

Public Document Pack



**Service Director – Legal, Governance and
Commissioning**

Julie Muscroft

The Democracy Service

Civic Centre 3

High Street

Huddersfield

HD1 2TG

Tel: 01484 221000

Please ask for: Andrea Woodside

Email: andrea.woodside@kirklees.gov.uk

Thursday 5 September 2019

Notice of Meeting

Dear Member

Corporate Governance and Audit Committee

The **Corporate Governance and Audit Committee** will meet in the **Meeting Room 1 - Town Hall, Huddersfield** at **10.00 am** on **Friday 13 September 2019**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read 'Julie Muscroft', on a light-colored background.

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Corporate Governance and Audit Committee members are:-

Member

Councillor Will Simpson (Chair)
Councillor Kath Pinnock
Councillor Steve Hall
Councillor John Taylor
Councillor Paola Antonia Davies
Councillor Susan Lee-Richards
Councillor Martyn Bolt

When a Corporate Governance and Audit Committee member cannot be at the meeting another member can attend in their place from the list below:-

Substitutes Panel

Conservative

B Armer
V Lees-Hamilton
N Patrick
M Thompson
R Smith

Green

K Allison

Independent

C Greaves
T Lyons

Labour

E Hill
M Sokhal
M Kaushik
A Butt

Liberal Democrat

A Munro
A Pinnock
J Lawson
A Marchington

Ex Officio Members

Councillor Graham Turner - Cabinet Member (Resources)
Councillor Elizabeth Smaje - Chair of Overview and Scrutiny Committee
Councillor Paul Davies – Chair of Standards Committee

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

This is where Councillors who are attending as substitutes will say for whom they are attending.

Councillor Armer will substitute for Councillor J Taylor.

2: Interests

1 - 2

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

3: Minutes of Previous Meetings

3 - 8

To receive the Minutes of the Meetings held on 26 July 2019 and 9 August 2019.

4. Admission of the Public

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

5. Deputations/Petitions

The Committee will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

6: Corporate Emergency Planning and Business Continuity Annual Report 9 - 16

To consider the report.

Contact: Sean Westerby, Emergency Planning and Business Continuity

7: Corporate Customer Standards Annual Report 17 - 34

To receive the report.

Contact: Chris Read, Corporate Customer Standards

8: Compulsory Review of Polling Districts and Polling Stations 35 - 62

To consider the report.

Contact: Sharon Salvanos, Electoral Services

9: External Audit

To receive an update on the Final Accounts Process 2018/2019.

Contact: Robin Baker, External Audit

KIRKLEES COUNCIL				
COUNCIL/CABINET/COMMITTEE MEETINGS ETC				
DECLARATION OF INTERESTS				
Corporate Governance and Audit Committee				
Name of Councillor				
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest	

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

(a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and

(b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Friday 26th July 2019

Present: Councillor Will Simpson (Chair)
Councillor Kath Pinnock
Councillor Steve Hall
Councillor John Taylor
Councillor Paola Antonia Davies
Councillor Susan Lee-Richards

Ex-Officio Members: Councillor Elizabeth Smaje, Chair of Overview & Scrutiny Committee
Councillor Paul Davies, Chair of Standards Committee

1 Membership of the Committee

There were no substitutions of Membership.

2 Interests

No interests were declared.

3 Admission of the Public

It was noted that Agenda Item 10 would be considered in private session. (Minute No. 10 refers).

4 Deputations/Petitions

No deputations or petitions were received.

5 Public Question Time

No questions were received.

6 External Audit Report

The Committee received the draft External Audit Finding Report, for year end 31 March 2019, as submitted by Grant Thornton. The Committee were advised that the audit process was almost complete, subject to a final review and that assurances from the Pension Fund Auditor relating to the McCloud Judgement which had been awaited, had now been received. The report set out the summary of findings arising from the audit process and advised that two adjustments to the financial statements had been identified. The Committee noted that the first adjustment was an increase of £23.016m to the Council's net pension liability, resultant from the McCloud judgement and that this had been incorporated into the draft financial statements presented. The second adjustment was the reversal of an overstatement of £8.16m of both Income and expenditure relating to returns on investment properties in the Comprehensive Income and Expenditure Statement; net nil impact on Net Expenditure. The relevant accounting adjustments required were highlighted and

Corporate Governance and Audit Committee - 26 July 2019

would be incorporated accordingly by the 31 July deadline. It was noted that the audit report opinion from the External Auditor was anticipated to be unqualified.

The Committee were also provided with information regarding Value for Money arrangements, and it was noted that, as the Ofsted report following a recent inspection of Children's Services would not be available until August 2019, the Audit had not been able to complete planned audit procedure and therefore intended to delay the issue of the VFM conclusion, which would be dealt with through the issuing of a supplementary updated Audit report incorporating the VFM conclusion.

It was noted that PFI schemes were considered to be an identified risk in the audit plan and that the Auditor acknowledged that this risk had been addressed during 2018/2019. The Committee were also advised of the following; (i) a prior year adjustment relating to an identified actuarial error in the 2017/2018 accounts resultant from the transfer of pension fund assets to KNH, which had resulted in the pension fund asset for the Council/Group Account being overstated by approximately £66m, (ii) comparisons of key assumptions regarding net pension liability (iii) an overview of non-audit services and associated fees and (iv) potential adjustments to the audit fee to be discussed with relevant Council officers (subject to subsequent approval by PSAA) and (v) the letter of representation for year end March 2019.

In considering the report the Committee noted that the audit process was substantially complete, that the Auditor intended to issue an unqualified opinion on the 2018/19 Council financial statements by the statutory 31 July deadline, and that a further updated report would be issued to the Committee in due course incorporating the auditor's VFM conclusion for 2018/19, informed by the Ofsted judgement.

RESOLVED - That the External Audit Findings Report, for Year end March 2019, be received and noted.

7 **Approval of Final Accounts 2018-19**

The Committee received a report which sought approval of the Council's final accounts and audit processes for 2018/2019, the Statement of Accounts for 2018/2019 and the final version of the Annual Governance Statement. The report advised that the draft accounts had been signed off by the Council's s151 officer on 30 May 2019, within the statutory deadline of 31 May, and that no queries or objections had been received during the subsequent six week public inspection period. The Committee were advised that one of the two original objections raised during the 2016/2017 public inspection period had now been resolved by the Council's former auditor, KPMG, and that the remaining objection was likely to be resolved imminently, following which the formal audit certificates for both 2016/2017 and 2017/2018 could be issued by KPMG, prior to Grant Thornton issuing the 2018/19 audit certificate.

The Committee were advised that the draft Annual Governance Statement, as approved at the meeting of the Committee on 20 April 2019 had now been updated and an amended version, as signed off by the Leader of the Council and the Chief Executive, was included within the considered report. A copy of the Letter of

Corporate Governance and Audit Committee - 26 July 2019

Representation, which the auditor seeks from the Section 151 Officer and Committee Chair, to confirm that the Committee has considered this matter, and the comments in the Annual Governance Statement (AGS), was provided at Appendix B to the report.

The Committee noted the content of the report and conveyed thanks to the Finance Officers for finalising the accounts in accordance within the relevant statutory deadlines. It was noted that some of the wording in the AGS relating to progress made on MTFP delivery needed updating to reflect the outturn position for 2018/19 and it was agreed that the relevant wording in the AGS would be amended accordingly. It was also agreed that any subsequent reporting back to the Committee on progress on previous external auditor recommendations relating to SAP security and user controls (as referred to within the AGS) would include clearly identified milestones for delivery, where appropriate.

RESOLVED -

- (1) That the 2018/2019 Statement of Accounts, incorporating the Annual Governance Statement as attached at Appendix A to the considered report, be approved and that the Chair be authorised to certify the Statement of Responsibilities, as set out within the report.
- (2) That the Letter of Representation, as attached at Appendix B to the considered report, be signed by the Chair, on behalf of the Committee.

8 Quarterly Report of Internal Audit 2019/20 - Quarter 1

The Committee received the Internal Audit Quarterly Report, Quarter 1, which set out an overview of internal audit activity in the first quarter of 2019/2020.

The report provided feedback on 21 formal opinion based pieces of work and 6 other tasks. It was noted that, overall 71% of the work had a positive outcome, which was lower than the 80% target rate. Information regarding the investigations and work undertaken were detailed within the exempt appendix.

RESOLVED - That the Internal Audit Quarterly Report 2019/2020 (Quarter 1) be received and noted.

9 Exclusion of the Public

RESOLVED – That acting under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act, as specifically stated in the undermentioned Minute.

10 Quarterly Report of Internal Audit 2019/20 - Quarter 1

(Exempt information within Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006, namely that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption, which would protect the interests of the Council and the company concerned, outweighs the public

Corporate Governance and Audit Committee - 26 July 2019

interest in disclosing the information and providing greater openness in the Council's decision making.)

The Committee received the Internal Audit Quarterly Report, Quarter 1, which set out an overview of internal audit activity in the third quarter of 2019/2020.

The Committee also received an update on the progress and implementation of an action plan following an audit of Bereavement Services.

RESOLVED - That the Internal Audit Quarterly Report 2019/2020 (Quarter 1) be received and noted.

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

Friday 9th August 2019

Present: Councillor Will Simpson (Chair)
Councillor Steve Hall
Councillor John Taylor
Councillor Paola Antonia Davies
Councillor Susan Lee-Richards
Councillor Andrew Marchington

Ex-Officio Members Councillor Elizabeth Smaje

Observers: Councillor Mohan Sokhal

Apologies: Councillor Kath Pinnock
Councillor Paul Davies (ex-Officio)

1 Membership of the Committee

Councillor Marchington substituted for Councillor K Pinnock.

2 Interests

No interests were declared.

3 Minutes of Previous Meeting - 5 July 2019

RESOLVED – That the Minutes of the Meeting held on 5 July 2019 be approved as a correct record.

4 Admission of the Public

It was noted that all Agenda Items would be considered in public session.

5 Deputations/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were asked.

7 Report of the Members Allowances Independent Review Panel (MAIRP)

The Committee received the report of the Members Allowances Independent Review Panel (MAIRP), following its meeting on 5 July 2019 to consider (i) the adoption of a Parental Leave Policy for Councillors and (ii) the Special Responsibility Allowance paid to the Place Partnerships Lead Role. The committee received a presentation regarding place based working and the role of a place partnership lead member.

Corporate Governance and Audit Committee - 9 August 2019

The Committee were advised of the considerations which the Panel had taken into account in formulating their recommendations and that it was proposed (i) that the Members Allowances Scheme be amended to include a Special Responsibility Allowance for the Place Partnerships Lead Councillor Role at Band D (£5,009) and (ii) that a Parental Leave Policy be adopted.

Discussion took place with regards to the role of elected councillors within place based working, the skills and responsibilities to be demonstrated by the place partnership lead member, and governance and accountability issues regarding placed based working. The Committee supported the approach proposed and asked questions regarding the relevant cabinet portfolio responsibility, the sharing of intelligence with and engagement of ward councillors and the determination of ward level priorities.

It was noted that the Panel proposed to hear evidence from the Place Partnership Lead Members when it next meets in November 2019 in order to review what has been achieved so far and to give consideration to reviewing the allowance, if appropriate.

In regards to the adoption of Parental Leave Policy, the Committee welcomed the adoption of the proposed policy and endorsed its submission to Council.

RESOLVED –

- (1) That the report and recommendations of the Members Allowances Independent Review Panel be received and noted.
- (2) That a report be submitted to Council with the recommendation that approval be given to adopting the changes proposed to (i) the Allowances Scheme in respect of the Place Partnerships Lead Councillor Role and (ii) the Parental Leave Policy.



Name of meeting: Corporate Governance and Audit Committee

Date: September 2019

Title of report: Annual Corporate Emergency Planning and Business Continuity Report

Purpose of report:

The purpose of this report is to satisfy an audit recommendation, April 2016, to provide an annual update on Emergency Planning and Business Continuity. The report covers the period 2018/19 and will assist with corporate understanding, and may create an additional incentive for senior managers to ensure that plans are kept up to date.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not applicable
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	Key Decision – No Private Report/Private Appendix – No
The Decision - Is it eligible for call in by Scrutiny?	Not applicable
Date signed off by <u>Strategic Director</u> & name	Rachel Spencer-Henshall 26 August 2019
Is it also signed off by the Service Director for Finance IT and Transactional Services?	Not applicable
Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	Julie Muscroft 30 August 2019
Cabinet member portfolio	Councillor Musarrat Khan, Portfolio Holder for Health and Social Care.

