillor Neil Reddin and Councillor Keith Onslow attended as alternate.

2 DECLARATIONS OF INTEREST

Councillors Simon Fawthrop and Eric Bosshard declared personal interests as former Members of the Local Government Pension Scheme. Councillor Russell Mellor declared a personal interest by virtue of receiving a Pension from the Local Government Scheme.

3 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 11TH FEBRUARY 2014 EXCLUDING THOSE CONTAINING EXEMPT INFORMATION

The Minutes were agreed.

The Director of Finance also updated Members on certain issues as follows:

Auto-enrolment – this was being phased in until 2017. It was necessary for staff to positively opt out of the Local Government Pension Scheme. In view of staff inertia to do so there were now higher numbers in the Bromley Fund.

Governance – the Government would be announcing changes to Governance arrangements for implementation from April 2015 which could impact on the role of Pensions Committees. Details were circulated previously to Members of the Sub-Committee.

London-wide Collaborative Investment Vehicle – L B Bromley was not committed at this stage to joining a proposed Collaborative Investment Vehicle (CIV) for London Boroughs.

LGPS – Opportunities for Collaboration, Cost Savings and Efficiency

Details of the response to consultation were circulated previously to Members of the Sub-Committee. The agreed view of the L B Bromley is that any proposals for a merger of funds should be taken forward on a voluntary basis.

Training – for up to date briefing on matters such as funding proposals and new governance requirements, Members were encouraged to take advantage of available training options such as the Pension Fund Trustee Toolkit produced by the Pension Regulator. The Director previously circulated details of some courses available and agreed to seek views from Members of any particular training needs. Councillor Livett suggested in-house training to reduce costs and was advised that Fund Managers had previously provided training at little or no cost. If it was possible to secure training cost effectively through other providers this would continue to be considered.

4 QUESTIONS BY MEMBERS OF THE PUBLIC ATTENDING THE MEETING

There were no questions.

5 STATEMENT OF INVESTMENT PRINCIPLES

Report FSD14053

Members received a revised an updated version of the Pension Fund's Statement of Investment Principles following a detailed review, particularly in light of the final Fund valuation report at 31st March 2013 and the revised investment strategy agreed in 2012.

Noting that Investment Managers had been authorised to exercise voting rights on behalf of the Council, the Chairman was keen to explore how the voting rights were being exercised. For example, the Chairman was keen to ensure that fund managers would not be voting to support large pay rises in poorly performing companies. This would be raised with Fund Managers in attendance at future Sub Committee meetings.

Under asset allocation and targets and benchmarks for Fund Managers, the Chairman suggested that text for Global Equities should reflect that Baillie Gifford, Blackrock and MFS should outperform Fund liabilities in addition to the MSCI All Countries World index.

For the Diversified Growth Fund, Councillor Livett noted that Baillie Gifford had invested in certain Mexican and Romanian assets. He felt that these would not approach investment grade so presenting a high risk. Mr Stevenson suggested the assets were small and paired with other assets. He would enquire to establish why the investments were made.

RESOLVED that Report FSD14053 be noted and the revised Statement of Investment Principles set out at Appendix 1 to the report be agreed.

6 FUNDING STRATEGY STATEMENT

FSD14051

Following a detailed review in conjunction with the Pension Fund's actuary, Mercer, a revised and updated Funding Strategy Statement was provided to Members. This took account of the full triennial valuation of the Fund at 31st March 2013 and Phases 1 and 2 of the Investment Strategy.

RESOLVED that Report FSD14051 be noted and the revised Funding Strategy Statement set out at Appendix 1 to the report be agreed.

7 PENSION FUND ANNUAL REPORT 2013/14

Report FSD14055

Under the Local Government Pension Scheme (Administration) Regulations 2008, the Council was required to publish its annual report and accounts of the Bromley Pension Fund for the year ended 31st March 2014.

The annual report, appended to Report FSD14055, had been submitted in draft form to the external auditor, PricewaterhouseCoopers LLP (PWC). Comments were still awaited although the auditor anticipated issuing an unqualified audit opinion on the financial statements, including the Pension Fund accounts.

