

Meeting

Licensing AND GENERAL PURPOSES COMMITTEE

Date and time

Wednesday 8TH NOVEMBER, 2023

At 7.00 PM

Venue

Hendon TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

To: Members of Licensing AND GENERAL PURPOSES COMMITTEE (quorum 3)

Chair: Councillor Emma Whysall
Vice Chair: Councillor Claire Farrier

Richard Barnes
Andrea Bilbow OBE
Geof Cooke
Shuey Gordon

Eva Greenspan
Alex Prager
Danny Rich
Caroline Stock

Zakia Zubairi
Ernest Ambe

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions or comments must be submitted by 10AM on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is 3rd of November at 10AM. Requests must be submitted to Pakeezah Rahman
Pakeezah.Rahman@Barnet.gov.uk

You are requested to attend the above meeting for which an agenda is attached.

Andrew Charlwood – Head of Governance

Governance Service contact: Pakeezah Rahman 020 8359 6452
pakeezah.rahman@barnet.gov.uk

Media Relations Contact: Tristan Garrick 020 8359 2454 Tristan.Garrick@Barnet.gov.uk

Assurance Group

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Minutes of the Licensing and General Purposes Committee

20 July 2023

Members Present:-

AGENDA ITEM 2

Councillor Emma Whysall (Chair)
Councillor Claire Farrier (Vice-Chair)

Councillor Richard Barnes	Councillor Alex Prager
Councillor Geof Cooke	Councillor Danny Rich
Councillor Shuey Gordon	Councillor Caroline Stock
Councillor Eva Greenspan	

Apologies for Absence

Councillor Andrea Bilbow OBE	Councillor Ernest Ambe Esq
Councillor Zakia Zubairi	

1. MINUTES OF THE LAST LICENSING COMMITTEE MEETING 20.02.23

RESOLVED that the minutes of the meeting held on 20 February 2023 be agreed as a correct record.

2. ABSENCE OF MEMBERS

Apologies were received from Councillor Ernest Ambe.

Councillor Andrea Bilbow and Councillor Zakia Zubairi were absent.

Councillor Danny Rich joined the meeting at 7.04pm

3. DECLARATION OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS (IF ANY)

None.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

5. REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

John Bailey, Head of Electoral Services, presented the report on the annual review of polling arrangements in the Borough.

Members raised concerns on behalf of their residents in Hendon and Edgwarebury wards regarding the location of polling stations, particularly around those situated in places of worship.

It was noted that the public consultation including all elected officials would have the opportunity to make representations on the current polling arrangements. Accordingly, the service would assess the suitability of polling stations.

Following comments from the Returning Officer, any new proposals would be brought to the next Committee in November this year.

Mr Bailey highlighted that, when the borough's polling arrangements were fully revised for the 24 new wards in 2022, the service had been able to successfully move away from portable offices and had been able to halve the number of schools used. Given the lack of sites available for private hire as polling stations, losing any current polling venues could require an increased use of schools or portable offices in future.

RESOLVED that the Committee:

- 1. Note the current arrangements for polling districts and polling places that are contained within Appendix A and will be published for purposes of public consultation.**
- 2. Note the processes that will be followed for the interim review before a final set of proposals for polling districts and polling places are brought back to committee in November 2023.**

6. ANNUAL HEALTH, SAFETY AND WELLBEING REPORT - TO FOLLOW

The Chair announced that the item be deferred to the next meeting.

7. REVISED GAMBLING STATEMENT OF PRINCIPLES

Ash Shah, Group Manager of Regulatory Services, presented the report.

The revised Gambling Statement of Principles required Committee approval to go out to consultation for a period of twelve weeks, the findings from which would be reported back to the Committee in November this year.

It was noted that the consultation document would be sent to responsible authorities, trade associations, gambling organisations, local MPs and councillors, resident groups and community groups working with children and young people.

Members suggested that the inaccuracies in the document be reviewed prior to going out to consultation.

It was noted that a declaration in place meant that no Casinos were permitted in the Borough.

In responses to Members, Officers said that they would be able to investigate businesses that may be operating under a false profile. It was noted that there was no provision in the Gambling Act as there was in the Licensing Act for a cumulative impact zone. However, the new measures were intended to ensure that applicants addressed all the surrounding factors associated with this type of activity and the impact it would have on the immediate vicinity.

RESOLVED that:

- 1. The draft Gambling Statement of Principles be approved for consultation and that the Officers be instructed to report back to the November 2023 Licensing & General Purposes Committee following the consultation.**
- 2. The Committee note that the draft Gambling Statement of Principles will be referred to the Overview and Scrutiny Committee in September for scrutiny prior to recommendation to Council.**

8. EXPLOSIVES LICENCE POLICY

Mr Shah presented the report seeking approval for the policy to go out to consultation, the findings from which would be reported back to the Committee in November.

