

## Crawley Borough Council

### Governance Committee

Agenda for the **Governance Committee** which will be held in **Virtual meeting - Microsoft Teams**, on **Tuesday, 26 January 2021 at 7.00 pm**

Nightline Telephone No. 07881 500 227



Chief Executive

Membership:  
Councillors

R D Burrett (Chair), T Lunnon (Vice-Chair), D Crow, C R Eade,  
M G Jones, P K Lamb, R A Lanzer, S Malik, K McCarthy and  
C J Mullins

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The order of business may change at the Chair's discretion

## Part A Business (Open to the Public)

	<b>Pages</b>
<b>1. Apologies for Absence</b>	
<b>2. Disclosures of Interest</b>	
In accordance with the Council's Code of Conduct, Councillors of the Council are reminded that it is a requirement to declare interests where appropriate.	
<b>3. Minutes</b>	5 - 8
To approve as a correct record the minutes of the Governance Committee held on 17 November 2020.	
<b>4. Public Question Time</b>	
To consider any written questions that were submitted in advance and accepted in line with the Constitution. These will be read to the Committee and be followed by a response. The questioner will receive an emailed copy of the response given at the meeting. There will be no supplementary questions.	
<b>5. Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2021/22 and 2022/23)</b>	9 - 22
To consider report LDS/163 of the Chair of the Independent Remuneration Panel.	
<b>6. Allocation of Committee Chairs and Vice-Chairs</b>	23 - 26
To consider report LDS/162 of the Interim Monitoring Officer.	
<b>7. Polling Arrangements May 2021</b>	27 - 40
To consider the report CEX/54 of the Chief Executive.	
The Electoral Services Manager, as part of this report, will provide a general verbal update on the May 2021 Elections.	

**8. Supplemental Agenda**

Any urgent item(s) complying with Section 100(B) of the Local Government Act 1972.

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## Crawley Borough Council

### Minutes of Governance Committee

Tuesday, 17 November 2020 at 7.00 pm

#### Councillors Present:

R D Burrett (Chair)

T Lunnon (Vice-Chair)

D Crow, C R Eade, M G Jones, P K Lamb, R A Lanzer, S Malik, K McCarthy and  
C J Mullins

#### Officers Present:

Natalie Brahma-Pearl            Chief Executive

Mez Matthews                    Democratic Services Officer

Andrew Oakley                 Electoral Services Manager

Chris Pedlow                    Democratic Services Manager

#### 1. Disclosures of Interest

No disclosures of interests were made.

#### 2. Minutes

The minutes of the meeting of the Governance Committee held on 6 July 2020 were approved as a correct record and signed by the Chair.

#### 3. Public Question Time

No written questions had been submitted by members of the public.

#### 4. Polling Arrangements May 2021

The Committee considered report [CEX/52](#) of the Chief Executive which proposed a new polling district LAC in Bewbush and North Broadfield Ward to cater for the boundary of the Bewbush and Ifield West Division with the Gossops Green and Southgate Division of West Sussex County Council. The reason for this proposal was to take account of a minor discrepancy between the Borough Ward boundary and County Division boundary at Burbeach Close, Bewbush.

The Committee considered the report and, in response to a query raised by a Committee member, the Electoral Services Manager confirmed that no additional staff would be required at the polling station to accommodate the new polling district.

Councillor Malik had to leave the meeting at this point due to technical difficulties with his online connection, and so was not present for the vote on the item.

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A recorded vote was then taken on the recommendation (as set out in the report) in accordance with the Council's Virtual Committee Procedure Rules. The names of the Councillors voting for and against the recommendation, along with any abstentions, were recorded as follows:

For the recommendation:

Councillors Burrett, Crow, Eade, Jones, Lamb, Lanzer, Lunnon, McCarthy and Mullins (9).

Against the recommendation:

None (0).

Abstentions:

None (0).

## **RESOLVED**

That the Full Council be recommended to amend the Polling Scheme to create polling district LAC as shown in the table at [Appendix A](#) to report [CEX/52](#).

## **5. May 2021 Elections**

The Electoral Services Manager provided the Committee with a verbal update on the May 2021 elections:

### General:

- The Borough election (which had been postponed in 2020), the West Sussex County Council election and the Police & Crime Commissioner election would be held in May 2021.
- The Returning Officer for the Police & Crime Commissioner election (in Brighton) would want to maintain some stabilised arrangements across Sussex.
- The Electoral Commission had provided guidance in relation to COVID-19 and was expected to provide further guidance in the lead up to the elections.
- The Government had advised that the May 2021 elections would definitely be taking place.
- Ensuring the polls were "COVID-secure" would be a challenge.

### Polling Station Arrangements and Staffing:

- Initial planning to ensure polling places were COVID-secure would involve investigating whether polling places could operate a one-way system with a separate entrance and exit, provide social distance markings on the floor with a queueing system which could be managed by the elections staff. The use of PPE (masks) by both staff and electors would be necessary and polling equipment would need to be sanitised regularly. The operation of polling stations would be in line with national guidance.
- It was important to be able to reassure electors that voting in person at their polling place was safe. An audit for COVID-security was therefore being undertaken on all current polling places on a building-by-building basis and it could be that some of those buildings would be found not to be COVID-compliant for use as a polling place. It was intended that a report would be brought before the January 2021 Governance Committee meeting which would include any proposals for changes to polling places.
- The current Polling Scheme included three schools and the Committee might want to give an indication, at its meeting in January, whether it wished to

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continue using those schools as polling places for the May 2021 election, given the disruption already experienced to children's education as a result of the COVID lockdown earlier in the year.

- Recruitment for election staff was likely to be necessary as the age profiles of individuals regularly involved in election work indicated that some of the most experienced election staff might not be available to work in the May 2021 election.
- To ensure social distancing and manage the number of people present in a polling place at any one time it might be necessary to combine polling stations (where a polling place had multiple polling stations) or reduce the staffing levels in polling places (where space was limited).

## Arrangements for the Counts:

- Detailed planning for the counts would take place in early 2021.
- The Borough Council and County Council counts would be held in the sports hall of K2 Leisure Centre. Both counts would take place the day after the election, with the Borough count in the morning and the County count in the afternoon.
- The Police & Crime Commissioner count would take place on the Monday following the elections.
- K2 Leisure Centre's sports hall was a large room which would provide space for social distancing. More detailed planning with regard to achieving social distancing and managing the count generally was yet to be undertaken.

## Absent Voter Arrangements:

- Communication messaging for electors would be issued in the New Year, both on a national and Sussex-wide basis. That information would reassure electors that polling places would be COVID-secure, but advise that absent voter arrangements could be put in place should electors wish to do so. Electors would be requested to arrange an absentee vote early so that arrangements were in place before the election.