Electoral wards affected: All

Ward councillors consulted: Not applicable

Public or private: Public

Has GDPR been considered? Yes

1. **Summary**

A number of legislative documents drive Emergency Planning and Business Continuity, most notably the Civil Contingencies Act (CCA) (2004). The CCA places seven core duties on Local Authorities (as a Category 1 Responder) including the duty to assess the risk of emergencies occurring, the duty to put in place emergency plans and the duty to put in place business continuity management arrangements. In addition to the legislative requirement, ensuring that the Council holds valid Emergency / Business Continuity Plans and arrangements makes good business sense. This report will summarise the key developments within both Emergency Planning and Business Continuity for the financial year 2018/19. The report highlights a number of successes including the delivery and facilitation of 65 training sessions, the delivery and involvement in 26 exercises, the integration of best practise into Emergency and Business Continuity Plans and the team's involvement in responding to over 50 emergencies and events.

Update 2018/19

CORE DUTIES	2018/19 UPDATE	ACTIONS TAKEN SINCE APRIL 2019 / FUTURE ACTIONS
Risk Assessment	<ul style="list-style-type: none"> Local risk assessments are current and were last reviewed in March 2019. 	<ul style="list-style-type: none"> Ensure the delivery of training and exercises is proportionate to the risk. Several exercises are scheduled to take place in the forthcoming months including a cyber exercise, a health partnership exercise, a recovery exercise and a severe weather exercise.
Co-operation	<ul style="list-style-type: none"> Worked with partners within the West Yorkshire Resilience Forum (WYRF) and wider to develop and maintain regional plans. The Team chair two of the nine sub-groups of the WYRF. Developed, facilitated and attended various training and exercises with WYRF partners. Regularly worked with partner agencies when planning for and responding to emergencies. Regularly worked with Kirklees Council Teams when planning for and responding to emergencies. 	<ul style="list-style-type: none"> Continue to work with the WYRF and partner organisations to improve the resilience of West Yorkshire. Continue to work with both the WYRF, West Yorkshire Combined Authority and other partners to prepare for Brexit. Continue to work with Kirklees Council Teams to improve the resilience of both the Council and the district.
Information Sharing	<ul style="list-style-type: none"> The team have tried and tested arrangements for communicating internally within the Council and wider with partner emergency responders. Arrangements were updated to reflect learning from incidents and exercises. Continued to integrate national best practise into plans and arrangements. This includes the Joint Emergency Services Interoperability Principles (JESIP – national best practise for multi-agency emergency management) and Resilience Direct (a secure web portal for emergency responders to share plans and jointly manage emergencies). Trained key Council Officers on navigating and using Resilience Direct. Continued to undertake the work required to be GDPR compliant. 	<ul style="list-style-type: none"> Continue to support the use of Resilience Direct as a resilience platform and provide training to appropriate Officers.
Emergency Planning	<ul style="list-style-type: none"> Led and facilitated 65 training sessions. Training included role specific training (e.g. logging and evacuation centre training), subject specific training (e.g. – lockdown and counter terrorist awareness training) and target training for individuals such as school Head Teachers, Governors and leaders of school trips. Led, facilitated or took part in 26 exercises. Exercises held in 	<ul style="list-style-type: none"> Continue to train Kirklees Council Officers, partners and stakeholders to ensure that they remain competent to undertake their role in an emergency. Continue to maintain plans, policies and arrangements. Continue to deliver exercises to test plans, policies and arrangements against current and emerging risks.

	<p>the period tested systems, plans and processes and were held at both Kirklees and multi-agency levels.</p> <ul style="list-style-type: none"> • Responded to over 50 emergencies and events. These emergencies and events included fires, large gatherings, business disruptions, outbreaks of disease, large demonstrations, Police incidents and various utility disruptions affecting Kirklees residents and vulnerable establishments. All learning from emergencies and events were logged on the Teams electronic lessons database and where appropriate, emergency plans and arrangements have been updated to improve future responses and recovery. • Continued to review and validate the Council's Emergency Plans, emergency policies, community resilience literature and guides (including the Councillor Guide). • Continued to encourage Kirklees Officers to complete the Emergency Planning and Action Counters Terrorism e-learning training on MiPod. • Completed the annual Emergency Preparedness, Resilience and Response (EPRR) assurance process and for the period and received a compliance score of 'substantial' (89% - 99% compliant with core standards). 	
Business Continuity Management	<ul style="list-style-type: none"> • Wrote and made available four 'off the shelf' Business Continuity exercises for Team Managers to deliver in team or management meetings. • Undertook several pieces of work to plan for Brexit. This included writing the 'Kirklees EU Exit Tactical Plan' and working with Teams across the Council to collate preparedness actions and issues (to inform corporate structures). • Continued to support teams to review or rewrite their Business Impact Analysis, Business Continuity Plans and business continuity arrangements (when requested). • Assisted teams to exercise their business plans and arrangements. • Assisted teams to respond to business disruptions. These included utility issues, IT disruptions, equipment failures and issues with suppliers and commissioned services. • Fully reviewed the Council's Corporate Business Continuity Framework and the Service Level Business Continuity Plan 	<ul style="list-style-type: none"> • Continue to support and assist teams to develop and maintain valid Business Continuity plans and arrangements. • Ensure that both Business Continuity Champions and commissioning officers within the Council are mindful of the importance of gaining assurance that commissioned services, contractors and suppliers have adequate Business Continuity Plans and arrangements in place. • Ensure that both Business Continuity Champions and commissioning officers within the Council are mindful of the importance of gaining assurance that commissioned services, contractors and suppliers are cyber aware. This should include gaining assurance that adequate cyber incident management and disaster recovery plans are in place, and that staff have an awareness of cyber risks and know how to stay safe online. • Ensure Managers are regularly reminded that it is their responsibility to hold valid Business Continuity Plans and arrangements and that the Emergency Planning Team are

	<p>template to reflect changes to legislation, guidance, best practise and learning from business disruptions and exercises.</p> <ul style="list-style-type: none"> Fully reviewed the Hub Loss Business Continuity Plan. 	<p>available to assist on request.</p> <ul style="list-style-type: none"> Complete the annual business continuity assurance process with all council teams in August 2019. Continue to plan for Brexit at both team and corporate levels.
Communicating with the Public	<ul style="list-style-type: none"> Attended various shows and events (e.g. Emergency Services Show, etc.) to promote community resilience. Worked with the Communications Team to disseminate appropriate messages throughout the year (for example winter messages and emergency messages). Reviewed the emergency planning and business continuity intranet and internet pages. Ensured that the Communications Team are involved in more Kirklees and multi-agency exercises so that they can practise their role in disseminating single and multi-agency communications messages (this was an action identified in the Kirklees Kerslake Report). 	<ul style="list-style-type: none"> Create more community resilience literature. Currently the Emergency Planning Team have produced the following literature: <ul style="list-style-type: none"> Household emergency plan; 10 minute business continuity plan; Detailed business continuity plan; Winter driving checklist; Sun safety leaflet; Preparing for flooding online document; Responding to and recovering from flooding online document; In case of emergency cards. Take part in the national resilience awareness month - 30 days 30 ways in September 2019.
Advice to Businesses	<ul style="list-style-type: none"> Developed and rolled out Kirklees Emergency Alert to businesses in Huddersfield and Dewsbury. Businesses that opt-in to the alert receive a text message when an emergency may affect their premises, their staff or their customers. The text message informs them of the emergency and states the immediate action that should be taken. Currently over 100 individuals have opted in to receive Kirklees Emergency Alert messages. Provided Emergency Planning and Business Continuity advice and support to several businesses including care providers and education academies. This included providing telephone support and peer reviewing plans. Continued to promote the Kirklees '10 Minute Business Continuity Plan' and the more detailed 'Business Continuity Plan' for private sector businesses. 	<ul style="list-style-type: none"> Roll out Kirklees Emergency Alert district wide. Continue to offer support and advice on Emergency Planning and Business Continuity to businesses. Deliver a Business Continuity best practise workshop and exercise to care homes and care providers in September 2019.

2. Information required to take a decision

No decision required.

3. Implications for the Council

- **Working with People**

Emergencies can happen at any time or location and it is therefore imperative that we have scalable plans that meet the needs of our communities. During any emergency response we ensure that we communicate with the affected persons to try and ensure that we are meeting their needs and expectations.

- **Working with Partners**

The Emergency Planning Team work closely with Council Teams and multi-agency partners. We are an active member of the West Yorkshire Resilience Forum (WYRF) and as such, work regularly with partner agencies to plan for and respond to emergencies. We also have a good working relationship with local responders which ensures there is a joined up response during emergencies.

- **Place Based Working**

The Emergency Planning Team recognise that a “one-size-fits-all” approach does not work when responding to the needs of communities. We have plans that are scalable and flexible to meet the needs of affected communities. We also recognise that working closely with ward councillors provides us with local intelligence and a mechanism for two-way communication.

- **Improving outcomes for children**

We regularly work with schools to improve their resilience to manage the consequences of incidents that can disrupt the learning cycle.

- **Other (eg Legal/Financial or Human Resources)**

Potential consequences of the UK leaving the EU will inevitably put pressure on council resources, whether this be increased demand for services or loss of revenue both locally and nationally. The Emergency Planning Team are working with services to ensure business continuity plans have considered the impacts of Brexit.

4. Consultees and their opinions

Not applicable

5. Next steps and timelines

Members of the Corporate Governance and Audit Committee should continue to support and champion Emergency Planning and Business Continuity at a strategic and cabinet level.

6. Officer recommendations and reasons

That the Governance and Audit Committee note and discuss the findings of this report.

7. Cabinet Portfolio Holder’s recommendations

Not applicable.

8. Contact officer

Sean Westerby – Emergency Planning and Business Continuity Manager
Martin Jordan – Senior Emergency Planning Officer

9. Background Papers and History of Decisions.

Previous papers brought to Corporate Governance and Audit Committee:
September 2017
September 2018

10. Service Director responsible

Rachel Spencer-Henshall Strategic Director for Corporate Strategy, Commissioning and Public Health.

This page is intentionally left blank



Name of meeting: Corporate Governance and Audit Committee

Date: 13 September 2019

Title of report: Corporate Customer Standards Annual Report

Purpose of report: To update Corporate Governance and Audit on complaint handling for the year 2018-19, a review of the Ombudsman and Third Stage Complaints received. The document also contains details of the Whistleblowing Complaints that have been received.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Julie Muscroft 03/09/2019
Is it also signed off by the Service Director for Finance IT and Transactional Services?	N/A
Is it also signed off by the Service Director for Legal Governance and Commissioning Support?	N/A
Cabinet member portfolio	Cllr Graham Turner

Electoral wards affected: All

Ward councillors consulted: None

Public or private: Public

Has GDPR been considered?: Yes

1. Summary

To update Corporate Governance and Audit Committee about complaint performance during the previous financial year. We also consider an interim complaints report halfway through the year.

The report is informed by the Local Government Ombudsman Annual Report which is published early in July, and also incorporates information about third stage complaints handling, some key examples of learning and a summary of the Whistleblowing concerns that have been received.

2. Information required to take a decision

Contained within the report

3. Implications for the Council

- **Working with People**

Restorative approach to complaints handling being considered for the future.

- **Working with Partners**

N/A

- **Place Based Working**

N/A

- **Improving outcomes for children**

N/A

- **Other (eg Legal/Financial or Human Resources)**

Complaints process required as part of the complaints process described in the Local Government Act 1974.

4. Consultees and their opinions

N/A

5. Next steps and timelines

For Corporate Governance and Audit Committee to consider the content of the report, and to advise if they would like any additional areas for the next interim report.

Currently scheduled for January 2020:

Update on cases received April – Oct 2019
Update on learning from complaints.

6. Officer recommendations and reasons

To note and accept the report.

7. Cabinet Portfolio Holder's recommendations

N/A

8. Contact officer

Chris Read, Corporate Customer Standards Officer, chris.read@kirklees.gov.uk
01484 221000

9. Background Papers and History of Decisions

N/A

10. Service Director responsible

Eamonn Croston

Corporate Customer Standards Annual Report 2018-19

1: Purpose of report

To update Corporate Governance and Audit Committee about complaint performance during the previous financial year. We also consider an interim complaints report halfway through the year.

The report is informed by the Local Government Ombudsman Annual Report which is published early in July, and also incorporates information about third stage complaints handling, some key examples of learning and a summary of the Whistleblowing concerns that have been received.

2: Background processes

Appendix 1 contains details of the council's complaint processes.

3: Complaint Statistics – how is Kirklees performing?

Ombudsman Formal Report

The ultimate sanction that the Local Government Ombudsman can apply is to issue a formal report against a council. These are usually issued where a matter is very serious and the council clearly has a number of process issues to consider and resolve, where there is a public interest in matters and learning can be shared with other councils, or where the council clearly has not reflected or changed its procedures after issues had been highlighted in the past.

In 2018-19, there was one formal report issued against Kirklees Council. This was reported upon to Cabinet on 11th December 2018 and was considered by CGAC at the committee meeting on 25 January 2019. The case related to Special Educational Needs at a time when the service recognised additional support for families and the new legislation was needed. Since the time of the situation described in the formal report, the council has agreed additional funding of around £500,000 for the service.