In response to Members, Officers said that the policy dealt with only the storage and sale of the fireworks in line with legislation.

RESOLVED the Committee authorise the Licensing team to commence a consultation on the draft policy for fireworks licences.

9. SEX ESTABLISHMENT AND SEX ENTERTAINMENT VENUES POLICY

Mr Shah presented the report seeking approval for the adoption of the policy. It was noted that no responses were received from the consultation.

RESOLVED that the Committee approve the proposed Sex Establishment and Sex Entertainment Venues Draft Policy.

10. ANY ITEM(S) THAT THE CHAIR DECIDES ARE URGENT

None.

The meeting finished at 7.28pm

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Licensing and General Purposes Committee

AGENDA ITEM 5

Title	Elections Act: Implementation Update
Date of meeting	8 November 2023
Report of	John Hooton - Chief Executive and Returning Officer
Wards	All
Status	Public
Urgent	No
Appendices	Appendix A – Report on Implementation of Elections Act 2022 within the London Borough of Barnet
Officer Contact Details	Julie Carter, Electoral Services Manager John Bailey, Head of Electoral Services julie.carter@barnet.gov.uk / john.bailey@barnet.gov.uk

Summary

The Elections Act 2022 received Royal Assent on 28 April 2022 and although not all of the act is in force yet, this legislation has so far introduced:

- requirement for voters to show photo ID at polling stations before a ballot paper is issued.
- requirement for Electoral Registration Officers to issue free 'Voter Authority Certificates' to eligible electors who apply for one.
- requirement for voters to provide evidence of their identity when applying for an absent vote (such as a postal vote or proxy vote)
- requirement that postal voters must *reapply* for a postal vote every three years (as opposed to *refreshing* postal vote arrangements every five years as at present).
- restrictions on handling of postal votes, including limiting the number of postal votes an individual can hand in at a polling station or council office.
- a reduction to the number of electors someone may act as a proxy for.
- further requirements on Returning Officers to take all reasonable steps to provide support for persons with a disability in polling stations.

The Department for Levelling Up, Housing and Communities (DLUHC) are still developing the policy and secondary legislation for further changes, due to take effect over the coming 18 months or so.

The report at Appendix A gives a high-level overview of the most recent and imminent changes that the Elections Act is bringing forward (and will therefore be in place for the first time ahead of the Mayor of London and Greater London Assembly elections on 2 May 2024).

Recommendations

1. That the Committee note the implications and new burdens, brought in by the Elections Act, upon the Returning Officer (RO), Electoral Registration Officer (ERO), the core Electoral Services team and the wider council.
2. That the Committee note how the legislation impacts upon Electors, Elected Officials, Election Candidates and Election Agents at future elections.

1. Reasons for the Recommendations

- 1.1 Barnet Electoral Services, on behalf of the RO, the ERO, and the wider council, must implement all required changes to electoral activities and operating procedures (including relevant electoral registration and voting arrangement application decisions) to ensure full compliance with the new legislation.
- 1.2 To ensure that all relevant parties are fully informed about the new legislation and the implications that each separate element has all those involved with elections.

2. Alternative Options Considered and Not Recommended

- 2.1 This report is for noting only so no decisions are required from committee.

3. Post Decision Implementation

- 3.1 Barnet Electoral Services, on behalf of the Returning Officer, the Electoral Registration Officer and the wider council, will implement all required changes to electoral activities and operating procedures to ensure that the new legislation is complied with.
- 3.2 To support the implementation of the new legislation, Electoral Services works closely with all relevant stakeholders across the electoral sector, including: DLUHC, the Electoral Commission, the Association of Electoral Administrators and (specifically for the Mayor of London and GLA elections on 2 May 2024) the Greater London Authority.
- 3.3 The Chief Executive Officer (also acting as RO and ERO), along with the Executive Director of Assurance and the Assistant Director of Assurance, continue to have regular meetings with the Head of Electoral Services and the Electoral Services Manager to oversee the implementation activities required by the new legislation.

4. Corporate Priorities, Performance and Other Considerations

Corporate Plan

- 4.1 This report is aligned with the corporate plan pillar of 'An engaged and effective council'. The priority set out is to 'Transform our services to deliver the best outcomes we can, ensuring our services are easily accessible to residents and that their experience of contacting and engaging with the council is consistent, seamless, and focussed on their needs.'

Corporate Performance / Outcome Measures

- 4.2 The review supports delivery of the measure how "We act on concerns of local residents and involve them in decision making".
- 4.3 The RO/ERO is required to comply with Performance Standards that are issued by the Electoral Commission. The Electoral Commission periodically produce reports on the level of compliance that is achieved across the UK.