In accordance with the regulations, the Council would publish the Annual Report on its website by 1st December 2014.

Concerning the first paragraph at page 5 of the draft Annual Report, the final sentence of the paragraph would be amended to reflect that Councillors were eligible to join the scheme up to May 2014.

In view of the Annual Report and accounts being subject to external audit, and noting the next scheduled meeting of the Sub Committee being 2nd December 2014, it was agreed to approve the draft report and delegate approval of the draft final report to the Chairman in consultation with the Director of Finance. The draft final report would be provided to Sub Committee Members beforehand and if there were any particular concerns, a special Sub Committee meeting could be convened as necessary.

RESOLVED that:

(1) the draft Pension Fund Annual Report 2013/14 be noted and approved;

(2) following external audit comment, the draft final report be provided to Sub Committee Members;

(3) should there be any particular Member concern(s) on the draft final report, a special Sub Committee meeting be convened as necessary;

(4) if there are no Member concerns, approval of the draft final report be delegated to the Chairman in consultation with the Director of Finance; and

(5) arrangements be made to ensure publication of the final report by the statutory deadline of 1st December 2014.

8 PENSION FUND PERFORMANCE Q4 2013/14 AND Q1 2014/15

Report FSD14052

Report FSD14052 provided details of investment performance for Bromley's Pension Fund in both the 4th quarter of the 2013/14 financial year and the 1st quarter of 2014/15 (the first complete performance report since implementing Phase 2 of the revised investment strategy). Appended reports from the Fund's Investment Adviser provided further commentary on performance during the two quarters.

Information on general financial and membership trends of the Pension Fund was outlined along with summarised information on early retirements. Baillie Gifford also provided commentary on the three portfolios under their management and a view on the economic outlook.

Quarterly reports from all fund managers had been circulated to Sub-Committee Members with the meeting agenda.

A proposed timetable of attendance by fund managers at future Sub Committee meetings was proposed as follows:

2nd December 2014 – Baillie Gifford (global equities, DGF and fixed income)
24th February 2015 – Blackrock and MFS (global equities)
19th May 2015 – Fidelity (fixed income) and Standard Life (DGF)

On performance, the fund value stood at £636.1m at 31st July 2014. Although 2013/14 was a year of transition and change (some 70% of total fund assets moving from previous balanced mandates to new global equity mandates in December 2013), the Fund returned +7.6% in 2013/14 compared to the benchmark return of +6.2%. With regard to the local authority universe average for the year (+6.4%), the Fund achieved an overall ranking in the 29th percentile (the lowest rank being 100%) representing a further good year.

Medium and long-term, returns for the fund had remained particularly strong. Long-term rankings to 31st March 2014 (19th percentile for three years, 3rd percentile for five years and 2nd percentile for ten years) were very good underlining particularly strong performance in the last few years.

For the last two quarters, the total fund returned +1.6% in the June 2014 quarter and 1.5% in the March 2014 quarter. This compared to overall benchmark returns of +2.3% and 1.0% respectively. In terms of local authority average, the fund's performance in the March quarter was in the 12th percentile (local authority average data for the June quarter was not yet available and would be reported to the next meeting).

For the Global Equity Portfolios, Mr Stevenson suggested that it was too soon to make substantive comment on performance. The allocations were still "bedding in" and at least four quarters were ideally needed. Concerning the portfolio "*Blackrock Ascent Life Enhanced Global Equity Fund (pooled)*", Mr Stevenson highlighted that the Manager had reviewed the allocation of a number of equities without informing clients or explaining the change. This was taken up by Mr Stevenson and arrangements were now in place to ensure that appropriate procedures would be followed in advising clients.

Mr Stevenson also provided a brief economic commentary and market assessment for Members.

RESOLVED that:

- (1) Report FSD14052 be noted; and**
- (2) the programme of Fund Manager attendance, as set out at paragraph 3.10 of Report FSD14052, be agreed.**

**9 REVISED INVESTMENT STRATEGY - PHASE 3
(FIXED INCOME)**

Report FSD14054

Report FSD14054 provided information on alternative "protection-type" assets as part of the fixed income allocation under Phase 3 of the investment strategy and made recommendations on a way forward.