Ombudsman Upheld Complaints

There were 13 upheld complaints by the Ombudsman (2017/18: 13 cases). Details of the upheld complaints are provided in [Appendix 2](#) with the summary of the case provided by the Ombudsman. Those in red were reported upon in the interim report to CGAC on 25 January.

Complaint Volumes

[Appendix 3](#) contains historical comparison data regarding the number of complaints received both at third stage and at Ombudsman.

These indicate that the number of third stage complaints and Ombudsman complaints received have been at a broadly consistent level over recent years and during the year 2018-19 numbers are broadly similar to previous years.

There are some factors which have impacted upon the numbers of complaints this year:

- Special Educational Needs – the service acknowledged delays in assessments, and some delays in agreed support being put into place. This increased the number of complaints received, and has been addressed through extra investment in the service which will allow more timely assessments, and monitoring and chase up of agreed support for families.
- Environment and public protection – there was a small increase in the number of third stage and ombudsman complaints about waste collection, following on from the strike of last summer, and complaints about littering fines, and a small number of individuals making a number of different complaints about taxi licensing issues were also received. Contact has been made with senior managers to develop an approach to complaints resulting from service change, and a review of taxi licensing processes is being undertaken to improve consistency of procedure.
- Planning – in common with previous years, we have received multiple complaint about a small number of developments, which make the numbers higher than the actual number of developments being complained about. It also has to be remembered that it is sometimes the development itself that is being complained about (rather than how the planning service has considered the incoming application).
- Adults – most adult service complaints do not pass through the third stage of the complaints process, but the service has worked with the corporate complaints team and have undertaken considerable work on developing procedures and policy to ensure there is a greater expectation and clarity around the service offer.

The corporate customer standards section have been involved with over 700 cases in the year in total. Additional work undertaken by the department includes giving advice about complaints handling, looking at resolving complaints, co-ordinating replies between services and ensuring complaint responses are collated. The numbers considered by the section has increased considerably over recent years, and perhaps assists with ensuring that third stage and Ombudsman complaints have not increased.

The proportion of Kirklees residents in West Yorkshire is approximately 19% of the population whereas the proportion of West Yorkshire complaints are below or around this percentage.

A strong caveat around making simple assumptions about numbers of complaints received must be stated. There are a number of factors that can impact upon complaint numbers received. These include:

- The overall numbers involved is but a very small percentage of the overall resident contacts that the council receives. A small change in the number of complaints recorded can alter the picture considerably.

- Some complaints are not recorded as such because there is a formal appeals process for that particular situation, and some resident concerns are classed as requests for service. We try to mitigate against this by being consistent, using a broad definition of what a complaint is.
- Changes in procedures can impact upon complaints received (for example the introduction of proactive littering charges, waste tip permits, increased economic activity might be expected to increase complaint volumes).
- A low expectation on outcomes, staff hiding the complaints process, and delay might contribute to depressing complaint numbers.

We try to mitigate against some of these issues through:

- Taking complaints seriously and ensuring responses clearly set out what the decision was and why it was made.
- Always publicising the complaints process by highlighting the next stage that the resident can take
- Ensuring we recognise the positive value of independent review of the Ombudsman and co-operating with the Ombudsman and encouraging a learning culture from complaint handling.

Another helpful measure to identify whether complaint handling makes a difference to the complainant is to measure the proportion of upheld complaints. Again, in Kirklees the position is slightly better than average.

This year, the Local Government Ombudsman determined that of the cases where they undertook a detailed investigation that 61% of the cases from comparable local authorities were upheld. Kirklees Council performed slightly better than average at 54%.

5: Changing focus

A number of potential areas for expansion and development have been identified. Discussion has been ongoing with directors to ensure learning from complaint handling is maximised and complainant satisfaction with complaint handling is improved.

Areas for consideration include:

- Ensuring more complaint and whistleblowing cases are dealt with in a timely way (there are peaks and troughs of work).
- Working with services to improve their complaints handling capacity (there has been considerable level of joint working with Adult Service Managers, which has a positive impact on the number and detail in the response of the complaints received, and the work has informed policy review).
- Considering and rolling out how restorative work practice could assist with complaint handling with the potential outcome of some residents better able to understand and accept the way we have handled their situation. This would involve offering more face to face meetings with complainants.

- Improving service change with a view to anticipating the complaints received, seeing whether processes can be improved to mitigate against the risk of complaint, and where unavoidable; being better prepared to respond to them
- Refresh existing complaints and whistleblowing policy and guidance documents and a greater input into other procedures across the council in future
- Sharing good practice in complaints handling
- Considering unconscious bias and how that impacts upon the customer journey and complaint volumes
- Undertaking more work to co-ordinate stats and monitoring of service complaints (perhaps including second stage in the complaints process).
- Improving resilience and succession planning

Discussions are ongoing about how this additional work might be achieved.

At the interim report for CGAC, I will provide more information on learning from complaints.

7: Whistleblowing Concerns

The Head of Risk and the Corporate Customer Standards Officer co-ordinate investigations for those cases directly reported to the Whistleblowing telephone line and email address. Other investigations may take place through issues reported to the HR section or direct to the Audit section.

It is worth noting that many of the cases received fall outside of the technical definition of a Whistleblowing complaint (the legislation seeks to protect internal staff if they “whistle-blow”) and many concerns arrive from members of the public.

Services are reminded that employee whistle-blowers are legally protected from persecution and that they should play their part to ensure that reviews are impartial and that concerns are reasonably considered.

Whistleblowing issues may be referred to the Corporate Governance and Audit Committee or to Scrutiny for their consideration. Those investigated by internal audit are reported as a part of other reporting mechanisms to Corporate Governance and Audit Committee.

Whistleblowing contact details remain confidential at all times.

During the year 2018-19, 21 Whistleblowing referrals were received via either the Whistleblowing e-mail address (www.whistleblowing@kirklees.gov.uk) or telephone (01484 225030). 2 were duplicated.

The whistleblowing reports received and how they were dealt with can be found in **Appendix 4**.

Appendix 1

Recap of the Council's Complaints Procedure

The council's complaint process for 2018-19 has three internal stages.

First stage – the complainant initially contacts the council to express dissatisfaction about the service they have received. Many of these complaints are resolved by front line staff immediately, as errors are spotted corrected and an apology offered, or an explanation is given to explain the situation to justify why the situation is accurate.

Second stage – this is where the complainant remains dissatisfied and the complaint is referred to a senior manager within the appropriate service to consider.

Third stage – the Corporate Customer Standards Officer will review the actions taken by the service on behalf of the Council and Chief Executive and consider whether anything further can be done to resolve the complaint. The Local Government Ombudsman requires the council to give the complaint a final review before they may become involved with it.

Some complaints do not progress through the council's complaints procedure; these are usually complaints where a formal review process applies such as complaints relating to Childrens and Adults Services and Housing Benefit assessment complaints. The Ombudsman will consider some complaints before third stage review if they are considered urgent (for example school admission appeals).

Complaint stages are sometimes merged depending on the type of complaint received so as to ensure matters are dealt with appropriately and to ensure the complainant can progress to the Ombudsman as quickly as possible if matters have been dealt with.

Appendix 2: Summary of the cases upheld by the Ombudsman 2018-19

* Cases in italics have already been reported to CGAC at the last interim report in January 2019

Case Ref	Area	Omb Decision
17 003 706	<i>Adoption</i>	<i>Mrs B complains the Council was at fault in the way it dealt with the placement of a baby with her and her husband, and about how it dealt with her complaint. Some faults were accepted by the Council following investigation under the statutory complaints procedure. The Ombudsman's investigation identified some further faults. The Council has agreed to a recommendation for remedy in the form of apology and a payment in recognition of distress, inconvenience and time and trouble.</i>
17 009 782	Homeless	Summary: Mr X complains the Council provided him with unsuitable accommodation following his homelessness application and denied him a right of review. The Council also delayed in carrying out repairs to a property it offered him and failed to record an offer to 'un-match' his bid. The Ombudsman found fault because the Council denied Mr X an opportunity to request a review of the suitability of his temporary accommodation. And to be 'un-matched' from an offer of secure accommodation causing uncertainty and distress. The Council has accepted it was at fault. It will apologise to Mr X and pay him £200. It accepts the Ombudsman's recommendations to carry out service improvements.
16 016 545	Assessment and care plan	Mr and Mrs C complained about the Council's delay in providing the support they needed. The Ombudsman has found some fault and has completed his investigation as he is satisfied with the actions the Council has agreed to take.
17 000 159	<i>Special Educational Needs</i>	<i>The Council took a year too long to issue an EHC Plan for Mrs X's son, Y. It also failed to make some of the provision ordered by the subsequent SEND Tribunal for up to a further year. It will apologise to Mrs X, pay her £2050 and review its practice in adhering to timescales for issuing EHC Plans.</i>
17 015 517	<i>Direct Payments</i>	<i>Mr X complains that the Council would not include the cost of travel, entrance fees, or massage, to meet eligible needs, in his personal budget. The Ombudsman finds the Council was at fault and caused Mr X distress. It will consider how much meeting his needs will cost, and what other related expenses Mr X has to pay. It will also consider</i>

		<i>whether this caused Mr X an injustice and offer a suitable remedy if so.</i>
17 011 713	Assessment and Care Plan	Mr B complains about the Council's decision not to let him use his Direct Payment on respite care for his wife to enable him to pursue his walking hobby. The Council is entitled to set the conditions of use for the Direct Payment. But it should not have reduced the payment from £1,500 in 2016/17 to £1,110 for 2017/18, when Mr B had used it as set out in the Carer-led Review. The Council has agreed to the Ombudsman's recommendation that it make available a Direct Payment of £1,500 for 2017/18, provided that Mr B agrees to use this in accordance with the conditions. It will also undertake a further Carer-led Review and financial assessment should Mr B wish.
17 015 766	Refuse & Recycling	<i>The Council was at fault when it missed bin collections in line with its assisted collection service for disabled service users. The Council's £100 remedy was appropriate for the complainant, Mr Z's out of pocket expenses. The Council failed to inform Mr Z about its policy for vacant properties. It failed to pay him the agreed remedy. The Council will remedy Mr Z's further injustice by paying him an extra £100.</i>
18 001 583	Assessment & care plan	The Council failed to act in accordance with the Care Act in reviewing Mr Y's care needs. It reduced his personal budget without a reassessment of his needs, and failed to take account of the impact on his wellbeing. It also fettered its discretion in refusing to provide domestic support, even though Mr Y had an assessed eligible need for such support.
17 009 464	Children's Services	The complainant says the Council failed to alert him to allegations of possible harm to his son. He found out about the allegations many years later. The complainant believes the Council may not have protected his son adequately. The Council recognises it should have alerted the complainant to the allegations but says it has assessed and provided services to the family to ensure his son is protected. The Ombudsman finds fault by the Council in failing to involve Mr Y at an earlier stage and recommended a remedy for the injustice this caused him.
17 019 805	Special Educational Needs	<i>FORMAL REPORT: Mrs X complains the Council failed to provide all the support specified in her son's Statement of Educational Need.</i>
18 007 453	Licensing	Mr X complained the Council's appointment system

		for taxi drivers did not cater for urgent matters and consequently affected the livelihoods of the taxi drivers. There was fault by the Council and it made service improvements. The Council has agreed to pay Mr X £100 to remedy the injustice caused to him.
18 008 304	Direct Payments	The Council is at fault in that it failed to reimburse Mrs X the costs associated with a week's respite stay for her adult son. This caused Mrs X stress, uncertainty and left her with a debt. The Council acknowledged its failings and proposed a satisfactory remedy.
17 014 118	Disabled Facilities Grant	The Council explained to Mrs P that the initial indication of her contribution to the Disabled Facilities Grant might change. When Mrs P complained that the delay had increased her contribution because of her new pension, it offered a payment in recognition. That is sufficient to remedy any injustice.

Appendix 3

Historical comparison data regarding the number of complaints received both at third stage and at Ombudsman:

Third Stage Complaints

Service	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Adults	3	2	3	1	4	2
Benefits, C Tax & NNDR	19	16	16	16	14	6
Corporate and others	18	21	19	15	10	6
Children's and Education	5	5	4	5	5	11
Environment & Public Protection	11	10	15	16	29	31
Highways and Transport	12	12	6	11	3	8
Housing (including KNH)	8	5	5	2	2	4
Planning	17	15	18	19	15	20
Total	93	86	86	85	82	88
% upheld and Part Upheld	17.2%	20.9%	20.9%	21%	20.7%	22.7%

Number of complaints received by the Local Government Ombudsman

Service	Kirklees Numbers 2015-16	Kirklees Numbers 2016-17	Kirklees Numbers 2017-18	Kirklees Numbers 2018-19
Adults	19	23	19	16
Benefits, C Tax & NNDR	13	6	6	7
Corporate and others	13	2	6	2
Children's and Education	18	22	27	18
Environment & Public Protection	8	13	13	18
Highways and Transport	6	4	4	7
Housing (including KNH)	3	6	5	7
Planning	13	17	10	14
TOTAL	93	93	90	89

Appendix 3 cont

Ombudsman Complaints formally investigated - West Yorkshire Comparisons

The Ombudsman has provided headline figures of complaints received by each Council and my analysis confirms that Kirklees numbers continue to be broadly consistent with that of previous years.

