

CITY OF
WOLVERHAMPTON
COUNCIL

Governance and Ethics Committee

Thursday, 7 July 2022

Dear Councillor

GOVERNANCE AND ETHICS COMMITTEE - THURSDAY, 7TH JULY, 2022

I am now able to enclose, for consideration at next Thursday, 7th July, 2022 meeting of the Governance and Ethics Committee, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
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- | | |
|----|--|
| 7 | <u>Changes to the Constitution (Pages 3 - 36)</u> |
| 9 | <u>Evaluation of May 2022 Elections (Pages 37 - 46)</u> |
| 10 | <u>Polling District and Polling Place Review (Pages 47 - 130)</u> |
| 12 | <u>Arrangements for dealing with Code of Conduct complaints (Pages 131 - 158)</u> |
| 13 | <u>Corporate Code of Governance (Pages 159 - 178)</u> |

If you have any queries about this meeting, please contact the Democratic Services team:

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CITY OF WOLVERHAMPTON COUNCIL	Governance and Ethics Committee 7 July 2022
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Report title	Changes to the Constitution	
Cabinet Member with lead responsibility	Councillor Paula Brookfield Cabinet Member for Governance and Equalities	
Wards affected	All Wards	
Accountable director	David Pattison, Chief Operating Officer	
Originating service	Democratic Services	
Accountable employee	Jaswinder Kaur	Democratic Services Manager
	Tel	01902 550320
	Email	jaswinder.kaur@wolverhampton.gov.uk
Report to be considered by	Council	20 July 2022

Recommendations for decision:

The Governance and Ethics Committee recommends that Council:

1. Approves the amendments to the Constitution as detailed in this report.
2. Authorises the Monitoring Officer to implement the changes.

1.0 Purpose

- 1.1 This report outlines the changes made to the constitution for approval by the Council. It is recommended that the Council agrees to the amendments to the Council's Constitution to ensure continuing lawfulness and effectiveness.

2.0 Background

- 2.1 The Governance and Ethics Committee regularly receives reports seeking to update the Constitution where it is necessary, the last such report was on 25 March 2022.
- 2.2 The changes being brought forward are following a full review of the Constitution.
- 2.3 The Constitution has been reviewed in totality and remodelled based on the model produced for local authorities by a national firm of solicitors, Bond Dickinson model. This is to ensure the constitution is clear and concise and that the decision-making processes can be followed by all.
- 2.4 Only those parts of the constitution listed below are amended, the other parts will remain unchanged.
- 2.5 This is part of a series of reports – there will be additional reports brought forwards to review the other parts of the constitution. This is an ongoing process and important that this takes place as and when the changes are needed. A further report will be brought forward shortly covering Part 3 delegations to officers, this is currently being updated.

3.0 Changes to the Constitution

- 3.1 The table below details the Articles/Sections to be changed:

Section	Proposed	Rationale
Part 4 – Full Council Procedure Rules	Motions on Notice, specify that motions on notice will be taken at ordinary meetings of the Council, except the AGM, Council Tax and Budget setting. Content and length of speeches, specify a mover of a amended motion may speak for 10 minutes. Introduce Questions by Members of the Public, following agreement at a previous Council meeting introduce a protocol for questions by members of the public as detailed in section 11 of the	To reflect the practice of the Council and ensure it is captured within the constitution. To provide clarity on length of speech for an amended motion – currently the rules are slightly ambiguous and this will clarify the position. To allow citizens to have the right to participate in the Council's question time and to provide clarity on the procedure to be followed for questions by

Section	Proposed	Rationale														
	<p>appendix. This details how questions by members of the public will be dealt with at Full Council meetings.</p> <p>To include text in the constitution that clarifies the timings will be as set up below:</p> <table border="1" data-bbox="635 741 1046 1301"> <tbody> <tr> <td data-bbox="635 741 903 853">Minutes, Mayor's Communications</td> <td data-bbox="908 741 1046 853">10 Minutes</td> </tr> <tr> <td data-bbox="635 860 903 972">Report of Leader of Council</td> <td data-bbox="908 860 1046 972">15 Minutes</td> </tr> <tr> <td data-bbox="635 978 903 1046">Reports</td> <td data-bbox="908 978 1046 1046">No time limit.</td> </tr> <tr> <td data-bbox="635 1052 903 1162">Questions from members of the public</td> <td data-bbox="908 1052 1046 1162">15 Mins</td> </tr> <tr> <td data-bbox="635 1169 903 1236">Questions from a Councillor</td> <td data-bbox="908 1169 1046 1236">30 Mins</td> </tr> <tr> <td data-bbox="635 1243 903 1274">Motions</td> <td data-bbox="908 1243 1046 1274">50 Mins</td> </tr> <tr> <td data-bbox="635 1281 903 1312">Petitions</td> <td data-bbox="908 1281 1046 1312">40 Mins</td> </tr> </tbody> </table>	Minutes, Mayor's Communications	10 Minutes	Report of Leader of Council	15 Minutes	Reports	No time limit.	Questions from members of the public	15 Mins	Questions from a Councillor	30 Mins	Motions	50 Mins	Petitions	40 Mins	<p>members of the public. The appendix details the protocol to be put in place, further information to be provided on the process and this is subject to further approval.</p> <p>Recent Council meetings have been lengthy. Practice regionally and nationally has been refereed to, to see how practice can be improved.</p> <p>Some Councils have daytime meetings which start in the early afternoon whilst others have timings for items. It is recognised that by having daytime meetings those who work or have responsibilities for dependents may struggle to attend these.</p> <p>It is therefore proposed that to ensure Council business is transacted in a timely manner, timings are added to items. This has been implemented by many Councils and works well.</p> <p>To ensure there is sufficient time for all items, the length of speeches for questions will be amended accordingly.</p> <p>Any written questions not dealt with at the meeting would be responded to with a written response.</p>
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Section	Proposed	Rationale
	<p>Voting remove 'Only those Councillors who have been present for the entirety of the debate on the item in question are entitled to vote.'</p> <p>Amendment to rule 19.1 to include ensuring Councillors are respectful to each other</p>	<p>The timings can be altered with the agreement of the meeting.</p> <p>To ensure all members present at the time the vote is put can vote and to ensure that there are no issues regarding Councillors being prohibited from voting due to medical or other conditions.</p> <p>To ensure that there is respectful behaviour at meetings</p>

4.0 Financial implications

4.1 There are no direct financial implications arising from this report. [SR/28062022/A]

5.0 Legal implications

5.1 The Council is required by Section 37 of the Local Government Act 2000 to prepare and publish a Constitution which contains its standing orders relating to decision-making, finance and contracts. The Council is also required to keep its Constitution updated. The Director of Governance is authorised under the constitution to make amendments which more accurately reflect legislative and organisational changes. This report ensures that the Council meets its duties. [SZ/20062022/P]

6.0 Equalities implications

6.1 The Council must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

6.2 The Constitution seeks to ensure that, in its decision-making and its operations, the Council fully complies with the public-sector equality duty.

7.0 Any other implications

7.1 There are no other implications arising from recommendations in this report.

8.0 Schedule of background papers

8.1 Changes to the Constitution, Governance Committee, 25 March 2022

9.0 Appendices

9.1 Appendix 1 - Part 4 – Full Council Procedure Rules

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Full Council Meetings Procedure Rules

1.0 Annual Meetings of the Council

1.1 Timing and business

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in May.

The annual meeting will:

- a. elect a person to preside if the Mayor and the Deputy Mayor are not present;
- b. elect the Mayor of Council;
- c. elect the Deputy Mayor of Council;
- d. approve the minutes of the last meeting;
- e. give a vote of thanks to the retiring Mayor
- f. receive any announcements from the Mayor;
- g. receive a return of persons elected as Councillors
- h. elect the Leader of the Council; for a term of four years (unless removed or disqualified from office in accordance with the Constitution) if not already in post;
- i. following their election the duly elected Leader of the Council shall assume the full powers of the Leader and will appoint a Deputy Leader of the Council who, in their absence or following a vote of no confidence will act as Leader, and advise the Council of the members they intend to appoint to the Cabinet;
- j. appoint the Scrutiny Board and at least one Scrutiny Panel; a Governance and Ethics Committee and such other Regulatory or other Committees and sub-committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of this Constitution);
- k. appoint Councillor Champions;
- l. approve the scheme of delegation or such part of it as the Constitution determines it is for the Council to approve (as set out in Part 3);
- m. approve a programme of Ordinary Meetings of the Full Council, the Cabinet, the Scrutiny Board and Scrutiny Panels and Regulatory or other Committees for the year; and

- n. consider any business set out in the notice convening the meeting.

2.0 Selection of Councillors on Committees and Outside Bodies

2.1 At the Annual Meeting, the Council will:

- a. decide which committees and sub-committees to establish for the municipal year;
- b. decide the size and terms of reference for those Committees;
- c. decide the allocation of seats to political groups in accordance with the political balance rules;
- d. appoint Councillor Champions;
- e. appoint to the Scrutiny Board, Scrutiny Panels, Regulatory or other Committees and outside bodies except where appointment to those outside bodies has been delegated by the Full Council or is exercisable only by the Cabinet;
- f. appoint voting and non-voting co-opted members to the Scrutiny Board, Scrutiny Panels and Regulatory or other Committees.
- g. appoint the Chairs and Vice-Chairs of Committees.
- h. appoint representatives to Outside Bodies unless the appointment is a Cabinet function or has been delegated by the Full Council;

(**Note:** Appointments will be based on the political composition of the Council if applicable to that committee or sub-committee. Every Councillor who is not a Cabinet Member shall serve on at least two Scrutiny Panels or two Regulatory or other Committees or on at least one of each such bodies. Appointment to the Scrutiny Board will count towards the requirement to sit on at least two bodies.)

3.0 Ordinary Meetings of the Council

3.1 Ordinary Meetings of the Council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary Meetings will:

- a. elect a person to preside if the Mayor and Deputy Mayor are not present;
- b. receive apologies for absence;
- c. approve the minutes of the last meeting;
- d. receive any declarations of interest from Councillors;
- e. receive any announcements from the Mayor;

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- f. receive a report from the Leader and receive questions and answers on the report, if there is any business to report;
- g. receive reports from the Cabinet, the Scrutiny Board, Scrutiny Panels and Regulatory or other Committees and receive questions and answers on any of those reports;
- h. receive reports about and receive questions and answers on the business of joint arrangements and external organisations;
- i. receive questions and provide answers to Councillors (except at the Council Tax, Budget setting or Annual General meeting);
- j. receive any petitions in accordance with the Petitions Procedure Rules;
- k. consider motions; and consider any other business specified in the summons to the meeting including consideration of proposals from the Cabinet in relation to the Council's budget and policy framework and reports of the Scrutiny Board and Scrutiny Panels for debate.

4.0 Extraordinary Meetings of the Council

4.1 Calling Extraordinary Meetings

Those listed below may request the Head of Paid Service to call Council meetings in addition to Ordinary Meetings:

- a. the Full Council by resolution;
- b. the Mayor, or if the office of Mayor is vacant, or if the Mayor is unable to act for any reason, the Deputy Mayor;
- c. the Leader;
- d. the Monitoring Officer; and
- e. any five Councillors if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven [working](#) days of the presentation of the requisition. A requisition may be presented to the Mayor by being left for him/her with the Head of Paid Service;
- f. the Head of Paid Service shall arrange for the additional meeting to be held within 21 [working](#) days of the receipt of the request. If, after such a request has been made, and no meeting has been called within five [working](#) days, the Councillors concerned shall inform the Head of Paid Service of their intention to call an extraordinary meeting of the Council, the business to be transacted and the date and time of the meeting.

4.2 Business

The business to be transacted at an Extraordinary Meeting of the Council shall be only the business which is specified in the summons.

5.0 Time and Place of Meetings

5.1 The time and place of meetings will be determined by the Head of Paid Service in consultation with the person presiding and notified in the summons.

5.2 The order of business and the indicative timescales at every ordinary meeting of the Full Council shall usually be:

<u>Standard Item</u>	<u>Time Limits</u>
<u>Minutes, Mayor's Communications</u>	<u>10 Minutes</u>
<u>Report of Leader of Council</u>	<u>Total of 15 Minutes</u>
<u>Reports</u>	<u>No time limit set</u> 60 Mins
<u>Questions from members of the public</u>	<u>15 Mins</u>
<u>Questions from a Councillor</u>	<u>320 Mins</u>
<u>Motions</u>	<u>50 Mins</u>
<u>Petitions</u>	<u>40 Mins</u>

5.3 The time allowed for an item can be varied by the person presiding.

6.0 Notice of and Summons to Meetings

6.1 The Head of Paid Service will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear working days before a meeting he/she will send a summons to every Councillor. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

7.0 Quorum

7.1 The quorum of a meeting will be one quarter of the whole number of Councillors. During any meeting if the person presiding counts the number of Councillors present and declares there is not a quorum present, then the meeting will adjourn for fifteen minutes. If after that period, there is still not a quorum present the meeting will end. Remaining business will be considered at a time and date fixed by the person presiding. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

8.0 Duration of Meetings

8.1 Unless the majority of Councillors present vote for the meeting to continue, any meeting that has lasted for 3½ hours will adjourn immediately. A motion to continue the meeting shall be moved immediately before or immediately after the expiration of 3½ hours and before the person presiding declares the meeting closed. Remaining business will be considered at a time and date

fixed by the person presiding. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting. Provided that this shall not prevent:

- a. statutory or other business which by law must be transacted at any such meeting;
- b. the transaction of unopposed business, that is to say, business which can be transacted without the making of any speeches by any Councillor other than proposing and seconding of the necessary motions. If any Councillor indicates that he/she wishes to speak thereon, the business shall not be regarded as unopposed, but the person presiding shall rule it as standing adjourned.

9.0 Vote of No Confidence in The Leader of The Council

- 9.1 Any motion of no confidence in the Leader of the Council must be received by the Chief Executive by no later than 10 clear working days before the meeting of the Council to which it is to be submitted. The motion must be signed by at least 15 Councillors of the Council and must set out the reasons why the signatories have concluded that a vote of no confidence in the Leader is required. Any motion under this rule is subject to the provisions in Rule 12.
- 9.2 The motion will be listed first on the agenda.
- 9.3 No amendments to a motion calling for a vote of no-confidence motion in the Leader of the Council will be allowed.
- 9.4 Each Councillor present at the time will have one vote.
- 9.5 Voting will be by way of a roll call recorded in the minutes.
- 9.6 In order to carry the motion, at least two thirds overall majority of those Councillors present will be required.
- 9.7 In the event of the motion being carried, the Deputy Leader of the Council will assume the full powers of the Leader of the Council until a new Leader of the Council is appointed by the Council.
- 9.8 It should be noted that the ways in which the role of Leader is vacated are set out in article 6 of Part 2 of the constitution – including where there is a change in political control of the authority.

10.0 Report of ~~The~~ Leader of The Council

- 10.1 The Leader of the Council, or a Councillor nominated by them, shall at each ordinary meeting of the Council make a statement on an issue or matter of significant importance to the City. The statement will last no more than 10 minutes. submit a report on the work of the Cabinet and shall be open to question thereon, the Leader may invite any other member of the Cabinet to speak on the report during the report.

10.2 A Councillor from each of the other Groups represented on the Council will be entitled to respond to the statement. The response will last no more than 5 minutes.

~~10.2 The Leader of the Council may invite (a) representative(s) of a partner organisation(s) to address the Council in respect of any matters referred to in the Leader's report relating to partnership working between the Council and the organisation(s).~~

~~10.3 A member of the Council may, at the discretion of the Mayor, ask the Leader of the Council a question relating to a matter referred to in the Leader's report to Council and may, after having the response from the Leader (or at the Leader's discretion the relevant Cabinet Member, or representative of a partner organisation) ask one supplementary question on the point of the original question.~~

~~10.4 A member of the Council may question the Leader once (with the provision for a supplementary question) on each item in the Leader's report.~~

~~10.5 An answer by the Leader of the Council may take the form of:~~

- ~~a. a direct oral answer by the Leader of the Council;~~
- ~~b. a direct oral answer by a Cabinet Member with responsibility for the matter subject to question;~~
- ~~c. a direct oral answer from a representative of a partner organisation invited by the Leader of the Council to respond;~~
- ~~d. where the desired information is in a publication of the Council or other published work, a reference to that publication; or~~
- ~~e. where the reply cannot conveniently be given orally, a written answer circulated to the questioner.~~

11.0 Questions by Members of the Public

11.1 At each Ordinary Meeting of the Council other than

- Annual Meeting
- Budget Council Meeting

A period of up to 15 minutes shall be available to allow questions that have been submitted by members of the public who live, work or study in the City, to be asked of the Leader of the Council or a Cabinet Member a question on any issue which comes within that individual's area of responsibility and which affects the area of Wolverhampton and for the relevant Member to respond.

11.2 Any person who wishes to ask a question shall give written notice of the question to the Monitoring Officer by noon on the seventh working day prior to the meeting. Each question must give the name and address of the questioner.

11.3 The Monitoring Officer has the power to reject questions for the following reasons if it:

- a. does not relate to a matter about which the Council has a responsibility or which affects the Council;
- b. is defamatory, frivolous or offensive;
- c. is substantially the same as a question which has been put at a meeting of the Council in the past 6 months;
- d. requires disclosure of confidential or exempt information;
- e. Questions relating to complaints made under statutory provisions which have not been finally dealt with.
- f. relates to a specific planning or licensing application; and/or
- g. is a matter subject to litigation or could place the Council at risk of litigation.

11.4 No question will exceed 1 minute and no answer will exceed 2 minutes. The details of the process are set out in the public questions procedures approved by Council.

11.5

124.0 Questions by Councillors

124.1 At ordinary meetings of the Council, except the Council Tax, Budget setting meeting and Annual General Meeting, there will be Questions by Councillors.

142.2 All questions at the Council meeting must relate to the Council's powers or matters that affect the City. Questions will be put and answered without debate. The question must specify the relevant Councillor who is being asked to respond. In the case of any doubt the Monitoring Officer will decide the appropriate Councillor to respond.

124.3 The Monitoring Officer has the power to reject questions for the following reasons if it:

- a. does not relate to a matter about which the Council has a responsibility or which affects the Council;
- b. is defamatory, frivolous or offensive;
- c. is substantially the same as a question which has been put at a meeting of the Council in the past 6 months;
- d. requires disclosure of confidential or exempt information;
- e. relates to a specific planning or licensing application; and/or
- f. is a matter subject to litigation or could place the Council at risk of litigation.

124.4 Councillors may ask questions at each Council meeting, which may be directed to:

- The Leader;
- A Cabinet Member;
- The Chair of Scrutiny Board/Scrutiny Panel;
- A Statutory Committee Chair;
- A Councillor appointed to an outside bodies.

142.5 Number of questions

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Any Councillor may ask no more than one question at a meeting of the Full Council. The Leader of the Council and the leader of the main opposition group on the Council, if any, may ask more than one question at a meeting of the Full Council.

124.6 Notice of questions

A Councillor may only ask a question if either:

- a. they have given at least seven clear working days' notice in writing of the question to the Head of Paid Service or
- b. the question relates to urgent matters, they have the consent of the person to whom the question is to be put and the content of the question is given to the Head of Paid Service three hours before the start of the meeting.

142.7 Order of Questions

Questions will be asked in the order notice of them was received, except that the Mayor may group together similar questions.

142.8 Response

An answer may take the form of:

- a. a direct oral answer by the person to whom the question was put or some other Councillor nominated by him/her;
- b. where the desired information is in a publication of the Council or other published work, a reference to that publication, or
- c. where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

124.9 Supplementary question

A Councillor asking a question may ask one supplementary question without notice of the Councillor to whom the first question was asked. The supplementary question must relate to the subject matter of the written question. The answer to a supplementary question should preferably be given orally at the meeting. Written responses will be permitted if research is required, or the information is not immediately available, and should be circulated to all Councillors by email within 12 working days of the Council meeting.

124.10 Councillor not present

If the Councillor to whom the question has been addressed is not present at the Council meeting, another Councillor may answer the question and any

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supplementary question in their place. If the Councillor asking the question is absent, they may nominate another Councillor to ask the question and a supplementary question.

12.11 Length of Speeches

The length of speeches shall be as follows:

- A Councillor asking a question under Rule 11.4 shall have 1 minute to ask the question or any supplementary
- A Councillor ~~and a Councillor~~ answering such a question or a supplementary may speak for no longer than 215 minutes unless the Mayor consents to a longer period.

12.12 Any question which cannot be dealt with during public question time will be dealt with by a written answer.

132.0 Motions on Notice

132.1 -At ordinary meetings of the Council, except the Council Tax, Budget setting meeting and Annual General Meeting, there will be Motions by Councillors.

13.2 Every motion shall relate to the Council's powers or duties, or an issue that affects the City. with the exception of those motions which may be moved without notice , written notice of every motion, signed by at least one Councillor, must be delivered to the Head of Paid Service not later than seven clear working days before the date of the meeting.

132.32 Motions set out on Agenda

- a. Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Councillor giving notice states, in writing, that he/she withdraws it.
- b. A motion shall only be moved by the Councillor by whom notice has been given or by a Councillor authorised in writing by that Councillor.

132.43 The Monitoring Officer has the power to reject motions for the following reasons if it:

- a. Does not relate to a matter about which the local authority has powers or duties, or which significantly affects the city;
- b. Is substantially the same as a question which has been put at a meeting of the Council in the past 6 months;
- c. Requires disclosure of confidential or exempt information;
- d. Relates to a specific planning or licensing application; and/or
- e. Is a matter subject to litigation or could place the Council at risk of litigation.

132.54 Number of motions

No Councillor may give notice of more than one motion for any Council meeting, except with the consent of the Mayor.

143.0 Motions without Notice

143.1 The following motions may be moved without notice:

- a. to appoint a person to preside at the meeting at which the motion is moved;
- b. in relation to the accuracy of the minutes;
- c. to change the order of business in the agenda;
- d. to refer something to an appropriate body or individual;
- e. to receive reports or adoption of recommendations of the Scrutiny Board or Scrutiny Panels or Regulatory and other Committees or employees and any resolutions following from them;
- f. to withdraw a motion;
- g. to amend a motion;
- h. to proceed to the next business;
- i. that the question be now put;
- j. to adjourn a debate;
- k. to adjourn a meeting;
- l. that the meeting continue beyond 3½ hours in duration;
- m. to suspend a particular Council Procedure Rule;
- n. to exclude the public and press in accordance with the Access to Information Procedure Rules;
- o. to not hear further a Councillor named under Rule 18.3 or to exclude him/her from the meeting under Rule 18.4; and
- p. to give the consent of the Council where its consent is required by the Constitution.

154.0 Rules of Debate

154.1 The diagram set out overleaf outlines the process for consideration of a motion, whether that motion be moved with or without notice.

154.2 The Mayor, subject to the rules of the Constitution, shall call any Councillor to speak who has indicated their wish to do so, providing this is compatible with the agenda timing.

154.3 No speeches until motion seconded

No speeches may be made until a Councillor has moved a motion, explained its purpose and the motion has been seconded.

154.4 Right to require motion in writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to them and the relevant Councillor before it is discussed.

154.5 Secunder's speech

When seconding a motion or amendment, a Councillor may reserve their speech until later in the debate.

145.6 Content and length of speeches

Speeches must be directed to the question under discussion or to a point of order or a personal explanation.

The mover of a motion or amended motion may speak for 7ten minutes. No subsequent speech may exceed fourfive minutes without the consent of the person presiding.

145.7 Content and length of speeches: setting the budget or revised budget

At a meeting at which the annual budget is set (or a revised budget proposed), the principal speeches and responses of the leader of each Political Group, or their nominated representative, shall not be time limited. All other speeches will be limited as detailed in paragraph 12.4. The group leader, or their nominated representative, will normally be the first person to speak from each group, and each group leader shall be entitled to be called before any other Councillor speaks. The Leader of the Council will normally propose the budget and, once it has been seconded, the other group leaders will be called in order of precedence according to the number of Councillors in each group. As with other Council meetings, the exact length of speeches and management of the debate is at the discretion of the person presiding.

145.8 When a Councillor may speak again

A Councillor who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- a. to speak once on an amendment moved by another Councillor;

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- b. to move a further amendment if the motion has been amended since they last spoke;
- c. if their first speech was on an amendment moved by another Councillor, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- d. in exercise of a right of reply under
- e. on a point of order or a personal explanation of information where a Councillor wishes to put forward a factual correction.

145.9 Amendments to motions

An amendment to a motion must be relevant to the motion and will either be:

- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (ii) to leave out words;
- (iii) to leave out words and insert or add others; or
- (iv) to insert or add words;

as long as the effect of (ii) to (iv) is not to negate the motion or recommendation being considered.

- b. Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- c. If an amendment is not carried, other amendments to the original motion may be moved.

In the absence of any such subsequent amendments, debate on the original motion will proceed.

- d. If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- e. After an amendment has been carried, the person presiding will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

145.10 Alteration of motion

- a. A Councillor may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.

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- b. A Councillor may alter a motion which he/she has moved without notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- c. Only alterations which could be made as an amendment may be made.

145.11 Withdrawal of motion

A Councillor may withdraw a motion which they have moved with the consent of the meeting. The meeting's consent will be signified without discussion. No Councillor may speak on the motion after the mover has asked permission to withdraw it, unless permission is refused.

145.12 Right of reply

- a. The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- b. If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but may not otherwise speak on it.
- c. The mover of the amendment has no right of reply to the debate on their amendment.
- d. A right of reply having been exercised, the question shall immediately be put to the meeting by the Mayor.

154.13 Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions to:

- a. withdraw a motion;
- b. amend a motion;
- c. to proceed to the next business;
- d. request that the question be now put;
- e. adjourn a debate;
- f. adjourn a meeting;
- g. that the meeting continue beyond 3½ hours in duration;
- h. exclude the public and press in accordance with the Access to Information Procedure Rules; and

- i. not hear further a Councillor named under Rule 18.3 or to exclude him/her from the meeting under Rule 18.4.

154.14 Closure motions

- a. A Councillor may move, without comment, the following motions at the end of a speech of another Councillor:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- b. If a motion to proceed to next business is seconded and the person presiding agrees the item has been sufficiently discussed, they will then put the procedural motion to the vote.
- c. If a motion that the question be now put is seconded and the person presiding agrees the item has been sufficiently discussed, they she will put the procedural motion to the vote. If it is passed they will put the motion to vote.
- d. If a motion to adjourn the debate or to adjourn the meeting is seconded and the person presiding agrees the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, they will put the procedural motion to the vote.

154.15 Council Tax/Budget Debate Process

- a. The proposer of the recommendation will move the budget. This speech will not be time limited.
- b. This will be seconded and the seconder will speak or reserve the right to speak.
- c. The Leader of the Main Opposition Group (or nominated speaker) will move any amendment to the recommendation. This speech will not be time limited.
- d. The Deputy Leader of the Main Opposition Group (or nominated speaker) will second the amendment and speak or reserve the right to speak.
- e. The debate on the amendment will take place; the vote on the amendment will take place and the amendment will be carried or lost. If carried, this would become the substantive motion.
- f. The Leader of the largest of the minority Groups (or nominated speaker) will move any amendment to the motion. This speech will not be time limited.
- g. A representative of that Group will second the amendment and speak or reserve the right to speak.
- h. As (e) above.
- i. The Leader (or nominated speaker) of any of the remaining minority

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Groups will move any amendment (in the order in which they catch the eye of the Mayor). These speeches will not be time limited.

Representatives of those Groups will second the amendment and speak or reserve the right to speak. This will apply to any remaining minority Groups.

- j. As (e) above.
- k. Any further amendments will be moved in the order in which the proposer catches the eye of the Mayor.
- l. When there are no more amendments, the debate on the substantive motion takes place and the vote is taken.

- (Notes:**
1. In accordance with the Council Procedure Rules, the mover of the original motion (or substantive motions if the original motion is amended) is entitled to speak on any amendment immediately before the reply by the mover of the amendment.
 2. Should adjournments be necessary during the course of the meeting, relevant arrangements will be made available.
 3. If the proposer of the recommendation is not the Leader of the Council, then the Leader of the Council will be given one opportunity for a speech that is not time-limited.
 4. Procedure Rule 18.5 shall apply to any vote taken on any motion, amendment or substantive motion relating to the approval of the budget or setting of council tax.)

154.16 Point of order

A Councillor may only raise a point of order at any point and it must be heard immediately. A point of order must relate to an alleged breach of these Council Rules of Procedure or the law. The Councillor must indicate the rule or law and the way in which they consider it has been broken. The Councillor's speech will be limited to one minute, with any additional time to be agreed at the discretion of the person presiding. The ruling of the person presiding on the matter will be final.

145.17 Personal explanation

A Councillor may only make a point of personal explanation at the end of the speech to which it relates. A personal explanation may only relate to some material part of the earlier speech by the Councillor, which may appear to have been misunderstood in the present debate. The Councillor's speech will be limited to one minute, with any additional time to be agreed at the discretion of the person presiding. The ruling of the person presiding on the admissibility of a personal explanation will be final. If the personal explanation takes place after another Councillor's right of reply at the end of a debate the Councillor with the right of reply will be given the opportunity to confirm whether they have anything to add to their right of reply.

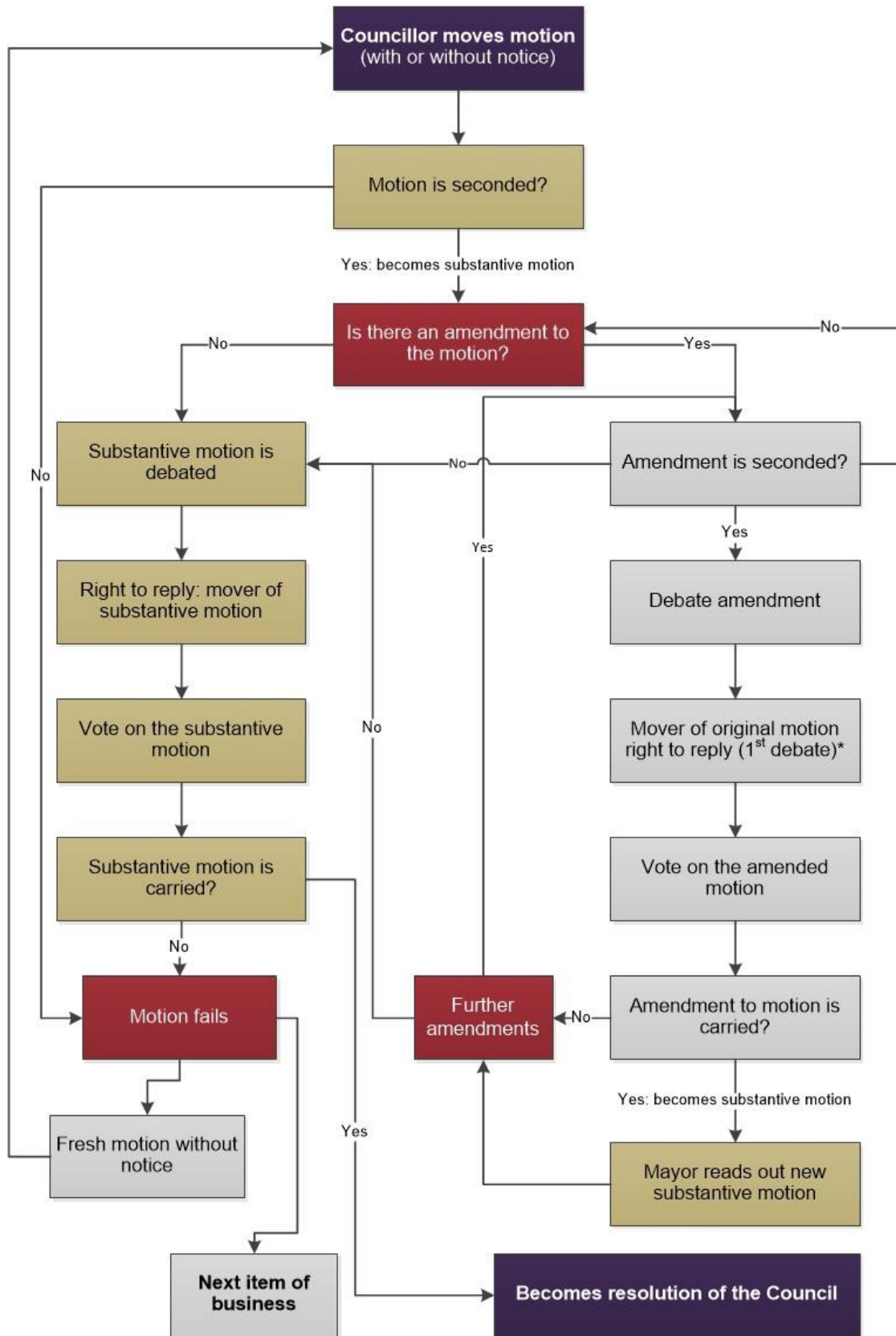
145.18 Attendance at another body

A Councillor who is not otherwise entitled to speak at a body may so attend and speak (but not vote) during consideration of any item which he/she has moved or seconded at Council and which has been referred to that body.