Report FSD14054 and accompanying report from Mr Stevenson provided background behind the recommendations in the report. At the meeting Mr Stevenson elaborated further explaining that the fund would most likely enter negative cash flow in fewer years than anticipated. Investing in long term assets providing inflation proofing was therefore necessary.

Referring to paragraph 3.4 of Report FSD14054, the Chairman highlighted actuary advice that the fund was likely to move to a net cash flow negative position (including investment income receipts) around 2020/21. Cllr Livett was not particularly supportive of illiquid investments in principle. However, the Chairman confirmed that a commitment to invest was not being sought at this stage highlighting the provisional time line chart for Phase 3 as presented in Mr Stevenson's report.

Referring to assets outlined in the AllenbridgeEpic report providing identifiable cash flows over longer periods, Councillor Onslow suggested that it might be prudent to await the outcome of the 2015 General Election. Alternatively, the Chairman suggested that it might be worthwhile to take decisions beforehand to avoid any risk of regulations changing.

Mr Stevenson emphasised that at this stage approval was sought to investigate returns that might be available. A proposition could then be put to the Sub-Committee. Proper consideration was necessary as control of some £60m for re-investment would be relinquished for a significant period of time. An element of certainty in returns was necessary in moving from positive to negative cash flow and inflation proofing might be seen as worthwhile for protecting assets.

RESOLVED that:

(1) the report be noted;

(2) a manager search be carried out seeking to appoint one or more managers to invest a total of up to 10% of the fund (c. £60m based on the current fund value) over the longer term in “alternative fixed interest (inflation proofing / illiquid)” assets; and

(3) the remaining balance of the 20% allocation for fixed income be managed by one (or both) of the existing fixed income managers (Baillie Gifford and Fidelity) on a global basis with an absolute return benchmark (as set out within the Statement of Investment Principles 2014).

**10 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE
LOCAL GOVERNMENT (ACCESS TO INFORMATION)
(VARIATION) ORDER 2006 AND FREEDOM OF INFORMATION
ACT 2000**

It was agreed, supported by finance officers present, that the minutes published as exempt with the agenda should be publically available and no longer regarded as a Part 2 document.

As such the Chairman did not move that any Press and public present be excluded from the meeting during consideration of the item.

**11 CONFIRMATION OF FORMERLY EXEMPT MINUTES –
11TH FEBRUARY 2014**

The minutes were agreed.

Referring to references in the minutes to a Parallel Fund (which had been subsequently agreed by Full Council), Councillor Collins felt that the Fund should now be operating.

Members were advised that it was necessary to consider the amount for investment in the Fund. The Parallel Fund was separate to the Pension Fund; if returns for the Pension Fund deteriorate, the separate Parallel Fund could assist (together with returns from the Diversified Growth Fund).

The Chairman felt that the Parallel Fund should be funded to £10m. If the Government were to require a merger of funds, the £10m would stay with L B Bromley. The Director of Finance advised that, even with previous suggestions of a merger of funds, each Local Authority would be expected to retain its Pension Fund deficit.

The Meeting ended at 8.41 pm

Chairman

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LOCAL JOINT CONSULTATIVE COMMITTEE

Minutes of the meeting held at 6.30 pm on 21 October 2014

Present:

Employer's Side

Councillor Russell Mellor (Chairman)
Councillor Nicholas Bennett J.P.
Councillor Stephen Carr
Councillor Keith Onslow
Councillor Tony Owen
Councillor Diane Smith
Councillor Michael Turner
Councillor Angela Wilkins

Staff Side and Departmental Representatives

Kathy Smith (Unite) (Vice-Chairman)
Adam Jenkins, Unite
Glenn Kelly, Staff Side Secretary
Max Winters, Education & Care Services
Gill Slater, Planning

15 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Councillor Eric Bosshard and from Mary Odoi. Gill Slater attended as a substitute for Mary Odoi.

16 DECLARATIONS OF INTEREST

There were no declarations of interest.

17 MINUTES FROM THE PREVIOUS MEETING OF LOCAL JOINT CONSULTATIVE COMMITTEE HELD ON 19th MARCH 2014

The minutes of the previous meeting of the LJCC were agreed.