The figures used to calculate the proportion of Kirklees Complaints against West Yorkshire totals come from the mid 2015 estimates of population from the Office for National Statistics. This has a Kirklees population of 434,321 against 2,281,718 in West Yorkshire overall (Kirklees therefore has approximately 19% of the total West Yorkshire population):

Analysis - West Yorkshire

Council	Total reviewed by Omb	Number Upheld by Omb	% investigated upheld by Omb	Compliance with Omb Decisions	Council had provided satisfactory remedy before review
Kirklees	24	13	54%	92%	15%
Wakefield	14	6	43%	100%	0%
Bradford	17	10	59%	100%	20%
Leeds	47	21	45%	100%	0%
Calderdale	19	9	47%	100%	0%
Omb Comparison	N/A	N/A	61%	99%	14%
Kirklees Proportion	19.8%	22%	N/A	N/A	N/A

Appendix 4: Summary of Whistleblowing Cases received

Cases with a star indicate that the whistleblower was a council employee, and was thus making a Whistleblowing concern in accordance with the legislation. For administrative ease, we investigate concerns raised by members of the public in a similar way.

Concern	Outcome
* Complaint about practices in a care home	Connected to HR issue and considered through that process.
Allegation that a staff member had abused their position by making false claims against the resident to the Police.	No individual of that name identified – in any case the nature of allegation could be raised by any member of the public
Claim that a council man in a council van had collected an envelope from a land owner. Whistleblower assumed it was money. No evidence (registration number for vehicle for example) provided.	The person involved with the case was a woman who did not use a council van. Their work was scrutinised; no irregularities identified. No evidence to confirm who the council staff member might have been (or indeed that the incident described occurred), could not check transport records. Individual was asked to provide more information – did not do so.
* Staff member raised concerns about working practices in their area, which they felt to be inefficient.	Senior managers reviewed the systems being criticised – it transpired considerable changes and review of processes had taken place to recognise considerable changes in legislation and policy. It was recognised that substantial change always takes time, but service delivery had now improved considerably, and new IT development was improving the outcome for residents, although staff roles had altered.
* Various allegations about inappropriate recruitment were made about a service.	The allegations were shown to be without foundation in that full recruitment processes had taken place, and some information about individuals were factually incorrect. The service has undergone considerable change over recent years. The allegation was anonymous, so we were unable to ask for more information.
Complaint about a member of staff who apparently takes a long lunch.	It is possible that employee had simply taken an unpaid break. The service manager discussed the concern with the employee and it was recognised there are rare occasions where there may be a lull in the

	<p>workload.</p> <p>The individual also receives a lot of praise for going “above and beyond” in their duties.</p> <p>No further comment or complaint has been received.</p>
* Complaint about management at a school.	Connected to a disciplinary matter at the school. Advice given to the school.
* Concern about comments made by senior manager at a public meeting, and whether the comments suggested they had breached council procedure.	Discussed with individuals line manager, it was determined there was a misunderstanding about interpreting policy (the manager was new to the council) which was clarified.
Allegations made against a private social housing provider.	No transactions or cases were involved.
Allegations made against a private social housing provider.	Individuals and businesses do not appear to have any connection or contracts with Kirklees. Letter was anonymous so no further info or clarification could be obtained.
* Complaint received about standard of dress of a colleague, and they sometimes appeared to be under the influence of cannabis.	Passed to Senior Manager – confirmed no specific dress code in place, and officer did not at any time appear to be intoxicated.
Concerns about contractual issues since a School converted to be an Academy	Appeared to be an HR issue and not a matter the council could become involved with. Information shared with the School (anonymised)
Complaint about a private care home – very limited information and anonymous	Passed to our Adult Care service for their information.
* Allegation that a manager was in a secret relationship with staff member, meaning the management relationship was compromised.	Offered to meet to discuss with WB but this was turned down.
	Staff Members confirmed they had nothing to declare.
Anonymous concern that scrap was being sold privately.	Amounts of scrap being sold was investigated and a need to tighten up the recording process was identified, but there was no evidence to substantiate the concern.
Staff member posted inappropriate content on social media while also identifying themselves as an employee of the council.	Service progressed this matter formally through HR processes.
* Anonymous team member expressed a number of serious concerns about recruitment, how staff suggestions are	Senior Manager checked recruitment process and determined it had been conducted appropriately, but also produced program of works to ensure all staff are more involved with

progressed, and issues with everyday working.	decision making and office processes so they feel more involved with the workings in the office.
Two council employees overheard in public space making inappropriate comments and jokes.	Passed to the service to try to identify individuals involved – one of the vehicle registration numbers identified and passed to the whistleblowing line was not in the vicinity at the time.
Concern about the recruitment process for a senior staff member of a school, and questioned various recruitments.	Confirmed there had been a number of different personal involved in the recruitment process and the comments raised could not be validated. Concerns had been raised anonymously so could not be discussed further.
Unsubstantiated and anonymous concerns about a team of staff alleged to be working fewer hours to that declared.	Passed to a Strategic Director who has been involved in a review of the service, where working hours has been reviewed in detail. There did not appear to be substance to the complaint and working practices were in the process of being reviewed.

This page is intentionally left blank

Name of meeting: Corporate Governance and Audit Committee

Date: 13 September 2019

Title of report: Compulsory Review of Polling Districts and Polling Stations

Purpose of report

The Council is required, periodically, to undertake a review of Polling Districts and Polling Stations. The (Acting) Returning Officer's proposals in connection with the review (undertaken by Electoral Services) are set out in the attached report (Appendix 1).

The Committee is asked to consider the (Acting) Returning Officer's report, to approve the boundary changes proposed and to note the (Acting) Returning Officer's determinations in relation to Polling Stations.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No.
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Not applicable
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Rachel Spencer Henshall: 13 August 2019
Is it also signed off by the Service Director (Finance)?	Eamonn Croston: 14 August 2019
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft: 12 August 2019
Cabinet member portfolio	Corporate Cllr Graham Turner

Electoral wards affected: All

Ward councillors consulted: All

Public or private: Public

Have you considered GDPR? Yes, there are no GDPR implications arising from the content of the report.

1. **Summary**

The location of proposed polling districts and polling places is the responsibility of the local authority and the location of the polling stations within them is the responsibility of the (Acting) Returning Officer.

Kirklees Council has, historically, designated the whole polling district as the 'polling place'. This approach allows flexibility for the (Acting) Returning Officer to select different buildings within the polling district, enabling last minute changes to polling stations prior to an election if that becomes necessary. Ward councillors are always consulted at the time of any change of a polling station in such circumstances.

In preparing her submission, the (Acting) Returning Officer has considered the accessibility levels of the current polling stations, information received from polling stations as part of their evaluation of facilities at recent elections, comments received from various individuals/groups as part of the recent consultation process and any comments received from electors. The evaluation of all polling stations is an on-going process at all elections.

All relevant Ward Members have been consulted on any proposed changes.

Only minor amendments have been proposed by the (Acting) Returning Officer to existing polling districts with no new polling districts being created.

2. **Information required to take a decision**

The paper attached to the report at Appendix 1 details the (Acting) Returning Officer's final proposals to council in respect of the above review, as required by the Electoral Administration Act 2013 and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

It is the Council that determines the polling district boundaries within wards. Legislation requires that the (Acting) Returning Officer submits recommendations in relation to boundary changes for approval by the Council. The Council has delegated decision making on boundary changes to the Corporate Governance and Audit Committee.

Decisions are required on the proposed boundary changes affecting:

- CL08/CL02
- DE02/DE03
- MF04/MF05
- AB01

The (Acting) Returning Officer has personal responsibility for determination of the location of polling stations within those boundaries.

A list of existing polling stations is also attached for information at Appendix 2. Those polling stations affected by this review are highlighted.

3. **Implications for the Council**

There are no specific implications for the council other than the requirement to provide the most suitable polling districts to enable the (Acting) Returning Officer to provide polling stations which are as convenient and accessible as possible to electors.

Financial implications: the proposed changes to boundaries are cost neutral.

4. Consultees and their opinions

All Ward Councillors, Members of Parliament, Constituency political parties and local disability groups have been consulted. Their responses are included in the attached report.

The consultation was also promoted through 'Involve' section of the council's website where members of the public were asked for their views.

Reponses received are attached to this report.

5. Next steps and timelines

If the report is approved, the Electoral Registration Officer will make appropriate amendments to the Register of Electors in relation to the alteration of polling district boundaries referred to in the (Acting) Returning Officer's submission and these will take effect on publication of the next annual electoral register.

6. Officer recommendations and reasons

The (Acting) Returning Officer and Electoral Services Manager recommend that the Corporate Governance and Audit Committee approve the proposals in the report attached at Appendix 1 in relation to polling district boundaries and note the (Acting) Returning Officer's determinations in relation to the changes to location of polling stations, for the reasons detailed in the report.

7. Cabinet portfolio holder's recommendations

Not applicable

8. Contact officer

Sharon Salvanos, Electoral Services Manager, 74490,
sharon.salvanos@kirklees.gov.uk

Martin Haigh, Assistant Electoral Services Manager, 74491,
martin.haigh@kirklees.gov.uk

9. Background Papers and History of Decisions

Background papers attached:

- Polling District and Polling Station Review 2019 – (Acting) Returning Officer's submission (Appendix 1)
- List of polling stations detailed where polling station will change and accessibility levels (Appendix 2)

10. Service Director responsible

Rachel Spencer Henshall

This page is intentionally left blank

POLLING DISTRICT & POLLING STATION REVIEW 2019**(ACTING) RETURNING OFFICER'S SUBMISSION****AUGUST 2019**

The Electoral Registration and Administration Act 2013 required that a Polling District and Polling Station Review must take place in the period of 16 months from 1 October 2013. Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on 1 October of every fifth year thereafter.

The (Acting) Returning Officer (ARO) has ensured that the scheduling of this review is timed so that any relevant changes to polling districts can be made by the Electoral Registration Officer to the Register of Electors at the next publication of the annual register.

It should be noted that it is the Council that determines the polling district boundaries within wards. Legislation requires that the (Acting) Returning Officer submits recommendations in relation to boundary changes for approval by the Council. The Council has delegated decision making on boundary changes to the Corporate Governance and Audit Committee.

The (Acting) Returning Officer has personal responsibility for determination of the location of polling stations within those boundaries.

Note:

- Where electorate figures are provided below, these figures relate to voters in person (VIP) as at 1 August 2019;
- For the purpose of taking the poll in England and Wales, the (Acting) Returning Officer is entitled to use free of charge schools maintained or assisted by a local authority as well as those schools that receive grants made out of moneys provided by Parliament. This includes academies and free schools;
- Schools/academies which need to close as a result of being used as polling stations can move to alternative accommodation or make up the lost day by other means. The lost day can be made up at the beginning or end of a term, or a training day can be arranged on the day of the poll if the head teacher or governors so wish. The relevant legislation can be found in: The Representation of the People Act, 1983, Chapter 2, Schedule 1, Part III, paragraph 22.
- Schools/academies used as polling stations are informed more than one year in advance of scheduled elections and are encouraged to allocate one of their training days on the day of the poll should they choose to close.

Birstall and Birkenshaw Ward

BB03 (VIP electorate: 1096)

The continued availability of Howden Clough Tenants' Association for use as a polling station is uncertain. Two other possible venues have been suggested as potential buildings to use as a polling station, Howden Clough Community Centre or the Methodist Church on Nab Lane.

Howden Clough Community Centre has been visited and has been found to be suitable. There is ample parking and the hall is a good sized room. The building is, however, sited further away from the residential area than the existing polling station. The Methodist church is on a slope with limited car parking and is also further away from the residential area.

Currently there is no information to suggest that the existing polling station will not be available in the immediate future. KNH has committed to work with the ARO to ensure that we will be notified well in advance if the polling station will no longer be available for use.

The ARO has determined that Howden Clough Tenants' Association will continue to be used as the polling station until such a time when it is no longer available.

BB07 (VIP electorate: 1693)

A concern has been received regarding the continued use of BBG Academy as a polling station. The polling district has been investigated and the lack of any other suitable building within the district has been previously acknowledged by ward councillors. Suggestion as an alternative is to use a temporary unit, to be sited in the car park. For scheduled elections the LRC room is currently used as the polling station, this has a separate entrance and can be isolated from the main Academy, meaning that the Academy can remain open.

A temporary unit was used at the most recent unscheduled European Parliamentary election, due to extensive building works being undertaken at the Academy at the time. The cost of siting a temporary unit makes this the least favourable option, together with the fact that temporary units are not easily accessible to disabled voters and provide limited room, particularly for polling stations with high numbers of electors. The use of temporary units is discouraged when it is possible to find an alternative.

