

# General Purposes Committee Agenda



To: Councillor Sean Fitzsimons (Chair)  
Councillor Appu Srinivasan (Vice-Chair)  
Councillors Samir Dwesar, Lara Fish, Patricia Hay-Justice, Joseph Lee,  
Stella Nabukeera and Fatima Zaman

A meeting of the **General Purposes Committee** which you are hereby invited to attend, will be held **Monday, 19 February 2024 at 6.30 pm. Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX.**

Katherine Kerswell  
Chief Executive  
London Borough of Croydon  
Bernard Weatherill House  
8 Mint Walk, Croydon CR0 1EA

Kenny Uzodike, Democratic Services  
Democratic.Services@croydon.gov.uk  
www.croydon.gov.uk/meetings

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If you require any assistance, please contact Kenny Uzodike, Democratic Services as detailed above.

## **AGENDA**

**1. Apologies for Absence**

To receive any apologies for absence from any members of the Committee.

**2. Disclosure of Interests**

Members are invited to declare any disclosable pecuniary interests (DPIs) they may have in relation to any item(s) of business on today's agenda.

**3. Minutes of the Previous Meeting (Pages 3 - 6)**

To approve the minutes of the meeting held on 28 November 2023 as an accurate record of the proceedings.

**4. Croydon Pay Policy Statement 2024-25 (Pages 7 - 38)**

To agree and recommend to full Council, Croydon Council's Pay Policy Statement for 2024/2025.

**5. Amendments to Polling Stations for 2 May 2024 Elections (Pages 39 - 54)**

To note the changes in the location of some polling stations for the Greater London Authority (GLA) elections on 2 May 2024.

**6. Members' Allowances Uplift 2023-24 and Scheme of Members' Allowances 2024-25 (To Follow)**

To agree and recommend to full Council, changes to the Scheme of Members' Allowances.

**7. Urgent Business (if any)**

To consider any urgent business.

# Agenda Item 3

## General Purposes Committee

Meeting of held on Tuesday, 28 November 2023 at 6.30 pm in Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX

### MINUTES

**Present:** Councillor Sean Fitzsimons (Chair);  
Councillor Appu Srinivasan (Vice-Chair);  
Councillor Samir Dwesar, Lara Fish, Patricia Hay-Justice and Stella Nabukeera

**Also Present:** Councillors Fatima Zaman (Online) and Joseph Lee (Online)

**Apologies:** There were none.

### PART A

27/22 **Apologies for Absence**

There were no apologies.

28/22 **Disclosure of Interests**

There were none.

29/22 **Minutes of the Previous Meeting**

#### **RESOLVED:**

To approve the minutes of the meeting held on 9 October 2023 and those of the previously named General Purposes and Audit Committee held on the following dates as accurate records of the proceedings:

- 16 September 2021
- 20 October 2021
- 25 November 2021
- 16 February 2022.

30/22 **Urgent Business (if any)**

There were no items of urgent business.

31/22

### **Proposed Change to the Constitution - Appointments and Disciplinary Committee**

The Deputy Monitoring Officer, Looqman Desai, presented the report which proposed changes to the constitution to triple the number of substitutes that could be appointed to the Appointments and Disciplinary Committee to enable other cabinet members to participate in recruitment processes relating to their portfolio.

He informed the Committee the changes were recommended by the Constitution Working Group following their consideration and deliberations on 16 November 2023 and advised that Members recommend the changes to Council for approval.

The Chair advised that the proposed changes and the corporate training for Members being organised by the Learning and Development Panel would make the recruitment process more robust.

#### **RESOLVED:**

To recommend to full Council the proposed changes to the Constitution relating to the number of substitutes to the Appointments and Disciplinary Committee as set out at paragraph 5.6 of the report.

32/22

### **Draft Council Calendar 2024-25**

The Committee was informed of some errors in Appendix A and officers were advised that the necessary amendments be made to correct the errors and reflect the Committee's decision after the meeting and before approval by Council.

The Chair proposed that pre-council political group meetings dates should be included in the calendar.

Members asked questions about contingency plans in the case of clashes with general election and additional meeting dates for planning committees.

It was explained that contingency plans included rescheduling meetings or the withdrawal of sensitive items from committee agendas during the "purdah" period and additional dates could be added by any committee as and when needed.

Members were informed that an additional meeting of the committee was needed to the review the changes to polling stations and districts.

**RESOLVED:**

- 1.1 To note the Cabinet meeting dates for the municipal year 2024-25 as stated in Appendix B.
- 1.2 To recommend that Full Council approves the meeting dates for all other committees for the municipal year 2024-25 subject to the amendment of Appendix A and the inclusion of pre-council group meetings on the draft calendar.
- 1.3 To approve 17 January 2024 as the date of the next meeting of the Committee.

The meeting ended at 7.05pm.

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## LONDON BOROUGH OF CROYDON

<b>REPORT:</b>	<b>GENERAL PURPOSES COMMITTEE</b>	
<b>DATE OF DECISION</b>	<b>19 FEBRUARY 2024</b>	
<b>REPORT TITLE:</b>	<b>CROYDON PAY POLICY STATEMENT 2024/25</b>	
<b>CORPORATE DIRECTOR / DIRECTOR:</b>	<b>ELAINE JACKSON, ASSISTANT CHIEF EXECUTIVE</b> <b>DEAN SHOESMITH, CHIEF PEOPLE OFFICER</b>	
<b>LEAD OFFICER:</b>	<b>DEAN SHOESMITH, CHIEF PEOPLE OFFICER</b> Email: Dean.Shoesmith@croydon.gov.uk	
<b>LEAD MEMBER:</b>	<b>CLLR JASON CUMMINGS</b> <b>CABINET MEMBER FOR FINANCE</b>	
<b>AUTHORITY TO TAKE DECISION:</b>	Part 3 of the Constitution – Responsibility for Functions. General Purposes Committee Terms of Reference – 5. Consideration and recommendation to Full Council of the Pay Policy Statement as required.	
<b>KEY DECISION?</b>	<b>NO</b>	<b>N/A</b>
<b>CONTAINS EXEMPT INFORMATION?</b>	<b>NO</b>	<b>PUBLIC</b>
<b>WARDS AFFECTED:</b>	<b>ALL</b>	

### 1 SUMMARY OF REPORT

- 1.1 In accordance with sections 38 and 39 of the Localism Act 2011, the Council is required to prepare and publish an annual Pay Policy Statement.
- 1.2 The Pay Policy Statement for the financial year 2024/25 is attached at Appendix 1 and covers the legal requirement to set out:
- The remuneration of its senior staff, designated Chief Officers
  - The remuneration of its lowest paid employees
  - The relationship between the remuneration of its Chief Officers and the remuneration of staff who are not Chief Officers

**1.3** The purpose of this report is to:

- (1) agree the Council's Pay Policy Statement for the financial year 2024/2025 and recommend this to Full Council,

## **2 RECOMMENDATIONS**

For the reasons set out in the report and its appendices, the General Purposes Committee is recommended:

- 2.1 To agree the annual Pay Policy Statement for the financial year 2024-25.
- 2.2 To recommend its adoption to Full Council.
- 2.3 To note the clarification within the Pay Policy Statement 2024-25 in relation to the definition of Deputy Chief Officers.
- 2.4 To note that the Market Supplement Policy and Procedure is under review. Pending the outcome of the review, the Pay Policy Statement 2024-25 in reference to market supplements may then require amending, subject to full Council approval following consideration and recommendation by General Purposes Committee.
- 2.5 To note that the Chief Executive's pay arrangements are being reviewed by the Appointments and Disciplinary Committee, and the Committee will be updated on the outcome at the meeting.
- 2.6 To note the proposed changes set out in the Pay Policy Statement to obtaining approvals in relation to salary packages of £100k or more, and to request officers to prepare the necessary reports setting out consequential proposed changes to the Appointments and Disciplinary Committee's terms of reference, and any other necessary changes to the Council's Constitution, for approval by this Committee and to be recommended to full Council.

## **3 REASONS FOR RECOMMENDATIONS**

- 3.1 To comply with the legal requirements for the Council, in accordance with sections 38 and 39 of the Localism Act 2011, to prepare and publish an annual Pay Policy Statement.

## **4 BACKGROUND AND DETAILS**

- 4.1 The Council aims to ensure that its remuneration packages are fair, equitable and transparent and offer suitable reward for the employment of high-quality staff with the necessary skills and experience to deliver high quality services.



- 4.2 This Pay Policy Statement sets out the Council’s policy relating to the pay of its workforce (excluding school-based employees) as required under the Localism Act 2011. The Localism Act requires the Council to have prepared, approved and published a Pay Policy Statement for each financial year. The areas to be covered in the statement are salary, expenses, bonuses, performance-related pay, severance payments, how election fees are paid and the pay policy on re-engagement of ex-employees.
- 4.3 Former Pay Policy statements refer to Corporate Directors and Directors as ‘Chief Officers’ and posts reporting into Directors, including Heads of Service and certain senior staff in posts above grade 17 but below Chief Officer as ‘deputy Chief Officers’. The amendment to the Pay Policy statement 2024-25 clarifies, the definition of Deputy Chief Officer within the meaning of section 2(8) of the Local Government and Housing Act 1989. In accordance with section 2(8) of the Local Government and Housing Act 1989, “*deputy chief officer means ‘a person who, as respects all or most of the duties of their post, is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers’*. As applied to the Council’s structure this means a Director or Head of Service, who is required to report directly or who is directly accountable to one or more of the statutory or non-statutory Chief Officers.
- 4.4 The Market Supplement Policy and Procedure is under review, which is likely to be completed before the 2024-5 financial year. Pending the outcome of the review, the Pay Policy statement in reference to the paragraph on market supplements may then require amending to reflect any changes to the Market Supplement Policy and Procedure.
- 4.5 **Chief Executive and Head of Paid Service Pay**
- The Chief Executive’s pay arrangements are being reviewed by the Appointments and Disciplinary Committee, and the General Purposes Committee will be updated on the outcome at the meeting.
- 4.6 **Appointments**
- Statutory guidance issued by the Secretary of State, in February 2012 under section 40 of the Localism Act 2011 (*Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011*) provides that Full Council, or a meeting of members, should take decisions about remuneration packages for new appointments of £100,000 or more per year.
- 4.7 Former Pay Policy statements refer to the Appointments and Disciplinary Committee as having delegated responsibility for approving appointments and decisions about remuneration packages for new appointments of £100,000 or more per year in accordance with the provisions of the Localism Act 2011. It is instead proposed in the 2024 /2025 Pay Policy Statement that the Appointments and Disciplinary Committee has delegated responsibility for approving such remuneration packages for new Chief Officer posts. Where it is proposed to appoint to a Chief Officer post which is not in

existence at the time of the publication of this pay policy statement, and the proposed remuneration is £100,000 per annum and above, the appointment may not be made unless the Appointments and Disciplinary Committee has agreed to the level of remuneration for the new post. This amendment provides clarity that unless the remuneration of a new deputy Chief Officer post at Head of Service level is £100,000 or more (noting that the current maximum spine point of Head of Service CSRB is £95,296 and the NJC National Pay Award for 2024/25 is yet to be negotiated), the posts to which this proposed provision will apply will almost always be Corporate Directors and Directors on Croydon Chief Officer Grade 1 and above.