18 PAY AWARD 2015

The Staff Side Secretary indicated that he wished to discuss the 2015/16 pay award, together with management proposals to end pay progression for new appointments. The Staff Side Secretary outlined several factors that were adversely affecting the living conditions and standard of living for LBB employees:

- the cost of living had increased
- housing costs had increased by 11% in LBB in the last twelve months
- travel to work costs had increased by 7%
- there had been a fall in earnings in real terms
- the RPI had increased by 2.4%

The Staff Side Secretary stated that according to figures provided by the Daily Telegraph, housing costs in Bromley were expected to rise by 25% at 2018.

The Staff Side Secretary further stated:

- the average price on a three bedroom house in Bromley was £381,000
- the average price of a three bedroom flat was £237,000
- the average Bromley rent was £1500.00 per month and rising

The Staff Side were of the opinion that in recent years, LBB employees had in fact experienced an 18% drop in real term living standards, and that if the minimum wage had been aligned with increased living costs, the minimum wage would now be £18.00 per hour. The Staff Side were of the opinion that there was now a big gulf in pay in LBB between the average LBB employee, and senior management.

The Staff Side argued for a £1.00 an hour pay increase across the board, and for a minimum wage of £10.00 per hour.

For the Employer's Side, the Director of Human Resources expressed disappointment that the Staff Side had not previously raised the matter of their proposed pay award at the Officer Forum. He added that it did not augur well for good industrial relations if the Staff Side did not raise discussions with management first, before approaching the Committee. The Director of Human Resources stated that in his opinion, the statistics that the Staff Side had mentioned were questionable, and omitted to make any reference to the £60m savings target that the council had to find over the next four years. The Director of Human Resources declared that the proposals of the Staff Side would cost £6m per annum, and that such a proposal was reckless and irresponsible in the current financial climate.

Councillor Carr queried the source of the data that had been provided by the Staff Side, averring that in fact fuel and food costs were currently lower. The response of the Staff Side Secretary was that these were national statistics taken from the Government website. The Staff Side Secretary countered by stating that food costs in particular had increased, and that LBB was one of the lowest paying boroughs in the area. The Staff Side felt that the workforce was bearing the brunt of the council's cutbacks, and that this was at a time when the reserves of the council were not depleted.

The Staff Side raised the matter of ending the incremented pay scheme for new appointments and argued that this was not fair. They felt that problems could arise for the council with respect to legality and equality, and that this could cause serious problems for LBB. It was argued that staff would not want to work for LBB, and may prefer to go and work in other boroughs if such a scheme was operating. The Staff Side submitted that the changes with respect to incremental pay would be bad for LBB's financial structure, would not give rise to any savings, and would create a two tier workforce. The Staff Side requested that management withdraw the proposal.

The Director of Human Resources remarked that the way in which the unions had dealt with this matter was wrong, and disrespectful; he felt that the unions

were attempting to circumvent the standard LBB protocols. He argued that it was not true that new entrants would always come in at the lower end of the pay scales, and that there existed flexibility from management to appoint at higher rates. The Director of Human Resources stated that the new proposed pay structure was empowering and would not adversely affect recruitment, and that Camden Council was already operating such a structure without any adverse effects.

The Vice Chair (Staff Side) disagreed with the notion of “flexibility”, and stated that this matter may not just be limited to new starters, but may also progress to affecting existing employees on new contracts. The Vice Chair stated that this was a stressful time for staff, who were struggling to live normal lives, and it was an additional burden imposed on staff who were also worried about the effects of commissioning. The Vice Chair suggested that the reason for the various changes being considered by management was to make LBB more attractive when services were being considered for transfer out.

Councillor Wilkins queried why the Director of Human Resources felt that the issues of the pay award and incremented pay should not be on the agenda. Councillor Wilkins stated that the logic in the proposals was hard to see, and could also give rise to issues around equality.

The Chairman responded that a dialogue existed between both sides and that if the Staff Side requested that a matter be added, this request was normally accommodated out of courtesy.