Sustainability

4.4 N/A within this report.

Corporate Parenting

4.5 N/A within this report.

Risk Management

4.6 Ensuring compliance with the new legislative requirements mitigates the risk of challenges to the registration of electors and to the conduct of elections in Barnet.

4.7 By sharing information about the new legislation, the council will mitigate the risk of voters being disenfranchised or that other stakeholders will breach any new rules relevant to their involvement with elections.

Insight

4.8 In accordance with statutory requirements, data from the Register of Electors and relating to the results of elections (including postal voting data, turnout data and polling station information etc.) can be used to review and evaluate electoral registration and elections activity within the London Borough of Barnet, as well as more widely at regional or national level.

Social Value

4.9 N/A within this report.

5. Resource Implications (Finance and Value for Money, Procurement, Staffing, IT and Property)

5.1 The Council is responsible for the costs of conducting local government (local) elections, including, when held, local by-elections that elect the Borough's own councillors. To cover the cost of these elections, the council contributes £0.178m per annum to an election reserve, which is then used to finance the local government elections every four years (c.£0.712m).

5.2 For other elections, all 'actual and necessary' costs are recovered by the Returning Officer from the relevant governing body for that election (e.g. central government for national UK elections or referendums and the GLA for the London Mayoral and Greater London Assembly elections).

5.3 The Government has committed that where changes in the Act will result in a new burden on local authorities, these costs will be initially covered in line with new burdens principles by a 'new burdens grant' or a Justification Led Bid.

5.4 In particular, with new Voter ID procedures, the Elections Act has introduced a requirement for extra staff to be employed within all polling stations on election day.

5.5 Due to extra administrative burdens (e.g. to produce Voter Authority Certificates, new online postal vote application identity checking procedures etc.) there is also an implication on core Electoral Services staffing resources, especially during election periods.

6. Legal Implications and Constitution References

6.1 Following Royal Assent on 28 April 2022, the Elections Act 22 is now part of UK legislation, with different elements being brought into force via individual statutory instruments.

6.2 The Returning Officer and the Electoral Registration Officer of the London Borough of Barnet is required by law to comply with all elements of the Elections Act as they are brought into force.

6.3	In accordance with Part 2B of the London Borough of Barnet’s Constitution, the Terms of Reference & Delegation of Duties to the Licensing and General Purposes Committee include oversight of elections and electoral registration performance, and polling places and polling district boundaries;
7. Consultation	
7.1	There is no local consultation process for the Elections Act as the legislation is set by Parliament.
7.2	However it will be important to provide information as widely as possible to all residents and electors about the legislative changes in requirements and processes.
8. Equalities and Diversity	
8.1	No separate equalities impact assessment has been undertaken as the delivery of all electoral process is strictly governed by legislation, which is in itself designed to provide for reasonable access for all electors – including persons who have different forms of disability (so far as is reasonably practicable in the circumstances).
8.2	Effective processes and activities with regards to registering residents on the electoral roll, in compliance with all relevant electoral legislation, ensures that all eligible individuals can choose to exercise their democratic rights in the manner in which they choose (as allowed by law).
8.3	It will be important to ensure that residents and electors with protected characteristics, that may mean using online ‘digital’ ways of registering or applying for voting arrangements (e.g. completing an online application for postal votes) is challenging or impossible, are assisted so far as is practicably and legally possible.
9. Background Papers	
9.1	The Elections Act 2022 legislation can be viewed at https://www.legislation.gov.uk/ukpga/2022/37/contents/enacted
9.2	Guidance and information form the Electoral Commission can be viewed at https://www.electoralcommission.org.uk/who-we-are-and-what-we-do/our-views-and-research/elections-act

Implementation of Elections Act 2022

Whilst much of the Elections Act 2022 has already been become law, other parts are still subject to secondary legislation and are scheduled to come into force over the next 18 months. This report focuses on the most imminent changes that are required to be implemented by Barnet's Returning Officer (RO), Electoral Registration Officer (ERO) and Barnet Electoral Services.

With several essential Statutory Instruments still to be written (or at least shared with ROs, EROs and electoral administrators), there is a great deal of detail that is still unclear on many aspects of the new rules that the Elections Act is bringing into law. This situation is changing rapidly and a full evaluation of the impact upon local authority resources is still not possible. This is particularly the case given the expectation that, with the GLA elections in May and the as yet unscheduled Parliamentary elections, there will be two very high-profile elections being held in 2024.

1. Voter Authority Certificates

The Voter Authority Certificate (VAC) application portal and production services launched on 16 Jan 2023. All Electoral Services team have undertaken training and keep up to date with ongoing enhancements and improvements to the service (as hosted by DLUHC).