The Committee then considered the issues raised by the Electoral Services Manager and the Committee:

- Noted that, should national guidance continue to require that face coverings be worn in public spaces where social distancing was not always possible, masks would be provided for electors who were not medically exempt and attended the polling place without a face covering.
- Noted that it would have the opportunity to consider the use of schools as polling places at its meeting in January 2021. The Committee was reminded that only three schools were currently used as polling places and two of those schools were able to remain open on the day of the election.
- Acknowledged that the decision to hold the Police & Crime Commissioner count on the Monday following the election had been taken by the Returning Officer for that election. The Electoral Services Manager believed the rationale for selecting that date had been based on the availability of suitable count venues.
- Was informed that the County Council count would not take place at the same time across the county as not all Councils would be holding Borough or District elections in May 2021 and so some would be able to commence the County Council count before Crawley.
- Proposed various way to ensure social distancing at the count venue. The Electoral Services Manager informed the Committee that options would be fully investigated but he expected that space would be available at the count

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for Election Candidates and Election Agents to assure themselves that the count was being conducted properly.

- Was advised that the Electoral Commission was expected to provide guidance regarding the attendance of tellers at polling places. The Committee noted that once the audit of all polling places had taken place the Electoral Services Manager intended to hold conversations with Election Agents nearer to the time of the elections.

The Chair thanked the Electoral Services Manager for the update and the work currently being undertaken. It was agreed that a verbal update on the May 2021 elections be a standing item on all Governance Committee agendas for the remainder of the Council year.

## **RESOLVED**

1. That the verbal update on the May 2021 elections be noted.
2. That a verbal update on the May 2021 elections be a standing item on all Governance Committee agendas for the remainder of the Council year.

## **Closure of Meeting**

With the business of the Governance Committee concluded, the Chair declared the meeting closed at 7.39 pm

**R D Burrett (Chair)**



# Agenda Item 5

## Crawley Borough Council

### Report to Governance Committee

26 January 2021

#### **Final Report of the Independent Remuneration Panel (Councillors' Allowances Scheme 2021/22 and 2022/23)**

Report of the Chair of the Independent Remuneration Panel – **LDS/163**

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#### **1. Purpose**

- 1.1. The Council is required to adopt a scheme of allowances that sets out the remuneration payable to its councillors.
- 1.2. The Local Authorities (Members' Allowances) (England) Regulations (as amended) require the Council to:
  - a) Appoint an independent remuneration panel (IRP) to review the Councillors' Allowances Scheme
  - b) Have regard to the recommendations of the IRP.
- 1.3. An IRP was formed in 2020 and has concluded its review. Details of the considerations and subsequent recommendations are set out in the final report, attached as appendix A. The draft Councillors' Allowance Scheme for 2021/22 and 2022/23 is attached as appendix B.

#### **2. Recommendations**

- 2.1. That the Governance Committee:
  - a) Considers the final report of the Independent Remuneration Panel and the recommendations therein.
  - b) Considers the draft Councillors' Allowances Scheme for 2021/22 and 2022/23 and decides the allowance rates it wishes to recommend to the Full Council.

#### **3. Reasons for the Recommendations**

- 3.1. The IRP is an independent body that has given detailed and thoughtful deliberation to a range of information throughout the process. It is required by law that due consideration be given to the IRP's recommendations.

#### **4. Background**

- 4.1. On 29 January 2020, the Governance Committee delegated the appointment of individuals to the IRP to the Head of Legal, Democracy and HR, in consultation with the Chair and Vice-Chair of the Governance Committee (report [LDS/156](#)).

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- 4.2 LDS/156 also requested an extension to the Councillors' Allowances Scheme to encompass the 2020/21 year, in order to allow the IRP's timescales to better align with the budget process. This was agreed by the Full Council on 26 February 2020.
- 4.3 Shortly afterward the Coronavirus pandemic saw workplaces close and Government restrictions on meeting others. The effects of this upheaval on the IRP were twofold:
- The appointment process was delayed as invitees had greater demands than before so could not volunteer their time. Seeking a fourth member of the IRP in particular was time-consuming.
  - The difficulties involved in setting up virtual meetings also caused delays.

The timescales set out in report LDS/156 were therefore not possible. The report of the IRP is thus brought to the Governance Committee and Full Council in early 2021.

## 5. Overview of the Final Report of the IRP

- 5.1. The IRP met three times between October and December 2020. A structured approach was taken, with consideration given to different elements of the scheme at each meeting. The recommendations were finalised upon deciding that no further information was required to inform considerations.
- 5.2. The final report of the IRP is attached as appendix A. The report sets out:
- a) The membership of the IRP
  - b) Key elements of the relevant legislation
  - c) The information and data used to inform the IRP's recommendations
  - d) A summary of the discussions had and the key points raised at each meeting
  - e) The IRP's final recommendations to the Governance Committee.
- 5.3. The recommendations were based on the desire of the IRP to seek a balance between wanting to sufficiently remunerate councillors for their work in ever-changing circumstances, while ensuring no further pressure on the Council's budget.

## 6. Implications

- 6.1. Financial: if the recommendation to forego indexation increases in 2021/22 and 2022/23 is agreed, the Council would make savings of roughly £7,535 in each of the two financial years (based on the average of the past three pay award increases).
- 6.2. Legal: the Council must have regard to the recommendations set out by the Independent Remuneration Panel as per The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended).

## 7. Background Papers

- Report [LDS/156](#) to the Governance Committee (29 January 2020) 'Councillors' Allowances Independent Remuneration Panel 2020'
- [The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)

Report author and contact officer:

Jess Tamplin, Democratic Services Support Officer [jess.tamplin@crawley.gov.uk](mailto:jess.tamplin@crawley.gov.uk)

On behalf of the members of the Independent Remuneration Panel

## **Councillors' Allowances Scheme for 2021/22 and 2022/23: Report of the Independent Remuneration Panel**

### **1. Introduction**

- 1.1. The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended), require that a local authority:
  - Appoints an independent remuneration panel (IRP) of at least three members to review the Councillors' Allowances Scheme; and
  - Has regard to the recommendations made by the IRP.
- 1.2 The Allowances Scheme is due to be approved by the Full Council in time to be implemented for the 2021/22 financial year, as agreed by the Full Council on 26 February 2020 as part of report [LDS/156](#).
- 1.2 The IRP has concluded its considerations of the allowance rates. This report sets out the recommendations for the Allowances Scheme for 2021/22 and 2022/23.

### **2. Background**

- 2.1 Members of the IRP were as follows:
  - Jeff Alexander, Chief Executive, Gatwick Diamond Business
  - Philip Brown, Interim Group Director of Policy and External Affairs, B&CE
  - Steve Turner, Crawley Prevention Police Inspector, Sussex Police
  - John Williams, Chief Executive, Crawley Community Action.
- 2.2 The Regulations require that the IRP produces a report that makes recommendations on the following matters:
  - (a) as to the responsibilities or duties in respect of which the following should be available—
    - (i) special responsibility allowance (SRA);
    - (ii) travelling and subsistence allowance; and
    - (iii) co-optees' allowance;
  - (b) as to the amount of such allowances and as to the amount of basic allowance;
  - (c) as to whether dependants' carers' allowance should be payable to members of an authority, and as to the amount of such an allowance;
  - (d) as to whether, in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowances may be backdated in accordance with regulation 10(6);
  - (e) as to whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;
  - (f) as to which members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972; and
  - (g) as to treating basic allowance or special responsibility allowance, or both, as amounts in respect of which such pensions are payable in accordance with a scheme made under section 7 of the Superannuation Act 1972.
- 2.3 It should be noted that points (f) and (g) were no longer relevant as councillors have, since 2014, been excluded from the Local Government Pension Scheme.

