



## **Constitutional and Nomination Committee**

Date: Wednesday, 10 July 2019

Time: 9.30 am

Venue: Council Antechamber, Level 2, Town Hall Extension

Everyone is welcome to attend this committee meeting.

### **Access to the Council Chamber**

Public access to the Council Chamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension. That lobby can also be reached from the St. Peter's Square entrance and from Library Walk. **There is no public access from the Lloyd Street entrances of the Extension.**

## **Membership of the Constitutional and Nomination Committee**

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**Councillors** - Karney (Chair), Curley, Lanchbury, Leech, Leese, N Murphy, S Murphy, Razaq and Reeves

## Agenda

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- 1. Urgent Business**  
To consider any items which the Chair has agreed to have submitted as urgent.
- 2. Appeals**  
To consider any appeals from the public against refusal to allow inspection of background documents and/or the inclusion of items in the confidential part of the agenda.
- 3. Interests**  
To allow Members an opportunity to [a] declare any personal, prejudicial or disclosable pecuniary interests they might have in any items which appear on this agenda; and [b] record any items from which they are precluded from voting as a result of Council Tax/Council rent arrears; [c] the existence and nature of party whipping arrangements in respect of any item to be considered at this meeting. Members with a personal interest should declare that at the start of the item under consideration. If Members also have a prejudicial or disclosable pecuniary interest they must withdraw from the meeting during the consideration of the item.
- 4. Minutes** 5 - 16  
To approve as a correct record the minutes of the meeting held on 15 May 2019.
- 5. Admission to the Roll of Honorary Aldermen**  
To consider, and if deemed appropriate, to recommend to Council that a special meeting of the City Council be convened on 2 October 2019 for the purpose of adopting a resolution, to be proposed by the Lord Mayor and seconded by the Deputy Lord Mayor, that Mr Hugh Barrett be admitted as an Honorary Alderman of the City of Manchester in recognition of the long and eminent service that he has rendered to the Council, and thereafter to install Mr Barrett as an Honorary Alderman.
- 6. Compulsory Review of Polling Districts and Polling Places** 17 - 28  
The report of the City Solicitor is enclosed.
- 7. Review of Polling Districts and Polling Places - Request for an Additional Meeting of the Committee**  
The Committee is asked to agree to hold an additional meeting in the week commencing Monday 21 October, as part of the timetable for completing the formal Review of Polling Districts and Polling Places.
- 8. Membership of Council committees and representation on joint boards and joint committees**  
To consider proposed changes to the membership of committees

and joint boards / joint committees.

(Note if the changes proposed involve re-consideration of a decision taken by the Council with the previous 6 months the Committee will need to request the Council to suspend Procedural Rule 25.1).

## Information about the Committee

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The Constitutional and Nomination Committee deals with the appointment of councillors to serve on committees and certain external organisations.

The Committee also considers proposed changes to the Council Constitution and recommendations for the granting of civic honours to individuals and organisations. Business for consideration at a meeting is set out on the agenda sheet.

Copies of the agenda are available beforehand from the reception area at the Main Entrance of the Town Hall in Albert Square and may be viewed on the Council's website up to seven days prior to the date of the meeting (see web information below). Some additional copies are available at the meeting from the Committee Officer.

It is the Council's policy to consult people as fully as possible before making decisions which affect them. Members of the public do not have a right to speak at meetings but may do so if invited by the Chair. If you have a special interest in an item on the agenda and want to speak, tell the Committee Officer, who will pass on your request to the Chair.

Agenda, reports and minutes of all Council meetings can be found on the Council's website [www.manchester.gov.uk](http://www.manchester.gov.uk)

Joanne Roney OBE  
Chief Executive,  
3<sup>rd</sup> Floor, Town Hall Extension,  
Lloyd Street,  
Manchester, M60 2LA

## Further Information

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For help, advice and information about this meeting please contact the Committee Officer:

Beth Morgan  
Tel: 0161 234 3043  
Email: [b.morgan@manchester.gov.uk](mailto:b.morgan@manchester.gov.uk)

This agenda was issued on **Tuesday, 2 July 2019** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 3, Town Hall Extension (Mount Street Elevation), Manchester M60 2LA.

## Constitutional and Nomination Committee

### Minutes of the meeting held on Wednesday, 15 May 2019

**Present:**

Councillor Karney – in the Chair

Councillors Curley, Flanagan, Lanchbury, Leech, S Murphy and N Murphy

**Apologies:** Councillors Leese, Razaq and Reeves

**CN/19/7 Minutes**

To approve the minutes of the meeting held on 27 March 2019 as a correct record.

**CN/19/8 Membership of Committees 2019/20 and Appointment of Chairs of Committees**

A report was submitted which asked the Constitutional and Nomination Committee to make recommendations to the Council about the size and composition of the Council's committees and to appoint chairs and deputy chairs of the committees.

The Committee expressed its thanks to the staff of the Council who had helped with the compilation of the membership details for all the committee appointments and other positions.

The Committee noted where for the purposes of Political Balance in accordance with rule 6.6 of the Council Procedure Rules the Opposition Group of the Council was entitled to a place on a committee and had not taken up that place.