- 1.1 Although there was an initial small number of applications, mainly due to the publicity for elections held outside of London in May 2023, a very large surge of VAC applications is anticipated prior to the GLA elections in May 2024.
- 1.2 The certificate is free of charge and the deadline for applications is 5pm, 6 working days ahead of poll. There are different methods available to make the application and there will be demand on staff to process paper applications, anonymous electors and emergency applications.

Resource implications: Extra staff time processing the applications and dealing with queries will be required, especially nearer to deadline days. We intend to start publicising Voter ID shortly via various channels, which may have a cost implication. The GLA will also have their own publicity campaign which we will share.

Poll staff will require training on how to deal with VACs if brought to the polling station.

2. Voter ID

Voter ID was introduced for elections held in May 2023 (outside of London) but May 2024 will be the first time that it is required across all London boroughs. All electors must now show an accepted form of photo identification to vote in a polling station.

Resource implications: Much publicity and elector communications regarding voter ID will be starting shortly across London. Poll cards must now be larger to contain prescribed wording relating to Voter ID and this will add cost to both printing and postage.

An extra Poll Clerk, additional resources and a 'private' area, will be required in polling stations which will again have a variable cost implication. It might be required that there is (so far as is practicable) a female member of staff at every polling station.

The recruitment and training of a large number of additional polling staff is a significant new burden upon the preparations and costs of future elections.

Additional detailed information about the new responsibilities specific to Voter ID must be provided to and understood by all polling staff when they are trained.

3. Voting Systems

The Elections Act introduced 'first past the post' voting arrangements for regional mayoral elections and this will be used for the first time at the Mayor of London Elections on 2 May 2024. Following the change to the legislation, the Greater London Returning Officer made a decision that, for the first time, the GLA election counts will be carried out manually and will take place over two days.

Resource implications: Organisation of the count now needs to be carried out locally (by local Constituency Returning Officers) rather than by the GLA. More count staff will need to be employed over two days to ensure the count is carried out as per relevant legislation. Meetings with Camden, our constituency partner borough, and Enfield and Haringey regarding the count arrangements at Alexandra Palace have commenced.

4. Online Absent Vote Applications

There are many significant changes to absent votes, both postal and proxy, being brought into force by the Elections Act.

- 4.1 The Online Absent Vote Applications (OAVA) portal will go live on 31 October 2023 - with further enhancements due before January 2024 to make it fully functional. All applications received, whether online or on paper, will require identity checks as part of the postal vote application process.
- 4.2 Applicants will be required to provide their National Insurance Number and checks will be made against DWP records. If a NI number is not known or the elector is not verified by DWP, then the elector will need to provide documentary evidence. A wet ink signature and date of birth are still required for all applications (for online applications this needs to be uploaded by the elector to the portal).
- 4.3 Any old versions of postal and proxy forms can no longer be used. A link to the new online portal has been added to Barnet's elections webpage and has also been inserted into future elector communications. Paper versions of the form are being developed by the Electoral Commission and these can be sent to, or downloaded by, electors who have difficulty applying online.
- 4.4 Postal vote arrangements will be limited to a maximum of three years, at which point the elector will need to make a completely new application. This replaces the 5-year signature refresh system previously in place.
- 4.5 It will no longer be possible to scan paper applications directly into elections software systems as at present. DLUHC have reported that they are looking at ways to improve this, but in future the officers will need to enter the applications manually onto the OAVA portal. This will include having to individually crop and scan the elector's signature sample each time. ERO teams across the country have provided feedback that this method is not acceptable given the likely number of postal vote applications in the run up to elections.
- 4.6 Last minute postal vote applications will place a huge strain on the Electoral Services team during election periods, especially if paper forms are received close to deadline days. If old style application forms are received these must be rejected and the link to the portal/new forms will need to be sent with the new requirements included. This may cause delays near to deadline days, especially if further evidence of identity is required from the elector.
- 4.7 All Electoral Services officers have attended available in-depth training on the portal, and the new ways of working in the Election Management Software System (being provided by the DLUHC and the AEA). As further changes are introduced to the OAVA portal and guidance is updated, further training will be attended as required.

Resource implications: The statutory instrument that enabled the OAVA portal to commence on 31 October was only approved (by the relevant DLUHC Minister) on Friday 6 October 2023. This has meant that the many changes in processes must be implemented rapidly across all relevant

electoral software systems and staff procedures and across the whole UK. A range of training is being provided across the UK electoral sector and all of the Electoral Services officers are learning together. It will however take some time for teams to become familiar with the new requirements and to accurately evaluate the likely impact as the May 2024 elections approach.

5. Proxy Vote Changes

New limitations on Proxy Voting arrangements are being introduced and will have an immediate effect on all existing Proxy Voters.

After the 31 October 2023, EROs must notify all existing proxy voters that: a) their proxy vote entitlement ends on 31 January 2024, b) that they need to re-apply if they still wish to have a proxy voting arrangement and c) how they do so.