## 3. Summary of the IRP's Discussions

### Meeting One: Overview and Agreeing the Information Required. 1 October 2020

- 3.1 Prior to the meeting, all IRP members were sent an initial report which set out the relevant legislation, the processes and responsibilities for decision-making at Crawley Borough Council, the current Allowances Scheme and the recommendations of the previous IRP, and South East Employers' 2019 allowance scheme survey.
- 3.2 The above information was discussed at the meeting, along with a presentation by officers that gave further information and summarised the procedure of the IRP.
- 3.3 Members of the panel recognised that, due to the Coronavirus pandemic, they were deliberating the Allowances Scheme in an atypical context. It was therefore suggested that the 2021/22 Allowances Scheme could be agreed for a two year period rather than a four year period. It was also noted that the pandemic may have affected councillors' workloads; further information regarding this was requested.
- 3.4 Also discussed were: the time commitments given by councillors (including committee chairs and the Mayor), how effectively the allowances attract and retain councillors, the provision of IT equipment to facilitate remote meetings, the expectation that a portion of a councillor's work be voluntary, and the Council's current financial situation.

### Meeting Two: Basic Allowance and SRAs. 5 November 2020

- 3.5 As per the IRP's request, an online feedback form had been sent to all councillors requesting their opinions on the effect of the Coronavirus pandemic on their work as a councillor, their time commitment to the role, and the utility of the financial allowance provided. The form also requested opinions on the Mayor's allowance, which was to be discussed at the third meeting. 18 of 35 councillors provided feedback via the form; members of the panel were grateful for their participation.
- 3.6 The IRP discussed the feedback, which was found to be interesting and of use. It was identified that the majority of the answers gave a general consensus. Over half of respondents, for example, considered the basic allowance to be about right; with nearly three quarters stating it was either about right or too high. Over two thirds of respondents also stated that they were now using the allowance the same (or less than) prior to the Coronavirus pandemic.
- 3.7 Individual feedback comments were also discussed. The IRP noted that while there was consensus in some areas, there were also disparities - some councillors had reported an increase in their workload, while others had reported reductions. IRP members agreed that it would be unrepresentative to make a sweeping change to the basic allowance based on this wide-ranging feedback. To keep the Allowances Scheme in proportion, it was proposed that SRAs should also remain unchanged. There had been no evidence that any one SRA was significantly too low or too high.
- 3.8 As per the IRP's request, the two Group Leaders had been asked to consult their Groups and provide an indication of how suitable each Group felt the current Allowances Scheme was. The IRP heard that no responses had been provided.

- 3.9 The IRP received detailed information on the allowances of nearby local authorities' (and those considered to be of a similar nature to Crawley) and whether/how these had been altered by each authority's most recent IRP. It was remarked that of the few IRPs that had suggested increases to the basic allowance in 2019, the new rates were still at least £1,000 less than Crawley's basic allowance. It was agreed that, as Crawley's basic allowance was higher than average, there was no need for the allowance to 'catch up' to that of other councils.
- 3.10 It was therefore agreed that both the basic allowance and all special responsibility allowances should be retained at their current rate, including pausing any indexation in both 2021/22 and 2022/23 (this was considered to be mitigated by the substantial 2.75% increase received in 2019/20). It was highlighted that this would help alleviate, if only to a small extent, the significant financial effects of the Coronavirus pandemic. It was projected (based on an average of the past three years' increases) that pausing the indexation would save upwards of £15,000.

### Meeting Three: Expenses, Mayor's Allowance, and Conclusion. 19 November 2020

- 3.11 The IRP considered the current subsistence allowances and deemed it suitable that the rates remain in line with those payable to officers.
- 3.12 It was considered important that travel allowances continue to be offered at the HMRC approved mileage allowance payments (AMAP) rates. Any future changes to the AMAP rates should be mirrored in the Allowances Scheme by default. The IRP requested it be emphasised that the rates were also applicable to electric cars, and hoped that this reminder would be an incentive toward a reduction in carbon emissions in Crawley.
- 3.13 It was felt that no change to the dependants' carers' allowance (£8.82/hr) was currently necessary. It was however noted that this was only marginally higher than the national living wage (£8.72/hr). A wish to update the dependants' carers' allowance by default following any future increases in the national living wage was expressed. This would ensure the allowance would be sustainable.
- 3.14 It was recognised that the Council does not often co-opt members. It was agreed that co-optee rates should be maintained; allowing expenses and the relevant SRA to be payable for a year-long appointment. If a person is co-opted for part of a year, the allowance should be proportional to the amount of time they are co-opted.
- 3.15 Consideration of the Mayor's and Deputy Mayor's allowances by an IRP is not a statutory requirement, but is deemed good practice. Upon careful review of 44 councils' mayor's/chair's allowances (via the SEE survey 2019) of which the average was £4,759.45, the IRP identified that the Crawley Mayor's allowance was the fourth most generous (£11,239). It was unclear as to the reasoning behind this, and considering the extra facilities provided to the Mayor (e.g. mayoral car, chauffeur service) and the fewer demands on the role since March 2020, it was said that the allowance could be reduced without harming the capacity of the role.
- 3.16 The feedback regarding the mayor's allowance as provided by councillors via the form was mixed, but showed no justification for increasing the allowance, or for maintaining it at what the IRP considered to be a disproportionately high rate.

- 3.17 The IRP members agreed, after thorough discussion, that it was outside of their area of expertise to recommend an exact monetary figure by which to decrease the Mayor's allowance. It was therefore agreed that the Governance Committee and in turn the Full Council should decide by how much the Mayor's allowance should decrease (for the financial years 2021/22 and 2022/23), if a clear rationale cannot be provided for maintaining the allowance at its current rate.
- 3.18 It was agreed that the Deputy Mayor's allowance (£1,752) was better aligned to the regional average (£1,243) and, given the workload, was suitable at approximately 15% of the Mayor's allowance. The current rate was deemed appropriate but may require slight alteration depending on any change made to the Mayor's allowance.
- 3.19 Members of the IRP were thanked for the time, consideration, and independent views they had offered to the deliberations. The IRP was guided through each element of the Regulations and confirmed its final recommendations, set out below.