## **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 As the Pay Policy Statement is a requirement of the Localism Act 2011, it must be prepared, agreed by a vote of full Council and published and, therefore, there are no other options considered.

## **6 CONSULTATION**

- 6.1 This report is a statement of fact regarding the pay of senior officers in the Council. Senior pay is carefully consulted on with lead members.

## **7 CONTRIBUTION TO COUNCIL PRIORITIES**

- 7.1 *We will live within our means, balance the books and provide value for money for our residents*, including the pay for senior managers which has been benchmarked and independently evaluated and in the making of Special Severance Payments and agreeing severance packages.

## **8 IMPLICATIONS**

### **8.1 FINANCIAL IMPLICATIONS**

8.1.1 Finance have reviewed the report and can confirm that all salaries will be accounted for in the 2024-25 budget. Any additional costs arising from the policy will be approved through the Council's governance process as they occur.

8.1.2 Comments approved by Lesley Shields, Head of Finance for Assistant Chief Executive and Resources on behalf of the Director of Finance. (26/1/24)

### **8.2 LEGAL IMPLICATIONS**

8.2.1 The Council must comply with the requirements of sections 38, 39 and 42 of the Localism Act 2011, which require the Council to prepare, approve and publish a Pay Policy Statement for the financial year 2024/2025 and in future

years and must under section 40 of the Localism Act 2011, have regard to any guidance issued or approved by the Secretary of State. Under section 41 of the Localism Act 2011, the Council must comply with its Pay Policy Statement when making certain determinations relating to remuneration. The Council must also comply with its obligations under Regulation 10 of the Accounts and Audit Regulations 2015 and the Local Government Transparency Code. The Pay Policy Statement sets out the Council's policy relating to the pay of its workforce (excluding school-based employees) as required under the Localism Act 2011. The proposed Pay Policy Statement for the financial year 2024/2025 has been prepared in order for the Council to comply with its statutory obligations.

- 8.2.2 Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”, subject to section 41 of the Localism Act 2011 (requirement for determinations relating to terms and conditions of Chief Officers to comply with the Pay Policy Statement).
- 8.2.3 The Localism Act 2011 contains a definition of ‘Chief Officer’ which has been applied to the Council’s structure and is set out in the proposed policy. Section 43 of the Localism Act provides that ‘Chief Officer’ means the Head of Paid Service, the Monitoring Officer and any ‘statutory chief officer’, ‘non-statutory chief officer’ or ‘deputy chief officer’ as defined in sections 2(6)-(8) of the Local Government and Housing Act 1989. A ‘statutory chief officer’ is defined as the director of children’s services, the director of adult social services, the director of public health, and the section 151 officer. A ‘non-statutory chief officer’ is defined as a person for whom the Head of Paid Service is directly responsible, or a person who is required to report directly or is directly accountable to the Head of Paid Service, or the authority or one of its committees or sub-committees as respects most or all of their duties. ‘Deputy chief officer’ is defined as a person who as respects all or most of the duties of their post is required to report directly, or is directly accountable to one or more of the statutory, or non-statutory chief officers.
- 8.2.4 The Localism Act 2011 also requires that the Council must decide on a definition of ‘lowest paid employees’ and set out the reasons for that decision. As required by Section 38 of the Localism Act, this Pay Policy Statement sets out the Council’s policy for 2024/25 on:
- The remuneration of its senior staff designated Chief Officers in accordance with the statutory definitions mentioned above
  - The remuneration of its lowest paid employees
  - The relationship between the remuneration of its Chief Officers and the remuneration of staff who are not Chief Officers.
- 8.2.5 Statutory guidance issued by the Secretary of State, in February 2012 under section 40 of the Localism Act 2011 (*Openness and accountability in local pay: Guidance under section 40 of the Localism Act 2011*) and Supplementary Guidance issued in 2013 provide that Full Council should take decisions about remuneration packages for new appointments of £100,000 or more per year. The Appointments and Disciplinary Committee has delegated responsibility for “the function in respect of voting on salary packages upon appointment” and

hitherto it has been accepted this covers the approval of remuneration packages for new appointments of £100,000, or more, per year in accordance with the Guidance and Supplementary Guidance. However, as set out in the Pay Policy Statement, it is proposed that going forward approval in relation to such remuneration packages is only sought from the Appointments and Disciplinary Committee in relation to “Chief Officers” in accordance with the definition referred to above, and that approval is only sought in relation to any new “Chief Officer” posts to which such remuneration packages attach, which are created after the date of approval by full Council of the Pay Policy Statement. Given that the Guidance and Supplementary Guidance were issued in relation to preparing the Pay Policy Statement, and that Statement is concerned with the remuneration of “Chief Officer” posts, and given that full details of the remuneration packages of all existing “Chief Officer” posts are already set out for full Council to consider as part of approving the Pay Policy Statement, it is considered this is a reasonable and lawful interpretation of the Guidance and Supplementary Guidance. In addition, it is considered reasonable and lawful to limit such approvals to the creation of new posts, rather than to each appointment of specific individual officers to particular posts, given that there is now a comprehensive framework for the appointment of officers in the Local Authorities (Standing Orders) (England) Regulations 2001, and in the Council’s Constitution. However, to demonstrate good governance, the functions of the Appointments and Disciplinary Committee should be clarified so as to properly reflect these matters.

- 8.2.6 On 12 May 2022, the Government issued Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England and the Council must adhere to that guidance as part of the best value regime for local authorities in England. The best value duty, as set out in section 3 of the Local Government Act 1999 provides “A best value authority must make arrangements to secure continuous improvement in the way on which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. The best value duty is relevant to local authority duties to deliver a balanced budget (Part 1 of the Local Government Finance Act 1992), provide statutory services and secure value for money in spending decisions. This includes decisions to make Special Severance Payments. The Council is the subject of Directions from the Secretary of State requiring the Council to, amongst others, improve on the management of its finances. The Pay Policy Statement for the financial year 2024/2025 also includes the Council’s policy on severance payments in accordance with section 38 of the Localism Act and the May 2022 statutory guidance.
- 8.2.7 As regards the approval process for the Pay Policy Statement, Part 3 of the Constitution - Responsibility of Functions, section 2, sub-section 2.5 sets out the terms of reference of the General Purposes Committee. Paragraph 5 states that the General Purposes Committee will consider and recommend to Full Council the Pay Policy Statement as required. Following a recommendation from the General Purposes Committee, it is then a function for Full Council to approve the Pay Policy Statement for 2024/2025. Part 2 of the Constitution- Article 4- Functions of Full Council, section 4.1, paragraph (p), provides that Full Council shall approve the Pay Policy Statement.

8.2.8 Comments approved by Sandra Herbert, the Head of Litigation and Corporate Law on behalf of the Director of Legal Services and Monitoring Officer. (05/01/2024)

### **8.3 EQUALITIES IMPLICATIONS**

8.3.1 The Council will continue to carefully monitor the equalities issues associated with pay, including the pay ratio, gender pay gap, ethnicity pay gap and disability pay gap. New appointments to senior roles will be reviewed, including the appointment of senior staff by protected characteristics, a key equality performance indicator.

8.3.2 Recipients of severance payments will be monitored by protected characteristic. Any arising action from analysis of data should be considered by the appropriate Internal Control Board.

8.3.3 Comments approved by Helen Reeves, Interim Head of Strategy and Policy. (03/01/2024)

### **8.4 HUMAN RESOURCES IMPLICATIONS**

8.4.1 The Human Resources implications are set out in the main body of this report.

8.4.2 Comments approved by Dean Shoesmith, Chief People Officer

## **9 APPENDICES**

9.1 1. *Pay Policy Statement 2024-25*

1a *Chief Officer Grades*

1b *Pay Structure for Chief Officers*

1c *Mileage rates*

1d *Early Retirement and Redundancy Scheme*

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## Croydon Council

## Pay Policy Statement 2024-25

**1. Introduction**

- 1.1. The Council aims to ensure that its remuneration packages are fair, equitable and transparent and offer suitable reward for the employment of high-quality staff with the necessary skills and experience to deliver high quality services.
- 1.2. This Pay Policy Statement sets out the Council's policy relating to the pay of its workforce (excluding school-based employees) as required under the Localism Act 2011. The Localism Act requires the Council to have considered, approved and published a Pay Policy Statement for each financial year.
- 1.3. Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". In accordance with Section 38 of the Localism Act, this Pay Policy Statement sets out the Council's policy for 2024/25 on:
- The remuneration of its senior staff designated Chief Officers
  - The remuneration of its lowest paid employees
  - The relationship between the remuneration of its Chief Officers and the remuneration of staff who are not Chief Officers
- 1.4 Where this policy refers to Chief Officers, this means the definition as set out in paragraph 3.1. A copy of the grading structure for Croydon Chief Officers is shown at appendices 1a and 1b. Where the policy refers to the Council's lowest-paid employees this means those that are paid on the lowest established grade and scale point i.e. Grade 1, point 2. This definition of lowest-paid employees has been adopted because it reflects the lowest salary payable under the Council's job evaluation scheme and grading structure.
- 1.5 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.
- 1.6 The Appointments and Disciplinary Committee has delegated responsibility for approving remuneration packages for new Chief Officer posts. Where it is proposed to appoint to a Chief Officer post which is not in existence at the time of the publication of this pay policy statement, and the proposed remuneration is £100,000 per annum and above, the appointment may not be made unless the Appointments and Disciplinary Committee has agreed to the level of remuneration for the new post. This provision does not apply to any roles which transfer to the Council through either TUPE or any other equivalent or similar statutory transfer process. This requirement does not apply to roles arising out of restructures to which the Council is obliged to match existing employees to or conduct a ring-fenced recruitment exercise.

- 1.7 Once approved, all remuneration paid to officers will comply with this policy for the 2024-25 financial year. The statement will be reviewed in accordance with legislation prevailing at the time.
- 1.8 In accordance with Part 3 of the Constitution – Responsibilities for Functions the Chief Executive’s Scheme of Delegations provides delegated authority to the Chief People Officer for pay and terms and conditions for staff other than the Chief Executive and senior staff covered by the Joint Negotiating Committee for Chief Officers. Grading and conditions of service for senior staff are approved by the Appointments and Disciplinary Committee.
- 1.9 Subject to circumstances, it may be necessary to amend this Pay Policy statement during the financial year. Any changes, or amendments, made will be subject to full Council approval.