145.19 Previous Decisions and Motions

Except on the recommendation of the Cabinet, the Scrutiny Board or a Scrutiny Panel or a Regulatory or other Committee, no matter which has been decided by the Full Council on a motion or otherwise shall again be submitted to the Full Council for further consideration until after the next annual meeting; and when any matter shall be so prohibited from being considered, the effect of this Rule shall not be evaded by substituting any motion differently worded but substantially the same in effect or in principle, and if any such attempt be made, the person presiding shall rule it out of order.

Process for consideration of Motions at Council



*Mover of the amendment has no right to reply

165.0 Voting

165.1 Majority

Unless the Constitution provides otherwise, any matter will be decided by a simple majority of those Councillors voting and present at the time the question was put. ~~Only those Councillors who have been present for the entirety of the debate on the item in question are entitled to vote.~~

165.2 Casting vote of person presiding

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise this vote.

165.3 Recorded vote

If ten Councillors present at a meeting of the Council or one third of the Councillors present at a meeting of the Scrutiny Board or a Scrutiny Panel or a Regulatory or other Committee demand it, the names for and against the motion or amendment or abstaining from voting will be recorded in the minutes.

165.4 Right to require individual vote to be recorded

Where any Councillor requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting.

156.5 Voting on appointments

If there are two or more Councillors nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

165.6 Voting on the Council's budget

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a record will be made in the minutes of the meeting of the names of the persons who cast a vote for or against the decision or who abstained from voting, where that vote is in relation to the setting of the Council's budget or revised budget.

167.0 Minutes

176.1 Minutes must be kept to record all the decisions taken by meetings of the Council, its Committees and Sub-Committees. Minutes must also include a record of the names of all the Councillors present.

176.2.4 Signing the minutes

The person presiding will sign the minutes of the Council Meeting at the next suitable meeting. The person presiding will move that the minutes of the previous meeting be signed as a correct record. Only points of accuracy can be discussed.

176.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the 1972 Act (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of Paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes of the Local Authority (Standing Orders) Regulations 1993..

176.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the person presiding put them.

187.0 Record of Attendance

187.1 A record will be made of all Councillors present during the whole or part of a meeting.

198.0 Exclusion of Public

198.1 Every effort will be made to have the decisions made in the open part of the meeting with reports being split into open and confidential or exempt parts.

198.2 Members of the public and press may only be excluded from the meeting either in accordance with the Access to Information Rules in Part 4 of the Constitution.

198.3 The specific reason for excluding the press and public will be set out on the agenda (if in accordance with the Access to Information Procedure Rules) and recorded in the minutes.

2049.0 Councillors' Conduct

2049.1 No Councillor shall impute unworthy motives to or use offensive or unbecoming words about another Councillor, fail to show respect to another Councillor or be guilty of tedious repetition. If this occurs the person presiding shall immediately stop the Councillor and if repeated the Councillor will not be heard any further. The Monitoring Officer as the person responsible for ensuring that the Authority acts lawfully shall ensure that this rule is complied with.

2019.2 Disclosable Pecuniary Interests

Any Councillor who has a Disclosable Pecuniary Interest in any business being considered at a Council meeting must declare that item and leave the room where the meeting is being held whenever it becomes apparent that the business is being or is about to be considered at that meeting, unless the Councillor has obtained a dispensation under the Council's dispensation procedure.

4920.3 Standing to speak

When a Councillor speaks at a Council meeting, they must stand unless unable to do so and address the meeting through the person presiding. If more than one Councillor stands, the person presiding will ask one to speak and the others must sit. Other Councillors must remain seated whilst a Councillor is speaking unless they wish to make a point of order or a personal explanation.

2019.4 Person presiding standing

When the person presiding stands during a debate, any Councillor speaking at the time must stop and sit down. The meeting must then be silent.

2019.5 Councillor not to be heard further

If a Councillor persistently disregards the ruling of the person presiding by behaving improperly or offensively or deliberately obstructs business, the person presiding may direct that the Councillor be not heard further.

2019.6 Councillor to leave the meeting

If the Councillor continues to behave improperly after such a direction, the person presiding may direct that either the Councillor leaves the meeting or that the Councillor be removed from the meeting or that the meeting is adjourned for a specified period.

4920.7 General disturbance

If there is a general disturbance making orderly business impossible, the person presiding may adjourn the meeting for as long as he/she thinks necessary.

210.0 Disturbance by Members of the Public

210.1 Removal of members of the public

If a group or an individual member(s) of the public interrupts the proceedings at any meeting, the person presiding will warn the person(s) concerned. If the interruption continues, the person presiding will order their removal from the meeting room.

201.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public or of the premises where the meeting is being held, the person presiding shall order that part to be cleared. If, in the Mayor's view, this is not practicable and it is not possible to continue the meeting in light of the disturbance, the Mayor may rule that the meeting adjourn and/or that the meeting should be reconvened in a different venue.

224.0 Suspension and Amendment of Council Procedure Rules

21.1 Suspension

All of these Council Procedure Rules except Rule 14 and 15.2 above may be suspended by motion on notice or without notice if at least one half of the whole number of Councillors are present. Suspension can only be for the duration of the meeting. This Rule will apply to meetings of the Cabinet, the Scrutiny Board, Scrutiny Panels and Regulatory or other Committees provided that one half of the whole number of voting Councillors are present.

21.2 Amendment

These Council Procedure Rules may only be amended by the Full Council after consideration by the Monitoring Officer, the Constitution Review Group and the Governance Committee.

22.3 Application to Committees and Sub-Committees

All of the Council Rules of Procedure apply to meetings of full Council but not to Cabinet meetings. Rules 5-8, 13 - 23 and will also apply to meetings of committees and sub-committees.

23.0 Cancellation of meeting

23.1 The Chair may cancel a meeting before the agenda has been issued if there is a lack of business for the meeting in question. Any decision to cancel a meeting should be taken at the earliest opportunity and every effort should be made to publicise the cancellation. In exceptional circumstances, where the agenda for a meeting has already been issued, the meeting may be cancelled or postponed by the Chair following consultation with other Members of the committee. If the meeting is postponed, where possible no less than five clear working days' notice shall be given of the new date for the meeting.

24.0 Party Leaders

24.1 Each party represented on the Council shall notify the Monitoring Officer of the name of the person selected as that party's leader and the names of all other members of that party group.

25.0 Council Seating Plan

25.1 Councillors will be allocated designated places within the Council Chamber during Council Meetings. This seating plan must be adhered to at all times unless prior agreement is reached with the respective party whip and this is notified to the Mayor and the Monitoring Officer prior to the meeting.

26.0 Interpretation of Rules

26.1 The ruling of the Mayor as to the construction or application of any of these rules shall not further be challenged at any meeting of the Council.

27.0 Approach to dealing with petitions at Council Meetings

- a. Where a Petition contains more than 5,000+ signatures, the Council's Constitution provides for the matter to be debated by Full Council.
- b. Full Council will endeavour to consider the Petition at its next scheduled meeting, although on some occasions this may not be possible and consideration will then take place at the following scheduled meeting.
- c. The relevant Cabinet Member, or nominated substitute, will be in attendance at the Full Council meeting.
- d. The lead Petitioners will be given up to five minutes to present the Petition. The Petition will then be considered by Councillors for a maximum of a further 40 minutes, of which up to five minutes will be specifically allocated to the Cabinet Member for their response. Broad timings are detailed in the diagram at the end of this section but they are provided as guidelines – management of the debate is ultimately at the Mayor's discretion.

27.1 Detailed procedure

- (i) Democratic Services will have already invited representatives of the Petitioners (lead Petitioner and a further Petitioner to be referred to as the Second Petitioner) to attend the meeting and to give oral evidence to Full Council. Petitioners may also provide written evidence in support of their Petition. Full Council's role is to ensure that appropriate action is taken in respect of each admissible Petition.
- (ii) A report on the details of the Petition, including background details and comments from the appropriate service, will have been circulated to Councillors, as part of their Council papers, together with a copy of the Petition; a copy of the report will also have been provided to the lead and second Petitioners.
- (iii) Petitioners may nominate someone else, including a Councillor, to speak and present the Petition on their behalf. In the absence of the Petitioners, or

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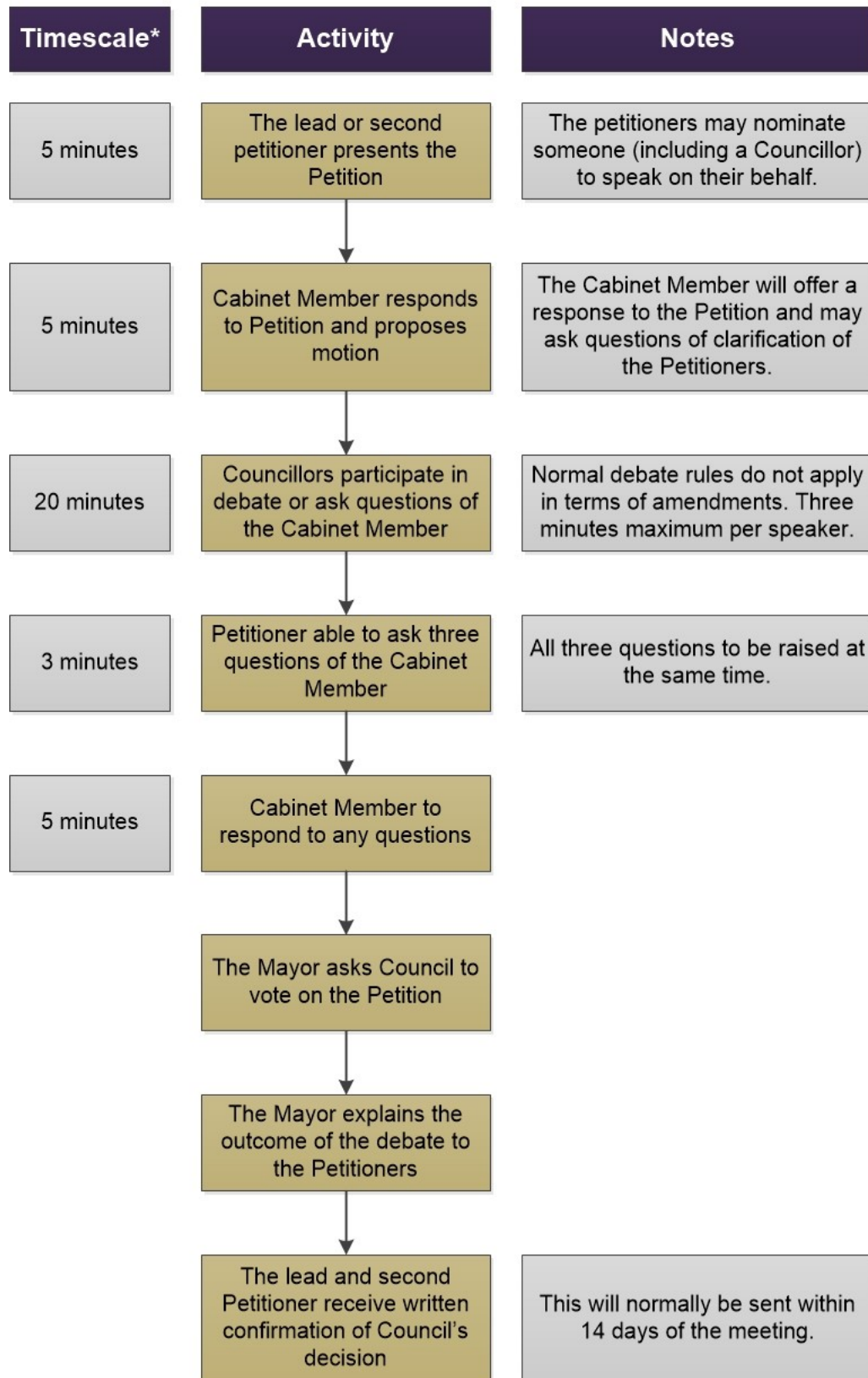
a representative to speak on their behalf, Council will consider the matter anyway in accordance with this process.

- (iv) Where Petitioners are present, the lead and second Petitioners will be seated near to the public gallery. At the appropriate juncture, the lead and second Petitioners will be shown to a seat at the front of the Council Chamber.
- (v) The Petition will be considered as the first item of substantive business following consideration of formal Council business i.e. following consideration of Apologies for Absence, Declarations of Interest, Minutes and Mayor's Communications.
- (vi) The Mayor will announce that the Petition will be considered as the next item of business, upon which a time limit of 45 minutes shall apply. This time limit includes five minutes for the lead or second Petitioner, but not both, to present the Petition.
- (vii) The Mayor will invite the relevant Cabinet Member to respond to the Petition and propose a motion in light of the Petition for Council to consider. The Cabinet Member has up to five minutes for their response, including proposal of a motion. The motion should be based upon one of the four options open to the Council for its response to a Petition:
 - a. decide to take the action the Petition requests
 - b. decide not to take the action requested
 - c. decide to commission further investigation into the matter, for example by a relevant Cabinet meeting, or
 - d. where the issue is one on which the Cabinet is required to make the final decision, Council must decide whether to make recommendations to Cabinet to inform that decision.
- (viii) The Mayor will ask if there is a seconder for the motion.
- (ix) The Mayor will invite Councillors to debate the motion, which may include asking questions of the Cabinet Member. Normal rules of debate with regard to amendments are suspended during consideration of a Petition. Any speaker is limited to a maximum of three minutes.
- (x) At the conclusion of the general debate, the Mayor will ask the lead or second Petitioners to ask up to three questions of the Cabinet Member. The questions must all be raised at the same time.

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- (xi) The Cabinet Member will have up to five minutes to respond to any questions raised. The Cabinet Member may recommend an amendment to their original motion based on the debate and consideration of the issues.
- (xii) At the conclusion of consideration of the item, the Mayor will ask Council to vote on the motion proposed by the Cabinet Member. In the event that the motion is not passed, an alternative motion will be proposed and seconded, based on the options detailed in (vii) above. Votes on a second or any subsequent motion will be taken immediately without any further debate.
- (xiii) Following approval of a motion, the Mayor will explain the outcome of the debate to the Petitioners and thank them for their attendance. At this point the lead and second Petitioners will be asked if they wish to either leave the meeting or, if not, return to their seats in the public gallery.
- (xiv) The lead and second Petitioners will receive written confirmation of Full Council's decision. This confirmation will also be published on the Council's website.

Petitions protocol flow diagram



*Timings are provided as a guide. Exact timings are at the Mayor's discretion.

28.0 Protocol Governing the use of the Mayor's Casting Vote

Introduction

The Local Government Act 1972 provides that the Mayor has a second or casting vote at Council Meetings in two specific circumstances.

- a. The out-going Mayor **must** exercise a second or casting vote if there is a tie for the election of a new Mayor (Section 23 Local Government Act 1972).
- b. On all other occasions the Mayor **may** (but is not obliged) to exercise a second or casting vote (Local Government Act 1972 Schedule 12 Para 39(2)).

Under revised arrangements for the rotation of the Mayoralty adopted at the Annual Council Meeting in May 2001 there should be no call to exercise a second or casting vote on the election of a new Mayor. The vote should be unopposed.

A tied vote at a Council Meeting in any other circumstances requires a clear and binding protocol governing the discretionary use of the second or casting vote which is –

- a. Based upon the principles set out in the Leader's speech to the Annual Council Meeting in May 2001 which established the arrangements for the rotation of the offices of Mayor and Deputy Mayor.
- b. Strongly endorsed by the Leaders of all three political parties on City of Wolverhampton Council on behalf of their groups and their nominees for the office of Mayor or Deputy Mayor.
- c. Accepted as an essential pre-requisite of office by all Councillors who are nominated for and appointed to the office of Mayor or Deputy Mayor.

Protocol

It is the duty of the Cabinet to make decisions. It is also in the interests of the City that there is certainty of decision making.

In the event of a tied vote at a Council Meeting the Mayor [or in their absence the Deputy Mayor] shall not exercise the second or casting vote unless advised by the Chief Executive; Section 151 Officer [as S151 Officer] or Chief Operating Officer that it is necessary to do so.

In order to preserve the impartiality and dignity of the Office of Mayor whenever a vote is tied the Mayor shall obtain appropriate advice (if necessary by seeking a short adjournment) from the Chief Executive; Section 151 Officer [as S.151 Officer] or Chief Operating Officer:

- a. Whether it is necessary to use a second or casting vote.

- b. If it is so necessary, how it should be done.

On receipt of that advice the Mayor will reconvene the meeting, if adjourned, and inform the Council of the advice that has been received. The Mayor will then vote in accordance with that advice exercising one of the four options identified in the schedule attached to this protocol.

ADVICE	ACTION	CONSEQUENCE
Only one decision is permissible for the Council to act lawfully	Option 1 <ul style="list-style-type: none"> • Reconvene meeting and report advice received • Vote in accordance with that advice 	<ul style="list-style-type: none"> • Decision taken and actioned
<p>A decision must be taken at the meeting to protect/preserve the Council's position in relation to -</p> <p>(a) Any application for or entitlement to any grant or subsidy</p> <p>(b) The securing of any income or other revenue</p> <p>(c) The avoidance of any penalty or other liability</p> <p>(d) Any other matter of a like nature relating to the proper and lawful discharge of the Council's functions</p>	Option 2 <ul style="list-style-type: none"> • Reconvene meeting and report advice received • Vote in a manner that protects/preserves the Council's interest • Where this can be limited to an interim step recall the Council to a special meeting to consider the matter afresh in accordance with Option 3 	<ul style="list-style-type: none"> • Decision taken and actioned • If possible, this be limited to interim decision and special meeting be called in accordance with Option 3
A decision must be made but may be deferred to enable discussions between party groups	Option 3 <ul style="list-style-type: none"> • Reconvene meeting and report advice received • Adjourn item to a special meeting when it will be considered afresh 	<ul style="list-style-type: none"> • Special meeting to be convened within 5 working days unless special reasons accepted by Monitoring Officer for shorter or longer period. Such reasons to be specified in Summons for special meeting • Advice of Monitoring Officer will be sought and followed in relation to any interim arrangements that may be necessary as a result of the adjournment. Such arrangements will, so far as possible, seek to maintain status quo pending a resolution of the issue
No decision is required	Option 4 <ul style="list-style-type: none"> • Reconvene meeting and report advice received • Do not exercise casting vote 	<ul style="list-style-type: none"> • Item not carried – eligible for re-submission to a subsequent Council Meeting

CITY OF WOLVERHAMPTON COUNCIL	<h1>Governance and Ethics Committee</h1> <p>7 July 2022</p>
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Report title	Evaluation of May 2022 Local Elections	
Cabinet member with lead responsibility	Councillor Paula Brookfield	
Accountable director	David Pattison, Chief Operating Officer	
Originating service	Electoral Services	
Accountable employee(s)	Laura Noonan	Electoral Services Manager
	Tel	01902 55 5050
	Email	Laura.noonan@wolverhampton.gov.uk
Report to be/has been considered by	Election Board	23 June 2022

Recommendation(s) for action or decision:

The Governance and Ethics Committee is recommended to:

1. Provide feedback on the May 2022 local elections.

Recommendations for noting:

The Governance and Ethics Committee is asked to note:

1. The timetable for the 2022 Annual Canvass

1.0 Purpose

- 1.1 To provide an update on good practice and areas for improvement following the evaluation exercise undertaken on the May 2022 local elections.
- 1.2 To provide an update on the scheduled communications and key dates for the 2022 Annual Canvass.

2.0 Background

- 2.1 On Thursday 7 April 2022 a by-election was held in the East Park ward. On Thursday 5 May 2022 local elections were held, with a third of Councillor seats up for election. It was challenging to have two election timetables running so close together, but overall, both elections went well, and the by-election enabled Electoral Services to trial improvements ahead of the local elections.
- 2.2 In the East Park by-election, there were 9,107 electors eligible to vote, and a total of 1,200 votes were cast. The turnout was 13%.
- 2.3 In the local elections, there were 183, 936 electors eligible to vote, and a total of 50,395 votes were cast. The overall turnout was 27%. There were 35, 824 postal voters, which was around 2,000 less than 2021 but still a significant sustained increase with 19% of the total electorate being permanent postal voters.
- 2.4 There were 77 proxy voters including two emergency proxy votes, of which one of these was for coronavirus reasons.
- 2.5 There are 123 polling districts in Wolverhampton. A total of 24 schools were used as polling stations because there were no other suitable alternatives.
- 2.6 A total of 57 staff were recruited to work on the by-election, and 674 staff were recruited to work on the local elections across polling stations, the count and postal vote opening.
- 2.7 An evaluation report was brought to Governance and Ethics Committee following the 2021 combined elections. The two biggest areas for improvement identified in 2021 were ballot box receipt processes at the count and postal vote opening processes. Over the last year, these processes have been reviewed and redesigned. This year, ballot box receipt was a very efficient and slick process. Postal vote opening processes were much improved and the time taken to verify was significantly reduced but there is still a slight delay which is discussed later in the report.

3.0 Evaluation Approach

- 3.1 The Returning Officer and Electoral Services, with the support of the Business Improvement Team, have undertaken a thorough evaluation exercise to ensure that lessons are learned to continue to build on good practice and identify areas for improvement for the May 2023 local elections, where all councillor seats are up for election following the ward boundary review.

3.2 A mixture of virtual meetings and surveys have taken place with the following groups to capture feedback:

- Returning Officer, Deputy Returning Officers and Assistant Deputy Returning Officers
- Candidates and Agents
- Electoral Services
- Customer Services
- ICT
- Communications
- HR
- Reception at the count
- Ballot box receipt team
- Postal vote opening team
- Presiding Officers
- Poll Clerks
- Polling Station Inspectors
- Count Supervisors
- Count Assistants

3.3 A total of 303 surveys were completed. The evaluation is presented below against six key themes.

4.0 Prior to polling day

Good practice

4.1 Two candidate and agent briefings were held, and weekly email updates were sent to all candidates and agents. 100% of Candidates and Agents who responded to the survey were satisfied or very satisfied with the information provided by the Returning Officer prior to the election.

Area for Improvement

4.2 There was still a considerable number of changes to polling stations in the lead up to polling day very close to the deadline to print poll cards. Going forward, where there are any changes to designated polling stations due to them becoming unavailable, consultation will take place with the Leader, Leader of the Opposition and relevant ward councillors by January at the latest of each election year. In December 2022, the designated polling stations for each polling district will be set by Full Council. If the Returning Officer proposes to make a change to any of the designated polling stations, this will require consultation.

5.0 Postal votes

Good practice

- 5.1 There was very positive feedback received from staff on the location of postal vote opening in the City Suite.
- 5.2 The processes and paperwork were streamlined and simplified taking learning from other councils. The postal vote managers were happy with how the preparation went. The opening sessions in the days prior to polling day ran very smoothly.

Area for Improvement

- 5.3 Although the final opening session was much improved, and in line with the time that other councils in the region finished their final opening session, the processes and resources will be reviewed to speed up the time between finishing polling station verification and the final postal vote opening session.
- 5.4 There was still a large number of postal votes that were processed during the final opening session. There were almost 400 postal votes in the royal mail sweep at 9.45pm, and there were still a large number being handed in by Presiding Officers at the close of poll despite three collections throughout the day from Polling Station Inspectors. In 2023, Polling Station Inspectors will be required to do a later collection of postal votes at 8pm to bring to the count and an additional Royal Mail sweep will be requested earlier in the day to reduce the number that have to be opened and processed after 10pm. An additional morning session will be held on election day and the afternoon session on election day will be longer to accommodate this.

6.0 Polling stations

Good practice

- 6.1 100% of Candidates and Agents who responded to the survey found the conduct of poll in polling stations on election day good or very good.
- 6.2 One of the areas for improvement identified last year was the quality of ballot paper accounts that were completed. This year Polling Station Inspectors were asked to sit with each Presiding Officer and complete a mock ballot paper account during the day. This significantly improved the accuracy of the ballot paper accounts making it easier to check them on arrival at the count.

Area for Improvement

- 6.3 There were a number of reports from polling station staff that polling stations did not have adequate facilities or the expected standards of cleanliness. This will be reviewed as part of the polling station review. When booking polling stations for next year, more information will be included in the booking letter to cover the expected standards and to request a list of the facilities they have on site.

7.0 Ballot box receipt

Good practice

- 7.1 The ballot paper account was attached to the top of the ballot box this year which saved a lot of time checking for key documents. Ballot box drop off was very well organised with each member of the team clear on their role.

Area for Improvement

- 7.2 There was some congestion on the Aldersley Road for 20 minutes as there was just one lane of cars waiting for ballot box drop off. Next year WV Active will implement a three-lane system to hold 12 cars at a time.

8.0 Verification and count

Good practice

- 8.1 The count layout worked well with postal vote opening based upstairs which gave more space near the stage and for candidates and agents. Count assistants counted into piles of 10 first instead of the usual 20 which led to more accurate counts first time.

Area for Improvement

- 8.2 The most notable area for improvement at the count was the delay between the verification and the count, and in turn the count and the declaration of results. In part, this was due to a very efficient verification as there was a high accuracy of ballot paper accounts, the count was staffed to accommodate a higher turnout and the counters were very efficient. This made the wait for the final postal votes more pronounced. The Returning Officer will be exploring options to address this in the future which will include collecting more postal votes throughout the day and reviewing the final postal vote opening processes to ensure that not all postal votes come out at the same time. This will lead to the verification and count being more staggered across all wards to keep the count and declaration of results flowing.

9.0 Staffing and training

Good practice

- 9.1 Each year it is getting increasingly difficult to recruit enough Presiding Officers to cover having some reserves too, which is an experience shared across all West Midlands Councils. South Staffordshire and Shropshire Councils did not have elections this year so some of their experienced Presiding Officers were recruited to assist Wolverhampton.

Area for improvement

- 9.2 Given the shortage of experienced Presiding Officers, more work will be done in the Autumn to encourage more poll clerks to take on Presiding Officer duties with the offer of more in depth and practical training to provide assurance. More senior managers across the council will be recruited to work election duties to assist with the additional demands that will be placed on Presiding Officers due to the introduction of Voter ID.

10.0 2023 Local Elections

- 10.1 All 60 Councillor seats will be up for election next year on the new ward boundaries following the Local Government Boundary Commission Review. Electors will vote for three councillors per ward. Therefore, this will be a complicated count as block count and counting boards methods will be used.
- 10.2 On 28 April 2022, The Elections Act received Royal Assent. One of the significant changes being brought in for the 2023 local elections is that voters will be required to show photo ID at polling stations before a ballot paper is issued and the Electoral Registration Officer will be required to issue free voter ID to those without a valid form of photo ID. A briefing for all Councillors will be held in October to provide a further update on the preparations underway to implement the Elections Act once more detail has been announced by the Department for Levelling Up, Housing and Communities, and the Electoral Commission.
- 10.3 The Returning Officer is strongly recommending that the count should take place the following day on Friday 5 May to allow more time to undertake the complex method of counting for all out elections and to ensure that there are adequate resources deployed to implement Voter ID in polling stations successfully. Counting the next day will enable 40 Count Supervisors to work as Presiding Officers as they would not normally be allowed to work the day and night. It will ensure that staff are rested which will also reduce the risk of mistakes. Postal vote opening would be undertaken on Thursday night which would also remove the delay whilst waiting for the final postal votes to finish verification. Verification and the Count would take place on Friday.

11.0 The Annual Canvass

- 11.1 The annual canvass will commence in July 2022. The electoral register will be data matched against DWP records to categories households as either:
- Matched – Route 1 (CCA notification to say no action needed unless there is a change)
 - Not matched - Route 2 (CCB letter to say they need to respond even if there is no change)
- 11.2 The timetable is set out below:

Communication	Date	Detail
Route 1 CCA Email	11 July	To matched households where an email address is held. They must respond to this.
Route 1 CCA Letter	18 July	To matched households where an email address is not held or where a response was not received

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		to the email. They only need to respond if there is a change. Printed on green paper.
Route 2 CCB Letter	8 August	To not matched households. Response required. No pre-paid envelope – encourage response online. Printed on blue paper.
Route 2 Canvass form	7 September	To not matched households who have not responded to canvass form. Response required. Pre-paid envelope provided
Route 2 CCB Telephone canvassing	5 - 16 September	To not matched households where a telephone number is held.
Route 2 Door Knock	19 September – 11 November	20 canvassers will be employed to carry this out.

12.0 Financial implications

- 12.1 The proposed actions under areas for improvement will be undertaken by existing staffing resources and budget.
- 12.2 The table below shows the expenditure incurred on elections and associated funding over the last seven years, from 2015-2016 to 2021-2022.

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Total Net Expenditure Excl Specific Funding	365	639	638	275	893	44	560	3,414
Specific Election Funding:								
2015 – General Election	(228)	-	-	-	-	-	-	(228)
2016 – PCC Election	-	(189)	-	-	-	-	-	(189)
2016 – EU Referendum	-	(315)	-	-	-	-	-	(315)
2017 – Combined Authority Mayor	-	-	(283)	-	-	-	-	(283)
2017 – General Election	-	-	(318)	-	-	-	-	(318)
2019 – European Parliamentary Election	-	-	-	-	(273)	-	-	(273)
2019 – General Election	-	-	-	-	(334)	-	-	(334)
2021 – PCC Election	-	-	-	-	-	-	(191)	(191)
2021 – Combined Authority Mayor	-	-	-	-	-	-	(195)	(195)
2021 – Local Election Covid Grant Funding	-	-	-	-	-	-	(36)	(36)
Total Specific Election Funding	(228)	(504)	(601)	-	(607)	-	(422)	(2,362)
Final Net Cost	137	135	37	275	286	44	138	1,052

- 12.3 The cost of running local elections to the Council in any year is dependent on whether they are standalone or combined with Parliamentary, Police and Crime Commissioner or Combined Authority Mayoral elections. Combined elections costs are effectively shared, part funded by Government or the Combined Authority. European elections also attracted Government funding and, in 2021, specific grant funding was awarded to deliver local elections in a Covid secure way.