The Director Of Human Resources commented that the reason that he had felt the pay matter should not be on this agenda was because the method adopted by the Staff Side on this occasion undermined the consultative process—it was better to talk first, before escalation. He argued that the incremental pay changes would create a culture of empowerment and flexibility, and that the equality issues raised were a “red herring”.

The Staff Side Secretary noted that the Director of Human Resources had expressed “disappointment” in his actions. He stated that as there was only three meetings of the LJCC every year, the Staff Side had to make the most of any opportunity to make their views known. The Staff Side Secretary commented that he was surprised that the Director of Human Resources proposed to censure debate. He stated that the changes to the pay structure at Camden were new and were the result of a voluntary agreement, and that the notion of “flexibility” was false. The Staff Side Secretary stated that LBB was the only council in London that was seeking to stop pay increases and increments, and that it was a fantasy to believe that such a policy would be attractive to new entrants.

Councillor Carr stated that the issue of a two tier workforce was a “red herring” and that it was not the case that LBB had not been supporting workers. Councillor Carr felt that LBB had always been up front with the workforce, and that staff were motivated.

19 TERMS AND CONDITIONS OTHER THAN PAY--COLLECTIVE AGREEMENT

The position of the Staff Side on this matter was as outlined in the agenda text:

“At the time the council introduced local pay and conditions, they did so on the assurance that the only thing that would change was in relation to the pay award, and that all other terms and conditions would remain the same. Also that these terms and conditions could not be changed other than by collective agreements between the union and the employer.

During a recent court case, it became clear that the stated intend of the council is not what is actually stated in the contracts of employment for LBB employees. In light of this the Staff Side wish to propose that the contracts are amended to reflect the council’s stated position; this can easily be achieved through a collective agreement being drawn up between the unions and the council.”

The submission of the Staff Side was that the stated intend of the council (stated when the council moved from national terms and conditions to local terms and conditions) was not as written in the contracts of employment. It was on this basis that the Staff Side were seeking an amendment to the existing contracts. The Staff Side Secretary commented that “collective talks” were distinct from “collective agreement”. The Staff Side offered to draw up a new contractual clause.

The Director of Human Resources responded that he was not enthused by the idea of the Staff Side Secretary drawing up a legal document, and that the current contract of employment was drawn up as part of the consultation process, and the wording had not been questioned.

Attention had been drawn to clause 28 of the contract of employment that dealt with the matter of “Collectively Agreed and other Terms and Conditions”. The Director of Human Resources informed the Committee that the recent court case (referred to by the Staff Side) had not ruled on Clause 28, and that LBB were happy with its legality. The Staff Side Secretary responded that there was an issue with Clause 28 because the Unions had not signed up to it.

20 COMMISSIONING

The matter of Commissioning was raised for discussion by the Vice Chair.

The Vice Chair stated to the Committee that LBB’s Chief Executive had commented recently that commissioning was not making the cost savings that had been hoped for. The Vice Chair mentioned that staff had been receiving commissioning letters, and that these were stressful. The Vice Chair further stated that when potential providers were receiving soft market testing letters, it was the case that they were being asked what *they* wanted, rather than

what LBB *required*. The Staff Side stated that the unions and many LBB employees were convinced that LBB were committed to commissioning on an ideological basis, rather than being influenced by objective facts.

The Vice Chair expressed concern with respect to an apparent list of defaults from the contractor “English Landscapes”. These were noted as:

- poor documentation
- inexperienced staff
- playground checks not being undertaken
- lack of firm commitment to resolve issues
- complaints from the public

The Staff Side then referenced problems with the cleaning contract; the Staff Side stated that toilets and kitchens had to be recleaned. Two other high profile failed commissioning contracts were referred to and these were the G4S failure during the Olympics, and the problems with contractors moving prisoners in vans. The Vice Chair then referenced the problems and high costs that had been experienced by Birmingham City Council and the “Service Birmingham” contract run by Capita.

The Chairman stated that LBB contracts were closely monitored by LBB officers, and if there were problems with contractors, they would be penalised and action would be taken against them.

