

## **GENERAL PURPOSES AND LICENSING COMMITTEE**

Minutes of the meeting held at 7.00 pm on 20 March 2018

### **Present:**

Councillor Ian F. Payne (Chairman)  
Councillors Vanessa Allen, Nicholas Bennett J.P.,  
Kim Botting FRSA, Alan Collins, Mary Cooke,  
Ellie Harmer, David Livett, Tony Owen,  
Charles Rideout QPM CVO, Tim Stevens, Teresa Te and  
Michael Turner

### **Also Present:**

Councillor Keith Onslow

### **329 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**

There were no apologies for absence.

### **330 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **331 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 6TH MARCH 2018**

A Member raised concerns about the non-availability of information about the pilot Voter ID scheme in other languages and suggested that this concern should be reported back to the Cabinet Office as part of feedback on the scheme. Most Members of the Committee considered that it would not be practical to produce material in a variety of languages unless there was a specified need, and the Chairman suggested that Members should be prepared to ask for translations for people in their wards where they knew that there was an issue. Another Member suggested that the parties could put information about the scheme in their election leaflets.

The Committee agreed that, in minute 319, the names of the people nominated as an Honorary Freeman and as Honorary Aldermen should now be included. It was also noted that Councillor Tunncliffe had sent apologies for the last meeting and should not have been listed as present.

**RESOLVED that, subject to the amendments set out above, the minutes of the meeting held on 6<sup>th</sup> February 2018 be confirmed.**

**332 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

Three questions for written reply had been received from Ellie Reeves MP. The replies are set out in Appendix A to these minutes.

**333 LOCAL PENSION BOARD – APPOINTMENT OF BOARD MEMBERS**  
Report FSD18034

The report sought approval for the appointment of two new employer representatives to the Local Pension Board following the resignation of the two previous members. Details of the potential representatives were set out in a Part 2 appendix. It was also proposed that the Terms of Reference of the Local Pension Board be amended to allow the Board to meet at least once but up to four times per annum to discharge its duties (paragraph 7) and to change the term of office for all members of the Board from three years to four (paragraph 13).

Councillor Keith Onslow, Chairman of the Pensions Investment Sub-Committee, attended the meeting to support the proposals.

**RESOLVED that**

**(1) It is noted that Brian Toms and Jane Harding have resigned as Employer Representatives on the Local Pension Board.**

**(2) Josepha Reynolds and Pinny Borg be nominated as the two Employer Representatives to be recommended to Council for appointment.**

**(3) The changes to the Local Pension Board Terms of Reference (paragraph 3.13) be approved.**

**(4) The revised terms of reference (appendix 1) be approved.**

**(5) Council be recommended to formally appoint the two Employer Representatives to the Local Pension Board.**

**334 COUNCILLOR IT PROVISION**  
Report CSD18056

At its meeting on 24<sup>th</sup> April 2014 the Council approved new arrangements for the provision of IT equipment to Members of the Council. The report updated the proposals for the new Council starting in May 2018, and in particular offered Members a wider choice of IT equipment than was available in 2014 – this would be an iPad, a laptop or a Windows 2-in-1 laptop/tablet. Information about the pros and cons of each option would be available to Members.

A Member suggested that Councillors using their own IT equipment at home to link to the Council system should have the facility to request home visits from a Council IT engineer. However, the potential cost of adding this to the IT support contract had been investigated and was likely to be in the region of £45k per annum, and most Members considered that this would not be necessary.

**RESOLVED that the proposals for Councillor IT provision after the 2018 local election are noted.**

**335 WORK PROGRAMME**  
Report CSD18058

The Committee considered its work programme and the Chairman advised that he had asked for a review of the Member Allowances system to be carried out in the new Council year.

As this was the final meeting of the year and of the 2014/18 Council, the Chairman thanked Members for their support, and Councillor Charles Rideout led Members in thanking the Chairman and wishing him well in his new role.

**336 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 summary  
refers to matters  
involving exempt information**

**337 LOCAL PENSION BOARD - APPOINTMENT OF BOARD MEMBERS - PART 2 APPENDIX**

The Committee considered a schedule containing details about potential members of the Local Pension Board.

The Meeting ended at 7.28 pm

Chairman

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### **QUESTIONS FROM MEMBERS OF THE PUBLIC (for written reply)**

#### **1. From Ellie Reeves MP to the Chairman of the Committee**

What information will the poll card feature regarding ID requirements?

**Reply:**

Detailed information about the Voter ID pilot, the forms of acceptable ID and what to do if a voter has no ID.

#### **2. From Ellie Reeves MP to the Chairman of the Committee**

What specific steps have the council taken to increase public awareness of the pilot scheme; including the circulation of postal literature and publicly displayed posters?

**Reply:**

See details in attached Briefing Note under Public Awareness.