- 12.4 The pattern of elections over the last seven years is clearly visible from the final net cost to the Council figures illustrated in the table. In 2017-2018 there was a scheduled fallow election year, and no elections were held in the first year of the pandemic in 2020-2021. In the three combined election years, 2015-2016, 2016-2017 and 2021-2022, the net cost ranged from £135,000 to £138,000. In 2018-2019 and 2019-2020 standalone local elections were held and costs were in the region of £280,000 on both occasions. At first glance 2019-2020 does not appear to have been a standalone local election year as European and UK Parliamentary Elections were held in the same year. These were both conducted separately to the local elections however, the former being held in June and the latter in December.
- 12.5 There is a £192,000 budget currently set aside to cover the cost of local elections each year. In the event of combined elections or fallow years significant underspends against the local elections budget are expected and provide scope for contributions to the Elections Reserve. Standalone election costs are conversely expected to exceed the local elections budget. In these years the additional costs are to be funded from the Elections Reserve.
- 12.6 The Elections Reserve currently stands at just over £183,000. It is anticipated that part of this funding will be utilised in 2022-2023, another standalone local election year. Reserve transfers are excluded from the figures in the table as these would distort the actual net cost of elections picture. [SR/29062022/A]

13.0 Legal implications

All recommendations arising from the report are in line with the statutory provisions covering the delivery of electoral registration and delivering elections activity.
[SZ/01072022/P]

14.0 Equalities implications

- 14.1 The elections complied with the public-sector equality duty. Reasonable adjustments to vote were made for electors with disabilities in the polling stations and staff working election duties received adequate training on this.
- 14.2 All Returning Officers will be required to improve accessibility arrangements for voters with disabilities as part of the Elections Act which will come in to force later this year.

15.0 All other Implications

- 15.1 There are no other implications arising from this report at the current time.

16.0 Schedule of background papers

- 16.1 Preparations for May 2022 Local Elections, Governance and Ethics Committee, 14 January 2022: [Preparations for May 2022 Local Elections.pdf \(moderngov.co.uk\)](#)

- 16.2 Preparations for Local Elections and East Park By-Election, Governance and Ethics Committee, 25 March 2022: [Preparations for Local Elections and East Park By-Election.pdf \(moderngov.co.uk\)](#)
- 16.3 Elections Act 2022: [Elections Act 2022 \(legislation.gov.uk\)](#)

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CITY OF WOLVERHAMPTON C O U N C I L	<h1>Governance and Ethics Committee</h1> <p>7 July 2022</p>
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Report title	Boundary Review Implementation Plan and Polling District and Polling Place Review	
Cabinet member with lead responsibility	Councillor Paula Brookfield	
Accountable director	David Pattison, Chief Operating Officer	
Originating service	Electoral Services	
Accountable employee(s)	Laura Noonan	Electoral Services Manager
	Tel	01902 55 5050
	Email	Laura.noonan@wolverhampton.gov.uk
Report to be/has been considered by	Election Board	23 June 2022

Recommendation(s) for action or decision:

The Governance and Ethics Committee is recommended to:

1. Approve the proposed approach and timetable for the polling district and polling place review.

The Governance and Ethics Committee is asked to note:

1. That the proposed scheme at this stage is intended as a starting point for discussion to aid the consultation.
2. The revised timetable for the scheme has been amended slightly since the report taken on 25 February to account for the new municipal year calendar of meetings.

1.0 Purpose

1.1 To present the approach and timeline to carrying out the polling district and polling place review, which is the next step towards implementing the new ward boundaries.

2.0 Background

2.1 The Local Government Boundary Commission for England (LGBCE) published their final recommendations for Wolverhampton ward boundaries on 18 January 2022.

2.2 The Order for Wolverhampton's Electoral Review was made on 15 June 2022. The new warding arrangements will apply for the May 2023 council elections where all 60 councillor seats will be up for election. The council will then return to a cycle of election by thirds with elections in 2024, 2026 and 2027. The councillor with the highest number of votes will be elected to the four-year term, the second highest to the three-year term and the lowest to the one-year term.

2.3 A review of polling districts and polling places is required to ensure that polling districts align to the new ward boundaries. The purpose of a polling district and polling place review is to ensure that all electors have reasonably practicable facilities for voting and that polling places are reasonably accessible to electors who are disabled.

2.4 The differences between a district, place and station are as follows:

- A polling district is a geographical sub-division of an electoral area (ward in this instance), as well as parliamentary constituency boundaries.
- A polling place is the building or area in which polling stations will be selected by the Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.
- A polling station is room or area within the polling place where voting takes places. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election. The Returning Officer for the particular election must provide a sufficient number of polling stations and allocate the electors to those polling stations in such manner as they think the most convenient.

2.5 The new ward boundaries for Wolverhampton do not align with the current parliamentary constituencies as St Peters is split across three constituencies, and part of Oxley is split across two constituencies. This creates an additional three small polling districts, which are temporary pending the outcomes of the parliamentary constituency boundary review.

2.6 The Boundary Commission for England is currently undertaking a review of parliamentary constituency boundaries. The second round of consultation has closed and the proposals for the new constituency boundaries align with the existing wards, not the new wards.

2.7 The Returning Officer/Chief Executive has responded to the Boundary Commissions consultation to request that these are reviewed so that whole wards are placed within a constituency as they have just been through a review process to reflect communities of identity. The proposals as they stand would also create significant administrative challenges splitting multiple wards across multiple constituencies. There is a risk that the ward boundaries may not align with the final parliamentary boundaries, and then another review of polling districts and polling places would be required. The final recommendations will be made in June 2023. Polling district boundaries will be reviewed again at this point. A map to show the new wards against the proposed parliamentary constituencies can be found in **Appendix 4**. A map to show the new wards against the current parliamentary constituencies can be found in **Appendix 5**.

3.0 The review

3.1 In accordance with the requirements set out in the Electoral Registration and Administration Act 2013, the following steps must be carried out for the formal review:

- Publish a notice of the holding of a review
- Consult the ARO for every parliamentary constituency which is wholly or partly in its area
- Publish all representations made by an ARO within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website.
- Seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the AROs.
- On completion of a review, give reasons for its decisions and publish:
 - all correspondence sent to an (Acting) Returning Officer in connection with the review.
 - all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability.
 - all representations made by any person in connection with the review.
 - the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review.
 - details of the designation of polling districts and polling places within the local authority area as a result of the review.

- details of the places where the results of the review have been published.

4.0 Consultation proposal

- 4.1 A draft scheme of polling districts and polling places can be found in **Appendix 1**. The associated map for the whole city can be found in **Appendix 3**. This has been worked up based on data on the 2026 forecast electorate, feedback from councillors from recent elections, electors and staff on the recent elections and site visits to venues. It is intended as a starting point for discussion.
- 4.2 This scheme has reduced the number of polling districts by two to 121 polling districts. The number of temporary polling stations (portacabins) has reduced by one to two.
- 4.3 A total of 81 polling districts remain the exact same as the existing arrangements. 23 have changes to polling district boundaries only. 12 have changes to polling stations, and five have changes to both polling districts and polling stations.
- 4.4 There are 11 new polling station venues proposed.
- 4.5 There are 19 double polling station venues proposed, which is a total of 102 venues used as polling stations.
- 4.6 The consultation will be held online and publicised on the council's various communication channels. A leaflet promoting the consultation will be included in the annual canvass forms. It will be shared more specifically with councillors, MP's, community groups, polling station venues and will allow all interested parties in Wolverhampton to express their views on the proposed polling district boundaries and polling places through an online questionnaire and give them the opportunity to make alternative suggestions for consideration.
- 4.7 Councillors have a unique expertise and knowledge of their communities, and as such, Electoral Services will be working with Councillors to prepare the final scheme. Face to face drop in sessions will be held for each ward and all ward councillors will be invited to attend to contribute to the discussion and development of the final polling district and place scheme. These sessions will be held in Committee Rooms at the Civic Centre at 5pm – 6pm. The schedule is below:

Ward	Date	Ward	Date
Bilston North	19 July	Fallings Park	4 August
Bilston South	19 July	Merry Hill	4 August
Blakenhall	21 July	Oxley	16 August

Bushbury North	21 July	Park	16 August
Bushbury South and Low Hill	26 July	Penn	8 August
East Park	26 July	St Peters	8 August
Graiseley	1 August	Tettenhall Regis	9 August
Heath Town	1 August	Tettenhall Wightwick	9 August
Ettingshall North	2 August	Wednesfield North	15 August
Ettingshall South and Spring Vale	2 August	Wednesfield South	15 August

An additional drop-in session will be held on 16 August at 12pm for any councillor who cannot make the designated date for their ward.

5.0 Schools as polling stations

- 5.1 The initial proposal has reduced the number of schools from 24 to 14 and two of these stay open. Of the 12 that do close six have indicated that they plan to use polling day as one of their inset days.
- 5.2 The number of schools has significantly reduced over the years. The number of schools used as polling stations over the last five years is below:

Year – Election	Number of schools used
2017 - Combined Authority Mayoral Election	37
2017 – General Election	38
2018 – Local Election	38
2019 – Local Election	34
2019 – European Parliamentary Election	33
2019 – General Election	33
2021 – Local, PCC and CAM election	28
2022 - Local Election	24

6.0 Portacabins as polling stations

- 6.1 It is not always possible to place a portacabin in the same polling district as the school as there may not be suitable land to site the temporary polling station on. Suggestions for areas to host portacabins on are welcome as part of the consultation. Further work would need to be done to risk assess the sites to ensure that there is adequate space for electors to park and safely queue.
- 6.2 Portacabins are small in comparison to ordinary polling station venues. Typically, only one or two electors can enter at a time. The general principal Wolverhampton has worked to with the existing temporary stations is one unit per 1,000 electors to manage the flow of voters, so the majority of areas would need space for two portacabins.
- 6.3 Portacabins also comes at a significant cost as each temporary polling station is £1,768 + VAT. To place temporary stations within the polling districts of areas where there are no alternatives to schools would cost in the region of £60,000. This is compared to £3,000 for the hire of schools to cover caretaking, heating and lighting costs.
- 6.4 For years, Returning Officers have been strongly encouraged by the Government to take account of the legal provisions in place and use publicly funded buildings to reduce the cost of elections. This is why it has always been a council priority to keep the use of temporary polling stations down where there are suitable venues within the polling district.
- 6.5 It is also extremely difficult to recruit and retain staff to work in a temporary polling station as the environment and facilities are not as comfortable as other buildings over for a 16 hour working day.

7.0 Review timetable

Activity	Date
Publish notice of holding review and start of public formal consultation	18 July 2022
Drop-in sessions with ward Councillors to share feedback on proposals	18 July 2022 – 26 August 2022
End of formal consultation	26 August 2022
Collate results from consultation and prepare final scheme of polling districts and stations	29 August 2022 – 30 September 2022
Attend political group meeting to share final scheme of polling district and stations for comment	September 2022
Final scheme of polling districts and stations taken to Governance and Ethics	20 October 2022

Committee for recommendation to full council	
Final recommendations presented to the council	2 November 2022
Publish electoral register on new boundaries	1 December 2022
Poll cards will be sent to electors with polling station details on	March 2023

8.0 Access to electoral registers

- 8.1 On 1 December 2022, the revised electoral register will be published on the new wards. As such, existing members of the council will only be entitled to the parts of the register that they are currently elected members for as per the regulation 103 of the Representation of the People Rules 2001. For example, this would mean receiving parts of the register for the existing St Peters ward, not the full St Peters ward as per the new boundary.
- 8.2 Political parties are entitled to the full electoral register at any time on request.
- 8.3 All candidates standing for election will be entitled to the electoral register for the ward they are standing for on 27 March 2023.

9.0 Financial implications

- 9.1 The consultation will largely take place online or in small groups with relevant stakeholders and will be co-ordinated utilising existing resources within the Elections team.
- 9.2 The leaflet to be included as part of the canvass form will be met within the existing electoral registration budget as part of the annual canvass postage costs. The total Electoral Registration budget for 2022-2023 is £362,000. [SR/28062022/B]

10.0 Legal implications

- 10.1 All preparations outlined in this report are in line with the statutory provisions covering the review of polling district and places. [SZ/01072022/P].

11.0 Equalities implications

- 11.1 An equalities analysis has been undertaken to identify the positive and negative impacts against the key equality themes and solutions identified to mitigate against negative impacts. The analysis is in **Appendix 2**.
- 11.2 Local authorities have a duty to review the accessibility of all polling places to disabled voters and ensure that every polling place, and prospective polling place, for which it is responsible is accessible to disabled voters 'so far as is reasonable and practicable'.

11.3 Groups and individuals with expertise in access issues within Wolverhampton will be invited to respond to the ARO's representations during the public consultation phase.

12.0 All other Implications

12.1 There are no other implications arising from this report at the current time.

13.0 Schedule of background papers

13.1 Electoral Commission, Reviews of polling districts, polling place and polling stations: [Polling place reviews | Electoral Commission](#)

13.2 Boundary Commission for England 2023 review: 2023 Review | Boundary Commission for England (independent.gov.uk)

13.3 The Wolverhampton (Electoral Changes) Order 2022: The Wolverhampton (Electoral Changes) Order 2022 (legislation.gov.uk)

13.4 Local Government Boundary Commission for England report Implementation Plan, Governance and Ethics Committee, 25 February 2022.

14.0 Appendices

14.1 Appendix 1: Polling district and polling place proposal for consultation

14.2 Appendix 2: Equality Analysis

14.3 Appendix 3: Map to show proposed polling districts and polling places

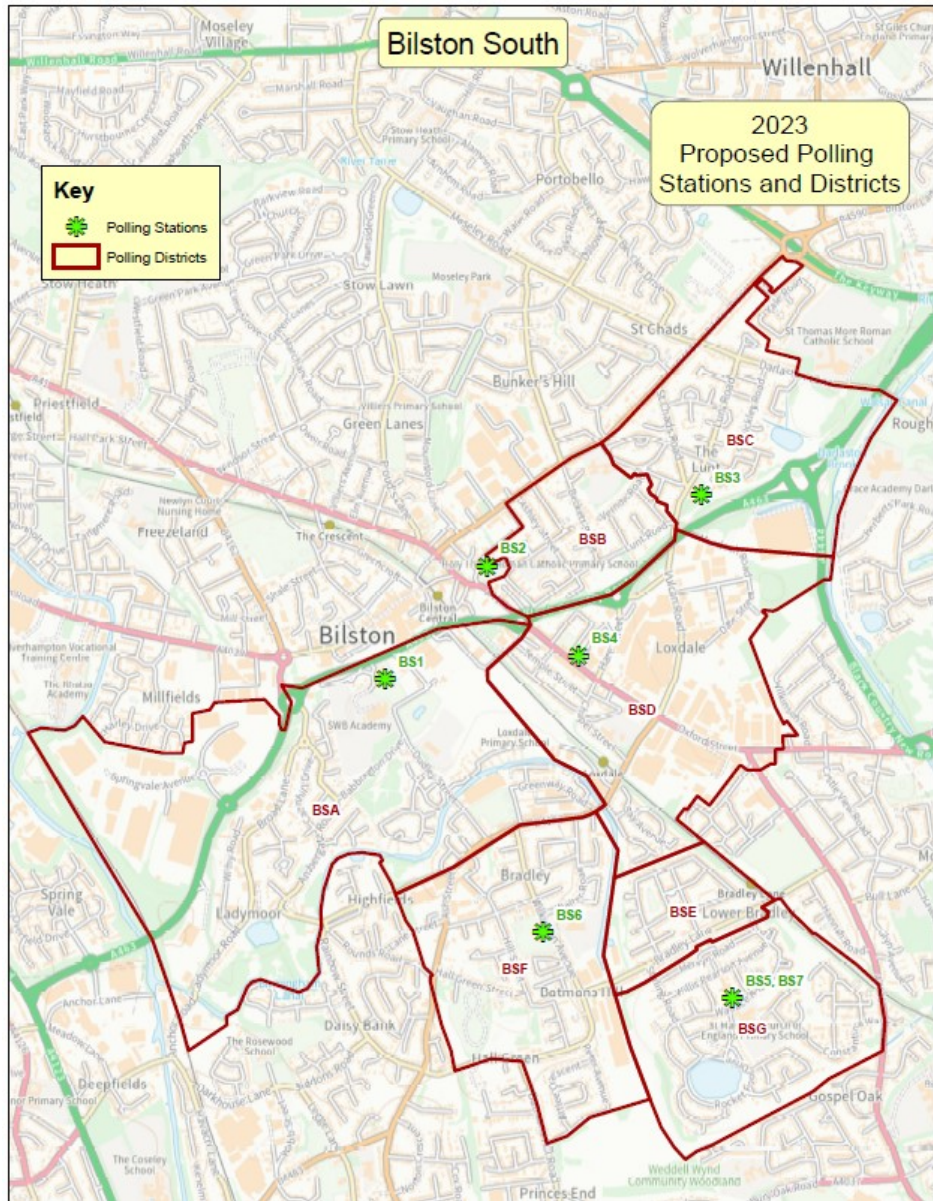
14.4 Appendix 4: Parliamentary boundary proposals and new wards

14.5 Appendix 5: Existing Parliamentary constituencies and new wards

Bilston North

Proposed polling district /polling station number	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
BNA / BN1	Wolverhampton South East	Tenants Meeting Room, Hugh Gaitskell Court, Parkfield Road, WV14 6HE	2,090	Yes	<p>The current polling station for this district is Stowlawn Primary School which does close on polling day and the school do not currently use polling day as an inset day. The Tenants Meeting room is in the polling district and would make a good alternative polling station for this district.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> Stowlawn Methodist Church - this was deemed not suitable due to a lack of parking and it is difficult to access due to a narrow passageway.
BNB / BN2	Wolverhampton South East	Bilston Baptist Church, Prouds Lane, WV14 6PW	2,454	Yes	<p>This is a suitable alternative for Villiers Primary School and is a double station with BND. Good parking, large rooms. There are no other suitable alternative venues in the BNB polling district, and this polling station has always been located with BND.</p>
BNC / BN3	Wolverhampton South East	Portobello Community Centre, Hill Road, WV13 3TT	1,743	Yes	<p>This polling district has reduced in size but there is no change to this polling station venue. This is a double polling station with EPD and is based in the East Park ward but is very close and accessible.</p>

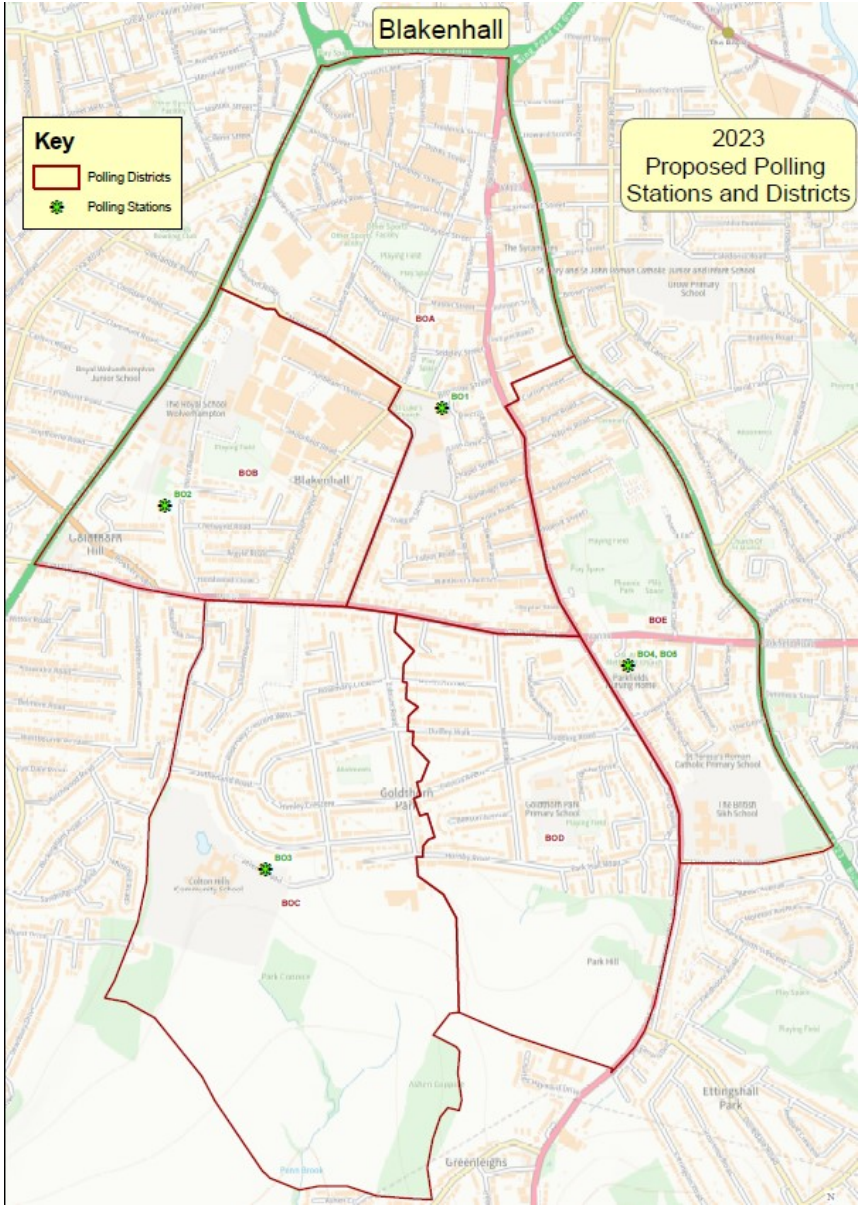
BND / BN4	Wolverhampton South East	Bilston Baptist Church, Prouds Lane, WV14 6PW	1,378	Yes	This is a suitable alternative for Villiers Primary School and is a double station with BNB. Good parking, large rooms. Located within the polling district.
BNE / BN5	Wolverhampton South East	St Chad's Church Hall, Connaught Road, WV14 6NY	2,061	Yes	There are no changes to this polling district or polling station.



Bilston South

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
BSA / BS1	Wolverhampton South East	Bert Williams, Nettlefolds Way, WV14 0EF	1,446	Yes	<p>There have been changes to this polling district. The current BEH polling district with the temporary polling station on horning drive has been merged with this polling district as both districts make up a suitable polling district electorate along with the take in from Ettingshall. There have been no changes to the polling station for the existing BEA part of this polling district.</p> <p>The original temporary polling station was located less than a mile to Bert Williams. This fits with the aim to reduce the number of temporary polling stations where there are suitable buildings within 1 mile of the electorate. The Presiding Officer report from the local elections held on 5 May noted 'many voters commented on the situation of the voting pod. In an out of the way place'. There are no changes to the rest of the polling district/station.</p>
BSB / BS2	Wolverhampton South East	Bilston Methodist Church, Bow Street, WV14 7NB	1,296	Yes	There are no changes to this polling district and polling station.
BSC / BS3	Wolverhampton South East	The Lunt Community Centre, Lunt	1,869	Yes	There are no changes to this polling district and polling station.

		Road, WV14 7BH			
BSD / BS4	Wolverhampton South East	Holy Trinity Roman Catholic Church, Oxford Street, WV14 OPX	946	Yes	There are no changes to this polling district and polling station.
BSE / BS5	Wolverhampton South East	Lower Bradley Community Centre, Wallace Road, WV14 8BW	926	Yes	There are no changes to this polling district and polling station. There are no other suitable alternative venues in the polling district, and this polling station has always been located outside of the district. This is a double polling station with BSG.
BSF / BS6	Wolverhampton South East	Bradley Senior Citizens Centre, Wilkinson Avenue, WV14 8PS	1,851	Yes	There are no changes to this polling district and polling station.
BSG / BS7	Wolverhampton South East	Lower Bradley Community Centre, Wallace Road, WV14 8BW	2,007	Yes	There are no changes to this polling district and polling station. This is a double polling station with BSE.



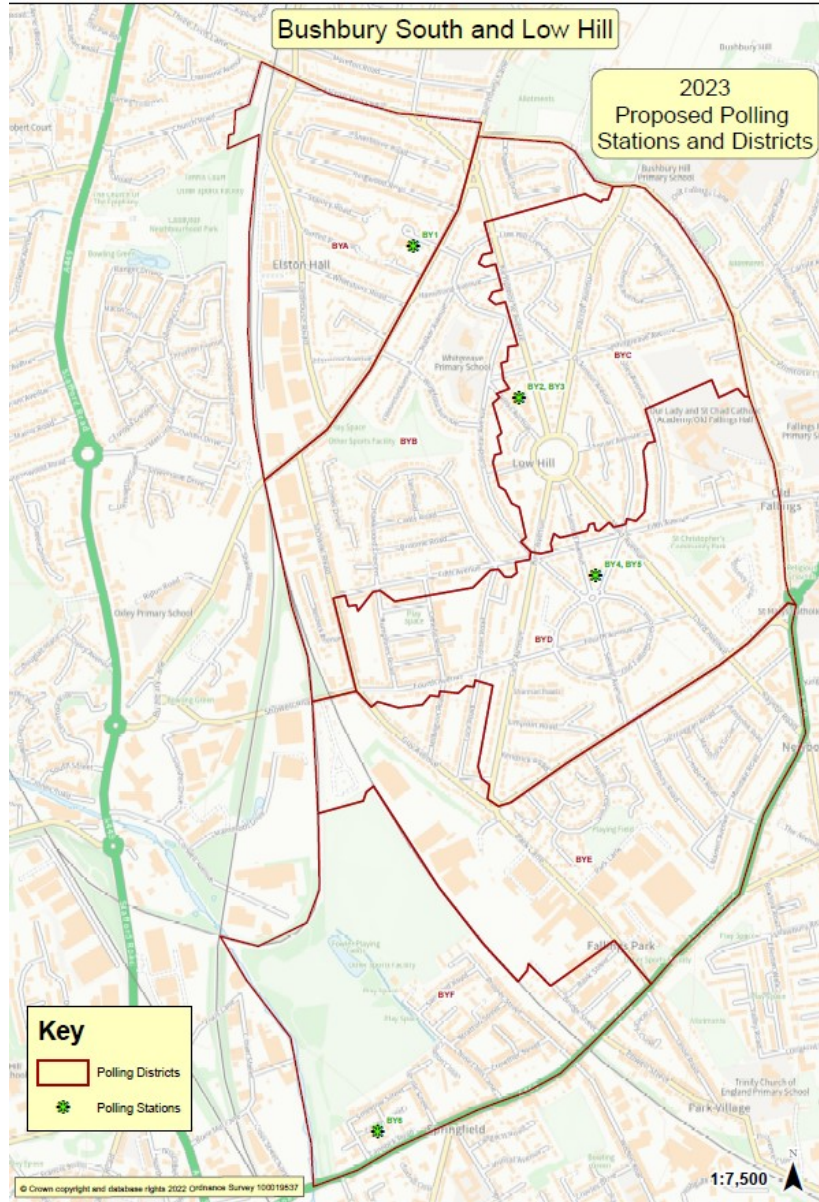
Blakenhall

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
BOA / BO1	Wolverhampton South East	Bob Jones Community Hub, Bromley Street, WV2 3AS	2,326	Yes	The forecasted electorate for existing BOA polling district was too high, so Curzon Street has been moved to BOE polling district. There are no changes to this polling station.
BOB / BO2	Wolverhampton South East	The Royal Air Force Association Club, 26 Goldthorn, WV2 4PN	1,352	Yes	There are no changes to this polling district and polling station.
BOC / BO3	Wolverhampton South East	Temporary Polling Station - Colton Hills Community School	1,606	No	<p>This district has voted in BOD for a long time at Goldthorn Park Primary School as a double station. To avoid the use of all schools in Blakenhall, this is proposed as the best solution. A temporary ramp would be provided to ensure disabled access.</p> <p>St Johns' Methodist Church was used as the polling station instead of Goldthorn Park Primary School in the 2022 local elections. The Presiding Officer report from the local election noted that a lot of voters were not happy that their polling station was not at Goldthorn Park Primary School where it had been for many years.</p> <p>Other venues explored</p>

					<ul style="list-style-type: none"> • Park Hall Hotel were contacted and are unavailable to use due to being fully booked for over a year in advance. • Goldthorn Park Assembly Hall in Himley Crescent - there is a lack of parking and this would be difficult to access for a high electorate. After discussions, the venue were not willing to host a polling station.
BOD / BO4	Wolverhampton South East	St Johns Methodist Church, 558 Wolverhampton Road East, WV4 6AA	1,865	Yes	This polling station was a replacement for Goldthorn Park Primary School in 2022 local elections. This is a very good venue and is located in the adjacent polling district. It reduces the need to use a school.
BOE / BO5	Wolverhampton South East	St Johns Methodist Church, 558 Wolverhampton Road East, WV4 6AA	1,628	Yes	<p>The current polling station for this district is St Theresa's Primary School, which does have to close but they do plan for polling day as an inset day.</p> <p>This venue was a double polling station for BOD and BOC in the 2022 local elections, but it is located in BOE so would better serve this community and reduces the need to use schools in Blakenhall ward.</p>

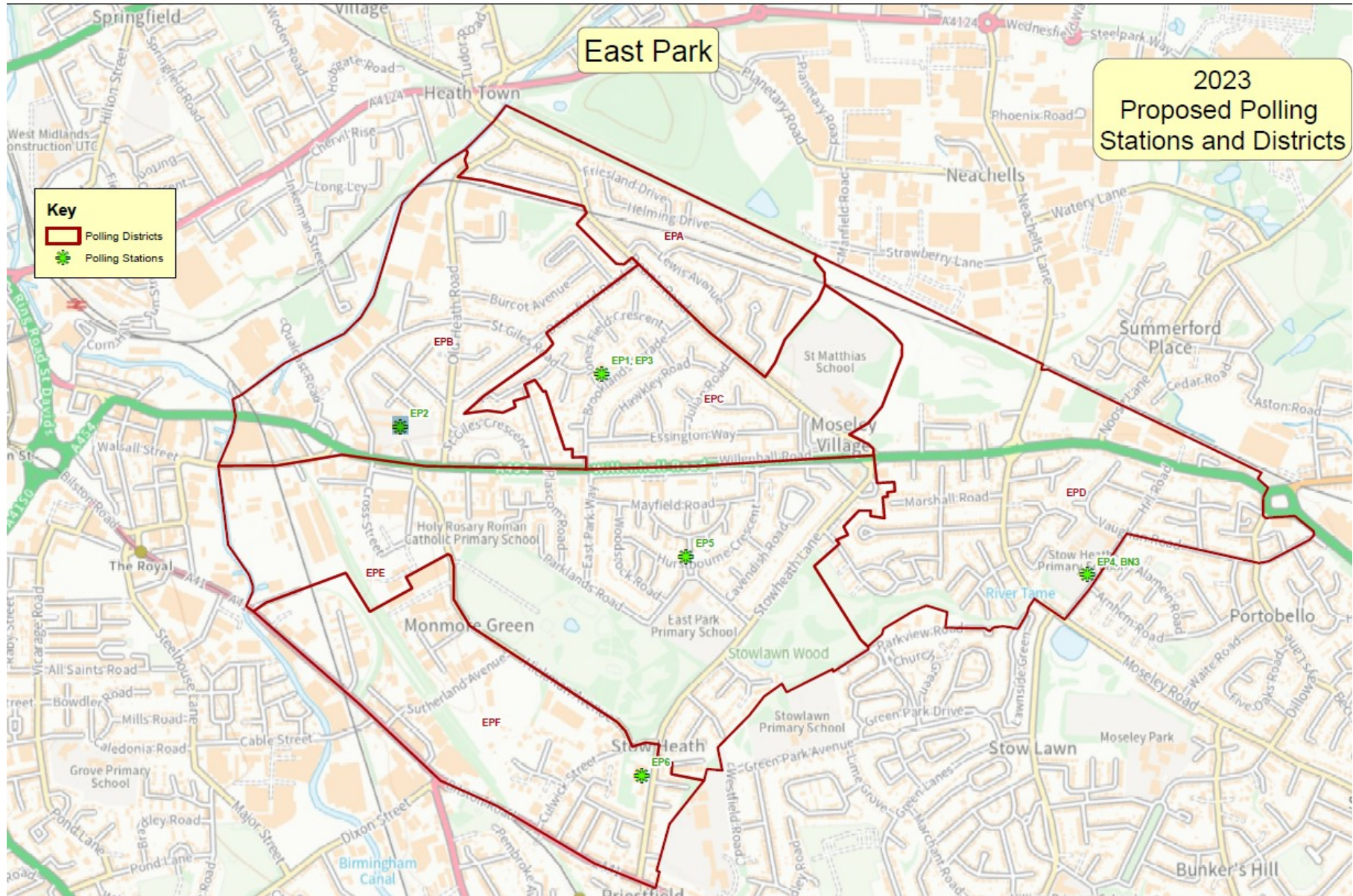
Bushbury North

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
BUA / BU1	Wolverhampton North East	Fordhouses Baptist Church, Winchester Road, WV10 6EJ	2,110	Yes	There are no changes to this polling station. It is proposed this will now be a double polling station with BUF.
BUB / BU2	Wolverhampton North East	St James Church Hall, Taunton Avenue WV10 6PN	1,921	Yes	There are no changes to this polling district and polling station.
BUC / BU3	Wolverhampton North East	Northycote Farm, Underhill Ln, Bushbury, WV10 7JF	1,116	Yes	There are no changes to this polling district and polling station.
BUD / BU4	Wolverhampton North East	St Mary's Church, Bushbury Ln, WV10 8JP	2,268	Yes	This proposed polling station is based in BUE because there are no alternatives in BUD. This is an alternative to Northwood Park Primary School which was also in the BUE district.
BUE / BU5	Wolverhampton North East	Temple Baptist Church, 30 Three Tuns Lane, WV10 6BD	1,753	Yes	There are no changes to this polling district and polling station.
BUF / BU6	Wolverhampton North East	Fordhouses Baptist Church, Winchester Road, WV10 6EJ	899	Yes	Bushbury North is gaining one additional polling district due to taking in parts of Oxley and Fallings Park. Fordhouses Baptist Church is a large room which will accommodate a double station with BUA.