The details of appointments of chairs and members of the committee are listed below:

**Decision**

To recommend to Council the appointment of the following members to the Executive Standing Panel for 2019/20:

**Executive Standing Consultative Panel**

*Councillors -*

Ilyas	S Judge	Karney	Leech	Midgeley
M Sharif Mahamed	Sheikh	Taylor		

**Chairs and Deputies**

**Decisions**

1. To recommend to Council the appointment of the following members as chairs of scrutiny committees for the next municipal year:

Young People and Children	Councillor Stone
Communities and Equalities	Councillor Hacking
Economy	Councillor H Priest
Resources and Governance	Councillor Russell
Neighbourhoods and Environment	Councillor Igbon
Health	Councillor Farrell

2. To recommend the Council to appoint the following members as chairs and deputy chairs of the non executive committees for the next municipal year:

Committee	Chair	Deputy Chair
Audit	Councillor Ahmed Ali	
Planning & Highways	Councillor Curley	Councillor N. Ali
Licensing and Appeals	Councillor Ludford	Councillor Grimshaw
Licensing Committee	Councillor Ludford	Councillor Grimshaw
Licensing Policy	Councillor Ludford	Councillor Grimshaw
Constitutional and Nomination	Councillor Karney	
Personnel	Councillor Ollerhead	

### **Membership of Committees**

The Committee reviewed the membership of committees.

### **Decision**

To recommend to Council the membership of committees for the municipal year 2019/20 as follows:

### **Scrutiny Committees**

#### **Children and Young People (at least 10 members)**

##### *Councillors -*

Kilpatrick	S. Ali	Alijah	Hewitson	T. Judge
Lovecy	McHale	Madeleine Monaghan	Rawlins	Reeves
Reid	Sadler	Stone (Chair)	Wilson	

##### *Co-opted Members*

Representative of the Diocese of Manchester – Vacant\*  
 Representative of the Diocese of Salford – Mrs Julie Miles\*  
 Parent governor representative – Mr Ade Arogundade\*  
 Parent governor representative – Dr Walid Omara\*  
 Parent governor representative – Ms Zaneta Stepan\*  
 Secondary sector teacher representative – Mr Liam Duffy

Primary sector teacher representative – Mr Russell Lammas \* denotes members with voting rights on education matters

**Communities and Equalities** (at least 10 members) - a position on the Committee has not been taken up by the Liberal Democrats Group

*Councillors -*

Andrews	Chambers	Collins	M. Dar	Doswell
Douglas	Evans	Grimshaw	Hacking (Chair)	Kirkpatrick
Rawson	Rowles			

**Neighbourhoods & Environment** (at least 10 members)

*Councillors -*

Azra Ali	Appleby	Butt	Flanagan	Harland
Hassan	Hughes	Igbon (Chair)	Jeavons	Kilpatrick
Lynch	Lyons	Razaq	Sadler	Strong
Whiston	White	Wright		

**Economy** (at least 10 members)

*Councillors -*

Abdullatif	Douglas	Green	Hacking	Hitchen
Johns	Noor	H. Priest (Chair)	Raikes	Shilton Godwin
K. Simcock	Stanton			

**Health** (at least 10 members) – a position on the has not been taken up by the Liberal Democrats Group

*Councillors -*

Curley	Farrell (Chair)	Holt	Mary Monaghan	Newman
Riasat	Watson	Wills	Vacant	Vacant

**Resources and Governance** (at least 10 members)

*Councillors -*

Ahmed Ali	Andrews	Battle	Clay	Davies
Lanchbury	Moore	O'Neil	B. Priest	Russell (Chair)
A Simcock	Stanton	Wheeler		

### **Non Executive Committees**

**Art Galleries Committee** - In addition to the members of the Council, 7 persons are to be nominated by University of Manchester. (14 elected members)

*Councillors -*

Akbar	Bridges	Craig	Leech	Leese
N Murphy	S Murphy	Ollerhead	Stogia	Richards
Rahman	7 x Co-opted			

**Audit Committee** (11 members plus 2 independent co-opted)

*Councillors -*

Ahmed Ali (Chair)	Clay	Lanchbury	Russell	Stanton
Watson	Vacant	Vacant	Vacant	Vacant
Vacant	Dr D Barker (Co-opted member)	Mr S Downs (Co-opted member)		

**Planning and Highways Committee** (up to 15 members) – a position on the Committee has not been taken up by the Liberal Democrats Group

*Councillor*

Nasrin Ali	Shaukat Ali	Clay	Curley (Chair)	Y. Dar
Davies	Hitchen	Kamal	Lovecy	Lyons
Madeleine Monaghan	Riasat	Watson	White	Wilson

**Licensing and Appeals Committee** (not less than 10 and not more than 15) – a position on the Committee has not been taken up by the Liberal Democrats Group

*Councillors -*

Evans	Grimshaw	Hughes	Jeavons	T. Judge
Ludford (Chair)	Lyons	McHale	Madeleine Monaghan	Reid
Stone	Lynch			

**Licensing Committee** (not less than 10 and not more than 15) - a position on the Committee has not been taken up by the Liberal Democrats Group

*Councillors -*

Evans	Grimshaw	Hughes	Jeavons	T. Judge
Ludford (Chair)	Lyons	McHale	Madeleine Monaghan	Reid
Stone	Lynch			

**Licensing Policy Committee** (up to 6) - a position on the Committee has not been taken up by the Liberal Democrats Group

*Councillors -*

Akbar	Davies	Grimshaw	Ludford (Chair)		
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**Standards Committee** (6 members of the Council, 1 Ringway Parish Councillor and 2 Independent members)

*Councillors -*

Andrews	Evans	Kilpatrick	Lanchbury	A Simcock
Nicole Jackson (Co-opted Independent Chair)	Cllr O'Donovan (Ringway PC)	Geoff Linell (Co-opted Independent)	Sarah Beswick (Co-opted Independent)	

In accordance with Article 9 of the Council Constitution, to recommend the appointment of Councillor Andrews for the purpose of answering questions at Council on the work of the Standards Committee.