The ARO has determined that the LRC room (BBG Academy) will continue to be used as the polling station.

Cleckheaton Ward

CL08/CL02

A historical request has been received (and noted for inclusion in this review) to move four properties from the CL08 polling district to the CL02 polling district. Access to these properties is via Vine Avenue/Street and it would seem sensible that these properties be in the CL02 polling district. A previous polling station review in 2007 moved a number of neighbouring properties to CL02, it would appear these properties were not included at that time.

The properties affected are:

1-4 Coachhouse Paddocks, Vine Avenue/Vine Street, Cleckheaton BD19 3AU

The ARO proposes that the alteration be made to the polling district boundary so that the four properties above are located in CL02.

Golcar Ward

GC01 (VIP electorate: 1754)

Representatives of Golcar Providence Methodist Church (GPMC) have offered the building to be used as a polling station.

The current polling station is Golcar Scout Centre. The access and equality questionnaire for the recent elections confirmed that Golcar Scout Centre is assessed as a good polling station with level access, has a disabled entrance and offers adequate parking area.

GPMC is not as centrally located within the polling district as the existing polling station. The building is set back from the road side, the main entrance at the front of the building has 5 steps and disabled access is at the rear of the building. Additional signage would be essential, given the distance from the road side. There are potentially two rooms that could be used as a polling station the main hall and a meeting room, both of an adequate size for use as a polling station.

- If the polling station was located in the meeting room at the rear of the building, all access to the polling station would be via the rear entrance (level access).
- Use of the main hall may cause problems for electors with disabilities, mobility problems and those requiring level access, as the rear access door would have to be locked and electors would need to ring to gain access.

The ARO has determined that Golcar Scout Centre will continue to be used as the polling station.

Holme Valley South Ward

HS10 (VIP electorate: 1638)

A request has been received from Upperthong School (the school currently closes on the day of the Poll) to find an alternative venue to use as a polling station. Suggestions as suitable alternatives are St John's Church and Lane Pre-School Playgroup.

St John's Church has previously been investigated and is located on a steep road with no parking.

A site visit has been undertaken at Lane pre-School Playgroup and it was assessed as a suitable alternative (in relation to size and access). However, no chairs or tables are available on-site so these would have to be provided (at a cost) by Building Services. The fees requested (for use of the venue) by the pre-school playgroup mean that the cost of use of this building would be considerable and use would also result in closure of the pre-school playgroup.

The ARO has determined that Upperthong School will continue to be used as the polling station.

Dewsbury East Ward

DE02 & DE03

The current polling district VIP electorate totals for these polling districts are:

DE02: 1571 DE03: 1402

A number of proposals have been submitted regarding the boundaries between DE02 and DE03.

Proposal 1: to amend the polling district boundaries for the DE02 and DE03 polling districts transferring residents south of Shaw Cross junction into DE03, using the centre of Leeds Road as the boundary.

Proposal 2: to completely redraw the boundaries for DE02 and DE03 and create three polling districts. This option would be more costly than the boundaries currently in place.

A response received in response to proposal 2, proposes maintaining the existing arrangements due to cost implications of creating an additional polling district. This response highlighted the housing development at Amberwood Chase, which will significantly increase the number of properties/electors in the polling district. It is therefore suggested that the situation be reviewed in future, following development of the planned housing.

The large housing development at Amberwood Chase is currently under construction, (202 properties are currently listed on the electoral register, the majority of which are still under construction). It may be prudent to wait until the next formal review before making large scale changes to these polling district boundaries.

An alternative option for consideration would be to move the boundary to include the properties referred to in proposal 1 and properties located on the south side of Leeds Road, above the industrial estate to DE03 (*a list can be found on page 9 of this document*). In total this would affect around 500 electors, with no increase of cost and the increase of electorate would not impact on the existing polling station (staffing levels etc.). This change would provide additional future capacity to DE02 polling district when all houses are built/occupied at the Amberwood Chase development, without the creation of an additional polling district.

The ARO proposes that the alteration be made to the polling district boundary so that all properties as detailed in the alternative proposal are moved to DE03.

Dewsbury West Ward

DW04 (VIP electorate: 1506)

A request has been received from Ethos College to find an alternative building for use as a polling station. Investigations have found that there are no suitable alternatives in the polling district. The only option would be to move out of the polling district to create a double polling station in the adjoining polling district at DW03. DW03 (**VIP:**

1417) is located at Westmoor Community Sports Hall, (Westmoor Junior School). The school currently remains open on the day of the poll.

At present parking at Westmoor Community Sports Hall (DW03) can be a problem throughout the day, until the school closes and staff have left. The sports hall has its own car park and the school staff currently use part of this car park. Creation of a double station will increase footfall and vehicles, which may present additional safeguarding issues for the school to consider, resulting in the school needing to close.

The ARO has determined that Ethos College will continue to be used as the polling station.

Kirkburton Ward

KB05 (VIP electorate: 1569)

A request has been received to change the location of the polling station for this polling district from The Hub, Former Salvation Army Building, Riley Lane to Kirkburton Library, Turnshaws Road.

The existing polling station provides good facilities, however, parking is extremely limited, as documented by the Presiding Officer and Polling Station Inspector at previous elections.

The library does not open to the public on Thursdays, the building provides suitable alternative accommodation with designated off road parking available (including designated disabled parking) and is centrally located in the polling station.

The ARO has determined that the polling station for this polling district will be changed to Kirkburton Library.

Mirfield Ward

MF01 (VIP electorate: 2791, double station)

A request has been received to change the location of the polling station for this polling district from Church of Christ the King, Stocksbank Road to Battyeford J&I School, the rationale provided is that Battyeford J & I school is more centrally located within the polling district and has off road parking.

The polling station was changed in 2018 from Battyeford J & I school to the church. The school was concerned about the closure, the use of the school had caused some complaints/concerns over the years from polling station staff, electors and political representatives in previous elections, ward councillors were consulted and all were supportive of the move to the church.

Whilst the church is not centrally located in the polling district, it has roadside parking, provides disabled access and modern facilities and the move has enabled the school to stay open.

Battyeford J & I school had to be used at the recent unscheduled European Parliamentary election, as the church was unavailable due to existing commitments, which could not be cancelled or rearranged. The school was reluctant to accommodate the polling station at the European Parliamentary elections on 23 May 2019, as it resulted in the school closing.

The ARO has determined that the Church of Christ the King will continue to be used as the polling station.

MF01/MF03

A proposal to change the boundary between MF01 and MF03 to follow a footpath from the A644/Huddersfield Road to Nettleton Road.

With regard to Polling District and Polling Station Reviews no alterations can be made to polling districts that would affect Parish/Town Council ward boundaries. Altering MF01 (Battleyford Ward) and MF03 (Eastthorpe Ward) would therefore not be possible.

The ARO is not able to propose this amendment as part of this review.

MF04/MF05

A proposal to change the boundary between the MF04 and MF05 polling districts to allow properties currently in MF04 with vehicular access from Liley Lane, to be moved to MF05 to improve their access to a polling station which is closer/more accessible to the properties.

Both polling districts are part of the Hopton Ward of Mirfield Town Council. Therefore a boundary alteration is possible.

There are three properties which this proposal affects (Dransfield Hall, Liley Farm and Liley Cottage). To be able to facilitate this change requires a strip of land to be moved from MF04 of MF05. There are no planning considerations (the area in question is greenbelt) and there are no plans to build.

The ARO proposes that the alteration be made to the polling district boundary so that the three properties above are located in MF05.

Ashbrow Ward

AB01 (electorate VIP: 2372)

A proposal has been received to create an additional polling district, by splitting the AB01 polling district into two. The rationale supporting this proposal relates to a future increase of housing in the area and the distance the electors residing in the north of the polling district have to travel to the existing polling station (Chestnut Centre, Chestnut Street, Deighton).

The number of polling districts were reduced in 2004 during the full ward boundary review, due to the demolition of a large amount of housing.

The formation of a new polling district AB07 would increase staffing and polling accommodation costs. However, considering the planned increased housing and number of refurbished council houses there may be some merit regarding this change.

Projected housing growth from the local plan suggests potential increase from planning permissions and local plan allocations. The polling district boundary could follow Bradley Boulevard as a natural boundary between the two polling districts. This would create two separate polling districts.

The north side of Bradley Boulevard would become AB07 with Northfield Hall as the suggested polling station. Attempts are currently being made to contact Northfield Hall to check whether its use as a polling station would be a viable option.

Electors residing in the south side of Bradley Boulevard would go to the existing polling station at the Chestnut Centre. Staffing levels at this station would be reduced.

The ARO's recommendation is to make no alteration to the boundary at this time, however, this proposal will be revisited at the next review when the planned housing is built.

Almondbury Ward

AL08 (VIP electorate: 686)

Currently the AL08 polling station is a portacabin on the junction of Lascelles Hall Road and Highfield Lane. The temporary unit is accessed by a number of temporary steps and sited on uneven ground. The land is owned by Kirklees Council.

Previous attempts to find an alternative polling station within the polling district have been unsuccessful. A more recent visit to the polling district has again failed to find any other building or land on which a portacabin could be located.

There is an option to move out of the polling district using the St John the Baptist Parish Centre located in the Dalton Ward (DA06). St John's is some distance from the residential area. A move could cause some confusion to local residents living near to the Baptist Centre, as the polling station for these residents is Kirkheaton United Church (currently a double station, VIP 2495).

The ARO has determined that a portacabin on the existing site will continue to be used as a polling station. However, the ARO has requested that investigations are progressed to investigate options for levelling the ground to improve placement of the unit.

Dalton Ward

DA08 (VIP electorate: 1452)

A request has been received to find alternative venue for use as a polling district, a portacabin has been suggested as an alternative. The existing polling station is Rawthorpe Junior School and the school closes on the day of the poll.

There are no suitable alternative buildings within the polling district.

The cost of siting a temporary unit makes this the least favourable option, together with the fact that temporary units are not easily accessible to disabled voters and provide limited room particularly for polling stations with high numbers of electors. The use of temporary units is discouraged when it is possible to find an alternative.

The ARO has determined that Rawthorpe Junior School will continue to be used as the polling station.

Dewsbury East Ward

DE02 & DE03

Street Listing

Alderney Road

Croftlands

Glenlow Road

Guernsey Road

High Street (Property Numbers: 191-215 / 164-180)

Jersey Close

Leeds Road (Property Numbers: 473-555 / 406-672)

Malin Road

Marco Road

Rathlin Road

Sycamore Close

Welwyn Road

POLLING DISTRICT & POLLING STATION REVIEW 2019

LIST OF POLLING STATIONS

Station Number	Polling District	Polling Station	Assessment of Accessibility	ARO recommendations
001	BB01	The Function Room, Scotland Inn, Bradford Road, Birstall WF17 9HZ	Assisted	
002	BB02	Birstall and Birkenshaw Children's Centre, Fieldhead Crescent, Birstall, WF17 9BP	Good	
003	BB03	Howden Clough Tenants Association, 7 Dudley Avenue, Birstall, WF17 0JY	Good	No change
004	BB04	Birstall Library and Information Centre, Market Street, Birstall, Batley, WF17 9EN	Good	
005	BB05	Community Hall, Former St Luke's Church Centre, South View Road, East Bierley, BD4 6PH	Good	
006	BB06	Birkenshaw Community Hall, Bradford Road, Birkenshaw, BD11 2AH	Good	
007	BB07	The LRC Room, BBG Academy, Bradford Road, Birkenshaw, BD19 4BE	Good	No Change
008	BE01	Park Road J I & N School, Park Road, Batley, WF17 5LP	Good	
009	BE02	Field Lane J I & N School, Albion Street, Batley, WF17 5AH	Good	
010	BE03	Heavy Woollen Scout Activity Centre, Purlwell Lane, Batley, WF17 7NQ	Good	
011	BE04	Trinity Centre, Upper Road, Batley Carr, Dewsbury, WF17 7LT	Good	
012	BE05	The Pre-School Room, Lydgate J & I School, Lydgate Road, Soothill, Batley, WF17 6EY	Good	
013	BE06	Soothill Community Centre, Broomdale Road, Soothill, Batley, WF17 6NL	Good	
014	BE07	Temporary Polling Station on land across from 12-22 Wyvern Close, Batley No.1, WF17 0HB	Poor	
015	BE08	Mill Lane J I & N School, Mill Lane, Batley, WF17 6EG	Good	
016	BE09	The Community Building, Warwick Road J & I School, Howard Street, WF17 6BS	Good	
017	BE10	Batley Town Hall, Market Place, Batley, WF17 5DE	Good	
018	BW01	St. John's Church Hall, Ealand Road, Batley, WF17 8HT	Good	
019	BW02	St. Saviours Church Hall, Brookroyd Lane, Batley, WF17 0BU	Good	
020	BW03	Healey Community Centre, West Park Road, Batley, WF17 7EL	Good	
021	BW04	Pakistan and Kashmir Welfare Association, off Manor Way, Staincliffe, Batley, WF17 7BX	Good	
022	BW05	Staincliffe Junior School, Staincliffe Hall Road, Batley, WF17 7QX	Good	
023	BW06	St. Mary's Catholic Primary School, Upton Street, Batley, WF17 8PH	Good	
024	CL01	The Annexe, adjacent to Cleckheaton Town Hall, Cleckheaton, BD19 3RH	Good	
025	CL02	The Reference Library, Cleckheaton Library, Whitcliffe Road, Cleckheaton, BD19 3DX	Good	
026	CL03	The Church Hall, St. Andrew's Church, Bradford Road, Oakenshaw, BD12 7EN	Good	
027	CL04	Hunsworth Community Centre, Green Lane, Hunsworth, BD19 4EG	Good	
028	CL05	St. Philip & St James' Church Hall, Scholes, Cleckheaton, BD19 6PD	Good	
028	CL06	St Luke's Church, Moorbottom, Cleckheaton, BD19 6AB	Assisted	
031	CL07	Cleckheaton Methodist Church, Greenside, Cleckheaton, BD19 5AR	Good	
031	CL08	Turnsteads Hall Community Centre, Turnsteads Drive, Cleckheaton, BD19 3UR	Good	