Bushbury South and Low Hill

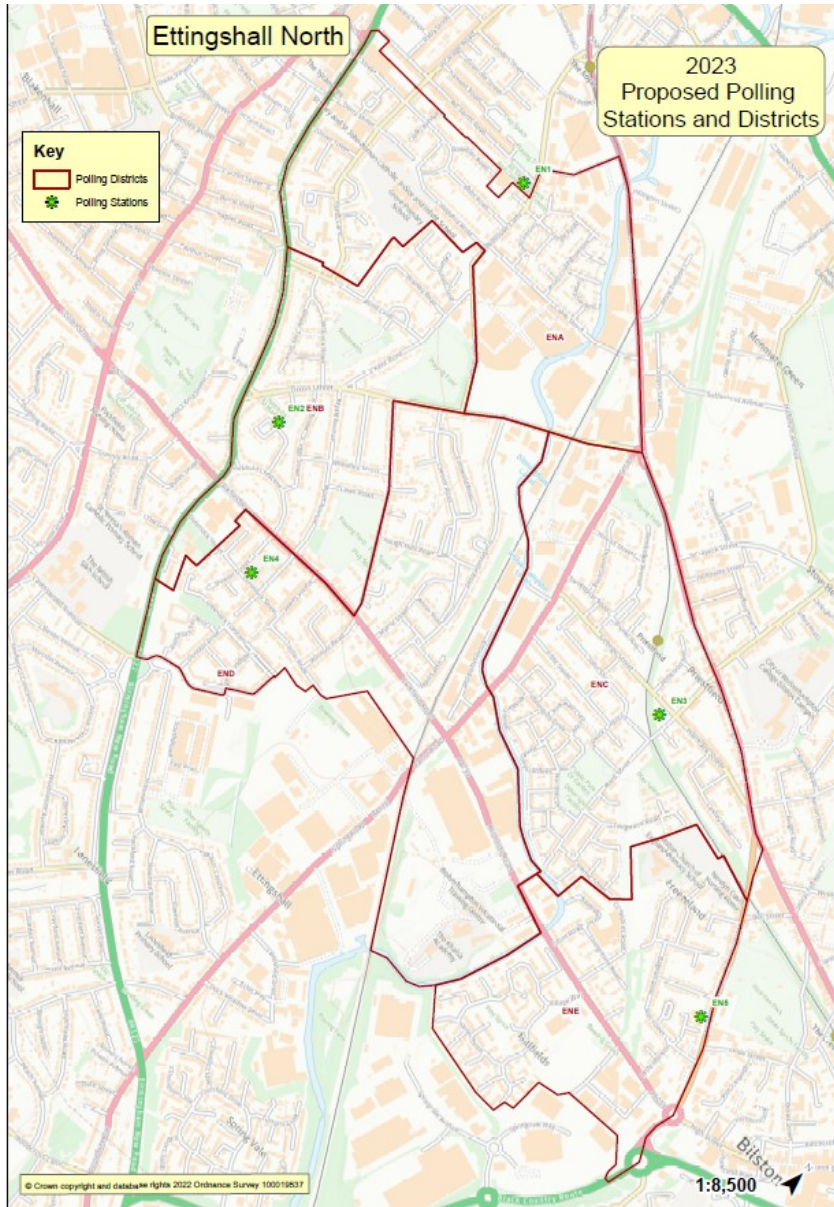
Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
BYA / BY1	Wolverhampton North East	Bushbury Triangle Management Centre, 74 Stanley Road, WV10 9EL	1,231	Yes	There are no changes to this polling district and polling station.
BYB / BY2	Wolverhampton North East	Low Hill Community Hub, Kempthorne Ave, WV10 9JJ	1,594	Yes	There are no changes to this polling district and polling station. This is located in BYC polling district as there are no suitable venues in BYB. This arrangement has worked well for a number of years.
BYC / BY3	Wolverhampton North East	Low Hill Community Hub, Kempthorne Ave, Wolverhampton WV10 9JJ	1,674	Yes	There are no changes to this polling district and polling station. This is a double polling station with BYB.
BYD / BY4	Wolverhampton North East	Good Shepherd Centre, Second Avenue, WV10 9PE	2,239	Yes	There are no changes to this polling district and polling station. This is a double polling station with BYE.
BYE / BY5	Wolverhampton North East	Good Shepherd Centre, Second Avenue, WV10 9PE	1,580	Yes	There are no changes to this polling district and polling station. This is located in BYD polling district as there are no suitable venues in BYE. This arrangement has worked well for a number of years.
BYF / BY6	Wolverhampton North East	Tenants Meeting Room Coven Lodge, Coven Street, WV10 9AX	1,425	Yes	There are no changes to the polling station. This district has changes as some of it has moved to the Oxley and St Peter's wards.



East Park

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
EPA / EP1	Wolverhampton South East	East Park Methodist Church Hall, Brooklands Parade, WV1 2ND	1,374	Yes	There are no changes to this polling district and polling station. There are no suitable venues in EPA so this is a double station with EPC. This arrangement has worked well over the past few years
EPB / EP2	Wolverhampton South East	Eastfield Community Centre, Colliery Road, WV1 2QY	1,436	Yes	There are no changes to this polling district and polling station.
EPC / EP3	Wolverhampton South East	East Park Methodist Church Hall, Brooklands Parade, WV1 2ND	1,618	Yes	There are no changes to this polling district and polling station. This is a double polling station with EPA.
EPD / EP4	Wolverhampton South East	Portobello Community Centre, Hill Road, WV13 3TT	2,361	Yes	There are no changes to this polling district and polling station. This is a double polling station with BNC.
EPE / EP5	Wolverhampton South East	East Park Library and Neighbourhood Centre, Hurstbourne Crescent, WV1 2EE	1,833	Yes	There are no changes to this polling district and polling station.

EPF / EP6	Wolverhampton South East	Stowheath Day Training Centre, Stowheath Lane, WV1 2QN	737	Yes	<p>Historically EPF have voted at Memorial Hall which is in the Ettingshall Ward and electors have to cross the Bilston Road to access this polling station.</p> <p>This proposal is in the polling district.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • There are no suitable alternative venues. • Temporary station on Wolverhampton Wholesale Market car park is deemed not suitable from a health and safety perspective by Facilities as the car park is heavily used in the morning with traders purchasing goods and there are barriers controlling access to the site. • Monmore Stadium would not be suitable due to racing every Thursday night. • Chillington Social Club were contacted and they cannot make the venue available on Thursday due to a regular group using this room. • Mount Shiloh Apololistic Church - unable to get in contact with venue, but this is based in the EPE polling district.
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Ettingshall North

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
ENA / EN1	Wolverhampton South East	All Saints Community Centre, All Saints Road, WV2 1EL	1,553	Yes	There are no changes to this polling district and polling station. This was a double polling station in the past with East Park, but this will now be a single polling station.
ENB / EN2	Wolverhampton South East	St Martin's Church Hall, Parkfield Grove, WV2 2BG	1,695	Yes	This polling district is taking in from a number of wards due to the boundary changes. There are no changes to this polling station.
ENC / EN3	Wolverhampton South East	Memorial Hall, George Street, WV2 2LY	2,249	Yes	This polling district has changed due to ward boundary changes. There are no changes to this polling station.
END / EN4	Wolverhampton South East	Parkfield Primary School, Dimmock Street, WV4 6HB	2,423	Yes	<p>This polling district has changed due to ward boundary changes. This polling district currently uses Parkfield Primary School which does have to close, and they may forward plan it as an inset day.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • St Teresa's Church on Birmingham New Road is now closed so unable to contact. However, they do not have a separate church hall. This may be a suitable option to explore in future. • Bethel All Saints Apostolic Church do not want to be a polling station. It is also not accessible via the front access.

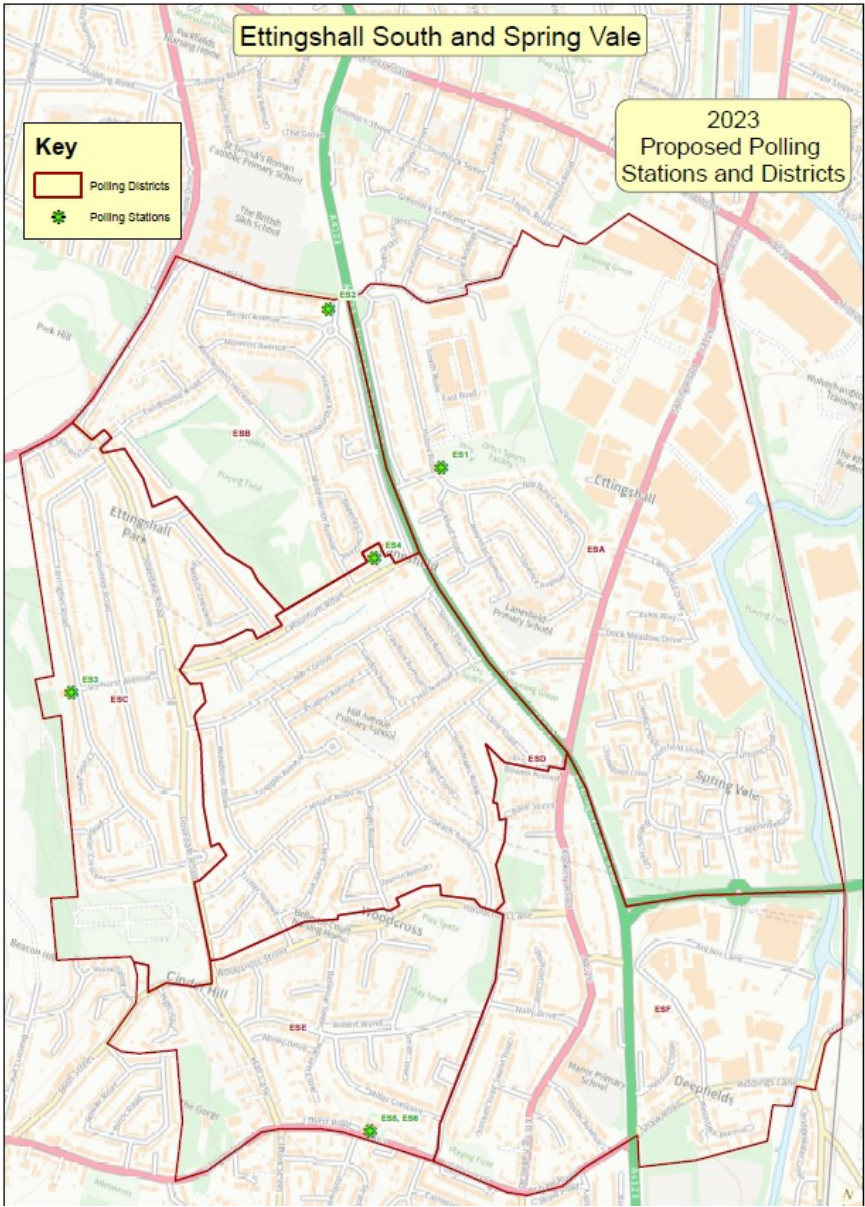
					<ul style="list-style-type: none"> Memorial Hall is in the middle of the adjacent ENC polling district and is 1.1 miles from Parkfield primary school which is considered a reasonable distance for electors to travel.
ENE / EN5	Wolverhampton South East	Bilston People's Centre, Wolverhampton Street, WV14 0LT	1,398	Yes	This polling district has changed due to ward boundary changes. There are no changes to this polling station.

Ettingshall South and Spring Vale

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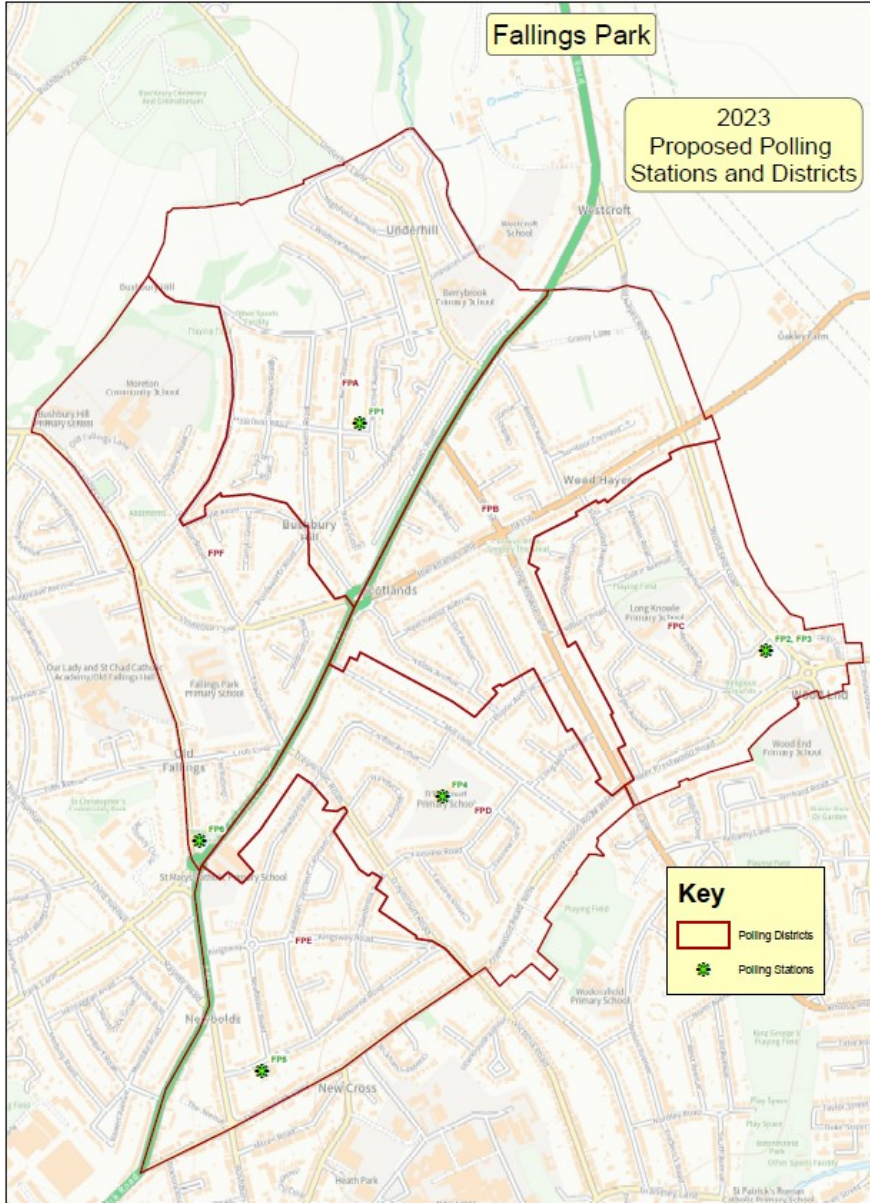
- Polling Districts
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Ettingshall South and Spring Vale

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
ESA / ES1	Wolverhampton South East	Hilton Hall Community Centre, Hilton Road, WV4 6DR	2,391	Yes	This district has changed with the ward boundary review and is proposed to take in part of the current EPF polling district where the polling station was located on Overfield drive as a temporary station. Spring Road is in the middle of the polling district which is a fairly quiet road and there are pedestrian crossings. This is about a mile away from the Overfield drive temporary location.
ESB / ES2	Wolverhampton South East	Spring Vale Library, Bevan Ave, WV4 6SG	1,222	Yes	This polling district has changed due to ward boundary changes. There are no changes to this polling station.
ESC / ES3	Wolverhampton South East	Holy Trinity Church Hall, Farrington Road, WV4 6QH	1,548	Yes	This polling district has changed due to ward boundary changes. There are no changes to this polling station.
ESD / ES4	Wolverhampton South East	Lanesfield Methodist Church, Laburnum Rd, WV4 6PG	2,306	Yes	The current polling station for this district was Hill Avenue Academy. This polling district takes in Laburnum Road as this is on the same road as Lanesfield Methodist Church, and this is a suitable venue to use within the polling station.
ESE / ES5	Wolverhampton South East	Hurst Hill Methodist Church, Hurst Road, WV14 9EU	1,215	Yes	There are no changes to this district and polling station. It is a double with ESF.
ESF / ES6	Wolverhampton South East	Hurst Hill Methodist Church,	1,384	Yes	There are no changes to this district and polling station. It is a double with ESE. There are no suitable alternatives within ESF. This

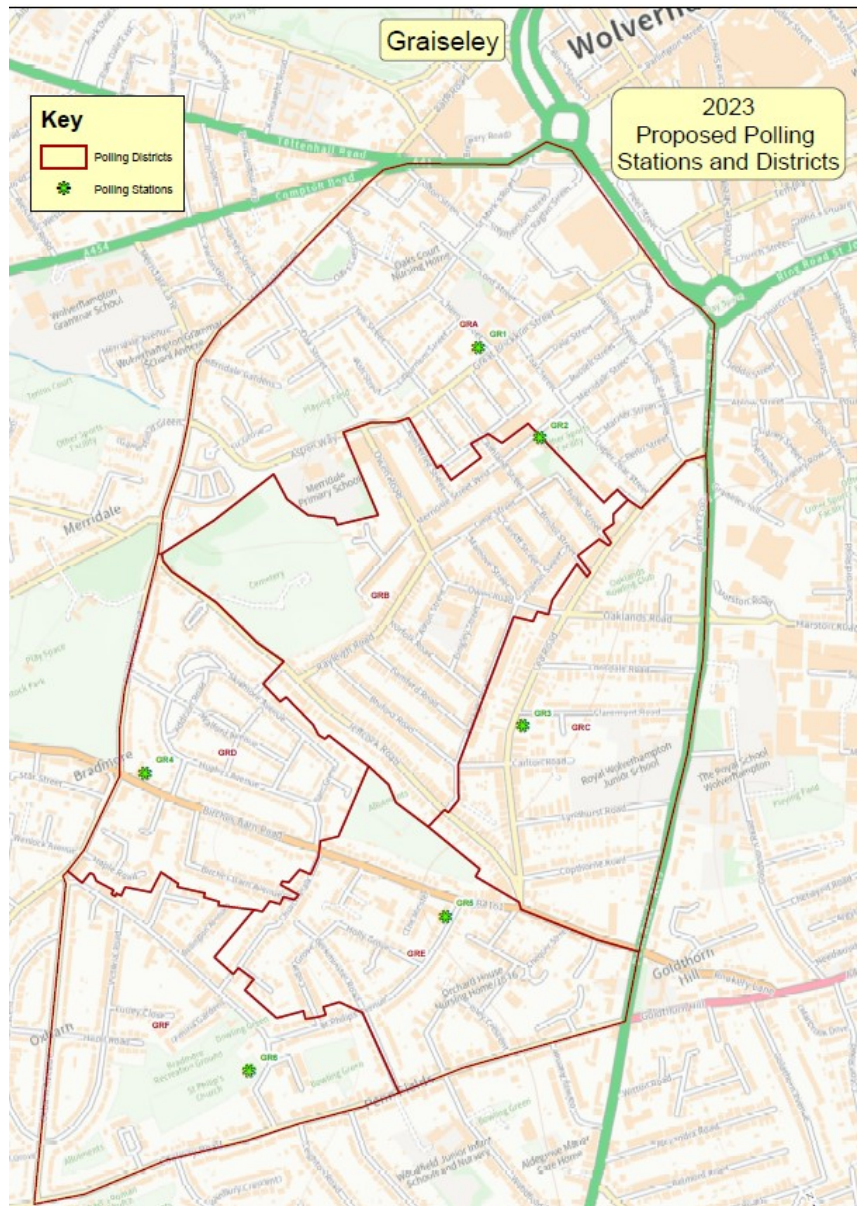
		Hurst Road, WV14 9EU			arrangement has worked well for the last few elections.
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Fallings Park

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
FPA / FP1	Wolverhampton North East	Neil Dougherty Resource Centre, 34 Pope Rd, WV10 8LX	1,874	Yes	This polling district has changed due to ward boundary changes. There are no changes to this polling station.
FPB / FP2	Wolverhampton North East	Long Knowle Community Hub, Wood End Rd, WV11 1YG	1,570	Yes	There are no changes to this district and polling station. It is a double with FPC. This is located in FPC, there are no alternative venues in FPB. These arrangements have worked well in the past.
FPC / FP3	Wolverhampton North East	Long Knowle Community Hub, Wood End Rd, WV11 1YG	1,451	Yes	This polling district has changed due to ward boundary changes. There are no changes to polling station. It is a double with FPB. These arrangements have worked well in the past.
FPD / FP4	Wolverhampton North East	D'eyncourt Primary School, Mullett Road, WV11 1DD	1,673	Yes	<p>This polling district has changed due to ward boundary changes. The current polling station for this district is D'eyncourt Primary School. The school has to close and they use polling days as inset days so this has minimal impact.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • Use the polling station in the adjacent polling district as this is just 0.9 miles away which is a reasonable distance for electors to travel. • The car park at the Methodist church is quite small but the room is very large and would easily accommodate a double

					polling station, and there is plenty of off-road parking.
FPE / FP5	Wolverhampton North East	Fallings Park Methodist Church, Wimborne Road, WV10 0NN	1,333	Yes	There are no changes to this district and polling station.
FPP / FP6	Wolverhampton North East	Oldfallings United Reformed Church, Oldfallings Lane, Wolverhampton, WV10 8BH	1,234	Yes	<p>This polling district has changed due to ward boundary changes. The current polling station for this area is Fallings Park Primary School and the school does have to close. Oldfallings church is in the polling district and has good parking, the building is accessible and they are willing to host a polling station. A visit to assess the venue in more detail is yet to be arranged.</p> <p>Another option to use Neil Dougherty as a double polling station as this is in the adjacent polling district as this is just 0.7 miles away which is considered a reasonable distance for electors to travel. Neil Dougherty has a room large enough to accommodate a double polling station.</p>



Graiseley

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
GRA / GR1	Wolverhampton South West	Bricklin Community Centre, Cherry Street, WV3 0QW	1,778	Yes	There are no changes to this district and polling station.
GRB / GR2	Wolverhampton South West	The Association of Ukrainians in Great Britain, 35 Merridale St W, WV3 0RJ	1,984	Yes	There are no changes to this polling district, just the station. For the last 2 elections, Bingley Strengthening Families Hub has been used as an alternative to Bantock Primary School. However, the room used at Bingley Strengthening Families Hub is quite small for such a large electorate. Not using this venue would mean that Bingley strengthening families would not have to close. The Ukrainian community centre would make a good alternative and is just outside of the polling district in the adjacent polling district GRA. However, St Chads church hall on Owen Road is in a much better location in the middle of the polling district. This will be further investigated to arrange a site visit to assess suitability and availability. The Community Centre is currently closed and unable to open.
GRC / GR3	Wolverhampton South West	Lea Road Community Church, Lea Road, WV3 0LW	1,505	Yes	There are no changes to this district and polling station.

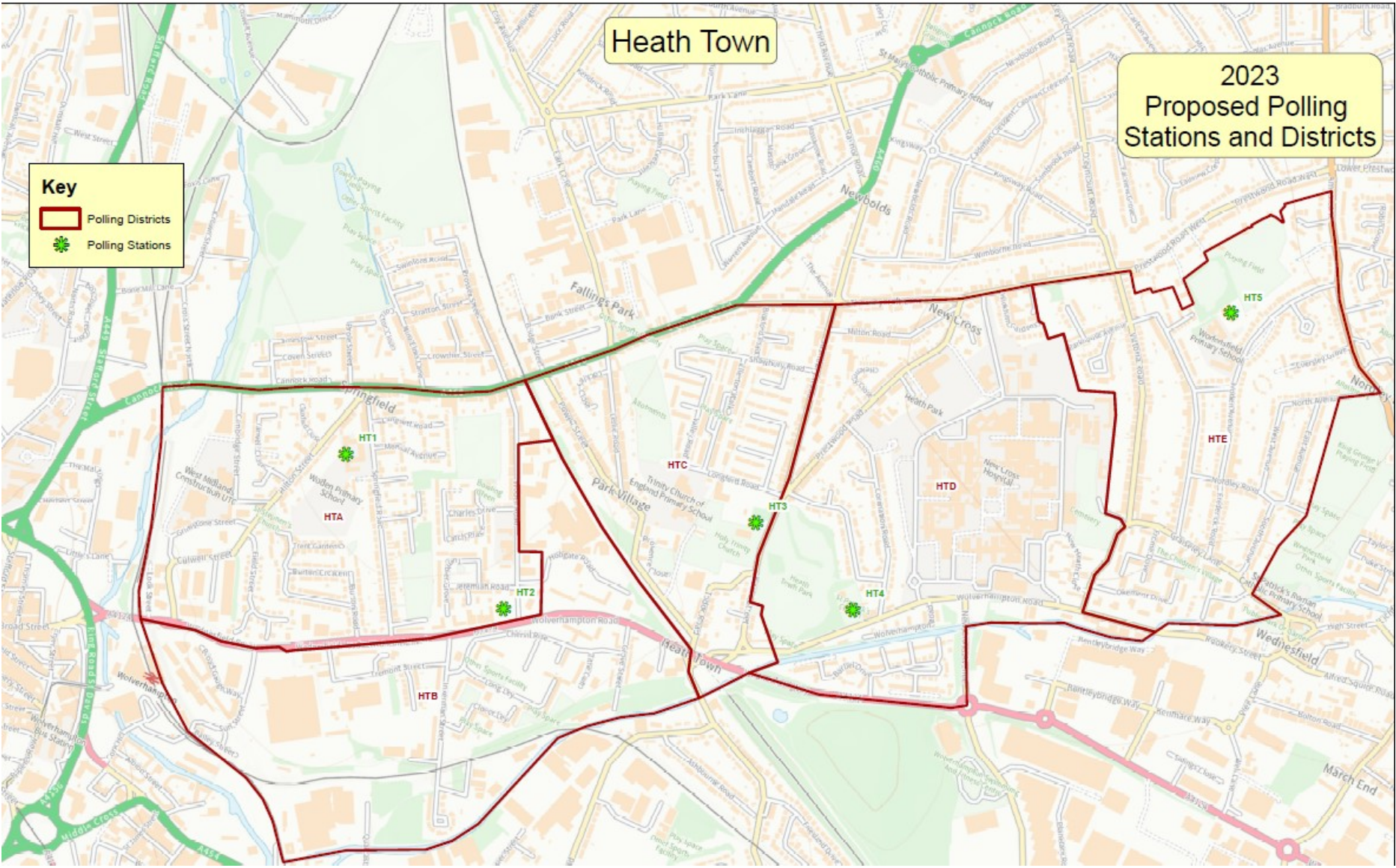
GRD / GR4	Wolverhampton South West	Bradmore Community Centre, Birches Barn Rd, WV3 7BW	1,129	Yes	There are no changes to this district and polling station.
GRE / GR5	Wolverhampton South West	Beckminster Methodist Church, Birches Barn Road, WV3 7BQ	1,047	Yes	There are no changes to this district and polling station.
GRF / GR6	Wolverhampton South West	St Phillips Church, Church Road, WV3 7EN	1,128	Yes	There are no changes to this district and polling station.

Heath Town

2023 Proposed Polling Stations and Districts

Key

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Heath Town

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
HTA / HT1	Wolverhampton North East	Woden Primary School	2,055	Yes	<p>There are changes to this polling district and station. The current HTA polling station is Woden Primary School. There are no other alternatives in the polling district. Woden Primary School does have to close but they do plan inset days for polling days.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> The Harvest Temple Church is 0.5 miles away from Woden Primary School so makes a good alternative. The room is large enough for a double polling station and has plenty of parking.
HTB / HT2	Wolverhampton North East	NTCG Harvest Temple Church, 1 Wolverhampton Road, WV10 0PD	2,133	Yes	<p>There are changes to this polling district. There are no changes to the polling station. The polling station is located in the adjacent polling district – HTA as there are no other suitable venues in HTB. This arrangement has worked well for a number of years.</p>
HTC / HT3	Wolverhampton North East	Holy Trinity Church Hall, Bushbury Road, WV10 0LY	1,766	Yes	<p>There are no changes to this district and polling station.</p>
HTD / HT4	Wolverhampton North East	St Patricks Roman Catholic Church Hall,	1,418	Yes	<p>There are changes to this district due to ward boundary changes. There are no changes to the polling station.</p>

		Wolverhampton Road, WV10 0QQ			
HTE / HT5	Wolverhampton North East	The Royal British Legion, Vicarage Road, Wednesfield, WV11 1SF	2282	Yes	<p>There are changes to this district due to ward boundary changes. The old HTE and HTF polling districts have been merged to keep the polling station within the ward boundary. The current polling station for this area is Wodensfield Primary School. The school does close but they use it as an inset day.</p> <p>This proposal is subject to a site visit to further assess the suitability of the venue, but there is a car park and disabled access.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • Wednesfield Community Centre is out of the ward, but it has been used historically for part of this district and has worked well. The distance from Wednesfield Primary School to Wednesfield Community Centre is 0.7 , which is considered a reasonable distance for electors.