- 5.1 The number of people someone can act as a proxy for will change to 4 electors (only 2 of which can be domestic UK electors). This information is on the new form designed by the Electoral Commission and will be included in all future communications.
- 5.2 Although electors can apply online for an ordinary proxy application, anyone wishing for a postal proxy or an emergency proxies must still provide a paper-based form, which Electoral Service Officers will need to process manually through the ERO portal.
- 5.3 An elector with a permanent proxy voting arrangement will need to re-apply every 5 years, replacing the 5-year signature refresh system.

Resource implications: There will be no DLUHC funding for proxy renewal letters and these are required to be sent by post (email cannot be used).

The period in which signature refreshes have formerly been completed (annually in January) will change as Absent Votes will expire on 31 January in future years. The effect on staff resources over the next few years will need to be evaluated as the new processes are brought in.

6. Postal Vote Handling Restrictions

Postal Vote Handling restrictions are scheduled to be put in place for the elections on 2 May 2024 (subject to secondary legislation). There will be significant changes to who can handle elector postal vote packs and applications – including who can hand them in at polling venues or council offices.

- 6.1 It will be an offence for political campaigners to handle postal votes at all.
- 6.2 There will be a limit placed on the number of postal votes a person can hand in (or 'hand-deliver') and a statutory form must be completed in each instance. Should more postal votes than the statutory number be handed in, or if there is a refusal to complete the relevant form, all the postal vote packs will be rejected. The electors must be written to after the poll to inform them of the rejection reason (along with other PV rejection letters).

Resource implications: Detailed training will need to be provided to all polling staff (and to any relevant council office reception staff where a postal vote ballot box is placed) on the new Postal Vote 'handing-in' procedures.

After the election the rejected forms and rejected postal votes will need to be scanned so that a rejection notice can be sent to affected electors. This will require extra staff resource post-election in addition to the normal PVI rejection letters sent out and may cause disgruntled electors.

7. Overseas Electors (British Citizens living overseas)

Subject to secondary legislation being passed, from 16 January 2024 the 'fifteen-year rule' is set to be removed and all British citizens living overseas will be entitled to vote in UK at Parliamentary elections - regardless of when they left the UK.

- 7.1 Where an application is received by an Overseas Elector that cannot be identified as a registered elector in Barnet from our previous registers, the individual will need to provide documentation that gives evidence of prior residency in the borough. Where this evidence is no longer available, there will be an attestation process by which another registered elector can 'vouch' that the applicant was indeed a former resident of the borough.
- 7.2 Future Overseas Elector registrations will last for 3 years, unless cancelled by the elector before that time and renewals will be set to a fixed point on 1 November each year.
- 7.3 If an Overseas Elector also applies for a postal vote it is intended that this will be linked to their electoral registration and last for the same 3-year period.

Resource implications: Based on previous Parliamentary elections, we anticipate a very large increase in new overseas voter registrations as the next general election approaches. With the 15-year rule abolished this figure is likely to be higher than ever. Older Overseas Elector applications will require a great deal of additional administrative time, as each application will need to be checked on past registers or have provided documentation of residence verified. Further to this, there will be additional strain put upon the processes for Absent Vote arrangements, as these are understandably required for virtually all Overseas Electors.

8. Voter Registration and Voter ID Awareness

In response to the new responsibilities being introduced by the Elections Act 2022, the Barnet Electoral Services team has undertaken a number of activities to encourage voter registration and raise awareness of Voter ID requirements, including:

- 8.1 **Community engagement:** The team has attended many community events and increased public outreach communications over the last few months to raise awareness of Voter ID requirements and encourage democratic engagement. For example, the team have recently given two presentations to the local MENCAP group regarding how voting works (including setting up a mock polling station, allowing users to practice and ask questions about how to present their Voter ID). The team also hosted a busy stall at the Middlesex University 'Freshers Fair' to encourage student registration and inform young (and often new) electors about voter ID requirements.
- 8.2 **Liaison with key stakeholders:** The team has liaised with a number of key stakeholders, including the Registrars team at Hendon Town Hall, the Private Sector Housing team, and local groups, to promote voter registration and Voter ID awareness. From these discussions, a number of key activities have been initiated, such as; Electoral Services Officers now attending Citizenship Ceremonies to immediately assist new British citizens with registering to vote, the Electoral Services Manager has started conversations with the Private Sector Housing team about attending landlord forum meetings and agreeing for news items (regarding registering to vote and voter ID) to be placed in their newsletters to private sector tenants.
- 8.3 **Public awareness campaigns:** The team has launched a number of public awareness campaigns to promote voter registration and Voter ID awareness. For example, the team worked with Barnet's communication team to take part in London Voter Registration week, 18-24 September, and posted social media posts throughout the week encouraging voter registration on Facebook, Twitter/X, and Barnet Youth Instagram. The team also attended the Barnet Together Conference to initiate contact with more local community groups and find further ways to promote registration, Voter ID, and the other changes from the Elections Act. In addition, the team is currently engaged in a wide review of processes to update all of its various communications with electors and residents, to include relevant

information about Voter ID requirements and provide links to the new online absent vote portal where appropriate.