POLLING DISTRICT & POLLING STATION REVIEW 2019

LIST OF POLLING STATIONS

Station Number	Polling District	Polling Station	Assessment of Accessibility	ARO recommendations
032	CL09	Hightown J, I & N School, Hightown Road, WF15 8BL	Good	
033	CL10	Friends' Meeting House, Scholes Lane, Scholes, BD19 6LY	Good	
034	HE01	Brighton Street Working Mens Club, Brighton Street, Heckmondwike, WF16 9EY	Assisted	
035	HE02	Brighton Street Community Centre, Brighton Street, Heckmondwike, WF16 9EY	Good	
036	HE03	United Reformed Church, High Street, Heckmondwike (double station), WF16 0DY	Good	
037	HE03	United Reformed Church, High Street, Heckmondwike (double station), WF16 0DY	Good	
038	HE04	Heckmondwike Library, Walkley Lane, Heckmondwike, WF16 0LY	Good	
039	HE05	Temporary Polling Station, in front of 1-7 Cornmill Drive No.2, WF15 7EE	Poor	
040	HE06	Temporary Polling Station, land adjacent to 27 Norristhorpe Lane, Norristhorpe No. 12, WF15 7AA	Poor	
041	LG01	The Main Hall, Gomersal St. Mary's School, Shirley Avenue, Gomersal, BD19 6NA	Good	
042	LG02	Gomersal Public Hall, Oxford Road, Gomersal, Cleckheaton, BD19 4JP	Good	
043	LG03	Windybank Community Centre, Central Avenue, Hightown, Liversedge, WF15 8LA	Good	
044	LG04	Temp Polling Station car park of Cross Keys Inn, Halifax Rd, Hightown, Liversedge No.3, WF15 6NE	Poor	
045	LG05	Temporary Polling Station on land in front of 1-11 Listing Court, Liversedge No.4, WF15 6EX	Poor	
046	LG06	St Andrew's Methodist Church, Bradford Road, Liversedge, WF15 6EF	Good	
047	LG07	Roberttown Community Centre, Church Road, Roberttown, WF15 7LS	Good	
048	CN01	Thornton Lodge Community Centre, Moorbottom Road, Thornton Lodge, HD1 3JW	Good	
049	CN02	Crosland Moor Community Centre, Park Road West, Crosland Moor, HD4 5RX	Good	
050	CN03	Netherton Methodist Church, Chapel Street, Netherton, HD4 7ES	Good	
051	CN04	Oak C of E Primary School, Dryclough Road, Crosland Moor, HD4 5HX	Good	
052	CN05	The Nursery, Mount Pleasant Primary School, Mount Street entrance, Lockwood, HD1 3RT	Good	
053	CN06	Walpole Family Centre, Walpole Road, Crosland Moor, HD4 5EX	Good	
054	CN07	Oak C of E Primary School, Dryclough Road, Crosland Moor, HD4 5HX	Good	
055	CV01	Linthwaite Methodist Church, Stones Lane, Linthwaite, HD7 5PD	Good	
056	CV02	Nields J & I & N School, Nields Road, Slaithwaite, HD7 5HT	Good	
057	CV03	Wellhouse Village Club, Lower Wellhouse, Golcar, HD7 4ES	Good	
058	CV04	Scapegoat Hill Baptist Church, School Road, Scapegoat Hill, HD7 4NU	Good	
059	CV05	Linthwaite Ardron Memorial J & I School, Church Lane, Linthwaite, HD7 5TA	Good	
060	CV06	Marsden Junior School, Manchester Road, Marsden, HD7 6EP	Good	
061	CV07	Marsden Band Room, Marsden Lane, Marsden, HD7 6AF	Assisted	
062	CV08	St. Mary Magdalene Church, New Hey Road, Outlane, HD3 3YP	Good	

POLLING DISTRICT & POLLING STATION REVIEW 2019

LIST OF POLLING STATIONS

Station Number	Polling District	Polling Station	Assessment of Accessibility	ARO recommendations
063	CV09	Slaithwaite Civic Hall, New Street, Slaithwaite, Huddersfield HD7 5AB	Good	
064	GC01	Golcar Scout Centre, Manor Road, Golcar, HD7 4QE	Good	No change
065	GC02	St. John's J & I School, Fieldhead, off Leymoor Road, Golcar, HD7 4QQ	Good	
066	GC03	Cowlersley Community Centre, Cowlersley Lane, Cowlersley, HD4 5UT	Good	
067	GC04	UCHM (Former YMCA), New Street, Milnsbridge, HD3 4LD	Good	
068	GC05	Crow Lane J I & N School, Crow Lane, Milnsbridge, HD3 4QT	Good	
069	GC06	Drop By Centre, Sycamore Avenue, Golcar, HD3 4SS	Good	
070	GC07	Longwood Mechanics Hall, Longwood Gate, Longwood, HD3 4UU	Assisted	
071	GC08	St. Mark's Parish Centre, Thornhill Road, Longwood, HD3 4UL	Good	
072	GC09	Temp Polling Station, Royds Hall Community School, Victory Ave Entrance, Paddock No.5, HD3 4HA	Poor	
073	GC10	Baptist Church, Moorhill Road, Salendine Nook, HD3 3SF	Good	
074	HN01	Brockholes Methodist Church Parlour, Oakes Lane, Brockholes, HD9 7AR	Good	
075	HN02	Honley Village Hall, Roundway, Honley, HD9 6DE	Good	
076	HN03	Honley Community Centre, Stony Lane, Honley, HD9 6DY	Good	
077	HN04	Honley Community Centre, Stony Lane, Honley, HD9 6DY	Good	
078	HN05	Scarr Green Flats, Scarr Green Close, Meltham, HD9 5PZ	Good	
079	HN06	Meltham Parish Church Hall, Greens End Road, Meltham, HD9 5NW	Good	
080	HN07	Meltham Parish Church Hall, Greens End Road, Meltham, HD9 5NW	Good	
081	HS01	Holmbridge Parish Hall, Woodhead Road, Holmbridge, HD9 2NQ	Good	
082	HS02	Hade Edge Band Room, 56 Greave Road, Hade Edge, Holmfirth, HD9 2AQ	Good	
083	HS03	Hepworth Village Hall, Towngate, Hepworth, HD9 1TE	Good	
084	HS04	Holme Sunday School, Woodhead Road, Holme, HD9 2QG	Good	
085	HS05	All Saints Church, Netherthong, HD9 3EA	Good	
086	HS06	Wooldale Junior School, Royds Avenue, New Mill, HD9 1LJ	Assisted	
087	HS07	Holmfirth Civic Hall, Huddersfield Road, Holmfirth, HD9 3AS	Good	
088	HS08	Scholes Methodist Church, Marsh Road, Scholes, Holmfirth, HD9 1TA	Good	
089	HS09	Hade Edge Band Room, 56 Greave Road, Hade Edge, Holmfirth, HD9 2AQ	Good	
090	HS10	Upperthong J & I School, Burnlee Road, Holmfirth, HD9 2LE	Good	No change
091	HS11	Wooldale Community Centre, Robert Lane, Wooldale, HD9 1XZ	Good	
092	LD01	Oakes Baptist Church, Wellington Street, Oakes, HD3 3EW	Good	
093	LD01	Oakes Baptist Church, Wellington Street, Oakes, HD3 3EW	Good	

POLLING DISTRICT & POLLING STATION REVIEW 2019

LIST OF POLLING STATIONS

Station Number	Polling District	Polling Station	Assessment of Accessibility	ARO recommendations
094	LD02	Baptist Church, Moorhill Road, Salendine Nook, HD3 3SF	Good	
095	LD03	Lindley Methodist Church, East Street, Lindley, HD3 3ND	Good	
096	LD03	Lindley Methodist Church, East Street, Lindley, HD3 3ND	Good	
097	LD04	St Philip's Community Centre, Briarlyn Road, Birchencliffe HD3 3NP	Good	
098	LD05	Mount Methodist Church, Moorlands Road, Mount, HD3 3UQ	Good	
099	LD06	Salvation Army Building, New Hey Road, Huddersfield HD3 4BZ	Good	
100	DD01	Darby and Joan Club, Church Lane, Clayton West, HD8 9LY	Good	
101	DD02	St Nicholas' Church, Cumberworth Lane, Upper Cumberworth, HD8 8PD	Assisted	
102	DD03	Birdsedge Village Hall, Penistone Road, Birdsedge, HD8 8XP	Good	
103	DD04	Church of St John the Evangelist, Denby Lane, Upper Denby, HD8 8UN	Good	
104	DD05	Denby Dale Community Library, Wakefield Road, Denby Dale, Huddersfield, HD8 8RT	Good	
105	DD06	Methodist Sunday School, Lower Cumberworth, HD8 8PE	Good	
106	DD07	Emley Methodist Church, Church Street, Emley, HD8 9RP	Good	
107	DD08	Working Mens Club, Emley Moor, HD8 9TB	Good	
108	DD09	St Augustine's Parish Church, Wakefield Road, Scissett, Huddersfield, HD8 9JU	Good	
109	DD10	Darby & Joan Club, Barrowstead, Skelmanthorpe, HD8 9DW	Good	
110	DD11	Skelmanthorpe Academy, Elm Street, Skelmanthorpe, HD8 9DZ	Good	
111	DE01	Chickenley Community Centre, Princess Road, Chickenley, Dewsbury, WF12 8QT	Good	
112	DE02	Shaw Cross Community Centre, 122 Smallwood Road, Shaw Cross, WF12 7RR	Good	
113	DE03	St. Paul's Church Hall, Kirkgate, Hanging Heaton, Batley, WF17 6DJ	Good	
114	DE04	The Large Portacabin - Manor Croft Academy, Old Bank Road Entrance, Earlsheaton, WF12 7DW	Good	
115	DE05	Dewsbury Sea Cadet Headquarters, New Street, Earlsheaton, WF12 8JJ	Good	
116	DE06	Dewsbury Customer Service Centre, The Walsh Building, Town Hall Way, Dewsbury, WF12 8EE	Good	
117	DE07	Flatts Nursery School, Ashworth Green, Dewsbury, WF13 2SU	Good	
118	DS01	Savile Town C of E I & N School, Warren Street, Savile Town (double station), WF12 9LY	Assisted	
119	DS01	Savile Town C of E I & N School, Warren Street, Savile Town (double station), WF12 9LY	Assisted	
120	DS02	Main Hall, Thornhill Lees I & N School, Slaithwaite Road, Thornhill Lees, WF12 9DL	Good	
121	DS03	Thornhill Lees Community Centre, Brewery Lane, Thornhill Lees, WF12 9DU	Good	
122	DS04	Thornhill Community Pre-School, Edge Lane, Thornhill, WF12 0QT	Good	
123	DS05	The Thorn Centre, Valley Drive, Thornhill, Dewsbury, WF12 0HE	Good	
124	DS06	Community Training Room, Sure Start Building, Overthorpe Centre, Edge Top Rd, Thornhill, WF12	Good	