**Personnel Committee** - Membership formula comprises the Leader of the Council, all members of the Executive, one Assistant Executive Member, one member of the Liberal Democrats Group.

*Councillors -*

Akbar	Bridges	Craig	Leech	Leese
N Murphy	S Murphy	Ollerhead (Chair)	Stogia	Richards
Rahman	Sheikh			

**Employee Appeals Committee** (Formulaic Membership)

An Executive Member with a relevant portfolio (i.e. Executive Member for the service in which the employee was working or the Executive Member with a portfolio relevant to the specific subject area of the appeal) or an appropriate Assistant Executive Member.

Two members drawn from the Council's Executive Members or their Assistant Executive Members, or elected members drawn from a prescribed 'pool'; the nominated members are –

Councillor Leech  
Councillor Stone  
Councillor Evans  
Councillor Reid  
Councillor Strong  
Councillor Rawlins  
Councillor N Ali  
Councillor Watson

**Constitutional and Nomination Committee** (10 members)

*Councillors -*

Curley	Karney (Chair)	Lanchbury	Leech	Leese
N Murphy	S Murphy	Razaq	Reeves	

## Health and Wellbeing Board

1. To recommend membership as follows:

Councillor Richard Leese, Leader of the Council (Chair)  
Councillor Craig, Executive Member for Adults (MCC)  
Councillor Sue Murphy, Executive Member for Public Service Reform (MCC)  
Councillor Bridges, Executive Member for Children's Services (MCC)  
Dr Ruth Bromley, Chair Manchester Health and Care Commissioning  
Dr Denis Colligan, GP Member (North) Manchester Health and Care Commissioning  
Dr Murugesan Raja GP Member (Central) Manchester Health and Care Commissioning  
Dr Claire Lake Member (South) Manchester Health and Care Commissioning  
Kathy Cowell, Chair, Manchester University NHS Foundation Trust  
Jim Potter, Chair, Pennine Acute Hospital Trust  
Rupert Nichols, Chair, Greater Manchester Mental Health NHS Foundation Trust  
Mike Wild, Voluntary and Community Sector representative  
Vicky Szulist, Chair, Healthwatch  
Dr Tracey Vell, Primary Care representative - Local Medical Committee  
Paul Marshall, Strategic Director of Children's Services  
David Regan, Director of Public Health  
Bernadette Enright, Director of Adult Social Services  
Dr Angus Murray-Browne, South Manchester GP federation  
Dr Vish Mehra, Central Primary Care Manchester  
Dr Amjad Ahmed, Northern Health GP Provider Organisation

2. To also recommend that Council approves that Health and Wellbeing Board member organisations can appoint a named substitute.

## **CN/19/9 Appointments to Joint Authorities and Joint Committees**

The Committee was invited to review the appointments and make recommendations for appointments to the Combined Authority, joint authorities and joint committees together with the appointment of spokespersons to answer questions about the work of the joint authorities at meetings of the Council as outlined in Council Procedural Rule 24.

### **Decisions**

To appoint the following members to serve on the Joint Authorities for the 2019/20 Municipal Year:

#### **Greater Manchester Waste Committee**

Councillors Akbar and Shaukat Ali

#### **Greater Manchester Combined Authority**

Councillor Leese (Deputy Leader as a substitute)

To appoint the following members to serve on the joint committees for the 2019/20 municipal year:

**Patrol Adjudication Joint Committee**

Councillor Stogia

**Transport for Greater Manchester Committee**

Councillors Hassan, Newman (substitute), Noor (Substitute), Stogia

**AGMA Executive Board**

Councillor Leese (2 Deputy Leaders as a substitute)

**AGMA Statutory Functions Committee**

Councillor Stone

**Manchester and Trafford Joint Health Scrutiny Committee – 5 seats (1 substitute)** - A position on the Joint Committee has not been taken up by the Liberal Democrats Group

Councillors Newman, Reid, Wilson and Reeves. 1 Vacancy.