## **2. Pay structure**

- 2.1 The Council uses a combination of locally and nationally determined pay structures for its workforce.
- 2.2 The Council will determine the appropriate grade for each job in accordance with either the Greater London Provincial Council (GLPC) Job Evaluation Scheme, or the Hay Job Evaluation Scheme, depending upon the job requirements and the level of responsibility of its employees within the organisation. The GLPC scheme considers posts graded from Grade 1 to Grade 17 and the Hay scheme is used for posts graded Croydon Special Range A and B and Chief Officer Grades 1 – 5.
  - a) The pay structures, including basic pay, for the Chief Executive and Head of Paid Service, Corporate Directors, Directors and posts at Croydon Special Range (CSR) level are determined locally.
  - b) The basic pay for teachers, lecturers, youth workers and Soulbury staff is in accordance with nationally negotiated pay structures.
  - c) To reflect market and industry specific factors, staff in the in-house bailiff service have locally determined pay arrangements which includes an element of performance pay. Skills scarce occupations may be awarded market supplement payments, in accordance with the council’s Market Supplement Policy and Procedure and robust pay benchmarking to reflect key skills shortages in the sector. The method of determining market supplements is through pay benchmarking as applicable to the London/South-East region and to apply the market median from that benchmarking data. If the relevant job in Croydon is below the London Borough pay market median, an appropriate market supplement is applied. Certain hard to recruit roles, including Social Workers with key skills and Education Psychologists (Soulbury staff) receive an attraction and retention payment which is separate and distinct from a market supplement.
  - d) For the majority of other staff, the Council uses a locally determined grading structure aligned to the relevant London pay spine of the Greater London Provincial Council.



- 2.3 Pay allowances, other than basic pay, are the subject of local or nationally negotiated rates having been determined from time to time in accordance with the collective bargaining arrangements and/or as determined by the Council.
- 2.4 The Council adheres to national pay bargaining and will normally apply a nationally negotiated cost of living pay award for staff covered by the relevant negotiating body and any increase will be payable with effect either from 1 April for NJC and JNC, and or 1 September (for Soulbury, Youth and Centrally Appointed Teachers).
- 2.5 Employees who have joined the Council as a result of a Transfer of Undertakings Protection of Employment (TUPE) transfer may have different arrangements. In accordance with TUPE the Council will comply with any such contractual arrangements in relation to the pay for such employees. Should conditions arise which support a business case for staff to be offered an opportunity to move to Council terms and conditions this will be considered in accordance with legal obligations.

### **3. Remuneration**

- 3.1 For the purpose of this pay policy statement, all posts in this section (3.1) are collectively referred to as Chief Officer in accordance with section 43 of the Localism Act 2011 and sections 2(6)-(8) the Local Government and Housing Act 1989, and include:
- a) The Chief Executive and Head of Paid Service;
  - b) Monitoring Officer;
  - c) Statutory Chief Officers: Corporate Director, Children, Young People and Education (DCS); Corporate Director Adult Social Care and Health (DASS & Caldicott Guardian); Corporate Director Resources (S151 Officer); Director of Public Health
  - d) Non-Statutory Chief Officers: Assistant Chief Executive; Corporate Director, Housing; Corporate Director, Sustainable Communities, Regeneration and Economic Recovery.
  - e) Deputy Chief Officers: Directors and Heads of Service who are required to report directly, or are directly accountable to one or more of the Statutory Chief Officers or Non-Statutory Chief Officers.
- 3.2 Current remuneration for Chief Officers is set out below: -
- a) The Chief Executive and Head of Paid Service salary is currently £192,474 per year and is due to be reviewed in April 2023. The Council will appoint an independent, external advisor with remuneration and performance expertise to advise the Executive Mayor (and at the Executive Mayor's discretion other political group leaders) about appropriate remuneration for the post of Chief Executive and Head of Paid Service. This is aligned to the annual performance appraisal review process. [Note: The Chief Executive's pay arrangements are being reviewed by the Appointments and Disciplinary Committee and this section will be updated to reflect the outcome].
  - b) Corporate Directors and Directors are paid salaries aligned to the Croydon Chief Officer grades, as set out in Appendix 1a, with provision for annual

incremental progression to the top of the grade. The salary for the Chief Executive and Head of Paid Service, and the grades and salary structures for Chief Officers (including Statutory Chief Officers, Non-Statutory Chief Officers, and Deputy Chief Officers) are set out in Appendix 1b. Salaries are reviewed in line with the national awards, as determined by the JNC for Local Authority Chief Executives and Chief Officers.

- 3.3 For the purposes of this pay policy statement, Heads of Service and certain senior staff in posts above grade 17 but below Chief Officer are placed on a salary within Croydon Special Range A and B, following evaluation using the Hay job evaluation scheme with provision for incremental progression to the top spinal point of the grade. Salaries are reviewed in line with national joint council (NJC) pay awards. Croydon Special Range A and B are shown in Appendix 1b.

#### Additional remuneration elements

- 3.4 The Council does not apply any bonuses or performance payments to its senior staff. In addition to basic pay, elements of “additional pay”, other than those that constitute re-imbursement of expenses incurred during the fulfilment of duties, are set out below:
- a) In order to recruit or retain employees in a post at its designated grade or spot point consideration will be given to the use of market supplements as approved by the Chief People Officer in discussion with the Director or Corporate Director as appropriate in accordance with the Council’s Market Supplement Policy and Procedure, with such payments being subject to periodic review. Market supplements will, when added to basic pay, not normally exceed 10% of base pay but by formal exception may be up to 20% of base pay. Any market supplement for Chief Officers on JNC conditions will be recommended by the Chief People Officer and Chief Executive and determined by the Appointments and Disciplinary Committee in accordance with its terms of reference. The Council’s Market Supplement Policy and Procedure is under review.
  - b) A compulsory car allowance may be made to authorised car users at all levels of the workforce, other than to Chief Officers. The compulsory car allowance applies to employees where driving a car is an integral feature of the employee’s job duties and the employee is unable to carry out their duties without providing and using their own car. The amount of the allowance depends on the engine size and emissions of the employee’s car as shown in Appendix 1c.
  - c) Returning Officer fees: the Council is required by the Representation of the People Act 1983 to appoint an officer to act as the Electoral Registration Officer (ERO) for any constituency or part of a constituency within its area to be responsible for the preparation and maintenance of the electoral register and to act as the Returning Officer (RO) for all elections. Such duties attract a fee payable to the individual, paid for by the Government except in relation to local elections. The fees are set by central government for national elections and referenda and for local elections fees are prescribed by and agreed on an annual basis by the Chief Executives’ London Committee, which reports into the London Councils network. The

Council's Electoral Registration Officer and Returning Officer is the Chief Executive and Head of Paid Service, as agreed by resolution of the Council, or as delegated to a committee.

In their capacity as the Council's Electoral Registration Officer and the Council's Returning Officer, the Chief Executive and Head of Paid Service may appoint deputy Electoral Registration Officers and a deputy Returning Officer. Fees for carrying out such duties are payable to appointed individuals.

- d) From time to time consideration will be given to making additional payments, as approved by the Chief People Officer, to senior staff who undertake additional and/or higher-level responsibilities for example when covering the duties of a vacant Chief Officer post. Such payments are temporary and subject to periodic review.

#### Remuneration on appointment

- 3.5 Where employees are appointed to a grade, it is the Council's policy to appoint all employees on the bottom spinal point of the grade, unless there are exceptional circumstances as authorised by the relevant Director and approved by the Chief People Officer, or in the case of senior staff, the Appointments and Disciplinary Committee.
- 3.6 Appointments to Chief Officer posts will be made within the grade and salaries stated for the respective post as set out in Appendices 1a and 1b.
- 3.7 Appointments to Chief Officer posts as referred to in paragraph 7.3 are in so far that the grade is sufficient to be competitive in the labour market, otherwise approval from the Appointments and Disciplinary Committee would be required to apply a benchmarked market supplement in addition to basic pay.

#### Equal Pay

- 3.8 The Council completes regular gender pay gap reports. For the last two years the Council's gender pay gap has been sustained at zero percent.

### **4.0 Severance Payments**

#### **Redundancy**

- 4.1 The Council has a single redundancy scheme which applies to all employees including Chief Officers. Redundancy Payments are calculated in accordance with the Employment Rights Act 1996 and the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 and are based on the employee's age, length of continuous local government service and salary. Details of the redundancy scheme are attached as Appendix 1d. The Council does not make any other payments to employees on termination of their employment other than those, where there is a statutory, or contractual, requirement to do so, such as payment for accrued and untaken annual leave.

### **Early Retirement (Efficiency of Service)**

- 4.2 The Local Government Pension Scheme allows employers certain discretionary powers and the Council has provisions for employees to seek early retirement on the grounds of the efficiency of the service. Details are set out in the attached redundancy scheme at Appendix 1d.
- 4.3 Full Council or if the proposals are being made in the context of litigation and the making of the decision is urgent, General Purposes Committee will be given the opportunity to vote on severance packages of £100,000 and above in accordance with the Council's Constitution.

### **Special Severance Payments**

- 4.4 The Council adheres to the Government's [Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England \(May 2022\)](#)
- 4.5 Special severance payments (additional, discretionary sums paid on top of statutory and contractual redundancy or severance terms including certain payments reached under a settlement agreement and certain pay in lieu of notice payments) will be approved by the Council by the following processes:
- Special severance payments of £100,000 and above must be approved by a vote of full Council or if the proposals are being made in the context of litigation and the making of the decision is urgent, General Purposes Committee in accordance with the Council's Constitution.
  - Special severance payments of £20,000 and above, but below £100,000 must be personally approved and signed off by the Head of Paid Service, section 151 Officer and Monitoring Officer with a clear record of the Executive Mayor's approval (and that of any others who have signed off on the payment)
  - Special Severance Payments below £20,000 must be approved by the Chief People Officer in accordance with the Council's Scheme of Delegations.

A business case setting out the considerations for making a Special Severance Payment, along with appropriate professional advice, must be provided in accordance with the Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England (May 2022), when approval for a Special Severance Payment is sought.

### **Re-employment of officers previously made redundant and retirement**

- 4.6 Where an officer who has previously been made redundant from the Council applies for employment with the Council, their application will be treated on its own merits, the financial merits and wider interests of the Council and will have regard to any agreement under which the officer left their previous employment. Where an officer leaves the Council's employment through voluntary severance or voluntary redundancy arrangements, they will not be allowed to work for the Council in any capacity, including engagement via employment agencies, or as a consultant, for a period of at least one year after leaving.

- 4.7 Employees who are offered another post with any organisation covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999, prior to their redundancy leaving date and commence the post within 4 weeks of that date are not eligible to receive their redundancy payment.
- 4.8 The Council allows flexible retirement, as permitted by the Local Government Pension Scheme Regulations, whereby an employee can receive a salary and be in receipt of a pension for doing the same job. Flexible retirement will usually only be agreed where there is no cost to the Council. Exceptions to this will be based on the best interest of the Council and will be agreed by the Corporate Director of Resources in consultation with the Chief People Officer, except where such a decision relates to either of themselves, when the Chief Executive will be consulted. Employees retiring before their normal retirement age will, therefore, usually receive what is known as an actuarial reduction in their pension as allowed for under the Local Government Pension Scheme Regulations, to reflect the financial impact on the pension fund by the employee's early retirement.