Resource implications: While the Electoral Services team have been able to attend an increased number of events throughout the summer and autumn of this year, mainly due to no major elections taking place in 2023, this will become far more challenging as the May 2024 elections approach.

Ensuring high levels of awareness regarding Voter ID, and the other often complex requirements upon electors being introduced by the Elections Act, will be critical - but will increasingly take place during a period when the Electoral Services is at its busiest with electoral registration and election preparation activities.

Good public awareness campaigns, via multiple channels, will be heavily relied upon (including supporting those that may be undertaken by the GLA, Electoral Commission and national government departments' communications teams), but will continue to require much officer input. Local awareness activities will also incur additional costs for artwork and messages to be set-up and distributed/displayed via multiple media channels.

With further legislative changes and responsibilities scheduled to be introduced up to and beyond the May '24 elections, there will continue to be a drain on limited staff resources. Some of the coming activities will require further large scale write outs (and other forms of contact) with existing and new electors (e.g. changes to EU citizen voting franchises).

As more activities and processes are changed and introduced in response to Election Act '22 rules, Electoral Services core staff will continually be required to undertake further rounds of detailed mandatory training.

Finally, whilst Barnet was only mildly affected, there are also changes to elector communications and election preparations required subsequent to the Parliamentary boundary changes (most notably for Friern Barnet ward electors) at the next General Election.

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Licensing and General Purposes Committee

Title	Interim Review of Polling Districts and Polling Places 2023 – Returning Officer Proposals
Date of meeting	8 November 2023
Report of	John Hooton - Chief Executive and Returning Officer
Wards	All
Status	Public
Urgent	No
Appendices	<p>Appendix A: Representations Received during the Public Consultation and Returning Officer’s responses.</p> <p>Appendices B – I: Maps showing proposed new Polling District and Polling Place arrangements in eight wards.</p> <p>Appendix J: Map showing proposed ‘potential’ new Polling District and Polling Place arrangements in Colindale South ward.</p> <p>Appendix K: Map showing proposed new Polling District and Polling Place arrangements in High Barnet ward.</p>
Officer Contact Details	<p>John Bailey, Head of Electoral Services</p> <p>john.e.bailey@barnet.gov.uk</p>

Summary

Following approval at the Licensing and General Purposes Committee meeting held on 20 July 2023, an Interim Review of Polling Districts and Polling Places was launched on 31 July 2023 and a public consultation was held from that date until 15 September 2023.

A copy of all Representations received are provided within Appendix A, along with the Returning Officer’s (RO) response to each of them. Based upon the Representations received, and other work undertaken by Barnet’s Electoral services team, changes are being proposed by the Returning Officer to improve polling arrangements in nine wards across the borough.

These changes are detailed in the following Appendices:

Ward	Appendix	Ward	Appendix	Ward	Appendix
Burnt Oak	B	Hendon	F	*Colindale South	J
Childs Hill	C	Golders Green	G		
East Finchley	D	Mill Hill	H	**High Barnet	K
Edgwarebury	E	West Hendon	I		

*The proposed changes in Colindale South are subject to confirmation of suitability, availability and acceptance of use for the polling place proposed within Colindale Gardens. It is requested that the committee approve this request on the basis that if no agreement is reached with the venue, or the venue is assessed as unsuitable, then the arrangements in the relevant polling district(s) will remain as at present.

**The proposed changes in High Barnet were previously brought to the Council meeting on 25 Jan 2022 (Agenda Item 12.3) and titled 'HB Option B' (link provided at 9.2 below).

Subject to approval from the committee, when the Register of Electors is republished on 1 December 2023, it will be amended to reflect the new polling arrangements that are in place. Where confirmation for a preferred venue is still awaited, but is secured too late for the 1 December publication, the Register of electors will be republished in full at a later date, following two weeks' public notice being made beforehand and no later than 1 March 2023, in order to make the necessary amendments to the register.