Mr Marc Hume (Director of Regeneration and Transformation) attended to answer the queries and concerns expressed by the Staff Side concerning Commissioning. Mr Hume made the following key points:

- a) Savings: It was not the intention of LBB to use the commissioning process to provide all of the cost savings that LBB were looking for; commissioning was just one mechanism that the council were using to achieve cost reductions. In this regard it was noted that business cases should be well thought out and presented. Officers would make recommendations, but Members would make the final decisions.

Mr Hume informed the Committee that savings and income totalling over £300,000 had recently been made on two new commissioning contracts; these were with respect to customer services and Financial Assessment and Appointeeship. Mr Hume stated that LBB was good at commissioning, and that LBB should build and learn from these successes. Mr Hume also referred to the commissioning that had been done with respect to “My Time” and Waste Disposal, and commented that LBB were satisfied that these contracts were running successfully.

- b) Mr Hume then moved on to discuss the Social Value Act, and confirmed that LBB were fulfilling their legal obligations under the Act. In this regard, Mr Hume highlighted LBB’s actions with respect to the

customer services contract, and that the council had opted for a local solution, which avoided relocation.

- c) Mr Hume stated that LBB were correctly following Contract Procedure Rules, and that service heads monitored the Risk Register. Mr Hume also made the point that all the commissioning reports would be lawful, and had a legal section incorporated.

The Staff Side Secretary reiterated the belief of the Staff Side that the council was ideologically driven with respect to commissioning, and averred that most of LBB's contracts had been given to large companies like Liberata and Capita, indicating that this was not really a free market exercise. The Staff Side Secretary stated that the £300,000 mentioned by Mr Hume was misleading.

The Chairman reiterated the point that the Council would not always use the commissioning option, and that in some cases there would be no inducement to use outside contractors.

The Staff Side expressed the opinion that inadequate preparation and thought was undertaken before pursuing commissioning options, and that many of these options were not really suitable for contracting out, wasting staff resources. The opinion was expressed that certain contracts were being micro-managed, but that this was often not the case with costly commissioning contracts. The Staff Side felt that cost holes were not being identified, and that the analysis undertaken with respect to large commissioning contracts was qualitative rather than quantitative. The Staff Side were concerned that large contracts were not adequately scrutinized.

The Chairman maintained that PDS Committees were providing adequate scrutiny of contracts.

Councillor Wilkins was concerned that in certain cases, the commissioning out of contracts was resulting in cuts to services, degrading the quality of services, and resulting in job cuts. Councillor Wilkins highlighted problems with the contract for street cleaning services and stated that the quality of street cleaning had worsened. Councillor Wilkins questioned the ability of just three LBB officers to adequately monitor LBB's waste and street cleaning contracts. It was suggested that in certain cases, contractors did not apply the same enthusiasm and resources to fulfilling the requirements of the contract that they had applied in gaining the contract initially. Councillor Wilkins also referenced problems with commissioning that had been experienced in Birmingham and Barnet.

Councillor Owen stated that it would be a good idea if the Staff Side provided details of alleged contract defaults in a particular contract, so that the council could have the opportunity to thoroughly investigate and deal with any issues that were identified. Councillor Owen expressed concern that there was a lack of flexibility in long contracts, and also with the fact that there was a

“democratic deficit”, in that these contracts were harder for councillors to influence than internal services run by LBB staff.

The Chairman asked the Staff Side Secretary to make a report to the Committee pertaining to inefficiencies in a selected contract, so that this could be presented to the Committee for investigation. The Chairman requested the Staff Side to submit the report to the Committee Clerk in plenty of time to be incorporated into the next agenda.

A Member from the Staff Side stated that there were no Bromley staff to monitor the Parks Contract.

Councillor Carr responded that this was not the case, and that Bromley staff would monitor the Parks Contracts, and that service level agreements would, be adhered to. Councillor Carr explained that LBB had already negotiated improvements to contracts, and that negotiation was crucial in these matters. Councillor Carr acknowledged that there were issues with street cleaning services, and that these would be investigated. Councillor Carr stated that the process of commissioning had in fact resulted in savings with respect to front line services.

21 DATE OF NEXT MEETING

The date of the next meeting of the LJCC Committee was noted as 16th December 2014.

The Meeting ended at 7.50 pm

Chairman

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