#### **3. From Ellie Reeves MP to the Chairman of the Committee**

What measures have the Council undertaken to address accessibility issues during the scheme; including providing information in braille and foreign language formats?

**Reply:**

We have carried out a rigorous Equalities Impact Assessment and it has been scrutinised by the Cabinet Office and the Electoral Commission. This will be published in the next few days. We have identified any groups in the borough who may be at risk of not being able to provide the required ID in a polling station. We are working with partners to ensure that any barriers to participation are removed so that no eligible voter is disenfranchised or put off voting.

To date we have not been provided with any evidence based requests to translate material into other languages or had indications of what languages would be beneficial – but we continue to engage with local community groups as is set out in our public awareness briefing note.

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## Briefing Note

### Voter ID Pilot – Update

#### 1. Voter ID Pilot Orders

The Pilot Orders for the five local authorities testing the production of ID at the polling stations on 3 May 2018, have now been published on the gov.uk website at the following individual links:

[Bromley](#)  
[Gosport](#)  
[Swindon](#)  
[Watford](#)  
[Woking](#)

From these Orders it can be noted that:

- Bromley has a wide range of forms of photographic and non photographic ID
- Gosport has range of forms of photographic and non photographic ID
- Woking has a photographic ID only
- Watford is using the poll card as the main form of ID with enhanced IT to scan – but those who turn up without their poll card have a total of 6 types of other ID (photographic and non photographic)
- Swindon is also using the poll card as the main form of ID with enhanced IT to scan – but those who turn up without their poll card have a total of 5 types of other ID (photographic only)

All pilot orders provide that locally ID documents can be produced where voters do not have acceptable forms of ID.

#### 2. Public Awareness Campaign

As has previously been reported, there will be an extensive and targeted awareness raising campaign (designed and delivered by Bromley in partnership with the Cabinet Office and Electoral Commission) to make sure that every eligible elector knows they need to bring ID to a polling station to vote. .

The campaign started in January with the Council website being updated, our Customer Contact Centre being fully briefed, posters and leaflets being distributed in prime locations across the borough (including libraries, leisure centres, supermarkets, GP and dentist surgeries, places of worship, and many other community groups), social media (both Facebook and Twitter) being used and local press releases being issued.

We are now building on this in the lead up to the election, extending publicity throughout the borough through a number of different channels including Residents

Associations, Care Homes, Community Links, Bromley Mencap and local community magazines. In April there be posters in bus shelters and shopping centres, bill boards in railway stations, full page adverts in local newspapers, mobile ads and so on.

We are placing a particular emphasis on the hard to reach groups. Using the expertise that Community Links has built up working with these groups we are identifying where, in their view, groups may benefit from further face-to-face communication.

We have also persuaded the Cabinet Office to let us provide posters and leaflets to candidates, agents and local parties engaged in the election so they can help spread the message about bringing ID, as well.

In addition to the general campaign awareness campaign, there will be 5 direct communications with all households/electors in the borough through:

- Household Notification Letter (HNL) – despatched on 12 February 2018A5
- Post Card – despatched on 5 March 2018
- A5 Leaflet with Environmental Matters – being despatched 26 Feb to 11 March 2018
- A5 Leaflet with Council Tax Billing letter – being despatched 23 to 27 March 2018A4 Poll Card – being despatched 27 March 2018

All public awareness materials include the Councils website address where full details of the forms of acceptable ID and how to vote (by post, proxy and at the polling station) can be found.

Questions have been raised about providing materials in different formats. However, no evidence based request has been received seeking translation in to a particular language or format.

We are keeping the campaign under constant review to ensure that we are engaging with all the communities in the borough so that every eligible elector is able to identify themselves and vote on 3 May 2018.

### **3. Frequently asked Questions**

We have put together a number of frequently asked questions in regard to the Voter ID Pilot and thought it may be useful to attach these to this report (see Appendix)

### **4. Changes to Polling Places**

Following our report to Members on 6 February 2018, we received notification that premises at **St Michaels and All Angels Church** in Clock House ward (polling district CL2) would **not** be available to the Returning Officer for use as a polling station on 3 May 2018, due to major building works being undertaken.

Alternative premises were identified at **Avenue Road Baptist Church Hall, 94 Avenue Road** (situated close by) and a site visit was undertaken. We are pleased to advise Members that the premises are considered to be suitable and arrangements

have been put in place so that these premises will be used as the polling station for this polling district at these elections.

Information will be included on the poll cards to draw the change to the attention of the voters prior to polling day.