## **4. Recommendations**

- 4.1. Based on the above information, the IRP recommends that:
- a) The agreed Councillors' Allowance Scheme should be in place for the financial years 2021/22 and 2022/23, with an Independent Remuneration Panel formed to review the Allowances Scheme for 2023/24.
  - b) The basic allowance and all special responsibility allowances (SRAs) should remain at the same rates as at the 2019/20 Allowances Scheme (as amended by the 2.75% chief officers' pay award). Councillors should continue to be limited to one SRA.
  - c) The allowances should not be subject to an indexation. There should be no increase in line with the chief officers' pay award in both 2021/22 and 2022/23.
  - d) If the Full Council rejects the recommendation to pause the indexation, any annual increase should be no greater than 1% per year and should apply equally to all allowances.
  - e) Travel allowances should be maintained at the same rate as the HMRC approved mileage allowance payment rates, and should be updated by default to mirror any future changes to the HMRC rates. The allowance is payable to electric car users at the same rate as other car users. Public transport expenses should continue to be payable under the existing arrangements.
  - f) Subsistence allowances should be maintained at the same rate as those payable to officers (and updated by default in line with any changes made in the future).
  - g) Dependants' carers' allowances should be maintained at a rate of £8.82/hr, unless the national living wage is increased above this amount. If so, the allowance should be updated by default to remain 10 pence above the national living wage.
  - h) The current allowances payable to co-optees should be maintained, allowing expenses and the relevant SRA to be paid proportionately to the time in post.

- i) If a clear rationale cannot be provided for maintaining the rate of allowance payable to the Mayor, the allowance should be reduced by an amount to be decided by the Governance Committee and in turn the Full Council. The IRP advises that careful consideration be given to what it deemed was a disproportionately high allowance compared to mayoral allowances of other local authorities.
- j) The Deputy Mayor's allowance should be maintained at the current rate, unless a substantial change is made to the Mayor's allowance. In which case, the rate should be altered proportionately to remain at approximately 15% of the Mayor's allowance.

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## **COUNCILLORS' ALLOWANCES SCHEME 2021/2022 to 2022/2023 (From 1 April 2021 to 31 March 2023)**

1. This Scheme may be cited as the Crawley Borough Council Councillors' Allowances Scheme, and shall have effect from 1 April 2021 to 31 March 2023.

2. In this Scheme:

"Councillor" means a Member of the Crawley Borough Council who is a Councillor.

"Total estimated allowances" means the aggregate of the amounts estimated by the Head of Corporate Finance, at the time when a payment of basic allowance or special responsibility allowance is made, to be payable under this Scheme in relation to the relevant year, and for this purpose any election under paragraph 9 shall be disregarded.

"Year" means the 12 months ending with 31 March.

3. **BASIC ALLOWANCE**

Subject to paragraph 10, for each year the basic allowance specified in schedule 1 to this Scheme shall be paid to each Councillor.

4. **SPECIAL RESPONSIBILITY ALLOWANCES**

- (1) For each year a special responsibility allowance shall be paid to those Councillors and Co-opted Members who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this Scheme.
- (2) Subject to paragraph 10, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

5. **TRAVELLING AND SUBSISTENCE ALLOWANCES**

- (1) Travelling and subsistence allowances shall be paid to Councillors and co-opted Members in the following circumstances:
  - (a) The attendance at a meeting of the authority or of any Committee or Sub-Committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any Committee or Sub-Committee of such a body.
  - (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a Committee or Sub-Committee of the authority, or a Joint Committee of the authority and at least one other authority within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:
    - (i) Where the authority is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited.
    - (ii) If the authority is not so divided, it is a meeting to which at least two Councillors have been invited.

- (c) The attendance at a meeting of any association of authorities of which the authority is a member.
  - (d) The attendance at a meeting of the Cabinet or a meeting of any of its Committees, where the authority is operating Cabinet arrangements.
  - (e) The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 (requiring a Councillor or Councillors to be present while tender documents are opened).
  - (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
  - (g) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its Committees or Sub-Committees. (The duties approved by the Council for the payment of travelling, subsistence and dependant care allowances under this sub-section are specified in Schedule 2 to this Scheme).
- (2) The level of travelling allowances payable to Councillors and Co-opted Members shall be based on that approved by HM Revenue & Customs as currently set out below. If there are any changes, the figures below will be amended accordingly:

	<b>First 10,000 miles</b>	<b>Each mile over 10,000</b>
<b>Cars and vans</b>	45p	25p
<b>Motor cycles</b>	24p	24p
<b>Bicycles</b>	20p	20p

In addition, elected Councillors may claim a passenger supplement of 5p per mile for carrying passengers in a car or van who would otherwise be entitled to a travelling allowance.

- (3) The level of subsistence allowances payable to Councillors and Co-opted Members shall be the same as those paid to officers. The figures set out below relate to the allowances paid in 2020/21. The officer rates will be updated annually on 1 April each year. If there is an increase the figures below will be increased accordingly.

<b><u>Subsistence Allowances</u></b>	<b><u>Rate</u></b>
Tea (more than four hours absence including the period from 3.00pm to 6.00pm)	£3.53
Evening Meal (more than four hours absence ending after 7.00pm)	£11.03

## (4) Overnight Rate

Overnight rate should be the actual cost up to a maximum of £86.46 (or £99.51, if in London) subject to the Head of Legal, Democracy and HR being empowered to authorise a higher amount in specific instances where suitable accommodation cannot be found within the limit.

## 6. **DEPENDANTS' CARERS' ALLOWANCE**

A Dependants' Carers' Allowance of the actual cost up to £8.82 per hour shall be payable to cover the cost of caring for a Councillor's dependant children or elderly/disabled relatives whilst a Councillor is undertaking an approved duty, provided the carer is not a member of the Councillor's own household. In addition, the Dependants' Carers' Allowance, at the level prescribed above, shall be payable to cover the cost of a live-in nanny caring for a Councillor's dependant whilst the Councillor is undertaking an approved duty. In other circumstances where professional babysitting and care services are used and a minimum period for the service is imposed by the service provider, then the period in respect of which the allowance is payable shall include the whole period for which a Councillor is charged.

The Dependants' Carers' Allowance shall only be payable in relation to duties described in paragraph 5 (a) to (g) above.

If the national living wage is increased to a rate that exceeds the rate of Dependants' Carers' Allowance, the Dependants' Carers Allowance shall be amended to remain 10 pence above the national living wage rate.

## 7. **LOCAL GOVERNMENT PENSION SCHEME**

Councillors are no longer entitled to join the Local Government Pension Scheme.

## 8. **CO-OPTED MEMBERS**

Co-opted Members shall only receive travelling and subsistence allowances and any special responsibility allowance which might apply.

## 9. **RENUNCIATION**

A Councillor may by notice in writing given to the Head of Corporate Finance elect to forego any part of their entitlement to an allowance under this Scheme.

## 10. **PART-YEAR ENTITLEMENTS**

(1) The provisions of this paragraph shall have effect to regulate the entitlements to basic and special responsibility allowances where, in the course of a year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or an office holder accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

(2) If an amendment to this Scheme changes the amount to which a Councillor or an office holder is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:

- (a) Beginning with the year and ending with the day before that on which the first amendment in that year takes effect or
- (b) Beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (3) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.
- (4) Where this Scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2) (a), the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during their term of office as a Councillor subsists bears to the number of days in that period.
- (5) Where an office holder has during part of, but not throughout, a year such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (6) Where this Scheme is amended as mentioned in sub-paragraph (2), and an office holder has during part, but does not have throughout the whole, or any period mentioned in sub-paragraph (2) (a) of that paragraph any such special responsibilities as entitle them to a special responsibility allowance, that office holder's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which they have such special responsibilities bears to the number of days in that period.