**Greater Manchester Police, Fire and Crime Panel (1 member)**

Councillor N. Murphy

**Greater Manchester Joint Health Scrutiny Panel (1 member)**

Councillor Holt (Councillor Reid as substitute)

To appoint the following members to serve on the other bodies for the 2019/20 municipal year:

**Manchester Port Health Authority**

Councillors Sameem Ali, Lanchbury, Leech

**Schools Forum**

Councillor Stone (plus 1 substitute)

The Committee appointed the following to the Joint Authorities the following members to act as Spokespersons in accordance with Section 41 of the Local Government Act 1985 –

The GMCA's constitution approved at the 30 June 2017 meeting confirmed that the GMCA should have the following three scrutiny committees:

**(a) Corporate Issues and Reform**

- Matters of coordination and cross cutting policy themes
- Devolution and legislative matters
- Budget oversight and other financial matters
- GMCA organisational and staffing issues
- GM communications
- GM Connect data sharing

- GM's reform work
- Fire and rescue functions
- Fairness, equalities and cohesion

**(b) Economy, Business Growth and Skills**

- Investment
- Science and technology
- GM's global brand
- Culture, leisure and sport
- Improving GM's international competitiveness
- Business support
- Skills and employment to support business growth

**(c) Housing, Planning and Environment**

- Transport
- Regeneration
- Housing and planning
- Low carbon
- Waste

**Decision**

1. To make nominations for membership of the 3 GMCA Scrutiny Committees of Councillors Leech, Raikes, Shilton Godwin, with a pool of people who are Councillors Clay, Doswell, Hitchen, Lyons and Wheeler.

*(4 of these nominations should be from the ruling group and 2 from the major opposition group, except where there is a hung council (or no opposition group). Districts with a 3 way hung council are expected to be politically inclusive in their nominations. One of those two positions has not been taken up by the Liberal Democrats Group.*

**CN/19/10 Appointment of Lead Members**

To appointed the following lead members –

<b>LGBT Men's Lead</b>	Councillor Wills
<b>LGBT Women's Lead</b>	Councillor Craig
<b>Intergenerational Issues</b>	Councillor Holt
<b>Race</b>	Councillor Ahmed Ali
<b>City Centre</b>	Councillor Karney
<b>Disability</b>	Councillor Rawlins
<b>Age Friendly Manchester</b>	Councillor Watson
<b>Women</b>	Councillor S Judge
<b>Active Travel</b>	Councillor Shilton Godwin
<b>Mental Health Champion</b>	Councillor Midgeley
<b>Carers Champion</b>	TBC

### **CN/19/11 Terms of Office of the Independent Members of the Standards Committee and the Independent Persons**

The Council has a Standards Committee the role of which includes promoting and maintaining high standards of conduct by Councillors, Co-opted Members and church and parent governor representatives. In 2015 the Council appointed 2 Independent Members to its Standards Committee and 2 'Independent Persons' each for 4 year terms. A report by the City Solicitor invited the Committee to consider the extension of the terms of office of the Council's Independent Members of the Standards Committee and the Independent Persons for a further two years, all of whom would otherwise leave office in November 2019. The extension to the terms of office was supported by the Standards Committee.

#### **Decision**

To recommend that Council extend the terms of office of Nicolē Jackson & Geoff Linnell (the two independent co-opted members of the Standards Committee) and Alan Eastwood & Sarah Beswick (the Council's two Independent Persons) for two years commencing on 18 November 2019.

### **CN/19/12 The Council's Constitution**

The Committee considered the report of the City Solicitor setting out proposed changes to the Council's Constitution.

The report described the changes that had been made.

#### **Decisions**

1. To recommend that the Council adopt, subject to 3 below, the attached Parts of the Constitution of the Council, namely –  
  
Part 3, Section F  
Part 4, Section A  
Part 8
2. To recommend that the Council agree that the City Solicitor may make such consequential amendments to other Parts of the Constitution as may be required to reflect the changes made to the Parts referred to in 1 above;
3. To note in relation to Part 3 that responsibility for the discharge of executive functions and the delegation of such responsibility rests with the Leader of the Council and that the recommended delegations of executive functions as set out in the attached Part 3, Section F (Scheme of Delegation to Officers) are for the information of the Council only;
4. To note that the Leader has approved the delegations of executive functions contained in Part 3, Section F and has agreed that the City Solicitor may make

any consequential amendments to Part 3, Section A (Local Choice Functions) of the Constitution, insofar as they relate to executive functions; and

5. To note that this report represents an interim review of the Constitution and a report on a full review will be brought to the Council's October meeting.

### **CN/19/13 Greater Manchester Transport Committee - Roles and Responsibilities**

This report outlined the current GM transport governance arrangements. In the context of the Devolution Agreement and specifically the GMCA Transport Order 3, it also presented some broad revised terms of reference for a reconstituted GM Transport Committee, options for its structure, responsibilities and examples of how it might work in practice.

There has been significant change to GM governance since 2011, when the existing Transport for Greater Manchester Committee was established. In that time period, the mayoral combined authority has been established, major reforms of scrutiny arrangements and the former waste, fire and police authorities undertaken, and more recently the confirmation of GM Order 3 (which was agreed by all of the Districts) has specific implications for transport governance.

The proposed Terms of Reference for the Committee were included in the Operating Agreement (Schedule 1). They set out the key areas of work for the Committee and the delegations from the Mayor, GMCA and the districts. The Terms of Reference more accurately reflect the proposed role of the Committee and do not make any changes to the delegations from the Districts.

The first Operating Agreement was entered into between GMCA and the districts in 2011. It set out how the Committee would be appointed to, the Terms of Reference of the Committee, and other provisions relating to Transport Protocols, funding and scrutiny arrangement.

The proposed amendments update the membership and appointment process; include the Mayor as a signatory as he now has specific transport powers; deletes the references to a joint scrutiny committee as the CA now has Scrutiny functions; retains the same funding provisions and the Rules of Procedure.