POLLING DISTRICT & POLLING STATION REVIEW 2019

LIST OF POLLING STATIONS

Station Number	Polling District	Polling Station	Assessment of Accessibility	ARO recommendations
		OBH		
125	DS07	Whitley Community Centre, Howroyd Lane, Whitley, WF12 0NB	Good	
126	DW01	Westborough Methodist Church, Green Lane, Westborough, WF13 4ND	Good	
127	DW02	Providence Chapel, Tweedale Gardens, Westtown, WF13 2QW	Good	
128	DW03	Westmoor Community Sports Hall, Church Lane, Dewsbury Moor, WF13 4EW	Good	
129	DW04	Ethos College (Former Westmoor Primary School) , Knowles Hill Road, Dewsbury Moor, WF13 4QS	Good	No change
130	DW05	The Nursery Unit, St Paulinus Catholic Primary School, Temple Road, Dewsbury, WF13 3QE	Good	
131	DW06	Diamond Wood Community Academy, (Formerly Ravensthorpe I&N School) North Road, Ravensthorpe, Dewsbury, WF13 3AD	Good	
132	DW07	The Ravensthorpe Community Centre - Youth Centre, Garden Street, Ravensthorpe, WF13 3AR	Good	
133	KB01	St Lucius' Church, Butts Road, Farnley Tyas, HD4 6TZ	Good	
134	KB02	The Venue, Storthes Hall Park Student Village, Huddersfield, HD8 0WA	Good	
135	KB03A	St Thomas' Church Room, Marsh Hall Lane, Thurstonland, HD4 6XD	Good	
136	KB03B	St Thomas' Church Room, Marsh Hall Lane, Thurstonland, HD4 6XD	Good	
137	KB04	St James' Church, Barnsley Road, Flockton, WF4 4DH	Good	
138	KB05	Kirkburton Library, Turnshaw Road, Kirkburton, HD8 0RT	Good	Change from The Hub, Riley Lane
139	KB06	Burton Village Hall, Northfield Lane, Highburton, HD8 0QT	Good	
140	KB07A	Grange Moor Primary School, Liley Lane, Grange Moor, WF4 4EW	Good	
141	KB07B	Grange Moor Primary School, Liley Lane, Grange Moor, WF4 4EW	Good	
142	KB08	Shelley Village Hall, Huddersfield Road, Shelley, HD8 8HE	Good	
143	KB09	Shepley Methodist Church, Lane Head Road, Shepley, HD8 8DB	Good	
144	KB10	Lepton Highlanders Sports and Social Club, Wakefield Road, Lepton, HD8 0LX	Good	
145	MF01	Church of Christ the King, Stocks Bank Road, Battyeford, Mirfield, (double station) WF14 9QD	Good	No change
146	MF01	Church of Christ the King, Stocks Bank Road, Battyeford, Mirfield, (double station) WF14 9QD	Good	No change
147	MF02	St. Andrews Methodist Church, Old Bank Road, Mirfield, WF14 0HX	Good	
148	MF03	Mirfield Library, Huddersfield Road, Mirfield, WF14 8AN	Good	
149	MF04	Hopton J I & N School, Woodend Road, Lower Hopton, Mirfield, WF14 8PR	Good	
150	MF05	Croft House, Jackroyd Lane, Upper Hopton, WF14 8HS	Good	
151	MF06	Mirfield Community Centre, Water Royd Lane, Mirfield, WF14 9SG	Good	
152	MF07	Mirfield Evangelical Church, Wellhouse Lane, Mirfield, WF14 0AN	Good	

POLLING DISTRICT & POLLING STATION REVIEW 2019

LIST OF POLLING STATIONS

Station Number	Polling District	Polling Station	Assessment of Accessibility	ARO recommendations
153	MF08	The Large Hall, St Mary's Parish Centre, Church Lane, Mirfield, WF14 9HX	Assisted	
154	AB01	The Chestnut Centre, 2a Chestnut Street, Deighton, HD2 1HJ	Good	
155	AB02	Fartown Village Hall, Top of Ballroyd Road, Fartown Green, HD2 1AN	Good	
156	AB03	Deighton Community Sports Arena, Deighton Road, Deighton, HD2 1JP	Good	
157	AB04	St Thomas CE (VC) Primary School, Sherwood Avenue, Bradley (double station), HD2 1RQ	Assisted	
158	AB04	St Thomas CE (VC) Primary School, Sherwood Avenue, Bradley (double station), HD2 1RQ	Assisted	
159	AB05	The Scout Hall (Former Church Hall), Netheroyd Hill Road, Cowcliffe, HD2 2LX	Good	
160	AB06	St Francis Church Hall, Fixby Road, Huddersfield, HD2 2JQ	Good	
161	AL01	The Wesley Centre, Almondbury Methodist Church, Stocks Walk, Westgate, Almondbury, HD5 8XJ	Good	
162	AL02	Pop In Centre, 56 Aldonley, Almondbury, HD5 8SH	Good	
163	AL03	The Main Hall, St. Michael & St. Helen Church, Fleminghouse Lane, Almondbury, HD5 8UD	Good	
164	AL04	Temporary Polling Station adjacent to 26 Harwood Close, Dalton No.6, HD5 8EH	Poor	
165	AL05	Temporary Polling Station Lister Street Recreation Ground, Moldgreen No.7, HD5 8BB	Poor	
166	AL06	The School Bungalow, Grounds of Lepton J I & N School, Station Road, Lepton, HD8 0DE	Good	
167	AL07	Lepton Methodist Church, Highgate Lane, Lepton, HD8 0DS	Good	
168	AL08	Temporary Polling Station, junction of Lascelles Hall Road and Highfield Lane No.8, HD5 0BA	Poor	Continue use of Portacabin - investigate levelling of land
169	DA01	St. James Parish Centre, Rawthorpe Lane, Rawthorpe, HD5 9NG	Good	
170	DA02	The New Church, Grove Place, Long Lane, Dalton, HD5 9LL	Good	
171	DA03	Greenfields Family Centre, (The Old Nursery), off Dalton Green Lane, Dalton, HD5 9TR	Good	
172	DA04	Common Room at rear of Cottage Homes, Wakefield Road, Waterloo, HD5 9XT	Good	
173	DA05	United Reform Church, Old Wakefield Road, Moldgreen, HD5 8AA	Good	
174	DA06	United Church, New Road, Kirkheaton (double station), HD5 0HR	Good	
175	DA06	United Church, New Road, Kirkheaton (double station), HD5 0HR	Good	
176	DA07	Town House, Former Leeds Road Tenants Association, 3-5 Town Avenue, Huddersfield, HD1 6PJ	Good	
177	DA08	Rawthorpe Junior School, Rawthorpe Lane, Rawthorpe, HD5 9NT	Good	No change
178	GH01	Marsh United Bowling Club, Eldon Road, Marsh, HD1 4ND	Assisted	
179	GH02	Gledholt Methodist Church, Edgerton Grove Road, Edgerton, HD1 5QX	Good	
180	GH03	St John the Evangelist Church, St John's Road, Birkby, HD1 5EA	Good	

POLLING DISTRICT & POLLING STATION REVIEW 2019

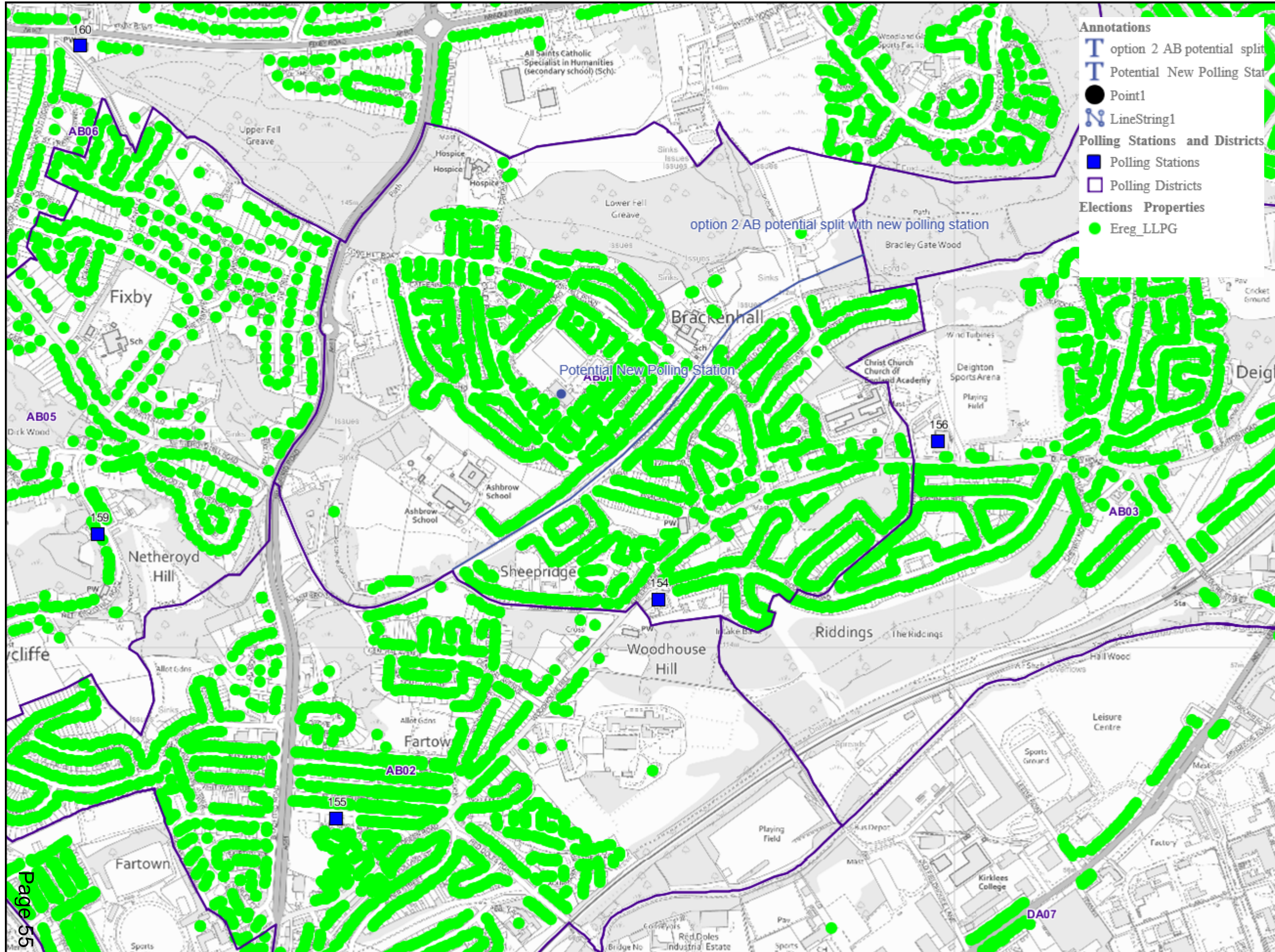
LIST OF POLLING STATIONS

Station Number	Polling District	Polling Station	Assessment of Accessibility	ARO recommendations
181	GH04	Paddock Village Hall, Church Street, Paddock, HD1 4TX	Good	
182	GH05	St Cuthberts Church Centre, Grimscar Avenue, Birkby, HD2 2TW	Good	
183	GH06	Fartown Trinity Methodist Church, Abingdon Street entrance, Fartown, Huddersfield, HD2 2SD	Good	
184	NE01	St Paul's Church, Armitage Road, Armitage Bridge, Huddersfield, HD4 7PD	Good	
185	NE02	St. John's Church Hall, Newsome Road South, Newsome, HD4 6JJ	Good	
186	NE03	Berry Brow Methodist Church, Birch Road, Berry Brow, HD4 7LP	Good	
187	NE04	Temporary Polling Station, car park opposite 2-8 Bland Street, Lockwood No.11, HD1 3RA	Poor	
188	NE05	Longley and Lowerhouses Community Church, Lowerhouses Lane, Almondbury, HD5 8JZ	Good	
189	NE06	The Club House, Longley Park Golf Club, Maple Street, Aspley, HD5 9AX	Good	
190	NE07	Spring Grove J I & N School, Water Street, HD1 4BJ	Good	
191	NE08	The St Martin de Porres Centre, 30 New North Road, Huddersfield, HD1 5JY	Good	
192	NE09	Church of God of Prophecy, Stile Common Road, Newsome, HD4 6DF	Good	
193	NE10	Temporary Polling Station, University Campus, Athene Drive, Ashenhurst No.9, HD4 6QN	Poor	
194	NE11	Temporary Polling Station, junction of Fairlea Road and Taylor Hill Road No.10, HD4 6HA	Poor	

Polling Stations marked as 'Assisted' – the elector may require some assistance to either access a lift, ramp or threshold lip into the building.