## 11. PAYMENTS

Payments by direct bank credit shall be made in respect of basic and special responsibility allowances and pensions in monthly instalments and are usually paid on the 20<sup>th</sup> of each month. However where, for example, the 20<sup>th</sup> falls on a weekend, payments will be made on the previous Friday. Each month's allowance is calculated on the basis of one twelfth of the annual allowance, and is for the period of that calendar month, and payment for individual days is calculated by dividing the monthly sum by the number of days (including Saturdays and Sundays) in the particular month (*subject to paragraph 9 above - renunciations*).

## SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances:

Office Holder	Special Responsibility Allowance	
	2021/22	2022/23
	£	£
<b>Basic allowance (all Councillors)</b>	6,314	6,440
Leader of the Council	15,157	15,460
Cabinet Portfolio Holders	7,577	7,729
Chair of Overview and Scrutiny Commission	6,780	6,916
Payment to the Chair of any Scrutiny Panel (paid on completion of the scrutiny review)	1,204	1,228
Chair of Planning Committee	6,314	6,440
Chair of Licensing Committee	5,203	5,307
Independent Person(s) (Standards) *	750	750
Chair of Governance Committee	2,527	2,578
Chair of Audit Committee	2,527	2,578
Chair of Budget Advisory Group (payable provided the post holder is not a Cabinet Member)	1,204	1,228
Leader(s) of minority group(s) ( <i>differential rates depending on number of Members in that Group</i> );		
• basic allowance	2,335	2,382
• additional payment per group Member	291	297
Mayor	<b>11,019</b>	<b>11,239</b>
Deputy Mayor	<b>1,718</b>	<b>1,752</b>

No Councillor is entitled to more than one special responsibility allowance.

- \* The Monitoring Officer, in consultation with the Leader of the Council and all Group Leaders, has been authorised to set the initial allowance and expenses for the Independent Person(s) and to review annually thereafter.

## SCHEDULE 2

**The following are approved duties for the payment of travelling, subsistence and dependants' carers' allowances in accordance with sub-section 5 (g) of this Scheme:**

- (i) Attendance at seminars and training courses funded by the Crawley Borough Council, whether held in the Town Hall or elsewhere.
- (ii) Attendance at meetings with Council Officers in connection with Crawley Borough Council duties.
- (iii) Attendance at meetings with other local authorities, central government or other agencies in connection with Crawley Borough Council duties.
- (iv) Attendance at meetings with members of the public in connection with Crawley Borough Council duties.
- (v) Attendance at meetings with voluntary organisations or public sector bodies, award ceremonies, or public events in connection with Crawley Borough Council duties.

# Agenda Item 6

## Crawley Borough Council

### Report to Governance Committee

26 January 2021

#### Allocation of Committee Chairs and Vice-Chairs

Report of the Interim Monitoring Officer – LDS/162

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#### 1. Purpose

- 1.1. Following the Council's move into no overall control in July 2020, the Leader of the Council and the Leader of the Opposition signed a Joint Group Agreement to assist the smooth running of Council business. As part of that Agreement it was agreed that work would occur to address the requirement for a more proportionate system for arrangements for the appointment of Chairs and Vice-Chairs of Committees ("C/VC") going forward. The Mayoralty has not been considered within this report.
- 1.2. This report sets out potential options for the Committee's consideration.

#### 2. Recommendations

- 2.1. That the Governance Committee:
  - a) Considers the options for the allocation of Committee Chairs and Vice-Chairs and decides which proposal (if any) it wishes to put forward to the Full Council for adoption.
  - b) Requests that the Full Council amends the Constitution to reflect any adopted protocol regarding the allocation of Committee Chairs and Vice-Chairs.

#### 3. Reason for the Recommendations

- 3.1. To provide cross-party agreement for the allocation of Committee C/VC. A protocol would enable a more proportionate approach of appointing Chairs and Vice-Chairs of Committees.

#### 4. Background

- 4.1. Although the legal requirement for political proportionality, as set out in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, only applies to the Overview and Scrutiny Commission, Planning Committee, Audit Committee, Governance Committee and Licensing Committee, the Council has adopted the same approach for the membership of all its Committees, Sub-Committees, Working Groups and Scrutiny Panels.

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- 4.2. At its meeting on 28 September 2015, the Governance Committee considered report LDS/109 which put forward membership options for the position of C/VC of the Overview and Scrutiny Commission (“Commission”). Consequently the Full Council resolved that, where there is more than one political group on the Council, either the position of Chair or Vice-Chair of the Commission will go to a Councillor nominated by an Opposition Group.
- 4.3. With the exception of the Commission, the Council does not currently allocate the position of Committee C/VC on a politically proportionate basis and each political party has the opportunity to put forward nominations for these roles in the membership report considered by the Full Council at its AGM. There is no legal requirement for a Council to allocate the position of Committee C/VC on a politically proportionate basis.
- 4.4. The political composition of the Council has become increasingly close in recent years and both the Leader of the Council and the Leader of the Opposition felt that, through their Joint Agreement, there was an opportunity to adopt a protocol which would remain sustainable regardless of which party was in administration. Such a protocol would set out how Committee C/VC would be allocated in advance of forthcoming elections in a way which had cross-party agreement.

## 5. Evidence Gathering

- 5.1. The Centre for Public Scrutiny has previously stated that it was good practice to allocate the position of Chair of the Commission to a member of the opposition. Following an investigation undertaken by the Democratic Services Team, it was found that a number of Councils state that Commission/Scrutiny Chairs must be a member of the opposition.
- 5.2. The Centre for Governance and Scrutiny (CfGS) states that a number of Councils make general committee chairships available across party groups, proportionately, but there is no requirement to do so. The CfGS argues that a political balance in chairing tends to make scrutiny more effective, and their [Annual Survey of Overview and Scrutiny in Local Government 2014–15](#) stated that, at that time, 23% of Councils allocated the roles of Chair and Vice-Chair on a politically proportionate basis.
- 5.3. It is also worth noting that the balance of Select Committee Chairs in the House of Commons is allocated on the broad principle that the balance of Chairs should reflect the party balance in the House of Commons.
- 5.4. Having investigated the practices of other Councils, there appears to be no formal examples, with the exception of Scrutiny Chairs, of set protocols over proportional allocation of Committee C/VC. Cheshire East Council did have a Notice of Motion on this matter in March 2019 which was voted down. A number of other Councils allow Vice-Chairs to be appointed by the Committee itself rather by the Full Council.

## 6. Options for Consideration

- 6.1. Below are a number of options for the Committee to consider and/or adapt to develop an approach which is right for Crawley.



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## Current Approach

- 6.2. Currently nominations for Committee C/VC are provided by Groups for consideration by the Full Council AGM where statistically the nomination proposed by the Administration at the time is carried. The Constitution states that either the C/VC of the Commission must be a member of the Opposition Group.