Merry Hill



Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
MHA / MH1	Wolverhampton South West	Uplands Junior School, Finchfield Road West, WV3 8BA	1,833	Yes	<p>There are no changes to this district and polling station. The current polling station for this area is Uplands Junior School. The school does have to close. They do not currently plan for this as an inset day.</p> <p>Other options explored:</p> <ul style="list-style-type: none"> • St columbas church hall is 0.4 miles away from Uplands Junior School. However it is out of the ward in the Tettenhall Wightwick ward. This station is already a polling station but could accommodate a double polling station. • Bantock House is 0.5 miles away from Uplands Junior School. However it is out of the ward in the Park ward. This station is already a polling station but could accommodate a double polling station. • Option to split MHA between MHB and MHC to avoid using the school.
MHB / MH2	Wolverhampton South West	Swanmore Community Centre	1,301	Yes	There are no changes to this district and polling station.
MHC / MH3	Wolverhampton South West	St Josephs Church Hall, Coalway Road, WV3 7LF	1,806	Yes	There are no changes to this district and polling station.

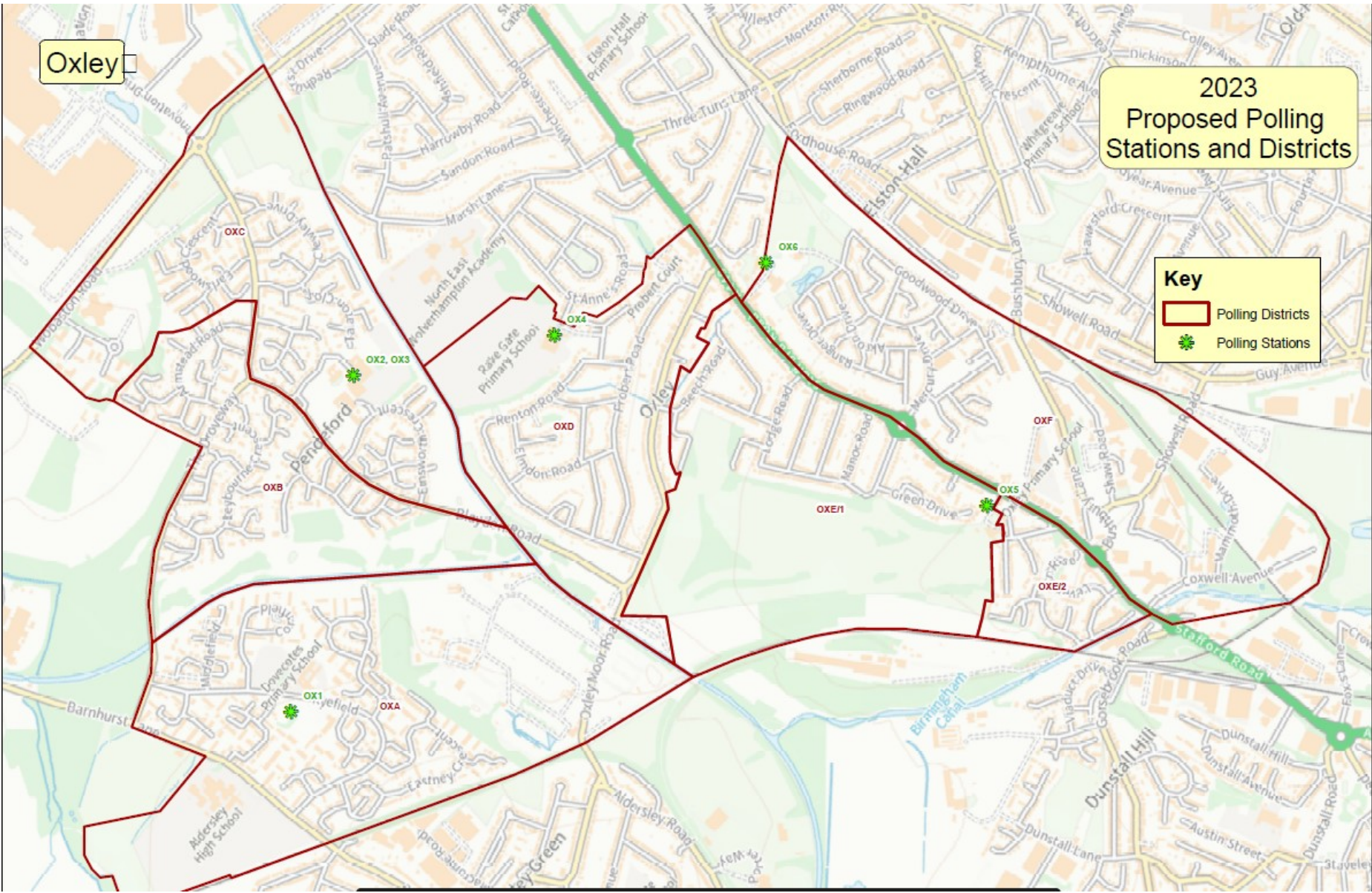
MHD / MH4	Wolverhampton South West	St Josephs Church Hall, Coalway Road, WV3 7LF	1,853	Yes	There are no changes to this district and polling station.
MHE / MH5	Wolverhampton South West	Warstones Library, Pinfold Grove, WV4 4PT	1,413	Yes	There are no changes to this district and polling station.
MHF / MH6	Wolverhampton South West	Springdale Methodist Church, Warstones Road, WV4 4LF	1,160	Yes	There are no changes to this district and polling station. This is a double station with PNB, and these arrangements have worked well in the past.

Oxley

2023 Proposed Polling Stations and Districts

Key

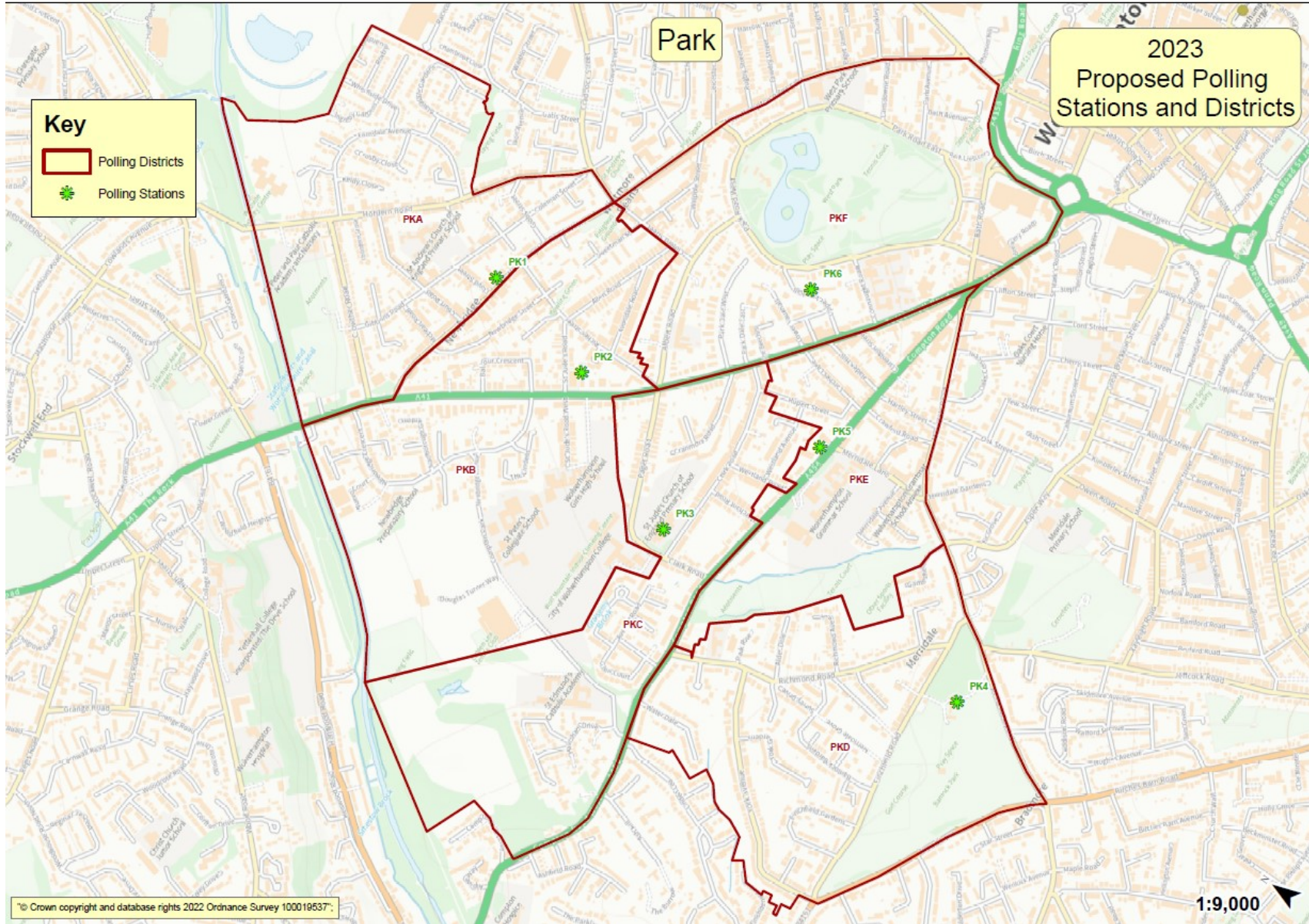
-  Polling Districts
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Oxley

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
OXA / OX1	Wolverhampton North East	Pendeford Seventh Day Adventist Church, Ryefield, WV8 1UD	2,361	Yes	There are no changes to this district and polling station.
OXB / OX2	Wolverhampton North East	Pendeford Community Hub, Whitburn Close, WV9 5NJ	1,417	Yes	There are no changes to this district and polling station. This is a double station with OXC and these arrangements have worked well previously.
OXC / OX3	Wolverhampton North East	Pendeford Community Hub, Whitburn Close, WV9 5NJ	1,624	Yes	There are no changes to this district and polling station. This is a double station with OXB and these arrangements have worked well previously.
OXD / OX4	Wolverhampton North East	Rakegate Primary School, Rakegate Close, WV10 6US	1,616	Yes	<p>There are changes to the district due to ward boundary changes. This area currently votes at Rakegate Primary School. Rakegate school has to close and they do not currently plan for this to be a polling station.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> Rakegate Methodist church - it is difficult to find as it is in the middle of a housing estate and access is via the rear of community housing. There is a lack of parking (4 spaces), the room is small and the building is not accessible for

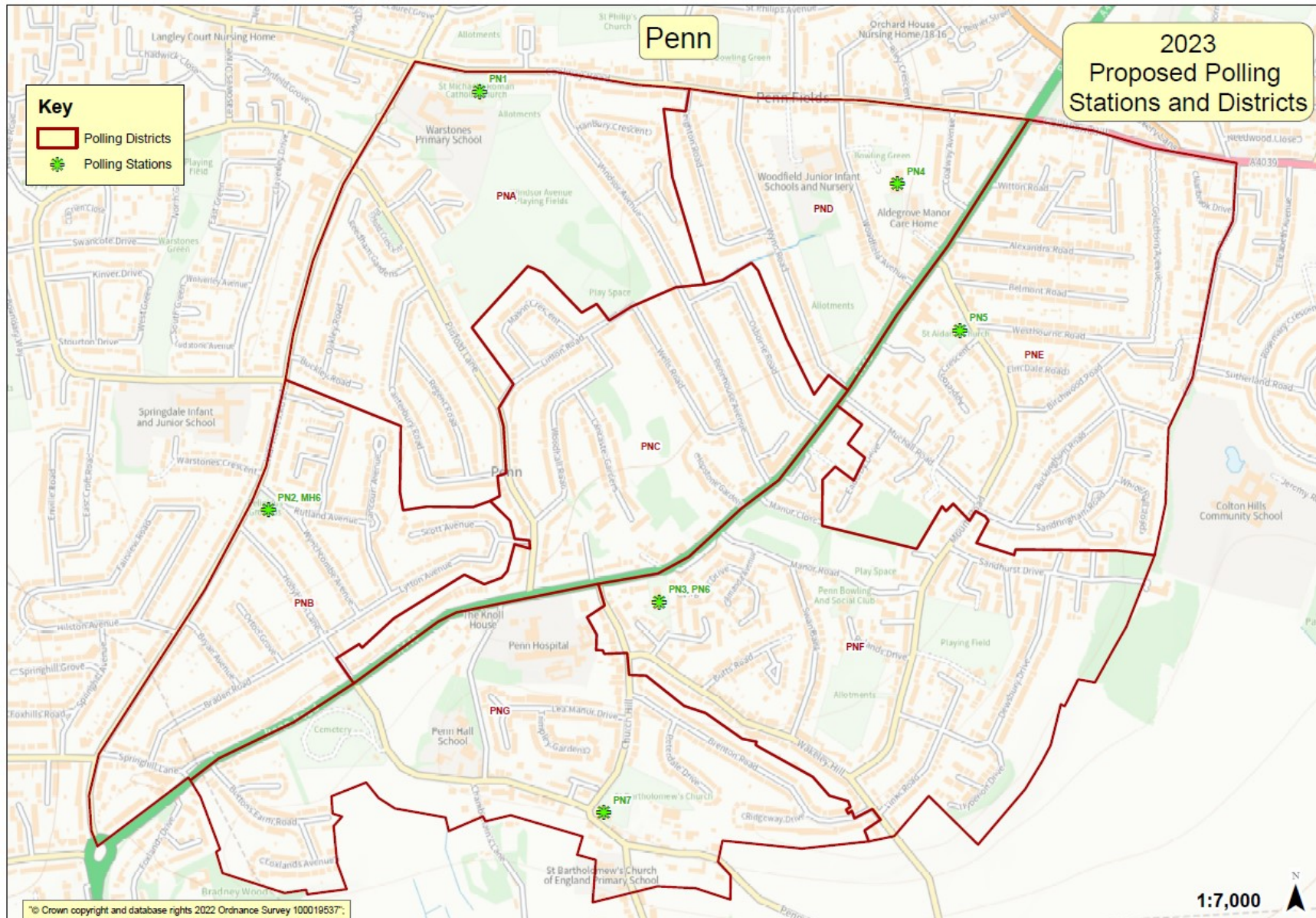
					<p>wheelchair users. There is off road parking but dangerous as on a bend.</p> <ul style="list-style-type: none"> The Polish Catholic Centre is 1.1 miles from Rakegate Community Centre. Electors would need to travel down the Stafford Road to attend the polling station. The Polish Catholic Centre is suitable for a double polling station as has been used by St Peters ward historically.
OXE/1	Wolverhampton North East	Polish Catholic Centre, Stafford Road, WV10 6DQ	1,070	Yes	There are changes to the district due to ward boundary changes. There are no changes to the polling station.
OXE/2	Wolverhampton South West	Polish Catholic Centre, Stafford Road, WV10 6DQ	525	Yes	This is the old SPA polling district. With the ward boundary changes, this is still in the Wolverhampton South West Constituency. It is proposed that this would be a double polling station with OXE. If the new parliamentary boundaries align with the new ward boundaries, then it is proposed this would be one polling district – OXE. In the latest parliamentary boundary proposals, OXE/1 and OXE/2 are in the same constituency – Wolverhampton West.
OXF / OX6	Wolverhampton North East	Goodyear Sports and Social Club The Pavillion, Stafford Rd, WV10 6AJ	1,505	Yes	This is a new polling district due to the ward boundary changes which is largely the current BYG from Bushbury South and Low Hill where the polling station is Bushbury Lane Academy. This is a good alternative venue to the school. The school close but they do plan polling day as an inset day.



Park

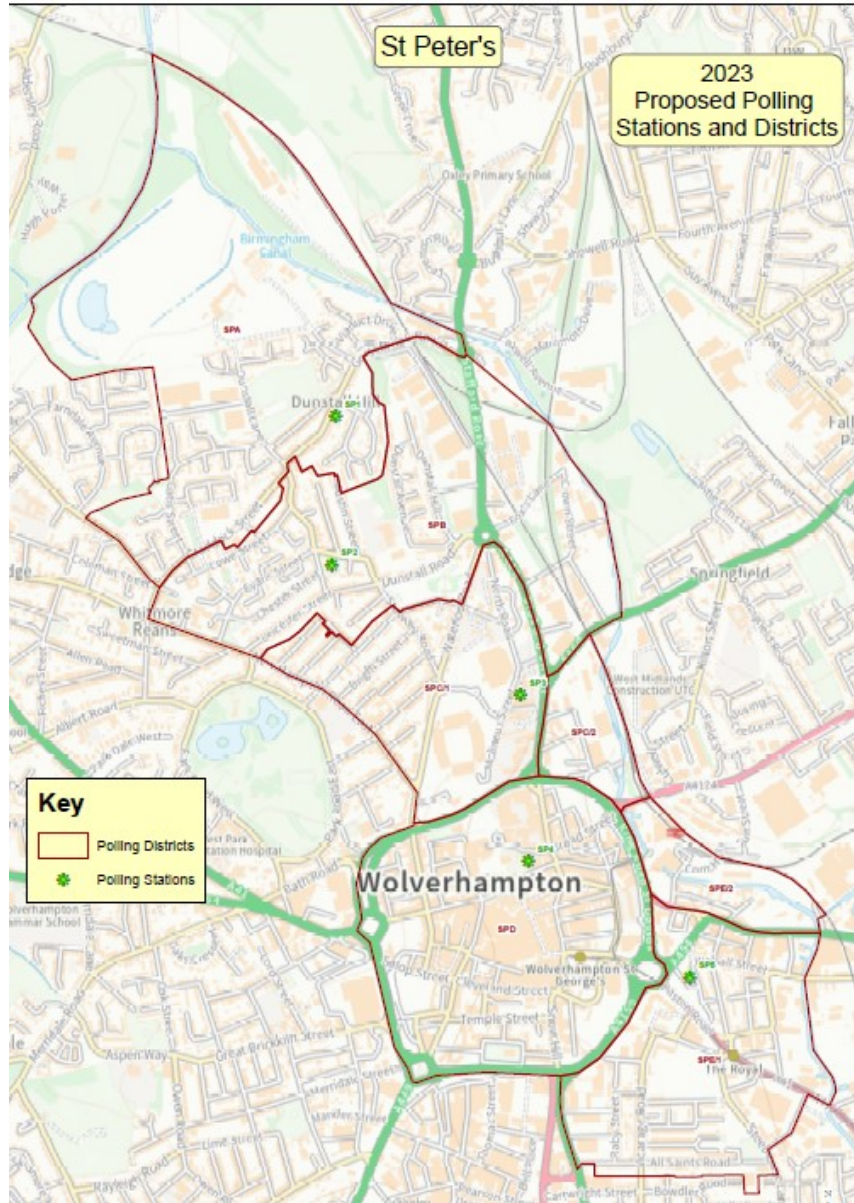
Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
PKA / PK1	Wolverhampton South West	Cranmer Methodist Church, 289 New Hampton Road West, WV6 0RS	2,296	Yes	<p>There are no changes to this district. The current polling station is St Andrews Primary School. The school is open for year 6 students and staff only.</p> <p>Cranmer Methodist Church is in the polling district. There is currently an orchestra who practice at this venue every Thursday. Subject to them allowing exclusive use of the building this will be proposed as the polling station. It has a small car park and the room is a good size for a polling station.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • Double polling station at St Judes Church Hall in the adjacent polling district PKB This is 0.4 miles from St Andrews Primary School which is considered a reasonable distance for electors to travel. This is just before the Tettenhall Road so electors would not have to cross any busy main A roads.
PKB / PK2	Wolverhampton South West	St Judes Church Hall, St Judes Road, WV6 0EB	2,029	Yes	There are no changes to this district and polling station.
PKC / PK3	Wolverhampton South West	St Judes CE Primary	1,145	Yes	There are no changes to this district. The current polling station for this district is St Judes Primary

		Academy, Paget Road, WB6 0DT			<p>School. The school close but they do plan polling day as an inset day.</p> <p>Other options explored:</p> <ul style="list-style-type: none"> • Temporary Polling Station at Wolverhampton College, Paget Road. The college would remain open. This is within the polling district and is on the same road as the current polling station at St Judes. However as the school use it as an inset day it would be best to use the school venue and facilities over a portacabin. • To merge with PKD and use Zion City as the Polling Station. Electors would have to cross the Compton Road but there are pedestrian crossings on this road. This is 0.5 miles away from St Judes Primary School, which is considered a reasonable distance for electors to travel.
PKD / PK4	Wolverhampton South West	Bantock House, Finchfield Rd, WV3 9LQ	1,262	Yes	There are no changes to this district and polling station.
PKE / PK5	Wolverhampton South West	Zion City Tabernacle, 126 Compton Rd, WV3 9QB	1,183	Yes	There are no changes to this district and polling station.
PKF / PK6	Wolverhampton South West	Tenants Meeting Room, Upper Vauxhall, WV1 4SX	1,682	Yes	There are no changes to this district and polling station.



Penn

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
PNA / PN1	Wolverhampton South West	St Michaels Church, 176 Coalway Road, WV3 7ND	1,524	Yes	There are no changes to this district and polling station.
PNB / PN2	Wolverhampton South West	Springdale Methodist Church, Warstones Road, WV4 4LF	1,386	Yes	There are no changes to this district and polling station. This is a double station with MHF, and these arrangements have worked well in the past.
PNC / PN3	Wolverhampton South West	Penn United Reformed Church Hall, Penn Road, WV4 5QF	1,435	Yes	There are no changes to this district and polling station. The polling station is based in PNF. There are no suitable alternatives in PNC. This arrangement has worked well in the past.
PND / PN4	Wolverhampton South West	Woodfield Sports and Social Club, Woodfield Ave, WV4 4AF	896	Yes	There are no changes to this district and polling station.
PNE / PN5	Wolverhampton South West	St Aidens Church, Mount Road, WV4 5SW	2,311	Yes	There are no changes to this district and polling station.
PNF / PN6	Wolverhampton South West	Penn United Reformed Church Hall, Penn Road, WV4 5QF	1,673	Yes	There are no changes to this district and polling station.
PNG / PN7	Wolverhampton South West	St Bartholomew's, Vicarage Road, WV4 5HU	965	Yes	There are no changes to this district and polling station.



St Peters

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
SPA / SP1	Wolverhampton South West	Christian Pentecostal Church Hall, Gorsebrook Road, WV6 OPB	2,153	Yes	There are changes to this polling district due to ward boundary changes. This is the usual polling station for the current SPC polling district which works well for this community.
SPB / SP2	Wolverhampton South West	Gloucester Street Community Centre, Gloucester Street, WV6 OPT	2,417	Yes	There are changes to this polling district due to ward boundary changes. This is the usual polling station for the current SPD polling district which works well for this community. This polling districts takes in part of the previous BYE polling district. With the ward boundary changes, part of this polling district is in the Wolverhampton North East Constituency. However this is a trading estate and there are no residential properties or registered electors here. Therefore, it is proposed to remain part of the same polling district to be kept under review with the final parliamentary constituencies.
SPC/1	Wolverhampton South West	University Chaplaincy building, Molineux Street, WV1 1DT	1,814	Yes	There are changes to this polling district due to ward boundary changes. This is the usual polling station for the current SPF polling district which works well for this community.
SPC/2	Wolverhampton North East	University Chaplaincy building, Molineux Street, WV1 1DT	28	Yes	This is the part of the old HTA polling district. With the ward boundary changes, this is still in the Wolverhampton North East Constituency. It is proposed that this is a double polling station with SPC/1. If the new parliamentary boundaries

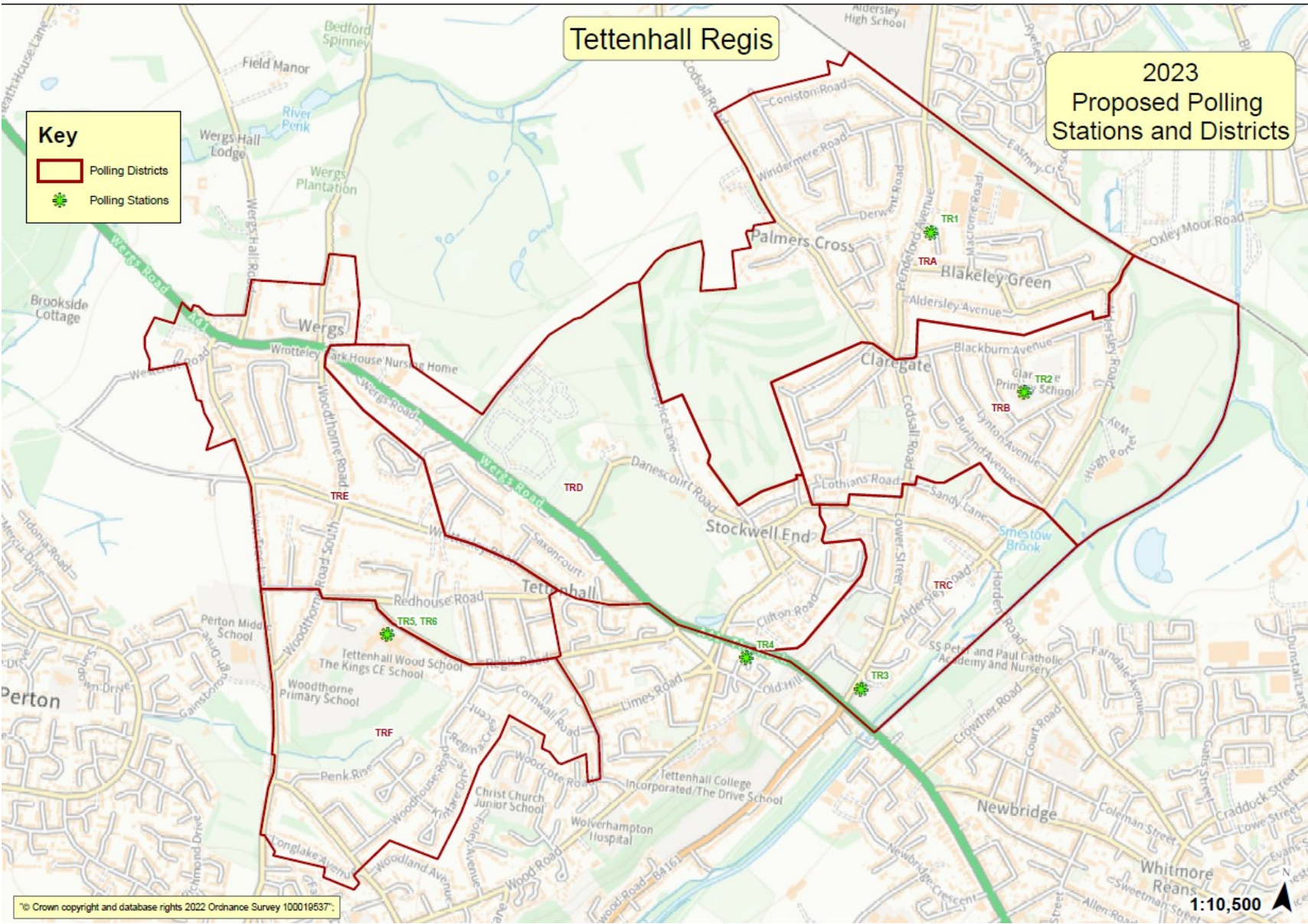
					align with the new ward boundaries, then it is proposed this would be one polling district. However, in the latest parliamentary constituency proposals, this area is still in the Wolverhampton North East constituency. This is an industrial area. There are a small number of registered electors on Faulkland Crescent so in practice this would be managed as one polling station with two electoral registers for the relevant constituencies/polling districts.
SPD / SP4	Wolverhampton South West	Art Gallery, Lichfield Street, WV1 1DU	710	Yes	There are changes to this polling district due to ward boundary changes. This is the usual polling station for the current SPG polling district which works well for this community.
SPE/1	Wolverhampton South East	Wolverhampton Central Seventh Day Adventist Church, Oxford Street, WV1 3SA	1,471	Yes	This is a new polling district due to ward boundary changes. This makes a good polling station due to accessibility, parking and has a large room to accommodate.
SPE/2	Wolverhampton South East	Wolverhampton Central Seventh Day Adventist Church, Oxford Street, WV1 3SA	272	Yes	This is the part of the old HTA polling district. With the ward boundary changes, this is still in the Wolverhampton North East Constituency. It is proposed that this is a double polling station with SPE. If the new parliamentary boundaries align with the new ward boundaries then it is proposed this would be one polling district. However in the latest parliamentary constituency proposals, this area is still in the Wolverhampton South East ward. There is a relatively small electorate, so in practice would be managed as one polling station with two registers for the respective constituencies/polling district.