Recommendations

1. **That the committee note the Representations received during the public consultation period of the Polling District and Polling Place review and the Returning Officer's responses, as detailed in Appendix A.**
2. **That the Committee approve the proposed new arrangements for polling districts and polling places that are contained within Appendices B - I.**
3. **That the Committee approve the proposed arrangements for the Colindale South polling districts and polling places, as contained within Appendix J - subject to confirmation of suitability, availability and acceptance of use by the polling venue proposed in Colindale Gardens.**
4. **That the Committee approve the proposed arrangements for the High Barnet polling districts and polling places, as contained within Appendix K.**

1. Reasons for the Recommendations

- 1.1 Whilst existing polling arrangements proved effective for use at the Local Government elections held on 5 May 2022, it is necessary to regularly review polling arrangements to ensure that they remain as appropriate and fit for purpose as possible in response to changing electorate figures, the availability of venues and various other ward or local area specific circumstances.
- 1.2 A public consultation was conducted between 31 July 2023 and 15 September 2023. Notice of the Review was published on the Council's website and in addition, all elected officials (Members of Parliament, Greater London Assembly Member and London Borough of Barnet Councillors) were written to directly on 27 July 2023. In addition, all venues currently used for polling were informed about the consultation on 31 August 2023.
- 1.3 Following a review of all the representations received to the public consultation between 31 July and 15 September 2023, where appropriate, Electoral Services have contacted and/or visited all the venues proposed as potential polling places, along with some that were proposed or identified outside of the public consultation period.
- 1.4 When assessing the suitability of a potential polling venue, Electoral Services have followed the following guiding principles (agreed by the Cross-Party Reference Group when polling arrangements were agreed for the new borough wards prior to May 2022):

- To ensure that all electors within each ward are within as reasonable and equitable distance of their polling venue as is practicable (whilst taking into account the operating capacity and accessibility of individual venues).
- To minimise the use of schools - seeking to use practical alternative arrangements for electors where these are available.
- To eliminate so far as possible the use of temporary, portable offices (which offer poor accessibility, poor facilities and can only serve very small numbers of electors at a time) in order to eliminate excessive costs and highly problematic logistical issues.

1.5 Where venues indicated that they would be available and were assessed as suitable for use as a polling place, geographical data analysis was then undertaken to evaluate how many electors could be served should the venue be used for polling within the relevant ward. This analysis was key to determining the proposals that are being put forward by the Returning Officer with regards to polling place venues and any amendments to polling district boundaries.

1.6 It is considered by the Returning Officer and Barnet's Head of Electoral Services, that the polling proposals being put forward as appendices to this report meet the following criteria:

- They better serve affected electors by offering superior polling facilities, accessibility and/or location in comparison with existing arrangements.
- and/or
- Where possible, they reduce inconvenience, caused by polling day arrangements, for local residents without any detrimental effect upon the voting arrangements for electors.

2. Alternative Options Considered and Not Recommended

2.1 As a compulsory review does not have to be undertaken at present, there is an option to do nothing and simply leave all current polling places and polling districts as they are.

2.2 However, this option significantly increases the likelihood of enforced changes being necessary in the immediate run up to elections. This would mean that electors could be given late notice of changes to polling arrangements and increases the risk that electors do not know where they must go to vote on polling day.

2.3 The 'do nothing' option also increases the risk that current polling venues have not been adequately reviewed to consider whether local changes (to electorate sizes, or specific to the venue itself etc.) have impacted upon any specific venue's suitability for the polling district it serves.

2.4 Making no changes to polling places or polling districts following the public consultation and evaluations that have been carried out, will mean that identified opportunities to improve polling arrangements to the benefit of electors and/or residents will have been disregarded.

3. Post Decision Implementation

3.1 When republished on 1 December 2023, the Register of Electors will be amended to reflect the new polling arrangements that are in place (the Register of Electors is organised by ward and polling districts and new elector roll numbers will be allocated on that basis).

3.2 Should any changes approved by the committee depend upon a future agreement to use a proposed polling venue and this agreement comes too late for the 1 December republication, the Register will be republished in full at a later date (following two weeks' public notice of this additional republication taking place), by no later than 1 March 2023.

3.3 The polling districts and polling places approved by the committee will be used for all statutory elections hereafter (at present, the first scheduled elections to take place are the Mayor of London and Greater London Assembly (GLA) Elections on 2 May 2024).

4. Corporate Priorities, Performance and Other Considerations

Corporate Plan

4.1 This report is aligned with the corporate plan pillar of ‘An engaged and effective council’. The priority set out is to ‘Transform our services to deliver the best outcomes we can, ensuring our services are easily accessible to residents and that their experience of contacting and engaging with the council is consistent, seamless, and focussed on their needs.

Corporate Performance / Outcome Measures

4.2 The review supports delivery of the measure how “We act on concerns of local residents and involve them in decision making”.

4.3 The Polling Districts and Polling Place review also ensures that the designation of polling districts and polling places in Barnet remain compliant with electoral legislation (in particular Elections Act 2022 (sec. 9)) and guidance issue by the Electoral Commission.