This page is intentionally left blank

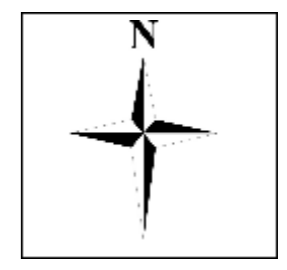
Option 2 AB potential Split With New Polling Station



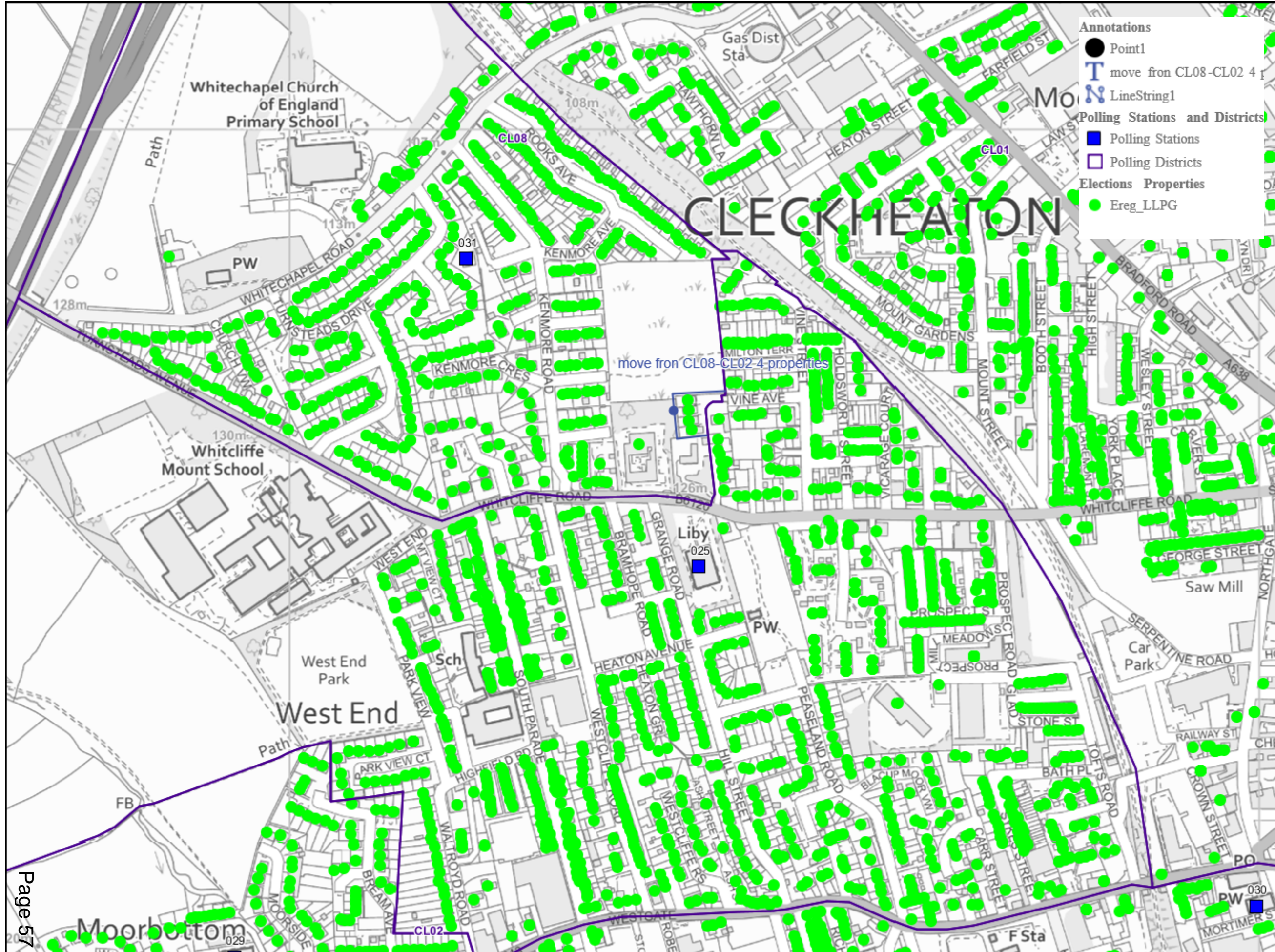
Kompass
Kirklees Mapping Service

© Crown Copyright and database right 2019.
Ordnance Survey
100019241

maps@kirklees.gov.uk



This page is intentionally left blank



Annotations

- Point1
- T move from CL08-CL02 4
- LineString1

Polling Stations and Districts

- Polling Stations
- Polling Districts

Elections Properties

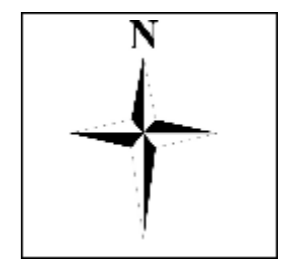
- Ereg_LLPG



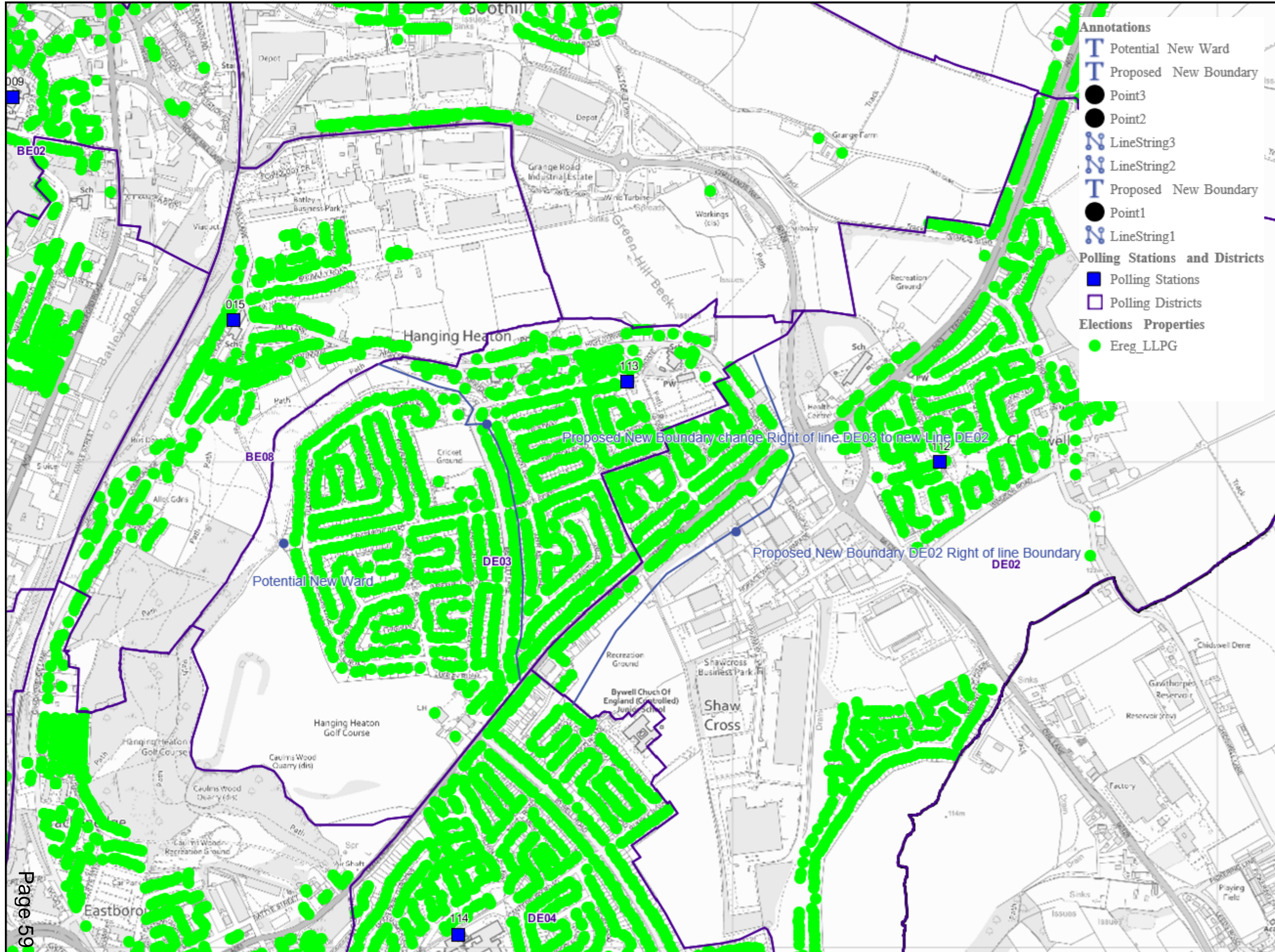
Kompass
Kirklees Mapping Service

© Crown Copyright and
database right 2019.
Ordnance Survey
100019241

maps@kirklees.gov.uk



This page is intentionally left blank



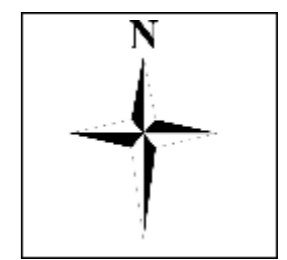
- Annotations**
- T Potential New Ward
 - T Proposed New Boundary
 - Point3
 - Point2
 - LineString3
 - LineString2
 - T Proposed New Boundary
 - Point1
 - LineString1
- Polling Stations and Districts**
- Polling Stations
 - Polling Districts
- Elections Properties**
- Ereg_LLPG



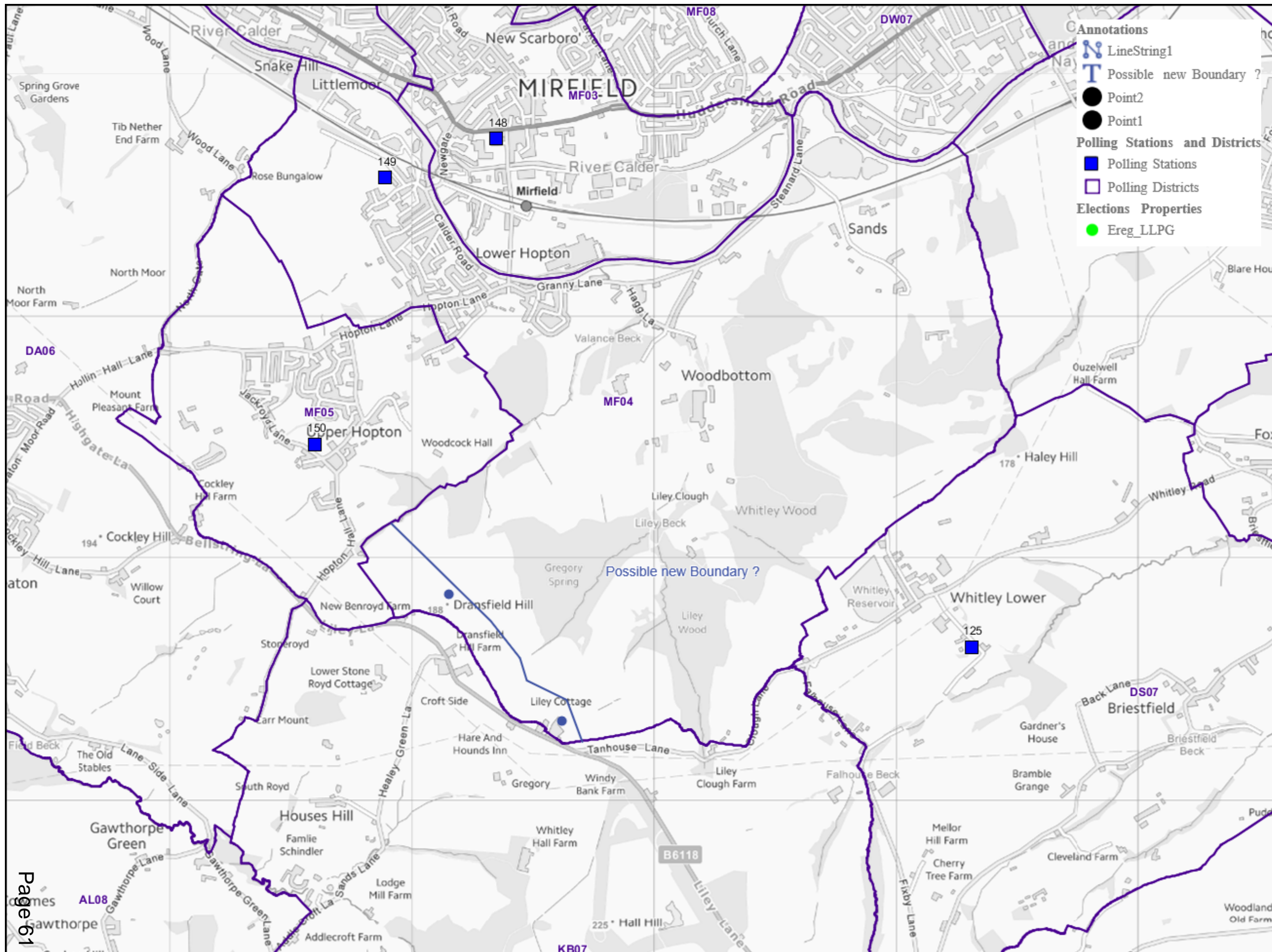
Kompass
Kirklees Mapping Service

© Crown Copyright and
database right 2019.
Ordnance Survey
100019241

maps@kirklees.gov.uk



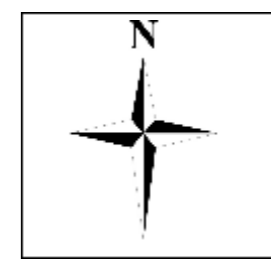
This page is intentionally left blank



Kompass
Kirklees Mapping Service

© Crown Copyright and database right 2019.
Ordnance Survey
100019241

maps@kirklees.gov.uk



This page is intentionally left blank