Tettenhall Regis

2023
Proposed Polling
Stations and Districts

Key

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Tettenhall Regis

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
TRA / TR1	Wolverhampton South West	Christ the King Church, Pendeford Avenue, WV6 9EJ	2,223	Yes	There are no changes to this district and polling station.
TRB / TR2	Wolverhampton South West	Claregate Primary School, Chester Avenue, WV6 9JU	2,064	Yes	<p>There are no changes to this district. The current polling station used by this district is Claregate Primary School. It does have to close and they do not currently plan for polling day as an inset day.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • No other suitable venues have been identified in the polling district. The options are to make a double polling station in the adjacent polling district TRA. • The closest polling station is Christ The King Church. This is 0.7 miles away from Claregate Primary School which is considered a reasonable distance for electors to travel. The room is large enough at the church to accommodate a double polling station.
TRC / TR3	Wolverhampton South West	St Michaels School, Lower Street, WV6 9AF	1,146	Yes	<p>There are no changes to this district and polling station. The school does have to close but they do plan it as an inset day.</p> <p>Other venues explored:</p>

					<ul style="list-style-type: none"> Merge district with TRD and use St Michaels Parish Centre as the polling station. This polling station is just outside of the ward in Tettenhall Wightwick ward, but it has been used as the polling station for TRD for a number of years due to a lack of suitable alternatives in the TRD polling district. St Michaels Parish Centre is just 0.3 miles from St Michaels School which is considered a reasonable distance for electors to travel.
TRD / TR4	Wolverhampton South West	St Michaels Parish Centre, Off Upper Street, WV6 8QF	1,017	Yes	There are no changes to this district and polling station.
TRE / TR5	Wolverhampton South West	The Kings School/Tettenhall Wood School, Regis Road, WV6 8XF	1,727	Yes	There are no changes to this district and polling station. There are no suitable alternatives in the polling district. These schools alternate as polling stations each year to share the responsibility. These arrangements have worked well over the past few years. Tettenhall Wood School does have to close. However the Kings School does not have to close as they can lock down that side of the school. Therefore it is proposed that The Kings School becomes the permanent station for this polling district every year. The polling district is located in TRF but is very close to the border and there are no other alternatives in the polling district.
TRF / TR6	Wolverhampton South West	The Kings School/Tettenhall	1,617	Yes	There are no changes to this district and polling station. There are no suitable alternatives in the

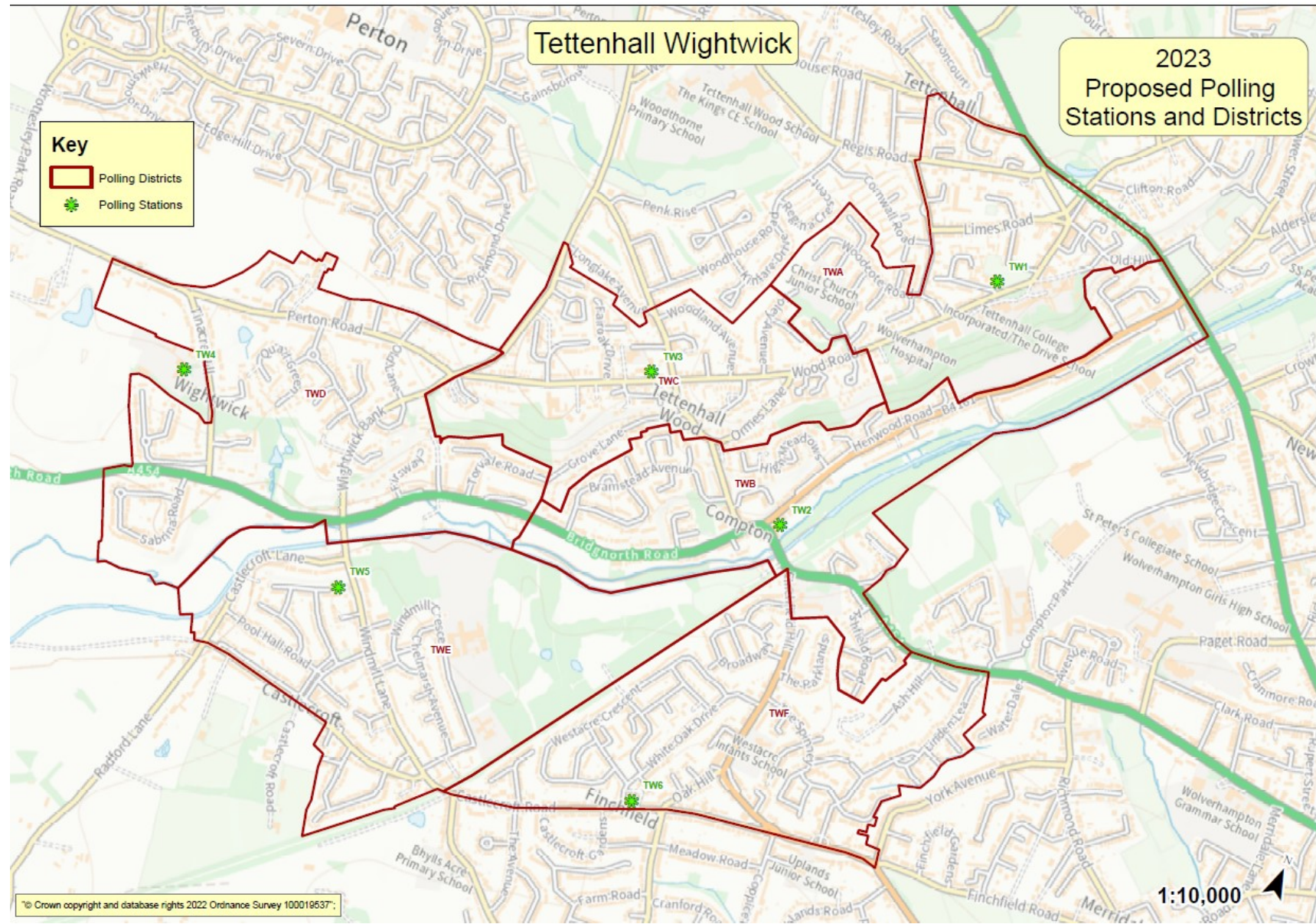
		Wood School, Regis Road, WV6 8XF			polling district. These schools alternate as polling stations each year to share the responsibility. These arrangements have worked well over the past few years. Tettenhall Wood School does have to close. However the Kings School does not have to close as they can lock down that side of the school. Therefore it is proposed that The Kings School becomes the permanent station for this polling district every year. The polling district is located in TRF but is very close to the border and there are no other alternatives in the polling district.
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Tettenhall Wightwick

2023
Proposed Polling
Stations and Districts

Key

-  Polling Districts
-  Polling Stations



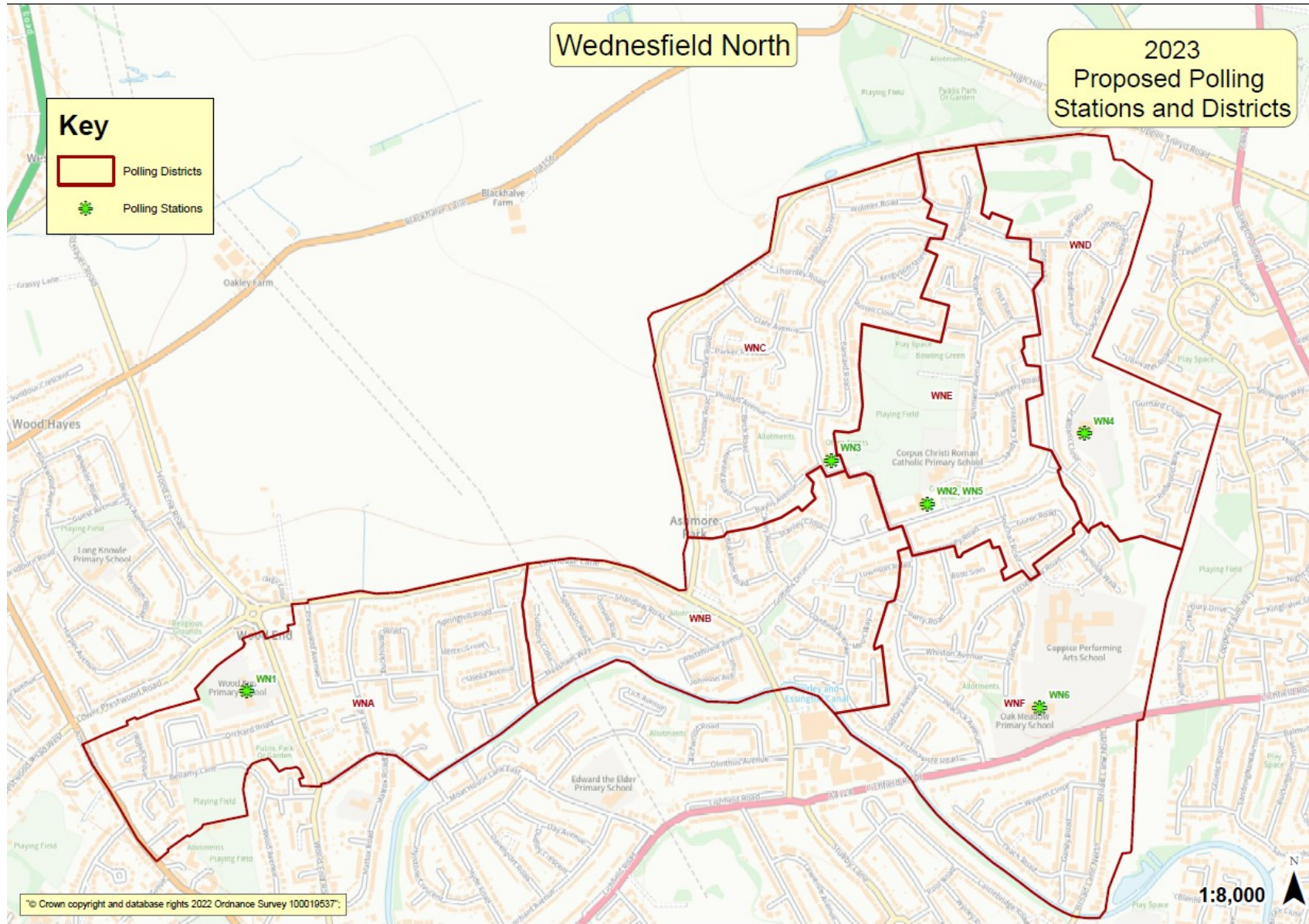
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Tettenhall Wightwick

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
TWA / TW1	Wolverhampton South West	Church Hall Newman Centre, Haywood Drive, WV6 8RF	1,183	Yes	There are no changes to this district and polling station.
TWB / TW2	Wolverhampton South West	Temporary polling station – Sainsburys Car Park, 24 Bridgnorth Road, WV6 8AA	1,701	No	<p>There are no changes to this district and polling station. There are no suitable alternative venues in this polling district. This arrangement has worked well over the last few years. An accessible ramp would need to be provided to make these stations accessible.</p> <p>Due to the large electorate and turnout and lack of suitable venue, this polling district is split in to two temporary stations. 338 electors turned out to vote in this polling station in the local election, compared to 979 for a general election. The other polling station in Ettingshall had a 334 turnout and managed with one unit. Therefore for a standalone local election, it is proposed that just one unit is used and for a national election – two units to accommodate the greater turnout.</p> <p>This site is prone to flooding and is on the risk assessment to sort out blocked drains ahead of each election.</p>
TWC / TW3	Wolverhampton South West	Tettenhall Wood United Reformed	1,282	Yes	There are no changes to this district and polling station.

		Church, Mount Road, WV6 8HT			
TWD / TW4	Wolverhampton South West	Endeavor Academy, Tinacre Hill, WV6 8DA	1,155	Yes	There are no changes to this district and polling station. There are no suitable alternatives to this venue. This school stays open. A security guard works on the gates controlling access to the polling station during school hours.
TWE / TW5	Wolverhampton South West	Church of Good Shepherd, Windmill Lane, WV3 8HJ	1,622	Yes	There are no changes to this district and polling station.
TWF / TW6	Wolverhampton South West	St Columbus, Castlecroft Road, WV3 8BZ	2,434	Yes	There are no changes to this district and polling station.



Wednesfield North

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
WNA / WN1	Wolverhampton North East	Wood End Primary School, Wood End Rd, WV11 1YQ	1,707	Yes	<p>There are no changes to this district and station. The school does have to close and they do not currently plan for this to be an inset day.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • Wednesfield Methodist Church - told it could not be used as it is currently up for sale. This may be a suitable community space in the future which we could use. • Temporary polling station on the Castle Inn pub car park.
WNB / WN2	Wolverhampton North East	Ashmore Park Community Hub, 82 Griffiths Drive, WV11 2LH	1,378	Yes	<p>There are no changes to this district and polling station as it has worked well as a double in the past.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • St Albans Church is in WNB so this could make a suitable alternative if required.
WNC / WN3	Wolverhampton North East	Ashmore Park Baptist Church, Griffiths Drive, WV11 2JW	1,815	Yes	<p>There are no changes to this district and polling station.</p>
WND / WN4	Wolverhampton North East	St Albans Primary School, St Alban's Close, WV11 2PF	1,080	Yes	<p>There are no changes to this district and polling station. The school does have to close and they do not currently plan for this to be an inset day.</p> <p>Other options explored:</p> <ul style="list-style-type: none"> • Merge WND and WNE polling districts have been merged to create an electorate

					of 2,300 to use Ashmore Park as the polling station.
WNE / WN5	Wolverhampton North East	Ashmore Park Community Hub, 82 Griffiths Drive, WV11 2LH	1,180	Yes	There are no changes to this district and polling station.
WNF / WN6	Wolverhampton North East	Oak Meadow Primary School, Wolverhampton, WV11 2QQ	1,502	Yes	<p>There are no changes to this district and station. Oak Meadow Primary School does have to close and they do not currently plan for this to be an inset day.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • Double polling station at Ashmore Park if WNB use St Albans Church. The distance between Oak Meadow Primary School and Ashmore Park Community Hub is 0.5 miles, which is considered a reasonable distance for electors to travel.

Wednesfield South

Proposed polling district	Parliamentary constituency	Proposed polling place	Estimated electorate	Disabled access	Justification
WSA / WS1	Wolverhampton North East	Seventh Day Adventist Church, Lichfield Road, WV11 1TP	1,866	Yes	There are no changes to this district and polling station.
WSB / WS2	Wolverhampton North East	St Thomas Primary School, Mattox Road, WV11 3TG	768	Yes	<p>There are no changes to this district and polling station. The school have identified that this is a remote learning day so there is minimal impact on children's education. No other suitable alternatives have been identified in the polling district.</p> <p>Other venues explored:</p> <ul style="list-style-type: none"> • A double polling station with WSA at the Seventh Day Adventist Church was proposed in 2021 as this is 0.3 miles away and would make a suitable double polling station. Feedback was received by ward councillors that this was not suitable as many elderly residents in this area do not own vehicles and it would be difficult to access this venue.
WSC / WS3	Wolverhampton North East	Moathouse Community Centre, 52 Moathouse Lane East,	1,449	Yes	There are changes to this polling district. The current polling station is Edward the Elder School which does have to close to students, but teachers are still on site. Moathouse Community Rooms has a large car park around the rear and

		Wednesfield, West Midlands, WV11 2BB.			they are fitting a disabled access ramp to enter via the rear of the building. The room and the facilities make a good polling station venue, and it is on the same road as the school.
WSD / WS4	Wolverhampton North East	Perry Hall Primary School, Colman Avenue, WV11 3RT	1,435	Yes	There are no changes to this district and polling station. They do have to close and they do use it as an inset day. Other options explored: <ul style="list-style-type: none"> • Merge WSD and WSE polling districts to make up an electorate of 2,500. The distance from Perry Hall Primary School to the Redeemed Christian Church of God is 0.3 miles which is considered a reasonable distance to travel.
WSE / WS5	Wolverhampton North East	Redeemed Christian Church of God, Stubby Lane, off Lichfield Road, WV11 3NF	971	Yes	There are no changes to this district and polling station.
WSF / WS6	Wolverhampton North East	Wednesfield Christian Centre, Broad Lane South, WV11 3RY	1,561	Yes	There are no changes to this district and polling station.
WSG / WS7	Wolverhampton North East	Wednesfield Community Centre, 34 Well Lane, WV11 1XT	1,294	Yes	There are boundary changes to this district due to the ward boundary changes. There are no changes to this district and polling station.

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Equality Analysis

Directorate: Governance Service Area: Electoral Services	Lead Officer: Laura Noonan, Electoral Services Manager Date completed: January 2022, updated 16 June 2022
Service / Function / Policy / Procedure to be assessed: Review of Polling Districts and Polling Places	
Is this: New / Proposed <input checked="" type="checkbox"/> X Existing/Review <input checked="" type="checkbox"/> X Changing <input checked="" type="checkbox"/> ✓ (Please tick appropriate box)	Review date: Ongoing

Part A – Initial Equality Analysis to determine if a full Equality Analysis is required.

What are the aims and objectives/purpose of this service, function, policy or procedure?

The Local Government Boundary Commission for England Order for Wolverhampton will create new ward boundaries to be effective from May 2023. The arrangements will introduce changes to 14 wards. The six wards that are staying the same are Blakenhall, Graiseley, Merry Hill, Penn, Tettenhall Regis and Tettenhall Wightwick. There are also ward name changes proposed for 3 wards. Bilston East will become Bilston South, Ettingshall will become Ettingshall North and Spring Vale will be Ettingshall South and Spring Vale.

A polling district and polling place review is required to reflect the new boundaries at the revision of the electoral register on 1 December 2022. The Polling District and Polling Place Review will subdivide the new ward areas, allocate a polling place, calculate the electorate for each polling venue and recommend the number of polling stations within the polling place. The Council has a statutory responsibility to review polling districts and polling places. The purpose of such a review is to ensure that all electors have reasonably practicable facilities for voting and that polling places are reasonably accessible to electors who are disabled. The review is an opportunity for electors, community groups and any other interested parties in Wolverhampton to express their views on the polling district boundaries and polling places through an online questionnaire, and where possible make alternative suggestions for consideration.

Please indicate its relevance to any of the equality duties (below) by selecting Yes or No?

	Yes	No
Eliminating unlawful discrimination, victimisation and harassment		X
Advancing equality of opportunity	X	
Fostering good community relations		X

If not relevant to any of the three equality duties and this is agreed by your Head of Service, the Equality Analysis is now complete - please send a copy to the Equality & Diversity Team. If any of the three equality duties are relevant, a Full Equality Analysis will need to be undertaken (PART B below).

PART B: Full Equality Analysis.

Step 1 – Identifying outcomes and delivery mechanisms (in relation to what you are assessing)

What outcomes are sought and for whom?	To give electors, community groups and other interested parties in Wolverhampton an opportunity to express their views on the polling district boundaries and polling stations
Are there any associated policies, functions, services or procedures?	Electoral Commission Guidance on Reviews of polling districts, polling place and polling stations: Polling place reviews Electoral Commission
If partners (including external partners) are involved in delivering the service, who are they?	Hire of various venues as polling stations

Step 2 – What does the information you have collected, or that you have available, tell you?

What evidence/data already exists about the service and its users? (in terms of its impact on the ‘equality strands’, i.e. race, disability, gender, gender re-assignment, age, religion or belief, sexual orientation, maternity/pregnancy, marriage/civil partnership and other socially excluded communities or groups) and **what does the data tell you?** e.g. are there any significant gaps?

Age – 22% of the population are aged 0-15, and 17% aged 65 and over. The city is younger than the English average but the 65+age group is expected to rise faster than younger cohorts.

24 schools are currently used as polling stations. Of these, 10 schools close which results in a loss of school days for young people of school age (4-18). 12 of them plan it as a teacher training/inset day and 2 of them are open for remote learning.

Disability - It is estimated that around 20.5% (51,258) of people in Wolverhampton are affected by a disability which limits their day-to-day activity – 10% of the population are affected by a disability which impacts them a lot.

Religion - According to the 2018 ONS Annual Population Survey by religion, Christianity is the most common religion in the city with 55 % (138,394) of residents. Followed by 9% (22,689) Sikh – Wolverhampton has the second highest proportion of Sikh residents in the Country. 4% (9292) are Hindu and 4% (9062) Muslim, and 20% (49,821) of the population hold no religion or belief.

There are currently 39 out of 103 buildings in use which belong to a particular faith group. For the majority of these, the voting takes place in a function room / church hall.

Race – The top three ethnicity groups in Wolverhampton are White, Asian/Asian British and Asian/ Indian. 65% of Wolverhampton are White British. 89% of the population speak English as a main language. The most commonly spoken main languages after English are Punjabi (11,055), Polish (2,458) and Kurdish (1,386).

Has there been any consultation with, or input from, customers / service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please list which specific groups or communities you are going to consult with and when.

We are going to consult with all groups on Equalities stakeholder database. All electors will be informed of the review.

Are there any complaints, compliments, satisfaction surveys or customer feedback that could help inform this assessment? If yes, what do these tell you? Feedback from Presiding Officer report on polling day will demonstrate the suitability of the station and whether there are any comments from electors.

Step 3 – Identifying the negative impact.

a. **Is there any negative impact on individuals or groups in the community?**

<p>Barriers:</p> <p>What are the potential or known barriers/impacts for the different 'equality strands' set out below? Consider:</p> <ul style="list-style-type: none"> • Where you provide your service, e.g. the facilities/premises; • Who provides it, e.g. are staff trained and representative of the local population/users? • How it is provided, e.g. do people come to you or do you go to them? Do any rules or requirements prevent certain people accessing the service? • When it is provided, e.g. opening hours? • What is provided, e.g. does the service meet everyone's needs? How do you know? <p>* Some barriers are justified, e.g. for health or safety reasons, or might actually be designed to promote equality, e.g. single sex swimming/exercise sessions, or cannot be removed without excessive cost. If you believe any of the barriers identified to be justified then please indicate which they are and why.</p> <p>Solutions:</p> <p>What can be done to minimise or remove these barriers to make sure everyone has equal access to the service or to reduce adverse impact? Consider:</p> <ul style="list-style-type: none"> • Other arrangements that can be made to ensure people's diverse needs are met; • How your actions might help to promote good relations between communities; • How you might prevent any unintentional future discrimination. 			
Equality Themes	Positive Impacts	Negative Impacts identified	Solutions (ways in which you could mitigate the negative impact)

<p>Age (including children, young people and older people)</p>	<p>Schools used as polling stations could plan for those days in advance and use it as an inset day, which could be used to demonstrate importance of voting and democracy for young people. The proposed scheme eliminates the use of schools</p>	<p>If proposed venues become unavailable, especially at short notice, schools may need to be used in some circumstances which impacts on school aged children education as the school is likely to close.</p>	<p>Schools have been asked if they have to close, or whether they use polling day as an inset day to minimise impact on education. We will ask councillors and other community groups for alternatives venues to schools which could be explored. All representations will be considered by the Governance and Ethics Committee who will then put forward recommendations to the Council.</p>
<p>Disability (including carers)</p>	<p>Ahead of every election, electors are made aware of the option of applying for a postal or proxy vote. In 2021, all electors without a postal vote were sent an application form to give them the choice ahead of the first election to be held during the pandemic.</p> <p>Local authorities have a duty to review the accessibility of all polling places to disabled voters and ensure that every polling place, and prospective polling place, for which it is responsible is accessible to disabled voters</p>	<p>Some stations such as temporary stations are not ideal venues however all venues are made wheelchair accessible with temporary ramps.</p>	<p>All proposed new polling places will be evaluated against the Electoral Commission checklist for polling places with a particular emphasis on the following requirements:</p> <ul style="list-style-type: none"> • Level access at entrance and within polling place (or space for temporary ramp) • Wide enough doorways and corridors • Sufficient space within the polling place to enable motorised wheelchair manoeuvrability.

	<p>'so far as is reasonable and practicable'.</p> <p>Presiding Officers and companions of voters with disabilities can assist electors with marking the ballot paper.</p>		Continue to work with disability groups such as Beacon Centre for Blind and Zebra Access.
Gender (men and women)	No impact anticipated	No impact anticipated	No action required
Race (including Gypsies & Travelers and Asylum Seekers)	People with no fixed address can register by declaration of local connection.	Those whose first language is not English may find it more difficult to participate in the consultation and provide their views on the proposed polling districts and places.	The invitation to respond to the consultation can be translated in to the top 10 most spoken languages in the city.
Religion or belief (including people of no religion or belief)	Many faith buildings are used for voting.	The use of religious or consecrated buildings may discourage other faith groups from voting.	Due to the requirement to provide polling stations in a specified area (a polling district) and the requirement to make them accessible to all, it is often not possible to secure the use of a more generic facility. Where the main church is used as the polling station, this is clearly stated on the poll card. Electors are also made aware of the option of applying for a postal or proxy vote. The consultation will be

			shared with faith groups to secure their views.
Gender Re-assignment (those that are going or have gone through a transition: male to female or female to male)	No impact anticipated	No impact anticipated	No action required
Pregnancy and Maternity	The layout of polling stations is such that access for pushchairs is considered	No impact anticipated	No action required
Sexual orientation (including gay, lesbian, bisexual and heterosexual)	No impact anticipated	No impact anticipated	No action required
Marriage and Civil Partnership	No impact anticipated	No impact anticipated	No action required
Human Rights	No impact anticipated	No impact anticipated	No action required

Step 4 – Changes or mitigating actions proposed or adopted

Having undertaken the assessment are there any changes necessary to the existing service, policy, function or procedure? What changes or mitigating actions are proposed?

This is a statutory process so there are no changes to process, but this analysis will ensure that we engage with all of the relevant stakeholders to ensure equality of opportunity to taking part in the consultation.

Step 5 – Monitoring

How are you going to monitor the existing service, function, policy or procedure?

The Electoral Registration and Administration Act 2013 amended the Representation of the People Act 1983 to require the Council to undertake full reviews of polling districts and polling places at least every five years within a specific timeframe. In addition, the Council reviews its polling scheme following an election to ensure ongoing suitability of location and accessibility of the premises. The responsibility to provide recommendations to Full Council on electoral arrangements in the city relating to the designation of polling districts and polling places lies with the Governance and Ethics Committee.

Part C - Action Plan

Barrier/s or improvement/s identified	Action Required	Lead Officer	Timescale
Impact on schools	Reduce use of schools and inform schools of election dates years in advance so that they can plan inset days	Laura Noonan	Ongoing



Equality Analysis approved by:

Head of Service:	Date:
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Laura Gittos – Head of Governance <i>L. Gittos</i>	9 February 2022
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Please send an electronic copy of the Equality Analysis to the Equality & Diversity Team:

Key

-  Polling Districts
-  Polling Stations



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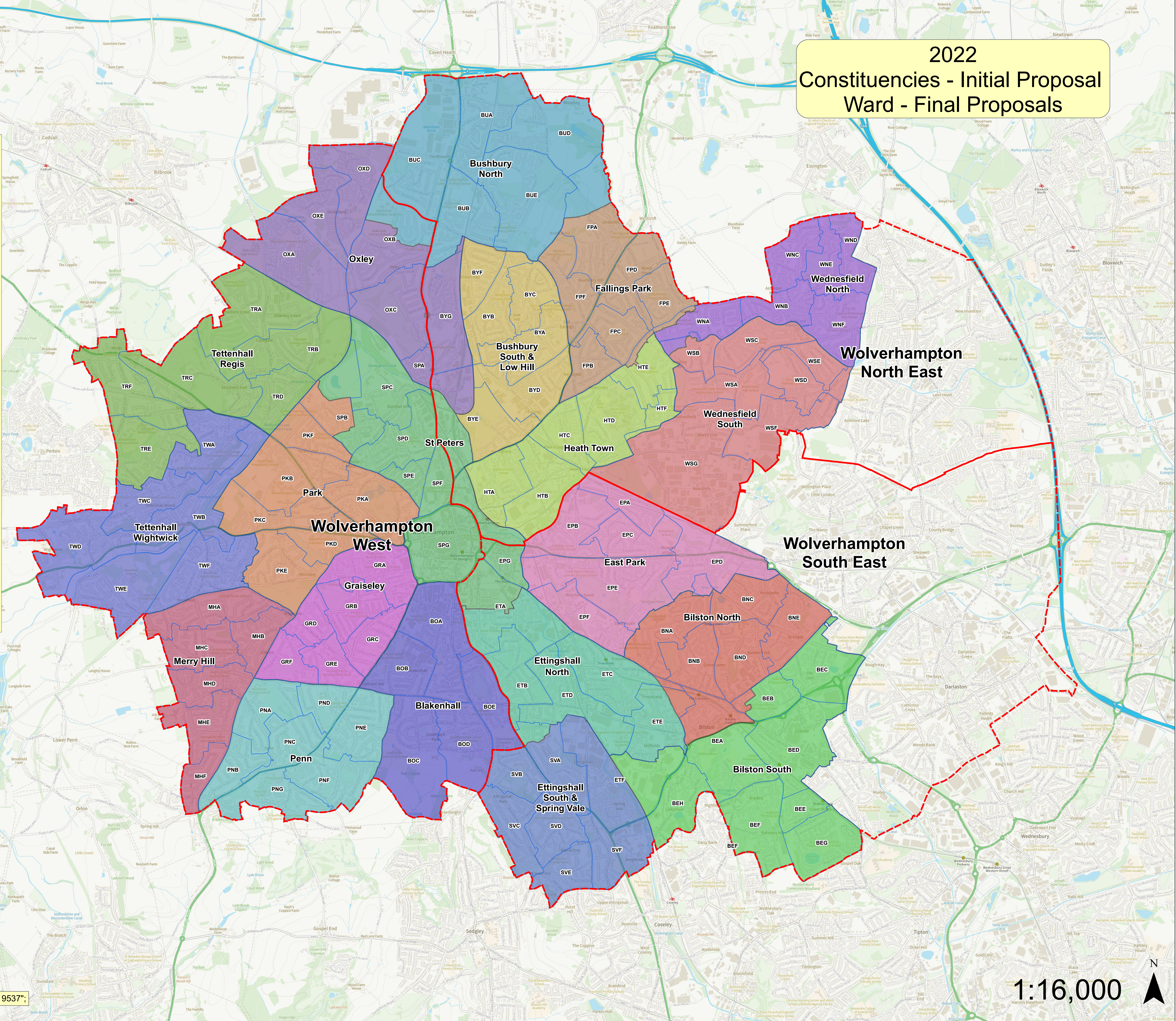
2022
Constituencies - Initial Proposal
Ward - Final Proposals

Key

- Wolverhampton_Initial_Proposal - Constituencies
- Polling Districts

WOLVERHAMPTON_final_proposals_WARDS



- Bilston North
- Bilston South
- Blakenhall
- Bushby North
- Bushby South & Low Hill
- East Park
- Ettingshall North
- Ettingshall South & Spring Vale
- Fallings Park
- Graiseley
- Heath Town
- Merry Hill
- Oxley
- Park
- Penn
- St Peters
- Tettenhall Regis
- Tettenhall Wightwick
- Wednesfield North
- Wednesfield South



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**CITY OF
WOLVERHAMPTON
COUNCIL**

Key

-  Constituencies - Current
-  Wolverhampton - Final Proposals

**WOLVERHAMPTON
NORTH EAST
CONSTITUENCY**

**WOLVERHAMPTON
SOUTH WEST
CONSTITUENCY**

**WOLVERHAMPTON
SOUTH EAST
CONSTITUENCY**

Bushby North

Oxley

Fallings Park

Wednesfield North

Bushby South & Low Hill

Heath Town

Wednesfield South

Tettenhall Regis

St Peters

Park

East Park

Tettenhall Wightwick

Graiseley

Merry Hill

Blakenhall

Ettingshall North

Bilston North

WOLVERHAMPTON

Bilston

Bilston South

Ettingshall South & Spring Vale



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CITY OF WOLVERHAMPTON COUNCIL	<h1>Governance and Ethics Committee</h1> <p>7 July 2022</p>
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Report title	Arrangements for dealing with Code of Conduct complaints	
Cabinet member with lead responsibility	Councillor Paula Brookfield Cabinet Member for Governance and Equalities	
Accountable director	David Pattison, Chief Operating Officer	
Originating service	Governance	
Accountable employee	David Pattison	Chief Operating Officer
	Tel	01902 553940
	Email	David.Pattison@wolverhampton.gov.uk
Report to be/has been considered by	Not applicable	

Recommendations for decision:

The Governance and Ethics Committee recommends that Council:

1. Considers and approves the Arrangements for dealing with Code of Conduct complaints, and its annexures which includes Hearing Procedures.
2. Authorises the Chief Operating Officer to publicise the document and add it to the Constitution as necessary.

1.0 Purpose

- 1.1 This report outlines the need for, and work undertaken to commit to writing the Council's arrangements for dealing with Code of Conduct complaints.

2.0 Background

- 2.1 The Localism Act 2011 section 27 places the Council under a duty to promote and maintain high standards of conduct. In discharging this duty, the Council is required to adopt a Code of Conduct covering the expectations of its Members and Co-opted Members.
- 2.2 Section 28(6) of the Act also requires the Council to have in place arrangements under which allegations can be investigated and decisions on allegations can be made.

3.0 Progress, options, discussion, etc.

- 3.1 The Council already has in place arrangements for dealing with Code of Conduct complaints, which follows the Local Government Association's Guidance on Member Code of Conduct Complaints Handling. However, these arrangements have not previously been committed to writing and it is considered beneficial for local arrangements to be made clearer and more accessible to both Councillors and potential complainants.
- 3.2 The new document, called "Arrangements for dealing with Code of Conduct complaints" makes clear how complaints can be made and what type of complaint can be considered by the Monitoring Officer. It describes the complaint process from start to finish including all possible outcomes as well as timescales.
- 3.3 Annexed to the document is:
- A. A helpful procedure flowchart.
 - B. Updated detailed procedures for Code of Conduct hearings.
 - C. The complaint form.
- 3.4 It is proposed that these documents are added to the Constitution and made available on the Council's website.