## **5 Remuneration of lowest paid employees**

- 5.1 The definition of "lowest paid employee" is for local determination. The Council has agreed that the lowest paid employee will be those workers employed under a contract of employment on full-time equivalent hours, in accordance with the minimum grade of the Council's agreed grading structure i.e. Grade 1, scale point 2. Workers, such as apprentices, who are engaged on fixed term training contracts, are excluded from this definition.
- 5.2 The Council is a Real Living Wage (formerly the London Living Wage) employer and will pay the Real Living Wage as its minimum rate of pay to employees, other than those engaged specifically on apprentice or similar training contracts. The Council will apply increases in the Real Living Wage with effect from the 1<sup>st</sup> April following announcement of the increase. With effect from 1<sup>st</sup> April 2024 the full-time equivalent annual pay of the lowest paid employee will be £25,854 which equates to an hourly rate of pay of £13.77 (this reflects the current Real Living Wage London which is £13.15 per hour from 1<sup>st</sup> April 2024 - noting this rate remains below Croydon's lowest annual payment of £25,854 and hourly rate of £13.77).

## **6 The relationship between the pay of Chief Officers and that of other staff**

- 6.1 The Council does not set the pay of individuals or groups of individuals by reference to a simple multiple of the pay of another individual or group. The use of simple pay multiples cannot capture the complexities and dynamics of a highly varied workforce. The Council sets pay as outlined above by reference to the evaluated level of responsibilities of the post, or at a rate determined by a national pay body.
- 6.2 Guidance produced under section 40 of the Localism Act recommends that a pay multiple is included in these statements as a way of illustrating the Council's approach to pay dispersion and the Council has decided to publish its pay multiples to aid transparency and future benchmarking:

- The multiple for 2024-25 between the lowest paid employee and the Chief Executive and Head of Paid Service is a ratio of 1:7
  - The multiple between the lowest paid employee and the median Chief Officer is a ratio of 1:4
  - The multiple between the median pay and the Chief Executive and Head of Paid Service's pay is a ratio of 1:4
  - The multiple between the median pay and the average Chief Officers' pay is a ratio of 1:2
- 6.3 As part of its overall and ongoing monitoring of alignment with external pay, both within and outside the sector, the Council will use available benchmarking information as appropriate.

## 7 Non-permanent staffing resources

- 7.1 To maintain flexibility in delivering services the Council supplements its employee workforce with workers who are not Council employees or on the Council payroll. This non-permanent resource includes consultants, who are procured under a Contract for (Consultancy) Services, and interims who are procured through the Council's managed service provider (Adecco) or by exception and once Adecco route has been exhausted, other approved frameworks.
- 7.2 In managing its non-permanent staffing resource, the Council seeks to ensure that: the Council, and the wider public sector, achieve value for money; tax and national insurance liabilities are managed appropriately; and contractual relationships between the Council, workers and third parties are properly reflected. In this regard, it is the Council's policy not to engage directly with self-employed individuals, or wholly owned one person limited companies in all but the rarest of exceptions. Where such arrangements are used, the Council seeks to limit them to a maximum duration of 24 months.
- 7.3 Where it is necessary to engage a worker at Tier 1 or Tier 2 temporarily as an interim or consultant, the remuneration paid to the individual will generally fall within the following rates however, wherever possible, the council will seek to appoint to a fixed-term contract within the grade ranges shown in Appendix 1a. The higher rates of pay shown immediately below, compared to those paid to directly employed staff, are in recompense of interims and consultants not receiving all of the same conditions of employment, most notably regarding leave, pension, redundancy and notice.

<b>Grade of post</b>	<b>Day rate range £ (payable to the individual)</b>
Croydon Special Range	£450 - £525
Director	£600 - £775
Corporate Director	£800 - £900
Chief Executive	£1,200 - £1,500

- 7.4 Workers engaged directly by the Council will be assessed to establish whether they fall within the scope of the IR35 legislation using the HMRC employment

status tool. Workers who fall within scope will have Income Tax and National Insurance Contributions deducted and paid over to HMRC.

## **8 Publication**

8.1 Upon approval by the full Council this statement will be published on the Council's website. Publication of this statement, any amendments and details of remuneration will be in accordance with the Localism Act 2011 and with the Accounts and Audit (England) Regulations 2011.

8.2 The Council in compliance with the Local Government Transparency Code 2014 publishes information about:

- The number of employees whose remuneration in that year was at least £50,000 in brackets of £5,000
- Details of remuneration and job title of certain senior employees whose salary is at least £50,000 and
- Employees whose salaries are £150,000 or more must also be identified by name.

8.3 The Council's Annual Statement of Accounts will include a note setting out the remuneration paid to each member of the corporate management team (the Chief Executive and Head of Paid Service and those reporting directly to them) including the total amount paid to each individual by way of: salary, including fees and allowances; expense allowances; compensation for loss of office; benefits in kind and employers pension contributions. The Annual Statement of Accounts is published on the Council's website.

8.4 The Annual Statement of Accounts will also report on termination payments for all employees in keeping with international financial reporting standards. This will show the number of termination payments, within specific financial bands, made to employees during the year. In addition, the Council will disclose in their annual accounts all severance payments, pension fund strain costs and other special severance payments made in consequence of termination of employment or loss of office (but excluding payments on death or ill health retirement). Apart from where otherwise required by law, reporting will be anonymised to comply with data protection requirements.

## **9. Appendices**

*1a Chief Officer Grades*

*1b Pay Structure for Chief Officers*

*1c Mileage rates*

*1d Early Retirement and Redundancy Scheme*

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## **Appendix 1A**

### **Croydon Chief Officer Grades 2024/25**

<b>CCOG</b>	<b>Grade</b>	<b>Minimum</b>	<b>Mid-point</b>	<b>Maximum</b>
Director	Grade 1	£101,778	£103,785	£105,820
Director	Grade 2	£112,195	£114,399	£116,648
Director	Grade 3	£122,803	£125,229	£127,684
Corporate Director	Grade 4	£143,551	£146,382	£149,270
Corporate Director	Grade 5	£151,131	£154,114	£160,147

*Note: national pay award for 1/4/2024 remains pending national negotiations*

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## Appendix 1B

### 1. Pay structure for Chief Officers (including Statutory Chief Officers, Non-Statutory Chief Officers and Deputy Chief Officers)

**1 April 2024 to 31 March 2025**

**(Note: national pay award for 1/4/2024 remains pending national negotiations)**

<b>Post</b>	<b>Salary</b>
Chief Executive and Head of Paid Service	£192,474 (spot)
Corporate Director, Adult Social Care and Health (DASS & Caldicott Guardian)* Corporate Director, Children, Young People and Education (DCS)* Corporate Director, Housing** This post has a market supplement of £5,453. The total salary including market supplement is £165,600. Corporate Director, Sustainable Communities, Regeneration and Economic Recovery** Corporate Director, Resources (S151 Officer)* This post has a market supplement of £10,662. The total salary including market supplement is £170,809.	£151,131 - £160,147
Assistant Chief Executive**	£143,551 - £149,270
Director of Public Health* Chief Digital Officer and Director of Resident Access Director of Adult Social Care Operations Director of Children's Social Care Director of Planning & Sustainable Regeneration	£122,803 - £127,684
Chief People Officer This post has a market supplement of £8,731. The total salary including market supplement is £125,379. Director of Legal Services & Monitoring Officer Director of Adult Social Care Commissioning, Policy & Improvement Director of Education Director of Quality Commissioning & Performance Improvement Director of Streets and Environment Director of Housing Management	£112,195 - £116,648

Director of Housing Assets Director of Housing Homelessness Prevention and Accommodation Director of Finance (Deputy Section 151 Officer) Director of Commercial Investment	
Director of Policy, Programmes & Performance Director of Culture & Community Safety Director of Transformation This post has a market supplement of £17,180. The total salary including market supplement is £123,000.	£101,778 - £105,820

**\* Statutory Chief Officers**

**\*\* Non-statutory Chief Officers**

**All other posts in the table above are Deputy Chief Officers**

## 2. Croydon Special Range 1 April 2024 – 31 March 2025

Note this includes Heads of Service who are Deputy Chief Officers as they report directly to a Statutory or Non-statutory Chief Officer.

Grade	SCP	Salary*
Croydon Special Range A	1	£71,643
	2	£73,920
	3	£78,475
Croydon Special Range B	4	£89,732
	5	£92,518
	6	£95,296

*\* as at 2023/24 rates cost of living NJC national pay award for 2024/25 yet to be negotiated*

## Appendix 1C

### Allowances and Mileage Rates

#### Car Mileage Rates

From 1 April 2011 the compulsory car allowance and mileage rates for higher engine banding payments are only to be paid to employees whose vehicles fall within the DVLA bandings A-E for CO2 emissions.

**Employees whose vehicles fall outside these DVLA bandings will be restricted to the payments for the lower engine size banding, irrespective of the size of their vehicle's engine.**

The table below shows the rates with effect from 1 April 2011:

	<u>451 - 999cc</u>	<u>1000</u> <u>1199cc</u>	-	<u>1200</u> <u>1450cc</u>	-
<b><u>Compulsory car users</u></b>					Only payable for cars within DVLA bandings A-E for CO2 emissions
Lump sum per annum	£846	£963		£1,239	
per mile first 8,500	36.9p	40.9p		50.5p	
per mile after 8,500	13.7p	14.4p		16.4p	

	<u>451 - 999cc</u>	<u>1000</u> <u>1199cc</u>	-	<u>1200</u> <u>1450cc</u>	-
<b><u>Casual users</u></b>					Only payable for cars within DVLA bandings A-E for CO2 emissions
per mile first 8,500	46.9p	52.2p		65.0p	
per mile after 8,500	13.7p	14.4p		16.4p	

#### Motorcycle Rate

This will be paid in accordance with the [HMRC approved amount](#) which is 24p per mile.

#### Bicycle Rate

This will be paid in accordance with the [HMRC approved amount](#) which is 20p per mile.

**Change of Vehicle**

You should provide original copies of your vehicle registration document, evidence of valid tax and MOT and insurance certificate for the vehicle you will be using for work purposes to your manager. Your manager is responsible for checking this documentation before approving any mileage claims made for the new vehicle.

## Appendix 1D

# **Early Retirement & Redundancy Scheme (incl. Efficiency of the Service)**

*Council approved 1981.*

*Amended by Corporate Services Committee on 11 October 2006; effective from 1<sup>st</sup> December 2006*

*Amended 010410: legislative changes*

*Amended 010411: Employee Based Cost Review (EBCR)*

*Amended: Sept 2018: Insertion of data protection reference*

*Amended: Sept 2019: Link to EBCR provisions clarified; change to additional pension wording reflecting scheme changes from 1/4/2008*

<b>1. Scope and purpose of scheme</b> .....	<b>1</b>
<b>2. General</b> .....	<b>1</b>
<b>3. Early retirement by reason of redundancy</b> .....	<b>2</b>
<b>4. Redundancy</b> .....	<b>2</b>
<b>5. Early retirement in the interests of the efficiency of the service</b> .....	<b>3</b>
<b>6. Complying with legislation</b> .....	<b>3</b>
<b>7. Data protection</b> .....	<b>3</b>
<b>Appendix 1: “ready reckoner” for statutory redundancy pay</b> .....	<b>5</b>

## **1. Scope and purpose of scheme**

- 1.1 This scheme is without prejudice to the Council’s and the trade unions’ general policy of opposition to redundancies. It outlines the approach the Council may use when making staffing reductions through employees volunteering for redundancy, early retirement on the grounds of redundancy, and early retirement on the grounds of efficiency of the service. The scheme is supplementary to the Council’s Staff Consultation Framework, Restructuring and Reorganisation Policy and Redeployment Policy.
- 1.2 The scheme covers all categories of staff except teachers and lecturers for whom a separate scheme exists.
- 1.3 The scheme sets out the normal level of payments made to employees. Certain payments in the scheme are enhanced by the Council exercising its discretion, as allowed for in legislation. The exercise of the Council’s discretion is subject to a decision in each case, and the Council reserves the right to apply different payments in particular cases. The Council also reserves the right to withdraw or suspend the scheme at any time.