## Fixed Cascade Approach

- 6.3. A fixed cascade would leave no ambiguity as to which exact Chair/Vice-Chair positions the largest Opposition Group would be entitled to. The allocation would be on a fixed cascading basis, according to the proportion of seats held. An illustrative example of such a system is set out below.

<b>Largest Opposition Group (number of seats held)</b>	<b>OSC</b>	<b>Audit</b>	<b>Governance</b>	<b>Planning</b>	<b>Licensing</b>
2	VC				
6	C	VC			
9	C	VC	VC		
12	C	C	VC	VC	
15	C	C	C	VC	VC
18*	C	C	C	C	C

\* Non-Administration Party

## Strict Proportional Approach

- 6.4. This approach would allocate C/VC on a strictly proportional basis (i.e. if an opposition party held 25% of the seats they would be entitled to 25% of the combined C/VC positions).
- 6.5. For example:
- a) 12 seats of the 36 would entitle the Opposition Group to a total of 3 C/VC positions (i.e. 3C and 0VC; or 0C and 3VC; or 2C and 1VC; or 1C and 2VC).
  - b) 16 seats of the 36 would entitle the Opposition Group to a total of 4 C/VC positions (i.e. 2C and 2VC; or 3C and 1VC; or 1C and 3VC; or 4C and 0VC; or 0C and 4VC).
- 6.6. An optional variation to the Strict Proportional Approach could be that a restriction be included that there be no more than a difference of one between the number of Chair and the number of Vice Chair positions allocated to the Opposition Group.
- 6.7. The decision as to which Committees these entitlements would be applied to would be taken by the Full Council at its AGM.

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## 7. Implications

- 7.1. The allocation of these positions based on political proportionality is not a legal requirement.
- 7.2. The Constitution would be updated to reflect any protocol adopted by the Council.

## 8. Background Papers

[Report LDS/109 “Overview and Scrutiny Commission Membership Options for Chair and Vice Chair” – Governance Committee 28 September 2015](#)

Centre for Governance and Scrutiny: [Annual Survey of Overview and Scrutiny in Local Government 2014–15](#)

East Cheshire Council: [Special Council Meeting Agenda 5 March 2019](#)

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# Agenda Item 7

## Crawley Borough Council

### Report to Governance Committee

Tuesday 26 January 2021

### Polling Arrangements May 2021

Report of the Chief Executive – *CEX/54*

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#### **1. Purpose**

- 1.1 To consider temporary amendments to the scheme of polling places for the May 2021 elections.

#### **2. Recommendation**

- 2.1 That the Governance Committee recommends to Full Council that the temporary changes to the Polling Scheme set out in paragraphs 5.7 and 5.9 be made for the May 2021 elections.
- 2.2 That authority be delegated to the Returning Officer, in consultation with the Chair and Vice-Chair of the Governance Committee, to make temporary changes to the Polling Scheme whilst the Covid-19 pandemic response is in effect.

#### **3. Reason for the Recommendation**

- 3.1 To ensure that participants in the May 2021 elections can be assured that in-person voting will take place in a Covid secure manner, while complying with legislative requirements and avoiding disruption. To give flexibility, ensuring that the Polling Scheme for the May 2021 elections can be adjusted to respond to changing events at short notice.

#### **4. Background**

- 4.1 Due to the Covid pandemic all elections scheduled to be held on 7<sup>th</sup> May 2020 were postponed until 6<sup>th</sup> May 2021. The postponed elections will be combined with elections already scheduled to be held in 2021. In Crawley this means that elections for one third of Borough Councillors will be combined with elections for Councillors for West Sussex County Council and the Sussex Police and Crime Commissioner (PCC).
- 4.2 The Returning Officer for Brighton and Hove City Council has been appointed as the Sussex Police Area Returning Officer and has overall responsibility for the conduct of the elections for the PCC. The Returning Officer at West Sussex County Council has overall responsibility for the election for West Sussex County Councillors and the Crawley Borough Council Returning Officer has overall responsibility for the Borough Council elections along with the practical administration of all three elections in Crawley.

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- 4.3 The preparation for, and administration of, triple combination elections during the pandemic will produce significant challenges. Ensuring adequate and safe facilities for voters and staff at polling places has been a key part of the preparations. The Returning Officer has conducted an initial assessment of existing polling places and has concluded that some temporary changes are necessary for polling during the pandemic. The recommendations for these changes have been developed to ensure that:
- polling can take place safely;
  - there are enough staff to administer polling;
  - the administration of the election process is as effective and resilient as possible.
- 4.4 The availability of experienced polling station staff to work in May is a concern. A survey of Crawley's experienced polling station and count staff was carried out at the end of 2020 and showed that there will be a shortage of experienced presiding officers to supervise polling stations at these elections. It is important to ensure that each polling station is supervised by staff with an appropriate level of experience especially given the difficulties with providing face-to-face training during the pandemic. As well as ensuring the safety of staff and voters the Returning Officer's recommendations will enable flexibility to combine some polling stations to ensure the adequate distribution of experienced staff.

## **5. Polling Places**

- 5.1 As reported to the Committee at its meeting held on 17<sup>th</sup> November 2020 officers have been investigating whether any temporary changes to the Council's adopted Polling Scheme are necessary to ensure that in-person polling can be administered effectively and safely at the May 2021 elections.
- 5.2 The Council has a duty to divide the Borough into polling districts, and to designate suitable polling places to meet the reasonable requirements of electors taking account of the accessibility of disabled persons.
- 5.3 New polling arrangements were adopted by the Council in January 2019 following the ward boundary changes arising from the Local Government Boundary Commission for England electoral review of Crawley Borough Council. Polling districts were created which reflected the new boundaries and West Sussex County Council Division boundaries. The new Polling Scheme worked well at the May 2019 Borough Council elections, the European Parliamentary elections and the General Election. The current Scheme is set out at Appendix A.

### **Polling Station requirements**

- 5.4 To ensure compliance with government guidance for operating safely during the pandemic, a minimum set of standards for operating polling stations across Sussex at the Police and Crime Commissioner elections is being developed by the Sussex Police Area Returning Officer in consultation with the Borough/District Returning Officers. The standards are based on the Government's 'Working Safely during COVID-19 in Offices and Contact Centres Guidance'. Some of the standards relating to polling places will include:
- deep cleaning prior to polling day and after polling day
  - queueing to be outdoors

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- staff must have access to a toilet, and hand-washing facilities, and access to an area to take breaks that allows them to remove their face covering and have refreshments
- either a separate entrance or exit or managed entrance/exit (all Crawley polling places will have a managed entrance/exit)
- space for staff to remain 2 metres apart
- visor and face masks for staff
- provision of notices and floor markings to remind people to social distance.

5.5 A survey of existing polling station staff has indicated that there will be a shortage of experienced Senior Presiding Officers applying to work at the election; new staff will be recruited, but there will be a need to amalgamate some polling stations to deal with the shortage of experienced staff.