### **Decision**

To recommend that Council: -

1. Approve the establishment of the new GM Transport Committee as a joint committee of the 10 districts, GMCA and Mayor.
2. Approve the Terms of Reference and Operating Agreement for the Committee as set out in Schedule 1 of the report.
3. Delegate the functions as set out in the Terms of Reference to the Transport Committee.

4. As set out above in minute CN/19/08 - appoint two members to the Transport Committee for 2019 – 2020, one being the Executive Member for Environment, Planning & Transport, and one other Councillor.
5. As set out above in minute CN/19/08 - appoint as a substitute for the Executive Member the Assistant Executive Member for Environment, Planning & Transport, and to appoint another Councillor as the second substitute.

**CN/19/14 Redesignation of polling places for the European Parliamentary Elections on 23 May 2019.**

Not all of the locations used as polling places in the Local Election on 2 May are also available at short-notice for use for the European Parliamentary Elections on 23 May. Where a polling place was not available to Chief Executive used delegated powers to re-designate an alternative.

**Ward / District – Cheetham, Deansgate 1CTB/1DGA**

As a result of the short notice given for the European Parliamentary Elections the Electoral Services Unit was unable to secure a booking for the polling station currently designated for the 1CTB / 1DGA polling district located at The Park Inn, Cheetham Hill Road. It has not been possible to secure a polling place within either of the polling districts. However, an alternative polling place for the EPE only has been identified at Manchester Cathedral Visitors Centre. Although it is located in the adjoining polling district 2DGC, it is in a well-known location and is accessible to all electors. Having consulted the relevant Councillors, the Chief Executive made the decision to re-designate on a temporary basis this polling place for the EPE only.

**Ward / District - Chorlton Park - 4CPA**

As a result of the short notice given for the European Parliamentary Elections the Electoral Services Unit was unable to secure a booking for the polling place currently designated for the 4CPA polling district which is at Loreto High School. Exams are taking place in the school at this time. Unfortunately, the Maris Centre on the same site is also not available for use. An alternative location, for the EPE only, has been identified as the Function Room located within Sai Spice Indian Restaurant on Mauldeth Road West. This is on the ground floor, is accessible to electors and has some parking available outside. Having consulted the relevant Councillors, the Chief Executive made the decision to re-designate on a temporary basis this polling place for the EPE only.

**Ward / District - Didsbury West - 4DWE**

As a result of the short notice given for the European Parliamentary Elections the Electoral Services Unit was unable to secure a booking for the polling place currently designated for the 4DWD polling district located at St James and Emmanuel Church Parish Centre. An alternative location, for the EPE only, has been identified as Ivy Church Manchester, which is also the polling place for 4DWE. The building is well known to local residents and has enough space to accommodate both stations.

Having consulted the relevant Councillors, the Chief Executive made the decision to re-designate on a temporary basis this polling place for the EPE only.

**Ward / District - Fallowfield – 3FAD**

As a result of short notice given for the European Parliamentary Elections the Electoral Services Unit was unable to secure a booking for the polling place currently designated for the 3FAD polling district located at the Armitage Centre. An alternative location, for the EPE only, was identified at Owens Park. This polling place is already used by electors in polling district 3FAE. There is enough room for all electors from both polling districts to use this polling place and the building is well known to all electors in the area. Having consulted the relevant Councillors, the Chief Executive made the decision to re-designate on a temporary basis this polling place for the EPE only.

**Decision**

To note and endorse the urgent decisions made by the Chief Executive to change the scheme of polling places to be in use for the European Parliamentary Elections later this month.



**Manchester City Council  
Report for Resolution**

**Report to:** Constitutional and Nomination Committee – 10 July 2019

**Subject:** Compulsory Review of Polling Districts and Polling Places

**Report of:** The Chief Executive

**Summary**

To seek the Committee's approval for the initiation of the compulsory review of polling districts and polling places within the city.

**Recommendations**

1. To note the background to the review and the proposed timetable/process including the consultation arrangements.
2. To authorise the initiation of the compulsory review of polling districts and polling places within the Council's area beginning on 15 July 2019.
3. To note the role of the existing Elections and Registration Member Working Group in assisting the Council in developing detailed proposals for the boundaries of polling districts and the location of polling places, taking into account the Acting Returning Officer's submission and consultation responses received.
4. To delegate authority for undertaking the review to the Chief Executive.
5. To request that the Chief Executive reports back to the Committee upon completion of the review, so that the Committee can make final recommendations on polling districts and polling places to the City Council.

**Wards Affected:** All

Community Strategy Spine	Summary of the contribution to the strategy
Performance of the economy of the region and sub region	The Our Manchester Strategy sets out the vision for the city to 2025. The Council's scheme of polling districts and polling places operates for parliamentary, local elections and other polls. It is therefore a key part of the city's governance arrangements. Local elections provide the opportunity for eligible Manchester residents to elect Councillors to represent them and therefore to influence how the Our Manchester strategy is delivered.
Reaching full potential in education and employment	
Individual and collective self esteem – mutual respect	
Neighbourhoods of Choice	

**Full details are in the body of the report, along with any implications for:**

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

### **Financial consequences - Revenue**

The costs of conducting the Review will be in the region of £5,000 to include the cost of publishing statutory notices, polling place visits and consultation activity. This will be funded from within the existing Electoral Services budget.