## **2. General**

- 2.1 Where redundancies as defined in the Employment Rights Act 1996 are contemplated the Council may choose to seek volunteers for early retirement or redundancy from the staff:
- (a) in the post(s) directly affected by staff reductions and/or
  - (b) posts it is likely that redundant staff would be redeployed into.
- 2.2 The selection of staff to be invited to apply for consideration for early retirement will be made by the Council, after consultation, according to its requirements for staff reductions and other relevant factors. The group from whom volunteers are invited will be as wide as possible taking into account the definitions above. In some cases it is recognised that it will only be possible to invite volunteers from relatively restricted numbers of people.
- 2.3 In considering applications it is within the discretion of the Council to accept individual applications on the basis of whether the staff come within specified categories and whether various statutory and other requirements are met. Should the number of volunteers for early retirement exceed the number of redundancies, the Council will consult staff representatives about the method of selection.

## **3. Early retirement by reason of redundancy (only for employees aged 55 and over)**

- 3.1 Employees aged 55 or more who are made redundant or who volunteer under paragraph 0 above, will be eligible for immediate payment of pension benefits if they have qualifying service for a period of two years including any transfer of pension rights into the LGPS from another contributory pension scheme (or less than 2 years membership if the previous pension scheme does not permit a refund of contributions).
- 3.2 In addition to immediate payment of pension benefits, employees with 2 years continuous service will also be entitled to a redundancy payment. The redundancy payment will be calculated as set out in paragraphs 4.1 and 4.2.
- 3.3 The granting of additional pension in respect of redundancy and early retirement in the interests of the efficiency of the service is to compensate officers for the loss of position and future expectations as a result of the Council's actions. It is not in respect of past service, which is covered by pension entitlement arising from contributions made into the Pension Fund.
- 3.4 The costs of the early payment of benefits are charged to departmental budgets rather than the Pension Fund.
- 3.5 From 1 April 2007 any general expectation to receive additional pension years will cease.



## **4. Redundancy**

- 4.1 Employees who are made redundant will receive a redundancy payment based on length of continuous service and age as laid down in the Employment Rights Act. The details of the statutory redundancy payments vary with age and length of service and a ready reckoner is set out in Appendix 1.
- 4.2 In calculating the redundancy payment (in line with the EBCR 2011) the following provisions will apply:
- i) In cases of compulsory redundancy, the amount by which the employee's actual weekly pay exceeds the statutory cap will be reduced by 50% e.g. with the statutory cap at £525 and an employee's actual weekly pay at £625, redundancy pay would be calculated on a revised weekly pay of £575.
  - ii) In cases of voluntary redundancy, the amount by which an employee's weekly pay exceeds the statutory cap will be reduced by 25% e.g. with the statutory cap at £525 and an employee's actual weekly pay at £625, redundancy pay would be calculated on a revised weekly pay of £600
  - iii) Continuous local government service (and certain related service) will be used where this exceeds service with the London Borough of Croydon.

## **5. Early retirement in the interests of the efficiency of the service**

- 5.1 The Council will consider applications from staff, supported by their Directors, for early retirement on the grounds of the efficiency of the service. Each case will be decided on its merits by the Chief People Officer and the S151 Officer. They will use their discretion based on the following criteria:
- (a) staff suffering ill-health of a nature not covered by the ill-health provisions of the Pension scheme
  - (b) a change in the organisation of an establishment or department which does not give rise to redundancy
  - (c) staff who are unable to meet the changed requirements of their post
- 5.2 Employees aged 55 or over, who retire on the grounds of efficiency of the service are eligible for immediate payment of pension benefits if they have qualifying service for a period of two years including any transfer of pension rights into the LGPS from another contributory pension scheme (or less than 2 years membership if the previous pension scheme does not permit a refund of contributions).
- 5.3 From 1 April 2007 any general expectation to receive additional pension will cease.
- 5.4 In these cases there is no entitlement to a redundancy payment.

## **6. Complying with legislation**

- 6.1 The Council will only apply the above policy in a manner which is compatible with the law (inc. legislation, subordinate legislation and case law) and anything in this policy which is incompatible with the law shall be disregarded or applied only to

the extent that doing so would not be contrary to the law as it is understood when the policy is applied in any particular case.

## 7. Data protection

The council processes personal data of employees, including data that is within the special categories of data (such as personal data concerning an employee's health), collected during their recruitment and while they are employed in accordance with the **workforce data protection policy** for the purposes of dealing with any potential or actual redundancies.

Inappropriate access or disclosure of employee data by an employee of the organisation constitutes a data breach and should be reported immediately in accordance with the council's workplace data protection policy (which can be found in the [HR Handbook](#)). It may also constitute a disciplinary offence, which will be dealt with under the council's disciplinary procedure.

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End

**Appendix 1: “ready reckoner” for statutory redundancy pay**

Figures in grid show the number of weeks’ pay due

Continuous Service (Years)																			
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
18 <sup>1</sup>	1																		
19	1	1½																	
20	1	1½	2																
21	1	1½	2	2½															
22	1	1½	2	2½	3														
23	1½	2	2½	3	3½	4													
24	2	2½	3	3½	4	4½	5												
25	2	3	3½	4	4½	5	5½	6											
26	2	3	4	4½	5	5½	6	6½	7										
27	2	3	4	5	5½	6	6½	7	7½	8									
28	2	3	4	5	6	6½	7	7½	8	8½	9								
29	2	3	4	5	6	7	7½	8	8½	9	9½	10							
30	2	3	4	5	6	7	8	8½	9	9½	10	10½	11						
31	2	3	4	5	6	7	8	9	9½	10	10½	11	11½	12					
32	2	3	4	5	6	7	8	9	10	10½	11	11½	12	12½	13				
33	2	3	4	5	6	7	8	9	10	11	11½	12	12½	13	13½	14			
34	2	3	4	5	6	7	8	9	10	11	12	12½	13	13½	14	14½	15		
35	2	3	4	5	6	7	8	9	10	11	12	13	13½	14	14½	15	15½	16	
36	2	3	4	5	6	7	8	9	10	11	12	13	14	14½	15	15½	16	16½	17
37	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15½	16	16½	17	17½
38	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16½	17	17½	18
39	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17½	18	18½
40	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	18½	19
41	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	19½
42	2½	3½	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½
43	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

<sup>1</sup> It is possible that an individual could start to build up continuous service before age 16, but this is likely to be rare, and therefore the table starts from age 18.

Continuous Service (Years)																			
Age	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
44	3	4½	5½	6½	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½
45	3	4½	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
46	3	4½	6	7½	8½	9½	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½
47	3	4½	6	7½	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
48	3	4½	6	7½	9	10½	11½	12½	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½
49	3	4½	6	7½	9	10½	12	13	14	15	16	17	18	19	20	21	22	23	24
50	3	4½	6	7½	9	10½	12	13½	14½	15½	16½	17½	18½	19½	20½	21½	22½	23½	24½
51	3	4½	6	7½	9	10½	12	13½	15	16	17	18	19	20	21	22	23	24	25
52	3	4½	6	7½	9	10½	12	13½	15	16½	17½	18½	19½	20½	21½	22½	23½	24½	25½
53	3	4½	6	7½	9	10½	12	13½	15	16½	18	19	20	21	22	23	24	25	26
54	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	20½	21½	22½	23½	24½	25½	26½
55	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22	23	24	25	26	27
56	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	23½	24½	25½	26½	27½
57	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25	26	27	28
58	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	26½	27½	28½
59	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28	29
60	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	29½
61 <sup>2</sup>	3	4½	6	7½	9	10½	12	13½	15	16½	18	19½	21	22½	24	25½	27	28½	30

<sup>2</sup> The same figures should be used when calculating the redundancy payment for a person aged 61 and above.

**Notes:**

Statutory redundancy payments are based on length of continuous service (up to max of 20 yrs) and age as follows:

- for each completed year of service up to age 21 inclusive: half a week's pay
- for each completed year of service from age 22-40 inclusive: one week's pay.
- for each completed year of service from age 41 inclusive: one and a half week's pay.

In calculating the redundancy payment continuous local government service (and certain related service) will be used where this exceeds continuous service with Croydon.

**For pre 1 April 2011 and in the following exceptional circumstances:**

- 1.1. Redundancy payment is based on the employee's actual weekly pay where this exceeds the statutory maximum.
- 1.2. Employees who have been written to before the 1 April 2011 implementation date of the Employee Based Cost Review (EBCR) **and** have either:

- been given notice that their employment is being terminated by reason of redundancy

**or**

- been informed that they are at risk of redundancy.

These employees retain an entitlement to have their redundancy pay calculated on the basis of their actual weekly pay in the event that their employment in that post is terminated on grounds of redundancy and the effective date of redundancy is on or after 1 April 2011.

For the sake of clarity, the transitional arrangement above applies only to the specific redundancy situation confirmed in writing to the employees before 1 April 2011. In the event that the employees are made redundant after 1 April 2011 in different circumstances, any redundancy payments will be based on the revised arrangements as outlined in 4.2 and below

### **From 1 April 2011**

- 1.3. With effect from the EBCR implementation date of 1 April 2011 the weekly pay used for calculating redundancy payments will be as follows:

- a) In cases of **compulsory** redundancy, by reducing by 50% the amount by which an employee's actual weekly pay exceeds the statutory cap.

for example: with the statutory cap at £400 and an employee's actual weekly pay at £500, redundancy pay would be calculated on a revised weekly pay of £450

- b) In cases of **voluntary** redundancy, by reducing by 25% the amount by which an employee's weekly pay exceeds the statutory cap.

for example: with the statutory cap at £400 and an employee's actual weekly pay at £500, redundancy pay would be calculated on a revised weekly pay of £475.