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## APPENDIX

### Voter ID Pilot, 3 May 2018

#### Frequently asked Questions

##### What ID can I bring?

To vote at a polling station in London Borough Bromley on 3 May 2018 you **must** take either **one** of the following:

- a passport issued by the United Kingdom, a Commonwealth country or a member state of the European Union
- a photocard driving licence (including a provisional licence) issued in the United Kingdom or by a Crown Dependency, or by a member State of the European Union
- an electoral identity card issued under section 13C (electoral identity card: Northern Ireland) of the Representation of the People Act 1983
- a biometric immigration document issued in the United Kingdom in accordance with regulations made under section 5 of the UK Borders Act 2007
- an identity card issued in the European Economic Area
- an Oyster 60+ London Pass
- a Freedom Pass (London)
- a PASS scheme card (national proof of age standards scheme)

Or **two** of the following (**one** of which **must** show your registered address):

- a valid bank or building society debit card or credit card
- a poll card for the poll
- a driving licence (including a provisional licence) which is not in the form of a photocard.
- a birth certificate
- a marriage or civil partnership certificate
- an adoption certificate
- a firearms certificate granted under the Firearms Act 1968
- the record of a decision on bail made in respect of the voter in accordance with section 5(1) of the Bail Act 1976
- a bank or building society cheque book
- a mortgage statement dated within 3 months of the date of the poll
- a bank or building society statement dated within 3 months of the date of the poll
- a credit card statement dated within 3 months of the date of the poll
- a utility bill dated within 3 months of the date of the poll
- a council tax demand letter or statement dated within 12 months of the date of the poll
- a Form P45 or Form P60 dated within 12 months of the date of the poll

##### My passport/photo driving licence has expired. Can I still use it?

Yes - as long as there is still a good likeness between the photo and the elector, expired passports and photo driving licences can be used.

##### My driving licence refers to my previous address. Can I use it?

Yes - as long as there is still a good likeness between the photo and the elector, it can still be used. The check in the polling station is to confirm the identity of the elector.

### What if I cannot provide any of the ID listed above?

You can apply for a postal vote or a proxy vote **or** you can apply for a Certificate of Identity.

To apply for a Certificate of Identity you will need to complete an application form which will be available from 27 March 2018 **either** to download from this page **or** from Main Reception, Civic Centre, Stockwell Close, Bromley BR1 3UH.

Applications must be made in writing and include:

- the applicants full name
- the applicants registered address
- confirmation that the applicant would not be able to provide any of the documents listed above
- the date of the application
- a declaration by the applicant that the information provided in the application is true

The application must include an attestation in writing from a person of good standing in the community (examples are given on the form) and

- confirm that the applicant is the person named in the application.
- be signed by a person who the Returning Officer is satisfied is
  1. of good standing in the community
  2. registered as an elector in an electoral area in England and Wales
  3. is not the spouse, civil partner, parent, grandparent, brother, sister, child or grandchild of the applicant and
  4. has not already signed an attestation for or two or more applicants
- It should state the full name, date of birth, address, electoral number and occupation of the person signing the attestation
- State the date on which it is made

Completed applications must be submitted **in person** at Main Reception, Civic Centre, Stockwell Close, Bromley BR1 3UH by 5pm on Wednesday 2 May 2018.

Upon receipt of a successful application, a Certificate of Identity will be provided to the applicant for them to take to the Polling Station to enable them to vote.

### What if I am acting as a proxy for someone else?

You, as the proxy, need to take **your** ID to the polling station. You do not need to take the elector's ID.

### What is the procedure in the Polling Station?

- Go to the desk and give your ID to the staff
- Tell the staff your name and address and if your ID is acceptable, they will issue you with a ballot paper
- Take your ballot paper to the voting booth
- Read the instructions in the booth and mark your ballot paper
- When you have marked your ballot paper, fold it so that nobody can see how you have voted
- Put your folded ballot paper into the ballot box
- If you need any help, please ask the staff

### **How is Bromley Council going to inform people about the ID requirements?**

It is essential that every eligible elector is made aware of the requirement to identify themselves before they can vote. They will be made aware of the need to do so by an extensive public awareness raising campaign designed and delivered by the Local Authority in partnership with the Cabinet Office and Electoral Commission.

### **What happens if people don't have ID? Will they be turned away?**

The Cabinet Office is working with local authorities to make sure every eligible elector knows that they need to bring ID to a polling station to vote - there will be extensive and tailored awareness raising campaigns in each pilot authority and care will be taken to ensure that electors are able to provide adequate identification. If they are unable to do so they will not be able to vote.

### **What happens if I have a postal vote?**

There is no change to the postal voting process. When you apply for a postal vote you provide 'personal identifiers' (a specimen of your signature and your date of birth) and these are used to confirm your identity when you complete your postal vote.

### **Why is Bromley taking part, but not other neighbouring local authorities?**

The opportunity to pilot voter ID in May 2018 was offered on a number of occasions to all local authorities in Great Britain and a number have committed to do so.

### **How much will it cost and who is paying?**

The pilots are being conducted to identify the exact impact of voter ID, including its cost, before it is introduced nationally. The additional costs will be fully funded by Cabinet Office.

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