### **Financial consequences - Capital**

None

### **Contact officers:**

Joanne Roney OBE Chief Executive j.roney@manchester.gov.uk	0161 234 3006
Fiona Ledden City Solicitor fiona.ledden@manchester.gov.uk	0161 234 3087
Emma Burnett Head of Electoral Services e.burnett@manchester.gov.uk	0161 234 3146

### **Background documents:**

Representation of the People Act 1983  
The Review of Polling Districts and Polling Places (Parliamentary Elections)  
Regulations 2006  
The Electoral Administration and Registration Act 2013  
The Manchester (Electoral Changes) Order 2017

## **1. Background and context**

- 1.1 As required by the Electoral Administration and Registration Act 2013, compulsory reviews of parliamentary polling districts and polling places must take place every 5 years, reflecting the Fixed Term Parliament Act 2011.
- 1.2 The Council undertook its last compulsory review, which was combined with a review of local election arrangements, in the autumn of 2013 coming into effect in February 2014. The Council is therefore required to undertake the next compulsory review within the 16 month period beginning on 1 October 2018 and concluding by 31 January 2020.
- 1.3 In the autumn of 2017, an interim review of the city's parliamentary polling districts and polling places took place, which was conducted simultaneously with a review of the equivalent local government polling arrangements. This review was necessary in order to take into account the city's 32 new ward boundaries, following the conclusion of the Local Government Boundary Commission for England's (LGBCE) Electoral Review of Manchester. This new scheme came into effect when the register was re-published on 1 February 2018, ahead May's elections.
- 1.4 Given the comprehensive nature of the interim review undertaken in 2017/8, it was agreed at the Constitutional and Nomination Committee's meeting of 28 November 2018, that the optimum time to conduct the compulsory review was the summer/autumn of 2019. This was to enable learning from the both the local elections in 2018 and 2019 to be taken into account. In practice, learning from the European Parliamentary Election held in May 2019 can also now be considered.

## **2. Responsibilities and the scope of the review**

- 2.1 In order to deliver elections, wards are sub divided into the polling districts and suitable polling places identified within them, in which electors can cast their vote. The designation of the city's polling districts and places is the responsibility of the Council and the relevant functions are delegated to the Constitutional and Nomination Committee under the Council's Constitution. This includes the Council's duties under the Representation of the People Act 1983 to divide constituencies into polling districts and the power to divide wards into polling districts at local elections. The Electoral Commission advises that polling districts for UK parliamentary and local government elections should always be the same. It therefore follows that any review of parliamentary polling arrangements should be conducted simultaneously with one of local government arrangements, and with those for any other type of election for which provision is made for the designation of polling districts and polling places, for example, the Combined Authority Mayoral election.
- 2.2 On occasion, it may be necessary to change the designation of a polling place outside the statutory review process or meeting of the Constitutional and Nomination Committee. This usually occurs as a result of premises being closed or unexpectedly becoming unavailable, often at short notice, or if an

unscheduled poll takes place. Authority is delegated to the Chief Executive to make, where necessary, alterations to the designation of any polling place in such circumstances, in consultation with group leaders, ward Councillors and the Chair of Constitutional and Nomination Committee, as agreed by Council at its 24 January 2018 meeting.

- 2.3 The allocation of polling stations within polling places is not a Council function and is the responsibility of the Returning Officer.
- 2.4 The review can only consider the internal boundaries of polling districts within wards. Parliamentary constituency boundaries are the responsibility of the Boundary Commission for England (BCE) and are subject to a completely separate review process. Ward boundaries are the responsibility of the LG BCE as already referred to under point 1.3 above. See point 4.3 for further details of considerations relevant to this review.

### **3. Aim of the proposed Review**

- 3.1 In designating polling places, the Council has an obligation that it will:
- (a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
  - (b) seek to ensure that so far as is reasonable and practicable, the polling places it is responsible for are accessible to all electors who are disabled;
  - (c) have regard to the accessibility of disabled persons to potential polling stations in the polling place;
  - (d) other than in special circumstances, locate the polling place in the polling district it serves; and
  - (e) ensure the polling place is small enough to indicate to electors in different parts of the polling district how they will be able to reach the polling station.
- 3.2 The focus of the Review will be to identify wherever possible polling places which meet criteria, relating to:
- Location
  - Facilities
  - Accessibility to/and within the polling place/station
  - Health and safety, and
  - Space
- 3.3 Although the legislation would seem to suggest the adoption of a top down approach to the review, with polling districts being determined before polling places, in practice a bottom up approach is usually adopted. The reality is that, where good quality polling station sites are identified, it is sensible to build polling places and districts around them and this approach is recognised by the Electoral Commission.

3.4 At the same time, whilst ideally the Council would have the choice of a range of fully accessible buildings, conveniently located for the electors in the area, this is not always the case and there may be little choice available. Ensuring the continuing accessibility of buildings and the location of polling places will be a key factor in developing the final proposals. Where it is not possible to identify polling places which meet the specification exactly, particularly around accessibility, every reasonable adjustment will be undertaken to provide access for all electors. Further details regarding the terminology used in this report can be found in Appendix 1. Draft specifications for polling places/stations can be found in Appendix 2.