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## LONDON BOROUGH OF CROYDON

<b>REPORT:</b>	<b>GENERAL PURPOSES COMMITTEE</b>	
<b>DATE OF DECISION</b>	<b>MONDAY 19 FEBRUARY 2024</b>	
<b>REPORT TITLE:</b>	<b>AMENDMENTS TO POLLING STATIONS FOR ELECTIONS ON 2 MAY 2024</b>	
<b>CORPORATE DIRECTOR / DIRECTOR:</b>	<b>DAVID COURCOUX, DIRECTOR OF POLICY PROGRAMMES AND PERFORMANCE</b>	
<b>LEAD OFFICER:</b>	<b>SETH ALKER, HEAD OF ELECTIONS</b> Email: <a href="mailto:seth.alker@croydon.gov.uk">seth.alker@croydon.gov.uk</a> Telephone: 020 8604 7469	
<b>LEAD MEMBER:</b>	<b>CLLR SEAN FITZSIMONS CHAIR OF GENERAL PURPOSES COMMITTEE</b>	
<b>DECISION TAKER:</b>	Report is for information only	
<b>AUTHORITY TO TAKE DECISION:</b>	Part 3 of the Constitution provides, in respect of General Purposes Committee functions that it is authorised to act in relation to:  "Any matter not reserved to the Council or delegated to another Committee and related to a non-executive function."	
<b>KEY DECISION?</b>	<b>No</b>	N/A
<b>CONTAINS EXEMPT INFORMATION?</b>	<b>No</b>	N/A
<b>WARDS AFFECTED:</b>	BENSHAM MANOR, BROAD GREEN, FAIRFIELD, NEW ADDINGTON NORTH, SHIRLEY NORTH, THORNTON HEATH, WADDON, WOODSIDE	

# **1 SUMMARY OF REPORT**

- 1.1** This report provides information on the Constituency Returning Officer's decision to allocate electors to polling stations at the Greater London Authority elections on 2 May 2024, that are not the same as the Parliamentary election polling places that were approved by the Council on 27 January 2020.

## **2 RECOMMENDATIONS**

For the reasons set out in the report, General Purposes Committee is recommended to:

- 2.1** Note the changes in the location of some polling stations for the Greater London Authority (GLA) elections on 2 May 2024, compared to the Mayor of Croydon and Croydon Council elections in May 2022.
- 2.2** Note the full list of polling places for the GLA elections on 2 May 2024 and any other elections that take place before the completion of the next statutory review of polling districts and polling places as set out in Appendix 1 to this report.
- 2.3** Note that there will be no changes to polling district boundaries in advance of the completion of the statutory review of polling district and polling places in 2024, the timetable for which was approved by the General Purposes Committee on 9 October 2023.
- 2.4** Note that the Returning Officer, retains the authority to make further alterations to polling places if a venue becomes unavailable or unsuitable.

## **3 REASONS FOR RECOMMENDATIONS**

- 3.1** A full statutory review of polling districts and polling places will take place in 2024. Following this review the Council will designate future parliamentary polling districts and polling places, which, in the absence of any special circumstances, will also be used for local government elections (including GLA elections).
- 3.2** The timetable for the statutory review was approved by the General Purposes Committee on 9 October 2023. This review will be complete and a new scheme of parliamentary polling districts and polling places will be in force from either 1 December 2024 or 1 February 2025, depending on when the next General election takes place.
- 3.3** The Constituency Returning Officer at Greater London Authority elections has a duty to provide a sufficient number of polling stations and allot electors to these polling station



as she sees fit. In the absence of special circumstances, this should be in the parliamentary polling place for that district.

- 3.4** A number of the parliamentary polling places designated by the Council in January 2020 are either unavailable, or are no longer suitable to be polling places at the forthcoming Greater London Authority elections on 2 May 2024.
- 3.5** Where the designated parliamentary polling places are unavailable, The Constituency Returning Officer has identified alternative venues to be used as polling stations at the elections on 2 May 2024. The changes are detailed in paragraph 4.1 below
- 3.6** Prior to the Mayor of London and Greater London Assembly elections in May 2021, the Government directed Returning Officers to make efforts to avoid using schools as polling stations to avoid further disruption following the lengthy closure of schools during the Covid pandemic. A number of these alternative venues were used again at the Croydon Council Governance Referendum in October 2021 and Mayor of Croydon and Croydon Council elections in May 2022. As electors have been accustomed to going to these alternative venues the Constituency Returning Officer has chosen to continue using them at the forthcoming Greater Authority Elections on 2 May 2024
- 3.7** The choice of polling stations at the Greater London Authority elections on 2 May 2024 is separate from the statutory review and designation of parliamentary polling districts and polling places by the council.
- 3.8** The Elections Act 2022 legislated to introduce the requirement for electors to show photo ID in order to vote at a polling station. This will add to the time it takes to issue ballot papers to electors. As a result the Electoral Commission revised its recommendation on the maximum number of parliamentary electors to each polling station from 2,500 to 2,250 electors.
- 3.9** There are currently 6 polling districts where the electorate is over the Electoral Commission's revised recommended number of polling station voters.
- 3.10** The future designation of polling districts, including the number of electors in each of them will be addressed as part of the forthcoming statutory review of parliamentary polling districts and polling places.
- 3.11** None of the existing polling districts will be amended to address these over-sized electorates in advance of the statutory review, as these changes may then be changed again as a result of the review causing unnecessary voter confusion.
- 3.12** In advance of the statutory review turnout figures for each of these polling districts have been reviewed to consider whether additional mitigations are needed to compensate for the higher number of electors in these areas. In most cases it is considered that even with over-sized electorates, the existing polling places will be able to cope with increased time needed to issue ballot papers under the new rules as set out in paragraphs 4.9 – 4.12 below.

## 4 BACKGROUND AND DETAILS

### 4.1 Changes to polling stations compared to the Mayor of Croydon and Croydon Council elections May 2022

Following consultation with ward councillors, the Returning Officer intends to make the following changes to polling stations for the Greater London Authority elections on 2 May 2024. All venues have been visited and assessed for suitability for electors and staff, including accessibility.

Ward members were notified in December of the proposed changes, and were asked to provide feedback and comments before a final decision was made by the Returning Officer. No objections were received.

Ward	Polling District	Designated polling station (2020)	New polling station for GLA elections on 2 May 2024	Reason for decision
Bensham Manor	BMR5	Ecclesbourne Primary School, Pegasus Trust, Atlee Close, CR7 7FA	Queen's Community Hall, 1 Turner Crescent CR0 2NP	School unavailable. Queen's Community Hall was used as a polling station for the district at the GLA elections in 2021
New Addington North	NAN3	Temporary Polling Station, Car Park, Outside 193-219 Dunsfold Way, CR0 0TR	Goldcrest Community Centre, Goldcrest Way, CR0 0PL	Temporary units unsuitable as polling station venue as result of changes in the Elections Act 2022. Goldcrest Community Centre is the designated polling place for NAN4 polling district and was also used as polling station for NAN3 at the GLA elections in 2021
Selhurst	SEL4	Whitehorse Resource Base, rear Entrance, 80 Whitehorse Road, CR0 2JJ	West Croydon Baptist Church, Whitehorse Road, CR0 2JH	Whitehorse Resource Base no longer available as a polling station

Shirley North	SHN1	Oasis Academy Primary School, Dining Room, Longhurst Road entrance, CR0 7AR	Woodside Baptist Church Hall, Spring Lane, SE25 4SP	School is unavailable. Woodside Baptist Church Hall is the designated polling station for WDS5 and was also used as polling station for SHN1 at the GLA elections in 2021.
Thornton Heath	TNH7	Spurgeons College, 189 South Norwood Hill, SE25 6DJ	Waterside Centre, 26 Avenue Road, SE25 4DX	Venue unavailable. Waterside Centre is the designated polling station for SND1
Waddon	WDN3	Temporary Polling Station, Waddon Court Road, CR0 4AG	Waddon Leisure Centre, Purley Way, CR0 4RG	Temporary units unsuitable as polling station venue as result of changes in the Elections Act 2022. Waddon Leisure Centre is the designated polling place for WDN4 polling district and was also used as polling station for WDN3 at the GLA elections in 2021
Woodside	WDS6	The Robert Fitzroy Academy, entrance on Northway Road, CR0 6JN	Woodside Christian Centre, 1 Woodside Green, London SE25 5EY	School is unavailable

**4.2** BMR5, Bensham Manor ward. The designated polling station, Ecclesbourne Primary School, Pegasus Trust, Atlee Close, CR7 7FA is unavailable. The Returning Officer intends to use Queen's Community Hall, 1 Turner Crescent CR0 2NP. This venue was used at the GLA elections in 2021, when the Government directed Returning Officers to seek alternatives to using schools as polling stations, so is known to electors. The venue provides good access for electors, and has good facilities for staff. Additional signing will be used to direct electors to the station from Pawson's Road.

**4.3** NAN3. New Addington North ward. The designated polling station, Temporary Polling Station, Car Park, Outside 193-219 Dunsfold Way, CR0 0TR, is now considered unsuitable as a polling place. The use of temporary units has become increasingly

problematic as facilities for staff and voters are not ideal. They are small, the ramps provided are not DDA compliant, the toilet facilities for staff are not good, they are inconvenient for the immediate local residents who lose parking spaces and have activity outside their properties until late in the evening, and they are very expensive.

The requirements of the Elections Act 2022 have made these temporary units even less suitable. The additional time taken to process voters due to voter ID means that at a busy election voters are very likely to need to queue outside. There also needs to be somewhere available for a voter with a face covering to undertake the ID check in private, and there needs to be somewhere available for a voter to sit down if they need a rest. The temporary units cannot provide this.

The Returning Officer intends to use Goldcrest Community Centre, Goldcrest Way, CR0 0PL. This venue was used at the GLA elections in 2021, so is familiar to electors. It is also the designated polling place for NAN4 polling district, and had the required space for two stations. The venue provides good access for electors, and has good facilities for staff.

- 4.4** SEL4. Selhurst ward. The designated polling station, Whitehorse Resource Base, rear Entrance, 80 Whitehorse Road, CR0 2JJ is no longer available as a polling station. The Returning Officer intends to use West Croydon Baptist Church, Whitehorse Road, CR0 2JH. The venue provides good access for electors, and has good facilities for staff.
- 4.5** SHN1. Shirley North ward. The designated polling station, Oasis Academy Primary School, Dining Room, Longhurst Road entrance, CR0 7AR is unavailable. The Returning Officer intends to use Woodside Baptist Church Hall, Spring Lane, SE25 4SP. This venue was used at the GLA elections in 2021, when the Government directed Returning Officers to seek alternatives to using schools as polling stations. It is also the designated polling place for WDS6 polling district, and had the required space for two stations. The venue provides good access for electors, and has good facilities for staff.
- 4.6** TNH7. Thornton Heath ward. The designated polling station, Spurgeons College, 189 South Norwood Hill, SE25 6DJ is unavailable. The Returning Officer intends to use Waterside Centre, 26 Avenue Road, SE25 4DX, which is also the designated polling place for SND1 polling district, and had the required space for two stations. The venue provides good access for electors, and has good facilities for staff.
- 4.7** WDN3. Waddon ward. The designated polling station, Temporary Polling Station, Waddon Court Road, CR0 4AG, is now considered unsuitable as a polling place (see 4.3 above). The Returning Officer intends to use Waddon Leisure Centre, Purley Way, CR0 4RG. This venue was used at the GLA elections in 2021, so is familiar to electors. It is also the designated polling place for WDN4 polling district, and had the required space for two stations. The venue provides good access for electors, and has good facilities for staff.
- 4.8** WDS6. Woodside ward. The designated polling station, The Robert Fitzroy Academy, entrance on Northway Road, CR0 6JN is unavailable. The Returning Officer intends to use Woodside Christian Centre, 1 Woodside Green, London SE25 5EY. The venue provides good access for electors, and has good facilities for staff.