5.6 The Council's Health and Safety Officer has been undertaking an audit of the buildings used, these visits have been taking longer to arrange than originally envisaged due to the Covid restrictions currently in place. However, following an initial assessment by the Returning Officer it is considered that most polling places can be used at the May 2021 election and those where a temporary change is recommended are set out at 5.7 and 5.9, and a schedule showing the recommended temporary Polling Scheme is included at Appendix B. A comparison between the actual polling place turnout at the 2019 General Election and an estimated polling place turnout based on previous Borough and PCC elections is included at Appendix C.

## 5.7 Recommended changes in Polling Places

Polling District	Ward	Polling Place	Recommended temporary Polling Place
LAB	Bewbush & North Broadfield Ward	Broadfield Scout Hut	Broadfield Community Centre
LBB	Broadfield Ward	Creasys Drive Adventure Playground	Broadfield Community Centre
LEB	Gossops Green & North East Broadfield Ward	Broadfield Scout Hut	Broadfield Community Centre
<p><b>Returning Officer's comments:</b> The only space available for outside queuing at the Scout Hut is an unmade surface with limited space that would be difficult to administer. The Broadfield Community Centre offers better space for managing outside queuing and separate rooms for all polling stations. The Creasys Drive Adventure Playground is due to close and it is proposed that the Broadfield Community Centre would make the best replacement as a polling place.</p>			
LJA	Pound Hill North & Forge Wood Ward	The Grattons Indoors Bowls Club	Milton Mount Community Centre
<p><b>Returning Officer's comments:</b> The room used for polling is the Bowls Club café which is accessed via a long corridor which would make managing social distancing difficult. The requirement for a deep clean before polling day and after polling day would mean the club would need to agree to close for three days. The club is currently closed in compliance with Covid restrictions, however that may not be the case in May. The Milton Mount Community Centre offers good space for outdoor queuing, internal flow and the ability to provide the necessary deep cleaning. The Community Centre operated satisfactorily as a polling place for the polling district at the 2019 General Election.</p>			

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## Use of Schools as Polling Stations

- 5.8 There are three primary schools used as polling stations in the current Polling Scheme. Two of these schools, The Mill Primary Academy, Ifield and Forge Wood Primary School are normally able to remain open for teaching when polling takes place. Although it is not possible to predict the conditions that will prevail in May, as things stand both schools would need to close when polling takes place. Given the deep cleaning requirements, before and after polling, it is also likely that the closure would need to be for more than one day.
- 5.9 In the light of the severe disruption that schools have already faced and will continue to face during the pandemic, the Returning Officer recommends further disruption should be avoided by the following temporary changes to the Polling Scheme for these elections:

Polling District	Ward	Polling Place	Recommended temporary Polling Place
LFB	Ifield Ward	The Mill Primary School	Ifield Community Centre
LFD	Ifield Ward	The Mill Primary School	Ifield West Community Centre
<p><b>Returning Officer's comments:</b> The Mill Primary has two polling districts that serve different County Divisions. It is therefore recommended that for the LFD polling district (Bewbush and Ifield West Division), polling takes place at the Ifield West Community Centre and for LFB (Langley Green and Ifield East Division), polling takes places at the Ifield Community Centre.</p>			
LHB	Maidenbower Ward	The Brook School	Maidenbower Community Centre
<p><b>Returning Officer's comments:</b> Due to the design of the building, the Brook School cannot operate while polling takes place. At the 2019 European Elections polling operated from a portable building which was installed for the purpose in the school car park. The total cost of the operation was £5756.40. This did allow the school to open in a limited form but did generate some security concerns for the Headteacher, and operation would be not be possible under Covid restrictions. As a temporary solution for the May 2021 elections it is proposed that polling for Maidenbower is amalgamated at the Maidenbower Community Centre. There are few alternative buildings in the ward, the Community Centre has a room large enough to accommodate polling for the ward and is considered a suitable solution under the current circumstances.</p>			
LJC	Pound Hill North & Forge Wood Ward	Forge Wood Primary School	Wakehams Green Community Centre
<p><b>Returning Officer's comments:</b> Although outside of the polling district the Wakehams Green Community Centre is less than one mile from the majority of the Forge Wood development and offers a practical alternative to the closure of the Primary School with sufficient accommodation for LJC and LJB at the May 2021 election, having acted as the polling place for the remainder of LJC prior to the development of Forge Wood.</p>			

## Communicating the proposed changes and potential need for further changes

- 5.10 The proposed changes will be communicated to voters with messages on poll cards, e-poll cards, Crawley Live, the Council's website and social media. There will also be posters at the polling places that are not being used this year.
- 5.11 There may become a need for very late changes to be made to the Polling Scheme if buildings become unavailable due to the pandemic. In order to be prepared for this situation it is recommended that the Returning Officer be delegated authority to change polling places in consultation with the Chair and Vice-Chair of the Governance Committee. If a need for a late change is found to be necessary after poll cards have been issued the details will be communicated to electors by letter.

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## 6. Implications

- 6.1 The creation or removal of polling districts and provision of additional polling places has financial implications in terms of the cost of staffing polling places, the delivery and collection of equipment and the hire of premises.
- 6.2 The Council has a statutory duty under the Representation of the People Act 1983 to divide the Borough into polling districts, to designate a polling place for each district and to keep both polling districts and polling places under review, providing reasonable access to polling stations for all including those with disabilities.

## 7. Background Papers

[Local Government Boundary Commission for England Final Recommendations for Crawley Borough Council](#)

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## Existing Polling Scheme

Polling District	Borough Ward	County Division	Polling Station	Electorate	Postal Voters	Polling Station Voters
LAA	Bewbush and North Broadfield	Bewbush and Ifield West	Bewbush Centre	6286	970	5316
LAB	Bewbush and North Broadfield	Broadfield	Broadfield Scout Hut	991	149	842
LAC	Bewbush and North Broadfield	Southgate and Gossops Green	Bewbush Centre	45	5	40
LBA	Broadfield	Broadfield	Broadfield Community Centre	4671	794	3877
LBB	Broadfield	Broadfield	Creasys Drive Adventure Playground	2713	498	2215
LD	Furnace Green	Tilgate and Furnace Green	Furnace Green Community Centre	4531	1005	3526
LEA	Gossops Green and North-East Broadfield	Southgate and Gossops Green	Gossops Green Community Centre	3953	776	3177
LEB	Gossops Green and North-East Broadfield	Broadfield	Broadfield Scout Hut	827	204	623
LFA	Ifield	Langley Green and Ifield East	Ifield Community Centre	3552	726	2826
LFB	Ifield	Langley Green and Ifield East	The Mill Primary School	786	176	610
LFC	Ifield	Bewbush and Ifield West	Ifield West Community Centre	2257	379	1878
LFD	Ifield	Bewbush and Ifield West	The Mill Primary School	591	150	441
LGA	Langley Green and Tushmore	Langley Green and Ifield East	Langley Green Centre	5557	968	4589
LGB	Langley Green and Tushmore	Northgate and West Green	Northgate Community Centre	488	104	384
LHA	Maidenbower	Maidenbower and Worth	Maidenbower Community Centre	2895	592	2303
LHB	Maidenbower	Maidenbower and Worth	The Brook School	3911	781	3130
LIA	Northgate and West Green	Northgate and West Green	Northgate Community Centre	3497	564	2933
LIB	Northgate and West Green	Northgate and West Green	The Charis Centre	4148	792	3356
LJA	Pound Hill North and Forge Wood	Pound Hill	The Grattons Indoors Bowls Club	2894	612	2282
LJB	Pound Hill North and Forge Wood	Pound Hill	Wakehams Green Community Centre	1717	254	1463
LJC	Pound Hill North and Forge Wood	Pound Hill	Forge Wood Primary School	1862	337	1525
LKA	Pound Hill South and Worth	Three Bridges	Pound Hill Community Centre	2793	522	2271