#### **4. Preparations for the review**

4.1 Following the implementation of the current scheme, officers in the Electoral Services Unit have been actively monitoring the effectiveness of the current arrangements, taking into account the number of electors and turnout at different polls, with the best interests of the elector in mind. In addition, a record has been kept of any comments received from stakeholders, including previous representations made by elected representatives, officers and premises, for consideration once the review is formally underway.

4.2 Officers are also collating information from a variety of sources using the Council's wider knowledge and intelligence in relation to demographics, residential planning and development to understand the future volume and distribution of electors. This is particularly relevant to wards in the city centre and its fringes where the greatest levels of new residential development is taking place. This work is also taking into account the suitability, availability and accessibility of polling places, including the identification of new premises.

4.3 It should be noted that parliamentary constituency boundaries are based on groupings of the wards in place prior to Manchester's Electoral Review. The city's new ward boundaries which came into effect in May 2018, therefore no longer exactly correlate with the parliamentary constituency boundaries. In order to ensure that both parliamentary and local elections (standalone or combined) can be delivered using the same scheme, there are a small number of polling districts (with accompanying polling places) where the boundaries cannot be changed.

#### **5. The proposed review process and timetable**

5.1 It is proposed that the compulsory review takes place between 15 July 2019 and 27 November 2019. The timetable set out in Appendix 3 takes account of the three distinct stages, further details of which are outlined overleaf.

##### **5.2 Stage 1: Formal notification of the Review**

5.2.1 Formal notification of the review process is when the Council publishes a notice of the Review, which will be displayed in each parliamentary constituency and be published on the Council's website. Subject to the

Committee's approval, this notice would be published on 11 July 2019 and will set out:

- that the Council is conducting a review of polling districts and polling places
- that the (Acting) Returning Officer will make comment on proposed polling stations, and an indication of when and where the (Acting) Returning Officer's representations will be made available
- that electors within the authority or within a UK parliamentary constituency which has any part in the authority may make a representation
- that the Council would welcome the views of all residents, particularly disabled residents, on the authority's proposals, the (Acting) Returning Officer's representations or any other matters
- that the authority would welcome any person or body with expertise in access for persons with any type of disability to comment on the authority's proposals, the (Acting) Returning Officer's representations or any other matters
- that persons or bodies making representations should, if possible, give alternative places that may be used as polling places
- the postal address, e-mail address and website address at which documents can be inspected and representations made
- the timetable of the review and a deadline for representations

### 5.3 Stage 2: Consultation

5.3.1 The consultation period will run from 15 July 2019 until 4 October 2019.

5.3.2 This stage is for representations and comments to be made on the existing arrangements for polling districts and polling places. There are two aspects to this stage:

- A submission from the (Acting) Returning Officer of the UK parliamentary constituency or constituencies, which must then be published by the Council and must include information regarding the location of polling stations within polling places (current or proposed). The Council will publish the (Acting) Returning Officer's representations during the week commencing 29 July 2019. Any persons involved in the consultation have the right to comment on the (Acting) Returning Officer's submission.
- Submissions from electors and other interested persons and bodies, including elected representatives and those with expertise in relation to access to premises or facilities for disabled people.

5.3.3 Any elector for a UK parliamentary constituency either wholly within or partly within the Manchester City Council area may comment on any of the recommendations within the whole local authority area.

- 5.3.4 By law representations must be sought from such persons as the Council considers as having particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must also have an opportunity to make representations and comment on the (Acting) Returning Officer's representations.
- 5.3.5 It is important that any person or body that makes a comment has the opportunity to suggest alternative polling districts/polling places and where possible to give a reason for the alternative proposal so that it may be given appropriate consideration.
- 5.3.6 A short consultation questionnaire is being developed to enable consultees to provide comment on the current polling arrangements, including suggesting alternatives, either using a hard copy or via the Council's website.
- 5.3.7 A communications strategy has been developed for the review to ensure that stakeholders are aware that it is taking place and have the opportunity to respond to the consultation. This will include:
- a dedicated page on the Council's Consultation section of the website including a questionnaire for completion (linked to from the Elections webpages) to encourage electors to participate
  - raising awareness of the consultation via social media and the e-bulletin press releases
  - direct contact with Councillors, MPs and other elected representatives, political parties and those with expertise relating to access for disabled people to request their input into the review
  - consultation sessions for Councillors, MPs and other elected representatives.
- 5.3.8 Hard copies of questionnaires, ward maps and key documentation will be available for inspection in each of the five parliamentary constituencies (at a number of public libraries) for which Manchester's (Acting) Returning Officer is responsible.
- 5.3.9 As part of the review the existing Elections and Registration Member Working Group (membership of Councillor Nigel Murphy, Councillor Sue Murphy and Councillor Leech) will work with officers from the Electoral Services Unit to review current polling district and polling place arrangements, taking into account the existing comments and those consultation responses received, in order to inform the development of proposals. Subject to the consideration of submissions received during the consultation process, it is envisaged that where existing arrangements do continue to work effectively, these will be retained for the benefit of electors.

#### 5.4 Stage 3: Concluding the Review

- 5.4.1 Final draft proposals for polling districts and polling places will be prepared by officers for submission to a special meeting of the Committee in October 2019,

to enable them to make recommendations to Council at their meeting taking place on 27 November 2019.