4.0 Financial implications

- 4.1 There are no financial implications arising from this report.

[AS/30062022/O]

5.0 Legal implications

- 5.1 Compliance with this document supports the Council's lawful and effective response to complaints as per Localism Act 2011.

[SZ/29062022/P]

6.0 Equalities implications

6.1 There are no equalities implications arising from the recommendation in this report.

7.0 All other Implications

7.1 There are no other implications arising from the recommendations in this report.

8.0 Schedule of background papers

8.1 None.

9.0 Appendices

9.1 Appendix 1:

Arrangements for dealing with Code of Conduct complaints, including:

Annex 1 – Procedure flowchart

Annex 2 – Hearing procedures

9.2 Appendix 2:

Annex 3 – Complaint form

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Constitution, Part 5 – Codes of Conduct
Code of Conduct for Councillors
Appendix 1

Arrangements for dealing with Code of Conduct complaints

1. The Code of Conduct

- 1.1 The Localism Act 2011 requires all local authorities to adopt a code of conduct setting out the standards of behaviour expected from local Councillors. City of Wolverhampton Council has adopted a Code of Conduct for Councillors which can be found [here](#).
- 1.2 The Localism Act 2011 also requires local authorities to have in place “arrangements” under which allegations that an elected or co-opted Councillor has failed to comply with the relevant Code of Conduct can be investigated and decisions made on such allegations. These arrangements set out:
- a. How to make a complaint about the conduct of an elected or co-opted member of City of Wolverhampton Council.
 - b. How these complaints will be deal with.
- 1.3 In complying with any such arrangements including the making of any decisions the Monitoring Officer and anyone they choose to instruct or consult should comply with Local Government Association’s Guidance on Member Model Code of Conduct Complaints Handling, unless there is good reason to depart from it.

2. How to make a complaint

- 2.1 Complaints must be made on the [Code of Conduct complaint form](#) (attached as Annex 3) and must be sent to City of Wolverhampton Council’s Monitoring Officer via post or email:

David Pattison
Chief Operating Officer and Monitoring Officer
City of Wolverhampton Council
Civic Centre
St Peter’s Square
Wolverhampton
WV1 1SH
email: Monitoring.Officer@wolverhampton.gov.uk

- 2.2 The Monitoring Officer will not normally consider a complaint unless it is in writing and a completed complaint form has been received. This is to ensure that all relevant information is provided and, where necessary, consent to share information has been obtained so that the complaint can be processed.
- 2.3 In line with equalities legislation reasonable adjustments can be made to assist anyone who has a disability that prevents them from making a complaint in writing. Help is also available via the Monitoring Officer if English is not a potential Complainant's first language, or for any other reason.
- 2.4 Anonymous complaints will not normally be investigated, unless there is clear public interest in doing so and the Monitoring Officer considers that a fair Investigation can be carried out.
- 2.5 Requests from Complainants for the Monitoring Officer to keep their name and identifying details confidential, and to not disclose them to the Councillor complained about, will not automatically be granted. In the interests of fairness and in compliance with the rules of natural justice, Councillors who are complained about have a right to know who has made the complaint and the substance of the allegation(s) made against them. Therefore, identifying information is likely to be disclosed unless there is good reason to believe it should not be, for example: the Complainant believes they may be victimised or harassed by the Councillor(s) against whom they are submitting a written complaint (or by a person associated with them); or they believe they may receive less favourable treatment from the Council because of the seniority or status of the Councillor against whom they have complained.

3. The complaint process

- 3.1 Once a valid written complaint relating to an alleged breach of the Code of Conduct has been submitted to the Monitoring Officer it will be dealt with in accordance with the arrangements approved by City of Wolverhampton Council. The Monitoring Officer will acknowledge receipt of the complaint within 5 working days.
- 3.2 All parties are encouraged to respond promptly to any correspondence in relation to the complaint. All parties will be kept updated as to how the complaint is progressing. If at any stage in the complaint process the Complainant fails to respond within the time specified, the complaint may be treated as withdrawn; if the Subject Member fails to respond, the complaint will be determined on the basis of the information available.
- 3.3 The following expressions are used within this document, its annexures and throughout the complaint process including during the Hearing:

Appointed Representative	The Subject Member's representative who may be a solicitor or barrister, or other legally qualified person or, with the permission of the Hearing Panel, any other person.
Complainant(s)	The person/people making the complaint.
Hearing	The meeting to consider whether the Subject Member has breached the relevant Code of Conduct for Councillors.
Hearing Panel	At least three members of the Hearing Sub-Committee of the Governance & Ethics Committee, who will make a determination at the Hearing.
Independent person	The Council must appoint at least one Independent Person and seek that person's views before it makes a decision on a complaint that it has decided to investigate. The Independent Person's views can also be sought on any other issue in the complaints handling process.
Informal Resolution	Arrangements made where a complaint is not suitable or sufficiently serious to justify formal investigation.
Initial Review and Investigation	The two separate stages of decision-making in relation to the nature and seriousness of the complaint, and any action to be taken.
Investigator	The Monitoring Officer or their Deputy, or a person appointed by the Monitoring Officer to undertake a formal Investigation. This may be another officer of the council, an officer of another council or a person external to the Council.
Legal Advisor	The officer responsible for providing legal advice to the Hearing Panel. This may be the Monitoring Officer or their Deputy, another legally qualified officer, or someone appointed for this purpose from outside the Council.
Local Resolution	Arrangements made where a complaint has been formally investigated, and it has been determined that it is not suitable for or sufficiently serious to justify proceeding to a Hearing.
Monitoring Officer	The Monitoring Officer is a senior officer of the council who has statutory responsibility for maintaining the register of Councillors interests and who is responsible for administering the system in respect of complaints about Councillor misconduct. The Monitoring Officer may arrange for the Deputy Monitoring Officer to act in their place.
Subject Member	The City Councillor or co-optee against whom an allegation has been made.

3.4 The following should also be read with and are annexed to this document:

Annex 1	Flow chart providing a diagrammatic overview of the complaint process
Annex 2	Procedure to be followed by the Governance & Ethics Committee's Hearing Sub-Committee ("Hearing Panel")
Annex 3	Complaint form

4. Will the complaint be investigated?

4.1 The Monitoring Officer will review every complaint received and, where appropriate, after consultation with an Independent Person (either in person or electronically) may take a decision as to the following:

- a. That no further action should be taken.
- b. Refer the complaint for Informal Resolution (which might involve an apology or training or some other form of mediation).
- c. Refer the complaint for Investigation.

4.2 This is known as the Initial Review stage and its purpose is to establish if there are valid grounds to investigate the complaint.

4.3 When reviewing Code of Conduct complaints, the Monitoring Officer will have regard to the following assessment criteria:

- a. Sufficiency of Information – Is there sufficient information or evidence provided with the allegation? If it is clear that substantiating evidence may be available, but has not been provided, the Monitoring Officer may ask for that additional evidence, but the onus is on the Complainant to ensure they submit all relevant information.
- b. Seriousness of the Complaint – Is the complaint trivial, vexatious, malicious, politically motivated or 'tit for tat'? Are the resources/cost involved in investigating and determining the complaint wholly disproportionate to the allegations?
- c. Duplication – Is the complaint substantially similar to an allegation previously made to the Monitoring Officer or the Governance and Ethics Committee, or has the complaint been the subject of an Investigation by another regulatory authority? If a single event gives rise to similar complaints from a number of different Complainants, wherever possible these complaints will be considered, but will be determined individually
- d. Length of Time – Did the events or behaviour to which the complaint relates take place more than 6 months ago? Does the time that has elapsed mean that

those involved are unlikely to remember it clearly enough to provide credible evidence, or mean there would be little benefit or point in taking action now? Such allegations are only likely to be considered in exceptional circumstances, such as where the conduct relates to a pattern of behaviour which has recently been repeated.

- e. Public Interest - Public interest considerations are at the heart of this process. The Monitoring Officer must balance the appropriate use of public resource in dealing with complaints with the extent to which it may be in the public interest to take further action, and what that further action should be. Would the public interest or any public benefit be served in referring the complaint for investigation or other action? It would not be in the public interest, for example, where:
- The Subject Member has died, resigned or is seriously ill.
 - The Subject Member has already offered a suitable apology or other remedial action.
 - If it is clear that the subject of the allegation is relatively inexperienced as a Councillor, or has admitted making an error, and the matter would not warrant a more serious sanction.
- f. Other Action – Can the complaint be dealt with best by informal resolution, including training or conciliation?
- g. Wider Application – Does the complaint have wider application, such as suggesting a wider problem throughout the Council?

4.4 The Monitoring Officer will be entitled to dismiss the complaint at the outset if:

- a. The complaint is not made against a named Subject Member or the person complained about is no longer a Councillor.
- b. The complaint is made anonymously.
- c. The same, or substantially the same issue has been the subject of a previous Code of Conduct allegation and there is nothing further to be gained.
- d. The complaint is essentially against the action of the council as a whole and cannot properly be directed against individual Subject Member(s).
- e. The complaint does not relate to the conduct of a Subject Member in their capacity as a Councillor.
- f. The complaint is about a Council service or other matter.
- g. The complaint is against an officer of the Council.
- h. The complaint, if proven, would not be a breach of the Code of Conduct under which the Subject Member was operating at the time of the alleged misconduct.

- 4.5 If the complaint identifies criminal conduct (including a failure to register disclosable pecuniary interests) or breach of other regulations by any person, the Monitoring Officer will refer the complaint to the police or other regulatory agencies. No further action will be taken in relation to such complaints until any related criminal/regulatory Investigation, proceedings or processes have been concluded.
- 4.6 Before reaching a decision, the Monitoring Officer may request further information from the Complainant and the Subject Member or obtain information which is readily available such as minutes of Council meetings. This will extend the timescale for dealing with the complaint.
- 4.7 The Monitoring Officer may seek to resolve the complaint informally, without the need for a formal Investigation. If the Subject Member makes a reasonable offer to settle the complaint informally, but the Complainant is not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal Investigation.
- 4.8 The Monitoring Officer will normally reach an assessment within 25 working days of receipt of the complaint, however, in some instances this may take longer.
- 4.9 If the Monitoring Officer decides not to investigate the complaint, they will explain why. That will be the end of the matter.

5. How is the Investigation conducted?

- 5.1 If the Monitoring Officer decides that a complaint merits Investigation, they will appoint an Investigator. The Investigator will usually need to speak to the Complainant to discuss the complaint and may need to see relevant documents or interview other witnesses. The Complainant may be able to suggest what documents, and which witnesses the Investigator should consider seeing.
- 5.2 The Investigator will also normally see the Subject Member and provide them with the same opportunity to identify sources of evidence and witnesses.
- 5.3 At the end of their Investigation, the Investigator will produce a draft report which will be sent, in confidence, to the Monitoring Officer. If the Monitoring Officer is satisfied that the investigation is of an acceptable standard and the scope of the investigation has been met, copies will be sent to the Subject Member and the Independent Person for comment. If the Monitoring Officer is not satisfied that the Investigation has been conducted properly, they may ask the Investigator to reconsider their report.
- 5.4 The Investigator will consider any comments received before finalizing their report which will include on the balance of probabilities whether there have been one or

more breaches of the Code of Conduct. The Monitoring Officer will then decide on the action to be taken.

5.5 The Monitoring Officer may decide to share copies of the draft and/or final reports with the Complainant.

6. What happens if the Investigator concludes that there is no evidence of a failure to comply with the Code of Conduct?

6.1 The Monitoring Officer will write to the Complainant and to the Subject Member, confirming that they are satisfied that no further action is required. A copy of the Investigator's final report will be provided to the Subject Member and that will be the end of the matter.

6.2 The Monitoring Officer may nonetheless consider that there are "learning points" which should be shared with the Subject Member or the Governance & Ethics Committee.

7. What happens if the Investigator concludes that there is evidence of a failure to comply with the Code of Conduct?

7.1 The Monitoring Officer will review the Investigator's report and after consulting an Independent Person will then either seek Local Resolution or send the matter for Hearing before the Governance & Ethics Committee (Hearing sub-committee).

8. Local Resolution

8.1 If the Monitoring Officer thinks that the complaint can reasonably be resolved without the need for a hearing they may consult with an Independent Person and the Complainant and seek to agree a fair resolution. It is important though that any resolution also helps to ensure higher standards of conduct for the future. Possible local resolutions may include the Subject Member accepting that their conduct was unacceptable and offering an apology. If the Subject Member complies with the suggested resolution, the Monitoring Officer will report the outcome to the Governance & Ethics Committee but will take no further action. That will be the end of the matter.

9. Hearing Panel

9.1 If the complaint is not resolved through Informal Resolution, the Monitoring Officer will refer the Investigator's report to the Governance & Ethics Committee which will convene a Hearing Panel to determine whether the Code of Conduct was breached.

9.2 The Hearing procedure is shown at Annex 2.

- 9.3 The Hearing Panel will comprise a minimum of three members of the Governance & Ethics Committee. The Monitoring Officer will select the membership of each Hearing Panel.
- 9.4 On hearing all the evidence, the Hearing Panel may conclude that the Subject Member did not fail to comply with the Code of Conduct, and so dismiss the complaint. That will be an end of the matter.
- 9.5 If the Hearing Panel concludes that the Subject Member did fail to comply with the Code of Conduct, the Chair will inform the Subject Member of this findings and what action, if any, it should take as a result of that failure.
- 9.6 The Hearing Panel may:
- a. Censure or reprimand the Subject Member.
 - b. Recommend to the Subject Member's group leader (or in the case of ungrouped Councillors, recommend to Council) that they be removed from any or all Committee, Sub-Committees or Panels of the Council.
 - c. Recommend to the Leader of the Council that the Subject Member be removed from the Cabinet or removed from particular portfolio responsibilities.
 - d. Recommend to Council that the Subject Member be replaced as Leader.
 - e. Instruct the Monitoring Officer to arrange training for the Subject Member.
 - f. Publish its findings in respect of the Subject Member's conduct.
 - g. Report its findings to the Governance & Ethics Committee for information.
- 9.7 The Hearing Panel has no power to suspend or disqualify the Subject Member or to withdraw or suspend allowances or restrict access to or use of Council facilities.

10. Timescales

- 10.1 The timescales quoted below are indicative. They are not guaranteed and are included here to illustrate the likely duration of the complaints process. Actual timescales may be significantly shorter or longer depending on the complexity and content of the complaint.

Stage in complaints process	Indicative timescales
Acknowledge receipt of complaint or dismissal of invalid complaints	Within 5 working days of receipt of complaint
Assessment stage decision	Issued to Subject Member and Complainant within 25 working days of receipt of complaint
Investigation	A formal Investigation normally takes around 8 - 12 weeks from the appointment of an appropriate Investigator

Hearing	<p>Within 25 working days of receipt of the final investigation report – which includes:</p> <ul style="list-style-type: none"> • 10 working days to prepare Hearing papers and hold any pre-hearing meetings • 10 working days for Subject Member to submit a response to the Investigator’s report and Hearing papers • 5 working days for agenda publication
Decision Notice	Issued to Subject Member and Complainant and published within 10 working days of the Hearing

11. Appeals

11.1 The Localism Act 2011 provides no right of appeal against a determination following Initial Review, Investigation or Hearing. However, if a Subject Member is unhappy with an outcome, they may wish to seek legal advice about making a Judicial Review claim through the courts.

11.2 If a Subject Member believes there is a fault in the way a decision was reached, and that has caused injustice, they may wish to contact the Local Government and Social Care Ombudsman. The Ombudsman cannot question whether a decision was right or wrong, only whether there was fault in the way a decision was reached. The service can be contacted via www.lgo.org.uk or 0300 061 0614.

12. Document retention

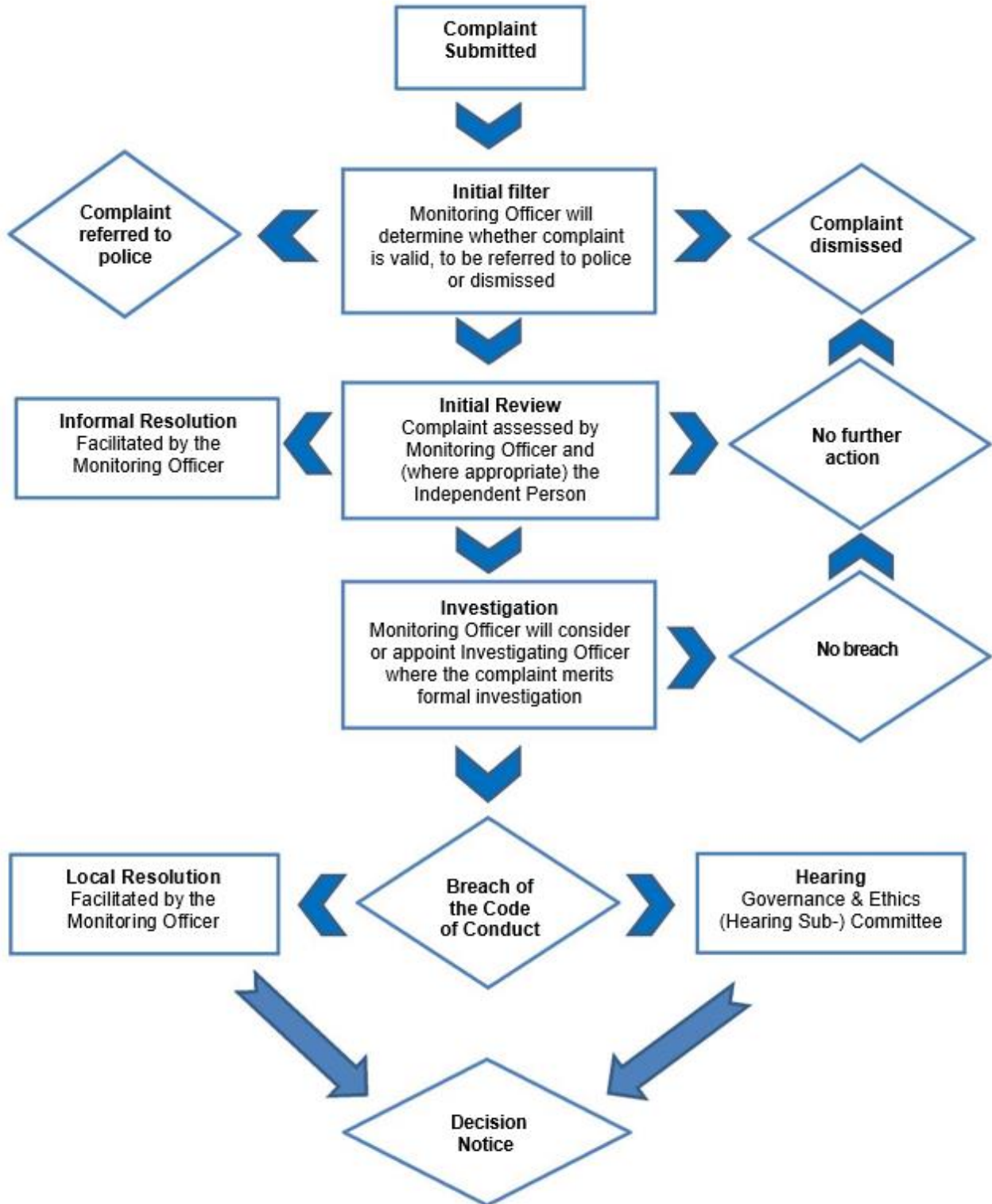
12.1 The documentation relating to a complaint will be retained in accordance with the relevant Council’s records retention and disposal schedule irrespective of the outcome of the complaint.

13. Revision of these arrangements

13.1 The Chair of the Governance & Ethics Committee or the Hearing Panel, on the advice of the Monitoring Officer, may depart from these arrangements where it is necessary to do so to secure the effective and fair consideration of any matter.

**Arrangements for dealing with Code of Conduct complaints
Annex 1**

Procedure flow chart



Arrangements for dealing with Code of Conduct complaints Annex 2

Hearing Procedures

1. If the Monitoring Officer or their Deputy determines that a complaint should be considered by the Governance & Ethics Committee's Hearing Sub-Committee ("Hearing Panel"), a hearing will be arranged within 25 working days of their receipt of the final Investigation report.
2. The terminology used in this part is as per Arrangements for Dealing with Code of Conduct Complaints to which this document is annexed.

The Hearing Panel

3. The Hearing Panel will comprise a minimum of 3 elected members of the Governance & Ethics Committee, one of whom will be appointed Chair. The Monitoring Officer or their Deputy will select the membership of each Hearing Panel.
4. The Hearing Panel may ask clarifying questions of anyone in attendance at the Hearing, at any time.
5. The Hearing is not a court or tribunal, but to be fair to everyone, formalities are followed so that a proper decision can be reached.

Attendance

6. The Monitoring Officer or their Deputy and Investigator will attend the hearing. If considered necessary the Legal Adviser, Independent Person and hearing support officers will also be present.
7. The Subject Member is expected to attend. They may present their own case or be represented or accompanied during the hearing by a solicitor, barrister, or other legally qualified person or, with the permission of the Hearing Panel, any other person. If the Subject Member does not attend, the Hearing Panel may adjourn to consider the reasons for non-attendance (if known) and if they are satisfied that there is insufficient reason for the failure to attend, may decide to proceed in that person's absence. Where the hearing proceeds in the Subject Member's absence the order of giving evidence (detailed below) will be amended to exclude their participation.
8. If the Monitoring Officer or their Deputy agrees that it is appropriate or necessary the Complainant may attend to make a statement, ask questions and to be questioned. Where this is the case the order of giving evidence (detailed below) will be amended to include their participation.

9. The Hearing will be held in private except where the Hearing Panel decide otherwise.

Witnesses

10. The Subject Member or the Complainant may bring witnesses (of a number the Hearing Panel considers reasonable) in which case written statements from the witness must be lodged with the Monitoring Officer or their Deputy at least **8** working days before the hearing.
11. The Hearing Panel will determine the amount of time witnesses can speak.
12. "Character witnesses" who cannot provide evidence on the matter complained about will not be permitted.
13. The cost of any attendance/representation must be borne by the party concerned.

Written evidence

14. The Subject Member will be provided with a copy of the Investigator's report and will be invited to submit a written response within **10** working days.
15. Within **5** working days before the hearing, all evidence including the Subject Member's pre-hearing written response, will be circulated by the Monitoring Officer or their Deputy to all those attending the hearing together with an agenda. The Monitoring Officer or their Deputy may decide to share the papers with other interested parties, such as a non-attending Complainant, if it is considered appropriate to do so.
16. Written statements will not be read out at the hearing as it will be assumed all those present are already familiar with the contents.
17. Prior to the Hearing, any documentation issued or exchanged during the process must be treated by all recipients as confidential unless and until the Hearing Panel agrees that the press and public should not be excluded from the meeting at which the allegations are going to be heard.

Legal advice

18. The Hearing Panel may take legal advice in private, if necessary, from its Legal Adviser at any time during the hearing or while they are considering the outcome. The substance of any legal advice given to the Hearing Panel should be shared with the Subject Member and the Investigator if they are present.

19. The Legal Adviser can speak at any time to advise the Panel on technical matters or ask questions of any party.

Directions

20. The Hearing Panel, taking account of the advice of the Legal Adviser, may issue directions about the way in which the hearing will be conducted, for example agreeing the number and identity of witnesses. Such directions may be determined either before or at the Hearing and may be decided at a meeting or by correspondence involving all members of the Hearing Panel. Any meeting considered necessary to address pre-hearing process issues will be held in private.

Available sanctions

21. The Hearing Panel has the power to impose the following sanctions, as appropriate, in accordance with their findings:

- Censure or reprimand the Subject Member.
- Recommend to the Subject Member's party group leader (or in the case of ungrouped members, recommend to Council) that they be removed from any or all Committee or Sub-Committees of the Council.
- Recommend to the Leader of the Council that the Subject Member be removed from particular portfolio responsibilities.
- Recommend to Council that the Subject Member be replaced as Leader.
- Instruct the Monitoring Officer or their Deputy to arrange training for the Subject Member.
- Publish its findings in respect of the Subject Member's conduct.
- Report its findings to Council for information or with a view to promoting high standards of conduct among Councillors.

22. The Hearing Panel has no power to suspend or disqualify the member, or to withdraw or suspend allowances, or restrict access to or use of Council facilities.

Order at the hearing

23. Normal hearing rules will apply in terms of providing opportunities to question witnesses and test evidence, subject to the rules of natural justice. The hearing will follow the order below:

20.1. **Formal Introductions of those present**

- a. Hearing Panel members introduced.
- b. Hearing Officers introduced – Monitoring Officer or their Deputy (MO), Investigator, Independent Person (as relevant).
- c. Subject Member introduced.
- d. Anyone else in attendance introduced.

20.2 **Preliminary Issues**

- e. Confirm all Members interests are disclosed in accordance with Code of Conduct (if relevant).
- f. Confirm meeting is quorate.
- g. Elect Chair.
- h. If the Subject Member is not present, decide whether to proceed.
- i. Determine whether the Complainant or any witnesses are present.
- j. Determine whether witnesses will be allowed to speak and if necessary for how long.
- k. Determine and resolve any issues or disagreements about the hearing.
- l. Set out the hearing procedures to be adopted.
- m. Remind everyone present that the Hearing Panel may ask clarifying questions of anyone in attendance at any point during the hearing.

20.3 **Stage 1 – on the question of whether the Subject Member has acted in breach of the Code of Conduct**

- n. **MO to introduce the case and present their report** (or if the report was prepared by an Independent Investigator, that person's report), and confirm their recommendations. The MO may wish to call witnesses which may include the Complainant.

The Subject Member, Independent Person and Hearing Panel, may ask clarifying questions of the MO and/or Investigator and their witnesses, via the Hearing Panel.

- o. **The Independent Person to present their views** to the Hearing Panel.

Subject Member, MO, and Hearing Panel may ask clarifying questions of the Independent Person.

- p. **Subject Member to be invited to make any additional comments** and ask for their witnesses to speak.

MO, Independent Person, and Panel may cross-examine the Subject Member and witnesses.

- q. **Subject Member may make a closing statement.**

- r. **Hearing Panel will close the meeting to deliberate in private.** They will ask everyone other than their Legal Adviser to leave the room.

- s. **Hearing Panel to retire to consider the evidence.** The Hearing Panel will determine whether or not the Code of Conduct was breached.

- t. **Hearing Panel to deliver findings.** If they conclude that the Subject Member did not fail to comply with the Code of Conduct, the complaint will be dismissed and that will be the end of the matter.

If the Hearing Panel concludes that the Subject Member did fail to comply with the Code of Conduct, the Chair will inform the Subject Member of the reasons for this finding.

20.4 **Stage 2 – on the question of what sanctions should be imposed where there has been a breach**

- u. **Subject Member to be invited to make comments.** The Hearing Panel will also seek a view from the Independent Person.
- v. **Hearing Panel will close the meeting to deliberate in private.** They will ask everyone other than their Legal Adviser to leave the room.
- w. **Hearing Panel to retire to consider the evidence** and determine which of the available sanctions to impose.
- x. **Hearing Panel to deliver findings.** The Chair will also confirm whether a Decision Notice will be placed on the Council's website and be available for public inspection. Where for any reason it is not possible for the Panel to announce their findings at the hearing, the Panel's decision will be announced as soon as possible after the meetings has closed.
- y. **Chair to close the meeting.**

Departure from these arrangements

24. The Chair of the Governance & Ethics Committee or the Hearing Panel has the right to depart from this procedure, in consultation with the Legal Advisor, at any hearing where they consider that it is sensible to do so to deal with the case fairly and effectively.

Post-hearing documents

25. The Monitoring Officer or their Deputy will, within **10** working days of the hearing prepare a formal Decision Notice, in consultation with the Chair of the Hearing Panel, and send a copy to the Subject Member and, if considered appropriate to do so, the Complainant.

26. The Chair may also require the Monitoring Officer or their Deputy to send the Subject Member a more detailed note of the evidence heard at the hearing.

27. A Decision Notice will be reported to and published as part of the minutes of the Governance & Ethics Committee and will be placed on the Council's website unless the Hearing Panel determined that it should remain confidential, or it contains exempt information.
28. The Monitoring Officer or their Deputy will be responsible for the implementation of the decision of the Hearing Panel.

Appeal

29. The Localism Act 2011, under which the Council's Code of Conduct and these Hearing Procedures are made, provides no mechanism for appeal of a decision. However, if a Subject Member is unhappy with the outcome of a hearing they may wish to seek legal advice about taking action through the courts by way of Judicial Review.
30. If a Subject Member believes there is a fault in the way the Hearing Panel's decision was reached, and that has caused injustice, they may wish to contact the Local Government and Social Care Ombudsman. The Ombudsman cannot question whether a decision was right or wrong, only whether there was fault in the way a decision was reached. The service can be contacted via www.lgo.org.uk or 0300 061 0614.

**Arrangements for dealing with Code of Conduct complaints
Annex 3**

Complaint form

The Code of Conduct for Councillors complaint form is [here](#).

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Arrangements for dealing with Code of Conduct complaints
Annex 3**Code of Conduct for Members
Complaint form****Your details**

1. Please provide your name and contact details. Anonymous complaints will not be investigated unless there is clear documentary evidence to support the complaint and it is sufficiently serious to warrant consideration.

Title:	
First name:	
Last name:	
Address:	
Contact telephone no:	
Email address:	
Designation:	<input type="checkbox"/> Member of the public <input type="checkbox"/> An elected or co-opted Member of the Council <input type="checkbox"/> A Member of Parliament <input type="checkbox"/> A Monitoring Officer <input type="checkbox"/> Other Council employee, contractor or agent of the Council
Signature:	
Date of complaint:	

2. The following people will see this form:
- Monitoring Officer/Deputy Monitoring Officer(s)
 - An Independent Person appointed by the Council
 - The Member(s) being complained about
 - Members of the Governance and Ethics Committee
3. The form may also be shared more widely where that is *necessary* to progress the complaint.

4. It is important that you and the Councillor complained about keep the complaint confidential until such time as the complaint is decided on by the Governance and Ethics Committee - Hearings Sub-Committee and a finding of a breach of the Code of Conduct is found, at which point the details of the findings will be made public. This is necessary to ensure that the complaint can be properly investigated and to ensure that you are not subject to any challenge or intimidation for having made the complaint.
5. If you have serious concerns about either your identifying information or details of your complaint being released, please complete the box at paragraph 7 of this form and also discuss your concerns with the Council's Monitoring Officer.
6. A complaint must be made in writing. Once this form has been completed you should send it by post or email to:

David Pattison
Chief Operating Officer & Monitoring Officer
City of Wolverhampton Council
Civic Centre
St Peter's Square
Wolverhampton
WV1 1SH

email: david.pattison@wolverhampton.gov.uk

7. In line with equalities legislation reasonable adjustments can be made to assist you if you have a disability that prevents you from making your complaint in writing. Help is also available if English is not your first language. If you need any other support in completing this form, please contact the Monitoring Officer as soon as possible.
8. **By completing this form and sending it to the Monitoring Officer you agree, subject to paragraph 7, to the information you provide being shared and for your complaint to be processed**

Your complaint

9. Please provide us with the name of the Member(s) you believe have breached the Code of Conduct for Councillors.

Title	First Name	Last Name	Council Name

10. Please explain in this section (or on separate sheet(s)) what the Member is alleged to have done that you believe breaches the Code of Conduct. If you are complaining about more than one Member you should clearly explain what each individual person has done, with dates / witnesses to substantiate the alleged breach.
11. It is also important that you provide all the evidence you wish to have taken into account when a decision is taken whether to take any action on your complaint or not. For example:
 - You should be specific, wherever possible, about exactly what you are alleging the Member said or did. For instance, instead of writing that the member insulted you, you should state what it was they said or did to insult you.

- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information or other relevant documentary evidence to support your allegation(s).

Complaints which are trivial, vexatious, malicious, politically motivated or 'tit for tat' are likely to be rejected.

Please provide details of your complaint.

(Continue on a separate sheet if there is not enough space on this form).

Cont...

Confidentiality

Only complete this section if you are requesting that your identity or details of the complaint are kept confidential.

- 12. In the interests of fairness and in compliance with the rules of natural justice, Members who are complained about have a right to know who has made the complaint and the substance of the allegation(s) made against him / her. Therefore, it is unlikely your personal details or the details of your complaint will be withheld unless you have good reasons to believe that you have justifiable grounds, for example: you believe you may be victimised or harassed by the Member(s) against whom you are submitting a written complaint (or by a person associated with them); or you believe you may receive less favourable treatment from the Council because of the seniority of the Member against whom you are submitting a written complaint.
- 13. Please note that requests for confidentiality or requests for suppression of the personal and complaint details will not automatically be granted. The request will be considered alongside the substance of your complaint and the Monitoring Officer will then contact you with the decision. If your request for confidentiality is not granted, you will usually be given the opportunity, if you so wish, of withdrawing your complaint.
- 14. However, it is important to understand that, in exceptional circumstances, where the matter complained about is very serious, the complaint may lead to an investigation (or other action) and there may be little choice but to disclose your personal and complaint details, because of the allegation(s) made, even if you have expressly asked us not to.
- 15. Your complaint will be kept confidential, except where disclosure is *necessary* to progress the complaint or until the complaint is decided upon by the Governance and Ethics Committee - Hearings Sub-Committee and a finding of a breach of the Code of Conduct is found, at which point the details of the findings will be made public.

Please provide details about why you believe your name and/or the details of your complaint should be withheld.

(Continue on a separate sheet if there is not enough space on this form).

Remedies

8. The sanctions available to a Governance and Ethics Committee – Hearings Sub-Committee are governed by law. In accordance with the standards regime introduced by the Localism Act, 2011, these are:-
- Censure the Member
 - Request the Member to submit a written apology in a form specified by the Sub-Committee
 - Request the Member to undertake such training as the Sub-Committee considers to be appropriate
 - Request that the Member participates in such conciliation as the Sub-Committee considers appropriate
 - Report to the relevant Council on the outcome of the hearing with an appropriate recommendation
 - Advise the Leader of the Council and/or Leader of the Political Group to which the Member belongs, of the outcome of the hearing in order that they can consider whether, and if so what appropriate disciplinary or other action should be taken
 - Issue a press release setting out the outcome of the hearing
 - Such other sanction as may be permitted under the law

Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint.

(Continue on a separate sheet if there is not enough space on this form).

Next steps

9. The Monitoring Officer will confirm receipt of your complaint within 5 working days and make contact with you. Details of the process from that point are explained in the document Arrangements for Dealing with Code of Conduct Complaints.

<p>CITY OF WOLVERHAMPTON COUNCIL</p>	<h1>Governance and Ethics Committee</h1> <p>7 July 2022</p>
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Report title	Code of Corporate Governance	
Cabinet member with lead responsibility	Councillor Paula Brookfield Cabinet Member for Governance and Equalities	
Accountable director	David Pattison, Chief Operating Officer	
Originating service	Governance	
Accountable employee	David Pattison	Chief Operating Officer
	Tel	01902 553840
	Email	David.Pattison@wolverhampton.gov.uk
Report to be/has been considered by	Not applicable	

Recommendation for noting:

The Governance and Ethics Committee notes that:

1. The Audit and Risk Committee will consider the revised Code of Corporate Governance.

Recommendation for decision:

The Governance and Ethics Committee recommends that Council:

1. Considers and approves the revised Code of Corporate Governance.
2. Authorises the Chief Operating Officer to publicise the document and add it to the Constitution.

1.0 Purpose

- 1.1 This report outlines the improvements made to the Code of Corporate Governance. The updating of the Code of Corporate Governance is a recommendation from the Council's Annual Governance Statement in 2021. This Code has been updated to reflect changes in the guidance issued supporting the Code. It is recommended that the Council agrees to the addition of this document to the Constitution to ensure continuing lawfulness and effectiveness.

2.0 Background

- 2.1 The Code of Corporate Governance (the Code) aims to set out the principles of good governance and to describe the arrangements in place that ensure the Council conducts its business in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively.
- 2.2 The document was developed in 2016 following the introduction of the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executive (SOLACE) framework and guidance, which recommends best practice for local authorities to follow. There are seven core principles, each of which is supported by sub-principles, to provide a governance framework.
- 2.3 Compliance with the Council's Code underpins the effectiveness of its systems of internal controls, and this in turn informs the Annual Governance Statement which accompanies its Annual Statement of Account.
- 2.4 The Code forms part of the Council's Constitution although it is not currently included within the published version.

3.0 Progress, options, discussion, etc.

- 3.1 The Council is committed to maintaining robust arrangements for good governance and a periodic review of the Code was undertaken to ensure that:
- A. The Council was still complying with the core principles.
 - B. It reflected the most up to date ways in which the Council operates, including its expectations and standards.
- 3.2 At the same time the document was revised to ensure that it was more inclusive without losing any important detail. The revised version of the document has reduced in length, and includes a diagram showing the relationship between each of the seven core principles.
- 3.3 To ensure the document is used and can be easily understood it relies on signposting readers to other documents, so that they can easily find what they need without being distracted by unnecessary information.

3.4 The views of the Council's Head of Strategy, Head of Communications, Head of Audit and Director of Finance were taken into account and incorporated into the revised version of the Code.

3.5 Critically the Code can and will be reviewed and updated on a regular basis.

4.0 Financial implications

4.1 There are no financial implications arising from this report.

[AS/29062022/V]

5.0 Legal implications

5.1 Compliance with the Code of Corporate Governance supports the Council's review of the effectiveness of its system of internal controls as required by the Accounts and Audit Regulations 2015. [SZ/29062022/P]

6.0 Equalities implications

6.1 There are no equalities implications arising from the recommendation in this report.

7.0 All other Implications

7.1 There are no other implications arising from the recommendations in this report.

8.0 Schedule of background papers

8.1 None.

9.0 Appendices

9.1 Appendix 1: Code of Corporate Governance.

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Code of Corporate Governance

INTRODUCTION

City of Wolverhampton Council is committed to demonstrating the highest standards of Corporate Governance. Good governance leads to good management, good performance, effective use of resources, good public involvement, and ultimately good outcomes.

The Council's Code of Corporate Governance ("the Code") comprises a range of documents, policies, procedures, cultures, and values and is the system through which the business of the Council is directed and controlled. The Code underpins the aim of achieving good governance.

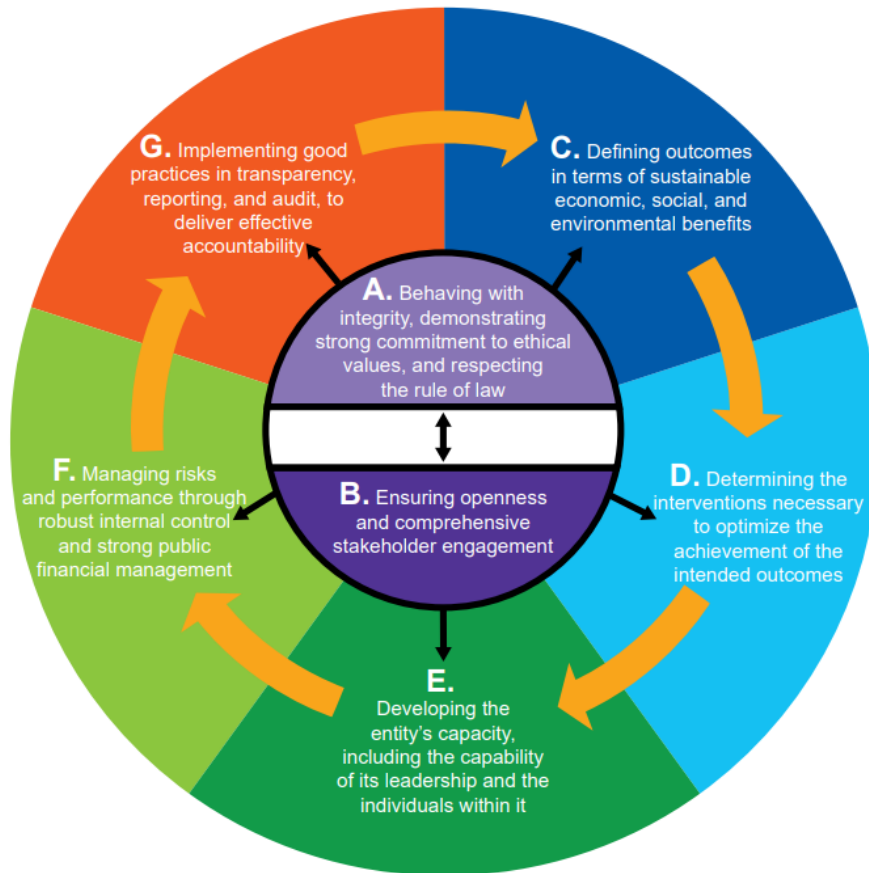
CORPORATE GOVERNANCE FRAMEWORK

The corporate governance framework of City of Wolverhampton Council is consistent with the principles of the CIPFA/SOLACE best practice framework *Delivering Good Governance in Local Government 2016* (the most up-to-date version). The following **seven core governance principles** ensure that we have high standards of good governance.

- A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- B. Ensuring openness and comprehensive stakeholder engagement.
- C. Defining outcomes in terms of sustainable economic, social, and environmental benefits.
- D. Determining the interventions necessary to optimise the achievement of the intended outcomes.
- E. Developing the entity's capacity, including the capability of its leadership and the individuals within it.
- F. Managing risks and performance through robust internal control and strong public financial management.
- G. Implementing good practices in transparency, reporting, and audit to deliver effective accountability.

The relationship between each of the seven Principles is shown in the diagram below.

Achieving the Intended Outcomes While Acting in the Public Interest at all Times



MONITORING AND REVIEW

The Council's commitment to good corporate governance includes the application, development, and maintenance of this Code. Each year the Code is reviewed, and an Annual Governance Statement made to accompany the Annual Accounts. The Statement includes an appraisal of the key measures in place to manage the Council's decision making and financial control, and it also provides details of where improvements need to be made. The Statement will be reported to the Governance & Ethics Committee and Audit and Risk Committee (whose respective Terms of Reference can be found [here](#) and [here](#)) who will also monitor progress towards any improvements which need to be made.

The following tables detail how the Council demonstrates its commitment to the seven core principles and indicates where more information can be obtained.

CODE OF GOVERNANCE PRINCIPLE A**Behaving with Integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**

This core principle is supported by three supporting principles:

- Behaving with integrity
- Demonstrating strong commitment to ethical values
- Respecting the rule of law

What the Council does	How it demonstrates this
Ensures that the Council's leadership set and reinforces the tone of the organisation by creating a climate of openness, support, and respect.	<ul style="list-style-type: none"> • Protocol for Councillor/Officer relations • Code of Conduct for Councillors • Code of Conduct for Officers • Leadership Forum, Operational Manager Network, Officer Briefings, City People articles, News from the Chief Executive (by email and video) • Weekly Councillor update emails • City Plan • Our People Strategy • HR policy framework including all HR policies • Equality, Diversity, and Inclusion Strategy
Defines the personal behaviours expected of Councillors and Officers.	<ul style="list-style-type: none"> • Protocol for Councillor/Officer relations • Code of Conduct for Councillors • Detailed training on Code of Conduct • Planning Committee Code of Conduct for Councillors and Employees • Councillors Guide – Equalities • Councillor induction and regular training
Puts in place arrangements to ensure that conflicts of interest are declared and if necessary, the Member/Officer does not participate in decision-making.	<ul style="list-style-type: none"> • Revised Code of Conduct for Councillors and detailed training • Code of Conduct for Officers • Councillors and Officers Register of Interests • Whistle-blowing Policy & Procedure • Councillor induction and regular training
Develops and maintains shared values including values for both the organization and Officers and communicate these with	<ul style="list-style-type: none"> • Our City: Our Plan • Council's website • Our People Strategy

Councillors, Officers, the community, and partners.	<ul style="list-style-type: none"> Engagement with residents and businesses including social media channels
Uses the Council's shared values to act as a guide for decision making and as a basis for developing positive and trusting relationships within the authority.	<ul style="list-style-type: none"> Our City: Our Plan Our People Strategy Code of Conduct for Councillors Equality, Diversity and Inclusion Strategy Code of Conduct for Officers Professional Conversations
Maintain effective Governance & Ethics Committee.	<ul style="list-style-type: none"> Governance & Ethics Committee Terms of Reference
Has in place effective systems to enable staff and others to identify any potential wrongdoing and to protect staff should they raise areas of concern.	<ul style="list-style-type: none"> Whistleblowing policy Details of Monitoring Officer on website Monitoring officer accessible to officers Safe Space confidential reporting telephone and website for officers
Ensures that professional advice on matters that have legal or financial implications is available in advance of decision making.	<ul style="list-style-type: none"> Senior lawyers and senior finance officers review reports going to member decision making meetings and all decisions must have legal and finance team approval before proceeding Lead Officers for projects have responsibility to engage with legal services and finance to ensure that legal and finance advice is secured for their projects
<p>CODE OF GOVERNANCE PRINCIPLE B</p> <p>Ensuring openness and comprehensive stakeholder engagement</p> <p>This core principle is supported by three supporting principles:</p> <ul style="list-style-type: none"> Openness Engaging comprehensively with institutional stakeholders Engaging with individual citizens and service users effectively 	
What the Council does	How it demonstrates this
Encourages all sections of the community and other stakeholders to participate in our work through public consultation.	<ul style="list-style-type: none"> Notices in local newspapers Press releases for all local media Promotion and links to consultation via social media channels Stakeholder engagement channels

	<ul style="list-style-type: none"> • The Council's website • Consultation Guidance for Employees • Citizen Space consultation and engagement portal
<p>Holds meetings in public unless there is to be discussion of matters of a confidential nature.</p>	<ul style="list-style-type: none"> • Council, Cabinet, Board, Committee and Scrutiny meetings are all held in public unless considering exempt or confidential information • Protocol for Webcasting of meetings (including arrangements made as per Covid-19 special requirements) • Protocol for Recording and Filming of Meetings and the Use of social media • Clear guidance that meetings must be open unless considering exempt or confidential information
<p>Makes all information publicly available unless it is exempt by law.</p>	<ul style="list-style-type: none"> • Constitution • The Council's website • Forward Plan of Key Decisions • Webcast of various Meetings (including those made as per Covid-19 special requirements) in accordance with relevant Protocols • Information Governance policies and procedures including relating to Freedom of Information • Environmental Information Regulations procedures • WV Insight data and analytics)
<p>Ensures that clear channels of communication are in place with all sections of the community and other stakeholders and put in place monitoring arrangements to ensure these operate effectively.</p>	<ul style="list-style-type: none"> • Forward Plan of Key Decisions • Consultation on significant policy changes including via the Council's consultation and engagement portal Citizen Space • Petitions Scheme • Public questions at Health & Wellbeing Together meetings • Information Governance policies and procedures including relating to Freedom of Information • Environmental Information Regulations procedures • Whistleblowing policy • Regular surveys of residents to inform Council documents such as Our City: Our Plan

	<ul style="list-style-type: none"> • Customer feedback including complaints and compliments
Ensures that Officers are regularly consulted and invite comments from Officers on a wide range of issues.	<ul style="list-style-type: none"> • Consultation with Recognised Trade Unions • Regular Staff engagement including senior officers attending each Staff Equality Forum and a representative from each Staff Equality Forum attending Strategic Executive Board meetings
<p>CODE OF GOVERNANCE PRINCIPLE C</p> <p>Defining outcomes in terms of sustainable economic, social and environmental benefits</p> <p>This core principle is supported by two supporting principles:</p> <ul style="list-style-type: none"> • Defining outcomes • Sustainable economic, social and environmental benefits 	
What the Council does	How it demonstrates this
Defines and promotes its purpose and vision.	<ul style="list-style-type: none"> • Our City: Our Plan • Black Country Core Strategy 2011-2026
Maintains up-to-date Purpose and Vision to reflect its financial position and other major policy changes.	<ul style="list-style-type: none"> • Annual review of Our City: Our Plan
Works with its partners on an agreed common vision.	<ul style="list-style-type: none"> • Development and implementation of strategies and policies with partners (including but not limited to): <ul style="list-style-type: none"> • Black Country Local Enterprise Partnership (LEP) • Wolverhampton Health & Well Board (Health & Wellbeing Together) • One Wolverhampton • Wolverhampton Clinical Commissioning Group • Royal Wolverhampton Hospital Trust • Health Watch • West Midlands Combined Authority • University of Wolverhampton • Wolverhampton College • Wolverhampton Homes

<p>Communicates on a regular basis the Council's key performance data, achievements and financial position.</p>	<ul style="list-style-type: none"> • Annual Report • Finance, performance and risk reports to Cabinet and Scrutiny at least quarterly • A clear performance framework set out in Our City: Our Plan and agreed by Full Council • Annual Audit Letter • Council Tax Information Sheet for residents
<p>Ensures that each service area reviews on a regular basis its objectives and priorities.</p>	<ul style="list-style-type: none"> • Service Delivery Plans to ensure Our City: Our Plan outcomes are delivered • Performance deep dives at Strategic Executive Board monthly, underpinned by service performance framework • Review of contributions towards the Council's Net Zero Targets
<p>Puts in place effective arrangements to identify and deal with failure in service delivery.</p>	<ul style="list-style-type: none"> • Complaints routes and procedures (various) including reports to Scrutiny Board • Scrutiny Board and Panels • Internal Audit • Liaison with External Audit • Whistle blowing policy • Monitoring Officer reporting route • Regular performance and budget monitoring reports to Cabinet and Cabinet Resources Panel
<p>Uses national benchmarking of value for money and needs based evidence to regularly review and shape corporate priorities and supporting financial plans effectively.</p>	<ul style="list-style-type: none"> • CIPFA Financial Management Code • External auditors Annual Report
<p>Addresses the environmental impact of its policies, plans and decisions.</p>	<ul style="list-style-type: none"> • Environmental implications in all reports

CODE OF GOVERNANCE PRINCIPLE D

Determining the interventions necessary to optimize the achievement of the intended outcomes

This core principle is supported by three supporting principles:

- Determining interventions
- Planning interventions

<ul style="list-style-type: none"> Optimising achievements of intended outcomes 	
What the Council does	How it demonstrates this
Defines and promote its purpose and vision.	<ul style="list-style-type: none"> Our City: Our Plan
Reviews annually its purpose and vision to reflect its financial position and other major policy changes.	<ul style="list-style-type: none"> Annual review of Our City: Our Plan Medium Term Financial Strategy Regular finance, performance and risk reports to Cabinet and Scrutiny to inform annual review
Communicates on a regular basis the Council's key performance data, achievements and financial position.	<ul style="list-style-type: none"> Annual Reports of Scrutiny Board, Head of Internal Audit, Audit & Risk Committee, Councillor Champions Regular finance, performance and risk reports to Cabinet and Scrutiny Updating reports to Cabinet External Auditors Annual Report Council Tax leaflets and letters to residents and online information
Ensures risk management process is applied at all levels of the organisation.	<ul style="list-style-type: none"> Risk Management Framework Strategic Risk Register reviewed on a regular basis by the Audit & Risk Committee Update on Strategic Risk Register to each Audit & Risk Committee Corporate and Departmental risk registers Risks considered as part of finance and performance reports to Cabinet and Scrutiny at least quarterly
Ensures that each service area reviews on a regular basis its objectives and priorities.	<ul style="list-style-type: none"> Departmental Service Plans/Business plans Service performance frameworks, with deep dives on performance at Strategic Executive Board on a monthly basis
Puts in place effective arrangements to identify and deal with failure in service delivery.	<ul style="list-style-type: none"> Complaints routes and procedures (various) Overview and Scrutiny Procedure Rules Whistleblowing Policy Monitoring Officer reporting route

Ensures resilience with regard to continuity of service in the event of unforeseen events.	<ul style="list-style-type: none"> • Corporate and departmental business continuity and disaster recovery plans and arrangements
<p>CODE OF GOVERNANCE PRINCIPLE E</p> <p>Developing the Council's capacity, including the capability of its leadership and the individuals within it.</p> <p>This core principle is supported by two supporting principles:</p> <ul style="list-style-type: none"> • Developing the Council's capacity • Developing the capability of the Council's leadership and other individuals 	
What the Council does	How it demonstrates this
Sets out in clear terms how the respective roles and responsibilities of the Cabinet and of the Cabinet members are allocated between the Leader, Cabinet and Council Officers.	<ul style="list-style-type: none"> • Constitution • Protocol for Councillor/Officer relations
Sets out in clear terms the general responsibilities of Councillors and senior Officers and how they perform non-executive functions such as development control.	<ul style="list-style-type: none"> • Responsibility for Functions (Part 3) and delegation information within or arising from the Constitution • Forward Plan of key Decisions
Sets out how decisions are made, and which decisions are reserved to the Full Council. Determine a scheme of delegation to Chief Officers, including those decisions which are not included in their delegated powers and are reserved to Council or Cabinet	<ul style="list-style-type: none"> • Scheme of Delegation to Officers (Part 3) within the Constitution • Articles of the Constitution (Part 2) within the Constitution • Forward Plan of Key Decisions
Makes the Chief Executive responsible and accountable for all aspects of operational management.	<ul style="list-style-type: none"> • The Chief Executive is designated Head of Paid Service for the Authority
Makes the Director of Finance (as section 151 officer) responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.	<ul style="list-style-type: none"> • Section 151 Officer responsibilities (Part 3) within the Constitution

<p>Adopts a protocol for relationships between Councillors and Officers which ensures proper and effective relationships.</p>	<ul style="list-style-type: none"> • Protocol for Councillor/Officer relations • Staff induction • Code of Conduct for Councillors • Councillor induction and other training • Code of Conduct for Officers • Officer induction documents and sharing of information
<p>Makes the Chief Legal Officer (as Monitoring Officer) responsible for the Council Constitution and for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with.</p>	<ul style="list-style-type: none"> • Monitoring Officer responsibilities specified in the Constitution
<p>Sets out the terms and conditions for the remuneration of Councillors and Officers.</p>	<ul style="list-style-type: none"> • Constitution • Council's Pay Policy Statement • Councillors Allowances Scheme • HR Policies and compliance with Local Government Terms and Conditions
<p>Ensures that service delivery is effectively monitored.</p>	<ul style="list-style-type: none"> • Performance framework aligned to Our City: Our Plan, with regular reports to Cabinet and Scrutiny • Service level performance frameworks, with monthly performance deep dives at Strategic Executive Board • Regular reports to Cabinet, Governance & Ethics Committee, Scrutiny board and its six panels
<p>Consults widely on its vision, strategic plans and priorities and take into account the views of the local community and key stakeholders.</p>	<ul style="list-style-type: none"> • Consultation on Our City: Our Plan, Medium Term Financial Strategy • Consultation on major policy developments via the Council's consultation and engagement portal Citizen Space • Statutory consultations
<p>Ensures that when working in partnership that Councillors are clear about their legal responsibilities and liabilities.</p>	<ul style="list-style-type: none"> • Advice given to Councillors by Senior Officers
<p>Ensures that where the Council enters into a partnership there is a written agreement between the parties clearly setting out the</p>	<ul style="list-style-type: none"> • Head of Law to arrange contract preparations

roles and responsibilities, including responsibilities for staffing and funding.	
Provides induction programme for Councillors and Officers.	<ul style="list-style-type: none"> • Member Handbook • Councillors Development Programme • Councillors Online Learning • Officer induction documents and sharing of information • Councillor Induction training
Ensures statutory officers have the resources and support to effectively perform their roles.	<ul style="list-style-type: none"> • Section 151 Officer and the Monitoring Officer have a statutory right to be provided with sufficient support and so are able to raise the issue formally if they consider that they do not have adequate resources to enable them to undertake their roles
Assesses the learning and development needs of Officers and Councillors and make a commitment to meet those needs and develop required skills.	<ul style="list-style-type: none"> • Performance Management and Development arrangements • Professional Conversations • Our People Strategy • Councillors Development arrangements
Identifies leaders of the future.	<ul style="list-style-type: none"> • Leadership and Management Development including talent management and aspiring managers • Equality, diversity and inclusion initiatives • Deputies for officer roles • Our People Strategy
Provides support for Councillors and Officers who are Directors of Council companies.	<ul style="list-style-type: none"> • Advice given as required/necessary • Training for Councillors

CODE OF GOVERNANCE PRINCIPLE F

Managing risks and performance through robust internal control and strong public financial management

This core principle is supported by five supporting principles:

- Managing risk
- Managing performance
- Robust internal control
- Managing data
- Strong public financial management

What the Council does	How it demonstrates this
Maintains an effective scrutiny function which is aimed at improvement and service delivery.	<ul style="list-style-type: none"> • Overview and Scrutiny Arrangements as outlined in Article 7 of the Constitution
Maintains effective arrangements for recording decisions.	<ul style="list-style-type: none"> • Forward Plan of Key Decisions • Record of Key Decisions • Minutes of all Council meetings • Protocol for Recording and Filming of Meetings and the Use of social media • Protocol for webcasting
Puts in place arrangements to ensure that decisions are not affected by conflict of interest.	<ul style="list-style-type: none"> • Member and Officer Codes of Conduct • Member and Officers Register of Interests • Support to officers and Councillors who are directors of companies
Maintains an effective Audit Committee that is independent of executive and scrutiny functions.	<ul style="list-style-type: none"> • Audit & Risk Committee Terms of Reference (Part 8) within the Constitution • Two Independent Councillors appointed to the Audit & Risk Committee
Ensures that an effective and accessible complaints procedure is in place.	<ul style="list-style-type: none"> • Complaints routes and procedures (various) and guidance on website • Policy on Management of Unreasonable Complainant Behaviour • Whistleblowing Policy • Safe Space confidential reporting telephone line and website
Ensures that those involved in making decisions are provided with all relevant advice and implications.	<ul style="list-style-type: none"> • Section 151 Officer advice • Monitoring Officer advice • Finance Procedure Rules • Contract Procedures Rules • Senior officers in Legal Services and Finance review all reports going to Councillors for decision • Cabinet Member Briefings • Executive Meetings
Ensures risk management process is applied at all levels of the organization.	<ul style="list-style-type: none"> • Risk Management Framework • Strategic Risk Register reviewed regularly by Audit & Risk Committee • Corporate and Departmental risk registers • Information Governance Risk Register

	<ul style="list-style-type: none"> • Performance, finance and risk report to Cabinet and Scrutiny quarterly
Ensures that whistle blowing arrangements are in place for all officers and those contracting with the authority.	<ul style="list-style-type: none"> • Whistleblowing Policy • Contract Procedure Rules • Standard contracts and involvement of legal team in drafting
Maintains an effective process for reviewing the requirements of the law, the legality of transaction, decisions and the impact of new laws.	<ul style="list-style-type: none"> • Constitution • Monitoring Officer's responsibilities as per Constitution
<p>CODE OF GOVERNANCE PRINCIPLE G</p> <p>Implementing good practices in transparency, reporting, and audit to deliver effective accountability</p> <p>This core principle is supported by three supporting principles:</p> <ul style="list-style-type: none"> • Implementing good practice in transparency • Implementing good practices in reporting • Assurance and effective accountability 	
What the Council does	How it demonstrates this
Maintains an effective scrutiny function which is aimed at improvement and service delivery.	<ul style="list-style-type: none"> • Overview and Scrutiny Arrangements as per Article 7 of the Constitution
Maintains an effective Audit Committee that is independent of executive and scrutiny functions.	<ul style="list-style-type: none"> • Audit and Risk Committee Terms of Reference as per Article 8 of the Constitution • Audit and Risk Committee includes two independent Councillors
Has a robust approach to the provision of Internal and External Audit.	<ul style="list-style-type: none"> • Internal Audit function with an Internal Audit Charter • Compliance with Public Sector Internal Audit Standards • Internal Audit Annual Report providing an opinion on the adequacy and effectiveness of the Council's internal control, risk management and governance framework • Opt-in to the Public Sector Audit Appointments arrangements for the selection of the External Auditor

	<ul style="list-style-type: none"> • External Auditor’s Annual Report • Internal and external Audit reports considered regularly by Audit and Risk Committee • Audit and Risk Committee Annual Report to Council
<p>Makes all information publicly available unless it is exempt by law.</p>	<ul style="list-style-type: none"> • Constitution • The Council’s website • Forward Plan of Key Decisions • Webcast of various Meetings (including those made as per Covid-19 special requirements) in accordance with relevant Protocols • Information Governance policies and procedures including relating to Freedom of Information • Environmental Information Regulations procedures • WV Insight data and analytics
<p>Ensures that Officers are regularly consulted and invite comments from Officers on a wide range of issues.</p>	<ul style="list-style-type: none"> • Consultation with Recognised Trade Unions • Professional Conversations
<p>Holds meetings in public unless there is to be discussion of matters of a confidential nature.</p>	<ul style="list-style-type: none"> • Council, Cabinet, Board, Committee and Scrutiny meetings are all held in public unless considering exempt or confidential information • Protocol for Webcasting of meetings (including arrangements made as per Covid-19 special requirements) • Protocol for Recording and Filming of Meetings and the Use of social media
<p>Ensures that clear channels of communication are in place with all sections of the community and other stakeholders and put in place monitoring arrangements to ensure these operate effectively.</p>	<ul style="list-style-type: none"> • Forward Plan of Key Decisions • Consultation on significant policy changes including via the Council’s consultation and engagement portal Citizen Space • Annual Report • Petitions Scheme • Public questions at Council meetings • Information Governance policies and procedures including relating to Freedom of Information • Environmental Information Regulations procedures • Whistleblowing policy

<p>Communicates on a regular basis the Council's key performance data, achievements and financial position.</p>	<ul style="list-style-type: none"> • Annual Report • Regular finance, performance and risk reports • Annual Audit Letter • Council Tax Information for residents
<p>Sets out how decisions are made, and which decisions are reserved to the Full Council. Determine a scheme of delegation to Chief Officers, including those decisions which are not included in their delegated powers and are reserved to Council or Cabinet.</p>	<ul style="list-style-type: none"> • Scheme of Delegation to Officers (Part 3) within the Constitution • Articles of the Constitution (Part 2) within the Constitution • Forward Plan of Key Decisions
<p>Makes the Director of Finance (as Section 151 officer) responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.</p>	<ul style="list-style-type: none"> • Section 151 Officer responsibilities as set out in the Constitution

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