#### 4.9 Polling districts with more than the Electoral Commission’s recommended number of voters

The following polling districts and polling stations have higher than the recommended number of polling station voters (2,250).

Ward	Polling district	Polling station	Current Polling station electorate for GLA elections on 2 May
Addiscombe East	ADE2	St Mildred’s Church, Bingham Road, Croydon, CR0 7HR	2,520
Crystal Palace and Upper Norwood	CPU4	All Saints Church, Beulah Hill, Upper Norwood, SE19 3LS	2,348
Fairfield	FFD2	Bedford Hall, Wellesley Road, Croydon, CR0 2AR	3,420
Norbury and Pollards Hill	NPH2	Norbury Library, Beatrice Avenue entrance, Norbury, SW16 4UW	2,693
Purley Oaks and Riddlesdown	POR1	Christ Church Hall, Brighton Road, Purley, CR8 2BN	2,288
Selhurst	SEL4	West Croydon Baptist Church, Whitehorse Road, Croydon, CR0 2JH	2,322

**4.10** The over-all turnout at the 2021 Greater London Authority elections was 41.75%. The turnout at the 2024 Greater London Authority elections is expected to be similar. Despite the increased time needed to issue electors with their ballot papers, the process will be manageable, and will not affect elector’s ability to vote for the polling stations in ADE2, CPU4, NPH2, POR1 and SEL4 polling districts.

**4.11** For polling district FFD2, the size of the electorate is higher, and therefore for the GLA elections on 2 May at this polling station extra poll clerks will be employed, with an additional issue desk so that the higher number of electors who will vote will be able to be processed in good time.

**4.12** If the Greater London Authority elections are combined with a general election, the turnout is expected to be around 70%. At some of the polling stations with a high electorates this could make it harder to issue ballot papers to electors quickly resulting in delays to electors being able to vote. In order to address this, extra poll clerks will be employed, with an additional issue desk utilised at all of the polling stations with over-sized electorates.

## **5 ALTERNATIVE OPTIONS CONSIDERED**

- 5.1** Conducting the full statutory review of polling districts and polling places in 2023. While it is possible for the Council to undertake reviews of Polling Districts and Polling Places at any time, this does not remove the statutory requirement to conduct a full review every five years, in this case between 1 October 2023 and January 31 2025 (Section 18C of the Representation of the People Act (RPA) 1983, as amended by the Electoral Registration and Administration Act 2013).
- 5.2** Conducting the full statutory review before May would impact on the time and resources available to plan and deliver the elections scheduled to take place on 2 May 2024 and be a significant risk to the successful delivery of the election.

## **6 CONSULTATION**

- 6.1** Where polling stations are changing since the Mayor of Croydon and Croydon Council elections in 2022 because of unavailability or unsuitability, ward Members were consulted in December 2023 regarding the alternative venue that the Returning Officer intended to use.

## **7. IMPLICATIONS**

### **7.1 FINANCIAL IMPLICATIONS**

- 7.1.1** Finance have been consulted and can confirm that any financial implications in the report can be met within existing budget. These elections are fully funded by the GLA.

Approved by Lesley Shields, Head of Finance for Assistant Chief Executive and Resources on behalf of the Director of Finance. 08/02/2024

### **7.2 LEGAL IMPLICATIONS**

- 7.2.1** Full Council, on 27 January 2020, following the last statutory review of Polling districts and Polling places, delegated authority to the (Acting) Returning Officer authority to approve an alternative polling place in the event that any polling place becomes unavailable or is found to be unsuitable in the run up to an election.
- 7.2.2** Rule 24 of the Greater London Authority Elections Rules 2007 and Rule 23 of the Local Elections (Principal Areas) (England and Wales) Rules 2006, both made under the Representation of People Act 1983 provide that the Constituency Returning Officer (CRO) for GLA elections and the Returning officer ("RO") for other elections must provide a sufficient number of polling stations and, subject to the following provisions of this rule, must allot the electors to the polling stations in such manner as the CRO/RO thinks most convenient.
- 7.2.3** The rules provide that one or more polling stations may be provided in the same room.

- 7.2.4** The polling station allotted to electors from any parliamentary polling district wholly or partly within the electoral area must, in the absence of special circumstances, be in the parliamentary polling place for that district, unless that place is outside the electoral area.
- 7.2.5** The CRO/RO as the case may be, must provide each polling station with such number of compartments as may be necessary in which the voters can mark their votes screened from observation.
- 7.2.6** A Polling District is a geographical area created by the sub-division of an electoral area i.e. a UK Parliamentary constituency, a Ward or an electoral division.
- 7.2.7** A Polling Place is a geographical area in which a polling station is located. There is no legal definition of what a Polling Place is; it could be defined as tightly as a particular building or as widely as the entire polling district.
- 7.2.8** A Polling Station is the actual area where the process of voting takes place and must be located within the Polling Place designated for the particular Polling District.
- 7.2.9** The Council's functions relating to a review of polling districts and places are designated by law as non-executive functions and so cannot be discharged by the Leader or Cabinet. Save where Council has delegated responsibility for approving changes to Polling Districts and Polling Places to a committee, subcommittee or an officer responsibility for approving such changes rests with full Council. In this instance, the responsibility for approving Polling Stations within the Polling Districts and Polling Places is delegated to the (Acting) Returning Officer who is also the Constituency Returning Officer for the GLA elections.

Approved by: Sandra Herbert Head of Litigation and Corporate Law for and on behalf of the Director of Legal Services and Monitoring Officer. (07/02/24)

### **7.3 EQUALITIES IMPLICATIONS**

- 7.3.1** The Council has a statutory duty to comply with the provisions set out in Sec 149 of the Equalities Act 2010. The Council must therefore have due regard to:
- Eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under this Act.
  - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
  - Foster good relations between persons who share a relevant protected characteristics and persons who do not share.
- 7.3.2** An EQIA will be undertaken during the review into polling stations to ensure that all polling stations will be fully accessible to residents with disabilities, this includes those with both mobility issues sensory impairments and residents who are neurodiverse.

Approved by: Denise McCausland – Equality Programme Manager – 06/02/2024

## **OTHER IMPLICATIONS**

### **7.4 RISK IMPLICATIONS**

- 7.4.1** There is a risk that voters will not know where their polling station is located. However this is mitigated by the fact that of the 7 polling stations venues that are changing, 4 have previously been used as an alternative polling station venue in 2021. In addition all voters will be sent a poll card advising them of their polling station, including a map and a message highlighting that this polling station has changed. There will be an online polling station finder on the council website which voters will be able to enter their postcode and find out where their polling station is located, and on polling day signage will be displayed at the former polling station location to tell voters where their station is now located.
- 7.4.2** There is a risk that those polling stations with electorates larger than the Electoral Commission recommended number of voters will struggle to process electors in a timely manner causing delays to electors voting. Previous turnout figures have been analysed to assess the number of voters who are likely to actually turn out and vote at the different elections. At a stand-alone GLA election the number of voters will be manageable at these venues. At a general election, with a higher turnout, this will be addressed by having additional staff and issue desks to process electors more quickly. At the GLA elections in May, there will be an additional poll clerk at each polling station who will help with the implementation of the now voter ID requirements.

### **7.5 DATA PROTECTION IMPLICATIONS**

- 7.5.1** There are no changes to processes relating to the personal data of any individual as a result of the changes to polling places, including for registered voters and polling station staff.

## **8 APPENDICES**

- 8.1** Appendix 1: Full list of Polling Stations for the Mayor of London and Greater London Assembly Elections on 2 May 2024

## **9 BACKGROUND DOCUMENTS**

None.



## Appendix 1

Full list of Polling Stations for the Mayor of London and Greater London Assembly Elections on 2 May 2024

<b>Polling District</b>	<b>Polling Station</b>
ADE1	Beverley Hall, Grant Road, Croydon, CR0 6PJ
ADE2	St Mildred`s Church Hall, Bingham Road, Croydon, CR0 7HR
ADE3	The Public Library - Ashburton Learning Village, Shirley Road, Croydon, CR9 7AL
ADE4	Our Lady of the Annunciation, Church Hall, Bingham Road, CR0 7EN
ADW1	Addiscombe Baptist Church, 201a Morland Road, CR0 6HD
ADW2	Sir Philip Game Youth Centre, 38 Morland Avenue, Croydon, CR0 6EA
ADW3	ARK Oval Primary Academy, Cherry Orchard Road, Croydon, CR0 6BA
ADW4	Christ Church Methodist Hall, 114 Lower Addiscombe Road, Croydon, CR0 6AD
ADW5	East Croydon U R Church Hall, Addiscombe Grove, Croydon, CR0 5LP
BGN1	West Thornton Primary School, Rosecourt Road, Croydon, CR0 3BS
BGN2	Peppermint Childrens Centre, Franklin Way, Croydon, CR0 4YD
BGN3	Christ Church Centre, Sumner Road, Croydon, CR0 3LJ
BGN4	Broad Green Library, 89 Canterbury Road, Croydon, CR0 3HH
BGN5	Christ Church Centre, Sumner Road, Croydon, CR0 3LJ
BGN6	Elmwood Infants School, Nursery Annexe, Lodge Road, CR0 2PL
BGN7	Croydon & District Masonic Hall, The Doyle Ante-Room, 73 Oakfield Road, CR0 2UX
BMR1	St Stephen`s Church Hall, Warwick Road, Thornton Heath, CR7 7NH
BMR2	Early Help Localities North, Winterbourne Road, Thornton Heath, CR7 7QT
BMR3	Age UK Croydon, 81 Brigstock Road, Thornton Heath, CR7 7JH
BMR4	St Andrew`s Church Hall, Quadrant Road, Quadrant Road, Thornton Heath, CR7 7DA
BMR5	Queen`s Community Centre, 1 Turner Crescent, CR0 2NP
BMR6	Haslemere Hall, 2a Haslemere Road, CR7 7BE
CPU1	The Federation of St Joseph`s Catholic School, Infant and Nursery Schools, Crown Dale, SE19 3NX
CPU2	The Chevening Hub, The Pavillion, Upper Norwood Recreation Ground, Chevening Road, SE19 3TE
CPU3	Phoenix Community Centre, 66 Westow Street, Upper Norwood, SE19 3AF
CPU4	All Saints Church, Beulah Hill, Upper Norwood, SE19 3LS
CPU5	Downsview Methodist Church, entrance on Downsview Road, Upper Norwood, SE19 3XE