- 5.4.2 Any changes to the scheme agreed by Council will be reflected in the Electoral Register published by the Electoral Registration Officer on 1 December 2019 and will be in place for the next scheduled elections – the local elections and the Combined Authority Mayoral Election taking place on 7 May 2020.
- 5.4.3 Once the final proposals are approved by the Constitutional and Nomination Committee and a decision made by the Council, the reasons for the decision must be published, along with the following documentation:
- (a) all correspondence sent to an (Acting) Returning Officer in connection with the review;
  - (b) all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability;
  - (c) all representations made by any person in connection with the review;
  - (d) the minutes of any meeting held by the authority to consider any revision to the designation of polling districts or polling places within its area as a result of the review;
  - (e) details of the designation of polling districts or polling places within its areas of as a result of the review; and
  - (f) details of the places where the results of the review have been published.

## **6. Recommendations**

- 6.1 Recommendations to the Committee appear at the front of this report.



## Appendix 1

### Terminology used in the Report

**Ward:** the 32 wards into which the Manchester City Council area is sub divided.

**Polling district:** the area created by the division of a constituency or ward into smaller parts, within which a polling place can be determined, which is convenient to electors. In Manchester, each ward is divided into a number of polling districts. Each polling district starts with a number (denoting the parliamentary constituency) followed by a three letter code (the first two letters of which indicate the ward in which the polling district is located). It should be noted that Ringway Parish must have its own polling district currently 5WPF.

**Polling place:** is the building or area in which the polling station(s) will be sited by the Returning Officer.

**Polling station:** the room where the poll takes place (e.g. community room), which must be located within the polling place. The polling station is chosen by the Returning Officer.

Where possible, every polling district should have its own dedicated polling place and all electors in that polling district are assigned to vote at the polling station located in that place. However, it is possible to have a polling place based in an adjacent polling district where circumstances determine this is the best option.

It should be noted that the terms 'polling place' and 'polling station' are often used interchangeably and most people consider the polling place (such as a community centre) to be the polling station. However, it is possible to have a double polling station in a polling place (e.g. two sets of staff, two ballot boxes, and two electors' registers). Double stations exist where electors may be coming from two different polling districts/wards, in polling districts where there are a large number of electors in person or where there is high turnout expected.

## Appendix 2

### Specification for polling places/stations

A polling place is the geographical area within which polling stations are sited. It is normally a building or group of buildings or in the case of a temporary polling station the area of land on which the temporary station would be sited. The polling station is the actual area where the poll takes place and it must be within the polling place. In order to establish the suitability of a polling place/polling station consideration should be given to the following:

#### 1. Location of the building

Is it located close to where most of the electors in the polling district live?

Is it located at the top/bottom of a steep hill?

Does it have suitable access from a road?

If there is a pavement does it have a dropped kerb close by?

Are there convenient public transport links?

Is it safe and well lit?

Are there facilities such as toilets and a kitchen area for polling station staff to use?

#### 2. Parking facilities/pathways

Are there adequate parking facilities close to the to the entrance of the building

Are there designated disabled parking spaces?

Is there a dropped kerb from the parking area to the polling station?

Is the approach from the road/car parking suitable e.g.

- are there steps?
- is the surface suitable particularly for wheelchair users?
- is it well lit?
- are there any severe gradients?

#### 3. Main Entrance to the building

Does the building have a level entrance?

Are there steps to the entrance of the building?

Is there a hand rail by the steps?

Is a permanent ramp provided?

If not could a temporary ramp with a suitable gradient be provided safely, or is there another entrance that disabled people or other electors could use?

Is the door wide enough for a wheelchair user to gain access?

How heavy are the doors to open?

#### 4. Inside the building

Are there any internal steps or barriers for electors to negotiate?

Are there any trip hazards e.g. uneven door mats?

Are the floor coverings suitable e.g. would they become slippery when wet?

Are there any corridors which may be difficult to negotiate for any electors using wheel chairs or those who find walking difficult?

Are there any security issues inside the building?

Is the route from the entrance to the polling station room straightforward?

### **5. Polling station room**

Is there enough space in the polling station room for staff, polling equipment and a number of electors, including wheelchair users?

Is there enough space in the room to have two polling stations (a double station) if necessary?

Is the lighting in the polling station room adequate?

Is the heating in the polling station room adequate?

### Appendix 3

#### Compulsory Review of Polling Districts and Polling Places 2019 – proposed timetable.

<b>Week beginning</b>	<b>Activity</b>
8 July 2019	Meeting of Constitutional and Nomination Committee (10 July)
<b>Stage 1: Formal notification of the Review</b>	
8 July 2019	Formal notification of the Review (11 July)
<b>Stage 2: Start of the Consultation period</b>	
15 July 2019	Start of the consultation (15 July)
29 July 2019	Publication of the (Acting) Returning Officer's representations (2 August)
30 September 2019	Consultation ends (4 October)
<b>Stage 3: Concluding the Review</b>	
21 October 2019	Special meeting of Constitutional and Nomination Committee to consider proposals (exact date to be confirmed)
25 November 2019	Recommendations to Full Council (27 November)
25 November 2019	ERO to publish Electoral Register (1 December)