Polling District	Borough Ward	County Division	Polling Station	Electorate	Postal Voters	Polling Station Voters
LKB	Pound Hill South and Worth	Pound Hill	St Edward the Confessor Church Hall	1149	250	899
LKC	Pound Hill South and Worth	Maidenbower and Worth	St Edward the Confessor Church Hall	2334	615	1719
LLA	Southgate	Southgate and Gossops Green	St Mary`s Church Hall	2964	667	2297
LLB	Southgate	Southgate and Gossops Green	Southgate West Community Centre	2918	748	2170
LLC	Southgate	Northgate and West Green	Southgate West Community Centre	624	178	446
LMA	Three Bridges	Three Bridges	Montefiore Institute	2781	588	2193
LMB	Three Bridges	Three Bridges	Three Bridges Community Centre	1757	407	1350
LMC	Three Bridges	Three Bridges	Holiday Inn Express	1282	220	1062
LMD	Three Bridges	Northgate and West Green	The Town Hall	376	65	311
LNA	Tilgate	Tilgate and Furnace Green	Tilgate Community Centre	2370	469	1901
LNB	Tilgate	Tilgate and Furnace Green	Holy Trinity Church Hall	2084	365	1719
				81604	15930	65674

## Polling Scheme with recommended temporary amendments

Polling District	Borough Ward	County Division	Proposed Polling Station	Electorate	Postal Voters	Polling Station Voters
LAA	Bewbush and North Broadfield	Bewbush and Ifield West	Bewbush Centre	6286	970	5316
LAB	Bewbush and North Broadfield	Broadfield	Broadfield Community Centre	991	149	842
LAC	Bewbush and North Broadfield	Southgate and Gossops Green	Bewbush Centre	45	5	40
LBA	Broadfield	Broadfield	Broadfield Community Centre	4671	794	3877
LBB	Broadfield	Broadfield	Broadfield Community Centre	2713	498	2215
LD	Furnace Green	Tilgate and Furnace Green	Furnace Green Community Centre	4531	1005	3526
LEA	Gossops Green and North-East Broadfield	Southgate and Gossops Green	Gossops Green Community Centre	3953	776	3177
LEB	Gossops Green and North-East Broadfield	Broadfield	Broadfield Community Centre	827	204	623
LFA	Ifield	Langley Green and Ifield East	Ifield Community Centre	3552	726	2826
LFB	Ifield	Langley Green and Ifield East	Ifield Community Centre	786	176	610
LFC	Ifield	Bewbush and Ifield West	Ifield West Community Centre	2257	379	1878
LFD	Ifield	Bewbush and Ifield West	Ifield West Community Centre	591	150	441
LGA	Langley Green and Tushmore	Langley Green and Ifield East	Langley Green Centre	5557	968	4589
LGB	Langley Green and Tushmore	Northgate and West Green	Northgate Community Centre	488	104	384
LHA	Maidenbower	Maidenbower and Worth	Maidenbower Community Centre	2895	592	2303
LHB	Maidenbower	Maidenbower and Worth	Maidenbower Community Centre	3911	781	3130
LIA	Northgate and West Green	Northgate and West Green	Northgate Community Centre	3497	564	2933
LIB	Northgate and West Green	Northgate and West Green	The Charis Centre	4148	792	3356
LJA	Pound Hill North and Forge Wood	Pound Hill	Milton Mount Community Centre	2894	612	2282
LJB	Pound Hill North and Forge Wood	Pound Hill	Wakehams Green Community Centre	1717	254	1463
LJC	Pound Hill North and Forge Wood	Pound Hill	Wakehams Green Community Centre	1862	337	1525
LKA	Pound Hill South and Worth	Three Bridges	Pound Hill Community Centre	2793	522	2271

# Agenda Item 7 Appendix b

Polling District	Borough Ward	County Division	Proposed Polling Station	Electorate	Postal Voters	Polling Station Voters
LKB	Pound Hill South and Worth	Pound Hill	St Edward the Confessor Church Hall	1149	250	899
LKC	Pound Hill South and Worth	Maidenbower and Worth	St Edward the Confessor Church Hall	2334	615	1719
LLA	Southgate	Southgate and Gossops Green	St Mary's Church Hall	2964	667	2297
LLB	Southgate	Southgate and Gossops Green	Southgate West Community Centre	2918	748	2170
LLC	Southgate	Northgate and West Green	Southgate West Community Centre	624	178	446
LMA	Three Bridges	Three Bridges	Montefiore Institute	2781	588	2193
LMB	Three Bridges	Three Bridges	Three Bridges Community Centre	1757	407	1350
LMC	Three Bridges	Three Bridges	Holiday Inn Express	1282	220	1062
LMD	Three Bridges	Northgate and West Green	The Town Hall	376	65	311
LNA	Tilgate	Tilgate and Furnace Green	Tilgate Community Centre	2370	469	1901
LNB	Tilgate	Tilgate and Furnace Green	Holy Trinity Church Hall	2084	365	1719
				81604	15930	65674

**Estimated Polling Station Turnout with recommended amendments based on the last Borough/PCC Election Turnout with current electorate compared to Polling Station Turnout at the 2019 General Election**

<b>Polling Place</b>	<b>General Election Turnout</b>	<b>Estimated Turnout</b>
Bewbush Centre	2647	1130
Broadfield Community Centre	1778	1717
Broadfield Scout Hut	807	
Creasys Drive Adventure Playground	1064	
Forge Wood Primary School	761	
Furnace Green Community Centre	2317	1230
Gossops Green Community Centre	2014	1080
Holiday Inn Express	407	152
Holy Trinity Church Hall	1086	601
Ifield Community Centre	1644	950
Ifield West Community Centre	1083	710
Langley Green Centre	2597	1096
Maidenbower Community Centre	1517	1078
Milton Mount Community Centre	1540	578
Montefiore Institute	1294	624
Northgate Community Centre	1739	655
Pound Hill Community Centre	1424	620
Southgate West Community Centre	1397	694
St Edward the Confessor Church Hall	1903	638
St Mary`s Church Hall	1179	675
The Brook School	2122	
The Charis Centre	1762	889
The Mill Primary School	621	299
Three Bridges Community Centre	813	430
Tilgate Community Centre	1093	687
Town Hall	70	62
Wakehams Green Community Centre	965	605

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