CPU6	St John`s Parish Hall, Sylvan Road, Upper Norwood, SE19 2RX
CTN1	Woodcote Primary School Nursery, Dunsfold Rise, CR5 2ED
CTN2	Coulsdon Methodist Church, 83 Brighton Road, CR5 2BE
CTN3	St Andrew`s Church Hall, Woodmansterne Road, Coulsdon, CR5 2DN
CTN4	St Aidan`s Parish Centre, Chipstead Valley Road, Coulsdon, CR5 3BQ
CTN5	Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, CR5 3BW
CTN6	Coulsdon Library, Brighton Road, CR5 2NH
FFD1	Tamworth Halls, 37 Tamworth Road, CR0 1XT
FFD2	Bedford Hall, Wellesley Road, Croydon, CR0 2AR
FFD3	Croydon Spiritualist Church, Chatsworth Road, Croydon, CR0 1HE
FFD4	The Parish Church of St Andrew Croydon, 29B Southbridge Road, Croydon, CR0 1AG
FFD5	Croydon Central Library, Katharine Street, CR9 1ET
FFD6	St Michael`s Parish, Church Hall, Poplar Walk, CR0 1UA
KLY1	Harris Primary Academy Kenley, Little Roke Road, Kenley, CR8 5NF
KLY2	Kenley Memorial Hall, Godstone Road, Kenley, CR8 5AZ
KLY3	Kenley Primary School, New Barn Lane, Whyteleafe, CR3 0EX
KLY4	The Hayes Primary School, Hayes Lane, Kenley, CR8 5JN
KLY5	Old Lodge Lane Baptist Church Community Hub, Reedham Park Avenue, Purley, CR8 4BQ
NAN1	Fieldway Community Centre, Fieldway, Croydon, CR0 9DZ
NAN2	Croydon Jubilee Church, 77-79 Dunley Drive, New Addington, CR0 0RJ
NAN3	Goldcrest Youth and Community Centre, Goldcrest Way, Croydon, CR0 0PL
NAN4	Goldcrest Youth and Community Centre, Goldcrest Way, Croydon, CR0 0PL
NAS1	New Addington Leisure and Community Centre, Central Parade, New Addington, CR0 0JB
NAS2	The Learning Tree Pre-School, Rowdown Primary School, Calley Down Crescent, CR0 0EG
NAS3	Dance with Grace, 42 Milne Park East, New Addington, CR0 0BE
NAS4	St Edward`s Church Hall, Cleves Crescent, New Addington, CR0 0DL
NPH1	Norbury Manor Primary School, Abingdon Road, Norbury, SW16 5QR
NPH2	Norbury Library, Beatrice Avenue Entrance, Norbury, SW16 4UW
NPH3	Norbury Methodist Church, 2a Pollards Hill North, SW16 4NL
NPH4	Norbury Baptist Church, Semley Road, Norbury, SW16 4PS
NPK1	St Joseph`s College, 405 Beulah Hill, Upper Norwood, SE19 3HL
NPK2	St Oswald`s Church Hall, St Oswald`s Road, Norbury, SW16 3SB
NPK3	Croydon African Caribbean Family Organisation, 40 Northwood Road, CR7 8HQ
NPK4	St Oswald`s Church Hall, St Oswald`s Road, Norbury, SW16 3SB

NPK5	Residents` Common Room, Sheltered Housing, Kuala Gardens, SW16 3LQ
OCN1	Bradmore Green Library, Bradmore Way, Coulsdon, CR5 1PE
OCN2	Poppy Cafe, Coulsdon Memorial Ground, Marlpit Lane, CR5 2HE
OCN3	Tollers Residents Meeting Room, Goodenough Way, CR5 1BT
OCN4	Old Coulsdon Centre for the Retired, Grange Park, Coulsdon Road, CR5 1EH
OCN5	Oasis Academy Coulsdon, Homefield Road, Coulsdon, CR5 1ES
PHW1	St Matthew`s Church, Main Hall, Chichester Road, CR0 5NQ
PHW2	St Matthew`s Church, Main Hall, Chichester Road, CR0 5NQ
PHW3	Guides` Headquarters, Radcliffe Centre, 11 Harding Close, CR0 5QZ
POR1	Christ Church Hall, Brighton Road, Purley, CR8 2BN
POR2	Sanderstead Lawn Tennis Club, Penwortham Road, Sanderstead, CR2 0QS
POR3	Purley Bury Bowls Club, (entrance from Brancaster Lane), 53 Purley Bury Avenue, CR8 1JF
POR4	St Edmund`s Church Hall, Mitchley Avenue, Purley, CR8 1BZ
PWC1	St Mark`s Church Hall, Church Road, Purley, CR8 3QQ
PWC2	Purley United Reformed Church, Purley URC - Room 1, 906 Brighton Road, CR8 2LN
PWC3	St Swithun`s Parish Church, Church Annexe, entrance Downlands Road/Grovelands Road, CR8 4LA
PWC4	St James`s Church, St. James`s Road, Purley, CR8 2DL
PWC5	St Barnabas Church, 69 Higher Drive, Purley, CR8 2HR
PWC6	The Dorothy Mortby Centre, 119 Lansdowne Road, Purley, CR8 2PE
SAN1	Ridgeway Primary School and Nursery, Southcote Road, South Croydon, CR2 0EQ
SAN2	Sanderstead United Reformed Church, Church Parlour, Sanderstead Hill, CR2 0HB
SAN3	All Saints Church Hall, Onslow Gardens, Onslow Gardens, Sanderstead, CR2 9AB
SAN4	Sanderstead Methodist Church, Limpsfield Road, Sanderstead, CR2 9EF
SAN5	St Antony`s Church Hall, Wentworth Way, South Croydon, CR2 9ET
SAN6	St John`s Scout Hut, Rear St John`s Church Hall, Upper Selsdon Road, CR2 8DD
SAN7	St Edmund`s Church Hall, Mitchley Avenue, Purley, CR8 1BZ
SAV1	St Mary`s Church Hall, Addington Village Road, Croydon, CR0 5AS
SAV2	Addington Methodist Church, On the corner of Huntingfield/Featherbed Lane, Croydon, CR0 9BA
SAV3	St Francis Church, Tedder Road, Monks Hill, CR2 8AH
SAV4	Selsdon Primary School, Nursery Block, Addington Road, CR2 8LQ
SAV5	St Columba`s Catholic Church Hall, Queenhill Road, South Croydon, CR2 8DW

SAV6	The Garage, 104 Croham Valley Road, South Croydon, CR2 7JD
SCN1	South Croydon United Church, Church Hall, Heathfield Road, CR0 1EY
SCN2	Croham Road Baptist Church Hall, Moreton Road entrance, South Croydon, CR2 7BB
SCN3	St Paul's United Reformed Church, Youth Room, Croham Park Avenue, CR2 7HN
SCN4	Emmanuel Centre, Room G4, Rockhampton Road, CR2 7AQ
SCN5	Baptist Church Hall, Brighton Road, 215 Brighton Road, South Croydon, CR2 6EJ
SCN6	St Augustine's Church Centre, St Augustine's Avenue, South Croydon, CR2 6BA
SEL1	The Crescent Primary School, entrance on Whitehorse Road, Croydon, CR0 2HN
SEL2	The Crescent Primary School, entrance on Whitehorse Road, Croydon, CR0 2HN
SEL3	Bridge Place Community Centre, Bridge Place, Croydon, CR0 2BB
SEL4	West Croydon Baptist Church, Whitehorse Road, CR0 2JH
SHN1	Woodside Baptist Church - Hall adjoining, Spring Lane, South Norwood, SE25 4SP
SHN2	Longheath Community Care and Church Centre, 49A Longheath Gardens, Croydon, CR0 7TD
SHN3	St George's Church Hall, Elstan Way, Croydon, CR0 7PR
SHN4	Orchard Way Primary School, Orchard Way, Croydon, CR0 7NJ
SHN5	Shirley Parish Hall, 81 Wickham Road, Croydon, CR0 8TB
SHN6	Shirley Methodist Church, Eldon Avenue, Croydon, CR0 8SD
SHS1	St John the Evangelist, Church Hall, Spring Park Road, CR0 5EE
SHS2	All Saints Church Hall, Bridle Road, Shirley, CR0 8HD
SHS3	Harris Primary Academy Benson, West Way, Shirley, CR0 8RQ
SHS4	Shirley Community Centre Association, Shrublands Avenue, Croydon, CR0 8JA
SND1	Waterside Centre, 26 Avenue Road, South Norwood, SE25 4DX
SND2	Church Hall adjacent to St Mark's School, Albert Road, South Norwood, SE25 4JE
SND3	South Norwood Baptist Church, 2 Oliver Avenue, SE25 6TY
SND4	Samuel Coleridge Taylor Centre, 194 Selhurst Road, SE25 6XX
SND5	Croydon Seventh Day Adventist, Church Hall, Selhurst Road, SE25 6LH
SND6	Whitehorse Manor Junior Academy, Whitehorse Road, Thornton Heath, CR7 8SB
SVF1	Selsdon Hall, entrance on Old Farleigh Road, 132 Addington Road, CR2 8LA
SVF2	Greenvale Primary School, Sandpiper Road, South Croydon, CR2 8PR
SVF3	Forestdale Forum, 1 Bardolph Avenue, Croydon, CR0 9BG
SVF4	Courtwood Primary School, Courtwood Lane, Croydon, CR0 9HX

TNH1	Southside Baptist Church, 24 Westbrook Road, Thornton Heath, CR7 8PS
TNH2	Elim Pentecostal Church, Mersham Road, Thornton Heath, CR7 8NP
TNH3	St Alban`s Church Hall, 1 Whitehorse Lane, South Norwood, SE25 6RD
TNH4	Thornton Heath Leisure Centre, 100 High Street, Thornton Heath, CR7 8LF
TNH5	St Paul's Church and Spring Community Centre, St Paul's Road, Thornton Heath, CR7 8NB
TNH6	Beulah Family Church, Beulah Crescent, Thornton Heath, CR7 8JL
TNH7	Waterside Centre, 26 Avenue Road, South Norwood, SE25 4DX
WDN1	Startup Croydon, Weatherill House, 23 Whitestone Way, CR0 4WF
WDN2	Old Town Youth Club, Charles Major Centre, Duppas Hill Terrace, CR0 4BA
WDN3	Waddon Leisure Centre, Purley Way, Waddon, CR0 4RG
WDN4	Waddon Leisure Centre, Purley Way, Waddon, CR0 4RG
WDN5	Aerodrome Children`s Centre, Violet Lane, CR0 4HN
WDN6	Bramley Hill Centre, 27 Bramley Hill, South Croydon, CR2 6LX
WDN7	The Salvation Army, Booth Road, CR0 1XY
WDS1	The Den (Scout Hut), 30 Love Lane, South Norwood, SE25 4NG
WDS2	Croydon Youth Theatre Organisation, (entrance via Sandown Road), Oakley Road, SE25 4XG
WDS3	South Norwood Primary School, Gresham Road entrance only, South Norwood, SE25 5QP
WDS4	South Norwood Leisure Centre, 164 Portland Road, South Norwood, SE25 4PT
WDS5	Woodside Baptist Church - Hall adjoining, Spring Lane, South Norwood, SE25 4SP
WDS6	Woodside Green Christian Centre, 1 Woodside Green, SE25 5EY
WTN1	St Stephen`s Church Hall, Warwick Road, Thornton Heath, CR7 7NH
WTN2	Eternity Church, 374 Brigstock Road, Thornton Heath (Pond), CR7 7JF
WTN3	St Jude with St Aidan Church Hall, Thornton Road, Thornton Heath, CR7 6BA
WTN4	Life Tabernacle Church, 1 Campbell Road, Croydon, CR0 2SQ
WTN5	Boston Road Baptist Church Hall, 55 Boston Road, Croydon, CR0 3EJ
WTN6	West Thornton Primary School, Rosecourt Road, Croydon, CR0 3BS

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