Sustainability

4.4 N/A within this report.

Corporate Parenting

4.5 N/A within this report.

Risk Management

4.6 By undertaking this review of Polling Districts and Polling Places, the Council mitigates the risk that electors find the arrangements for polling within the Borough to be hampered by poor accessibility or the provision of sub-standard facilities (given the practicable circumstances prevailing in each polling district).

Insight

4.7 In accordance with statutory requirements and guidance from the Electoral Commission, data from the Register of Electors is used to both assess and determine all polling arrangements proposed to the Council.

Social Value

4.8 N/A within this report.

5. Resource Implications (Finance and Value for Money, Procurement, Staffing, IT and Property)

5.1 The Council is only responsible for the costs of conducting local government (local) elections, including, when held, local by-elections that elect the Borough’s own councillors. To cover the cost of these elections, the council contributes £0.178m per annum to an election reserve, which is then used to finance the local government elections every four years (c.£0.712m).

5.2 For other elections, all ‘actual and necessary’ costs are recovered by the Returning Officer from the relevant governing body for that election (e.g. central government for national UK elections or referendums and the GLA for the London Mayoral and Greater London Assembly elections).

5.3 Dependent upon any specific changes proposed to individual polling place venues (including any proposals that increase or decrease the overall number of venues used for polling), there can be minor changes to the overall cost of running elections.

6. Legal Implications and Constitution References

- 6.1 In carrying out any review of polling arrangements, the local authority must comply with the steps set out in Schedule A1 Representation of the People Act 1983. The local authority is required to:
- publish a notice of the holding of a review
 - consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area
 - publish all representations made by the Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website (regulation 3 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006)
 - seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).
 - on completion of a review, give reasons for its decisions and, in accordance with regulation 4 of the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, publish:
 - all correspondence sent to an (Acting) Returning Officer in connection with the review
 - all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
 - all representations made by any person in connection with the review
 - the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
 - details of the designation of polling districts and polling places within the local authority area as a result of the review
 - details of the places where the results of the review have been published
- 6.2 To comply with the requirements of the Representation of the People Act 1983 sections 18A-18E (as amended by section 17 of the Electoral Registration and Administration Act 2013), the Council is required to undertake a compulsory review of all polling districts and polling places in the period between 1 October 2023 and 31 January 2025 (and then within the same period every fifth year after that). This review is proposed as a discretionary 'interim' review and is not intended to fulfil the obligation, as a further review will be conducted within the stipulated timeframe of the legislation.
- 6.3 Provision is contained within Section 18E RPA 1983 which provides that no election is to be questioned by reason of any informality relative to polling districts and polling places. Representations can be made to the Electoral Commission which may make directions to alter polling districts and/or polling places.
- 6.4 In accordance with Part 2B of the London Borough of Barnet's Constitution, the Terms of Reference & Delegation of Duties to the Licensing and General Purposes Committee include elections and electoral registration performance, polling places and polling district boundaries.

7. Consultation	
7.1	Details of consultation held have been given at 1.2 above.
7.2	The publishing of this report and its appendices (along with the report that went to Licensing and General Purposes Committee on 20 July 2023 to approve the PDPP Consultation) provide that the requirements of legislation as laid out in 6.1 have been met.
8. Equalities and Diversity	
8.1	No separate equalities impact assessment has been undertaken as the delivery of this electoral process is strictly governed by legislation, which is in itself designed to provide for reasonable access for all electors – including persons who have different forms of disability (so far as is reasonably practicable in the circumstances).
8.2	The legislation governing this review requires that representations are sought from persons who are considered to have an expertise in access to locations for persons with different forms of disability. In order to fulfil this requirement, the Head of Service for Health and Safety at the London Borough of Barnet will be asked to review and comment upon the arrangements for polling across the borough.
8.3	In addition to providing polling stations that are as accessible as practicable in the circumstances, Part 2 Representation of People Act 2000 provides that all electors have the right to vote (following application and provision of relevant information within statutory election deadlines) by way of either a postal or proxy voting arrangement.
8.4	Effective processes and activities with regards to registering residents on the electoral roll, in compliance with all relevant electoral legislation, ensures that all eligible individuals can choose to exercise their democratic rights in the manner in which they choose (as allowed by law).
9. Background Papers	
9.1	Approval for current polling arrangements in 20 of the 24 Barnet wards: Agenda for Constitution and General Purposes Committee on Thursday 6th January, 2022, 7.00 pm (moderngov.co.uk) <i>(Item 8)</i> .
9.2	Approval for current polling arrangements in the remaining four Barnet wards: Agenda for Council on Tuesday 25th January, 2022, 7.00 pm (moderngov.co.uk) <i>(Item 12.3)</i> .
9.3	Approval for the Polling Districts and Polling Places public consultation, based upon existing polling arrangements within Barnet: Agenda for Licensing and General Purposes Committee on Thursday 20th July, 2023, 7.00 pm (moderngov.co.uk) <i>(Item 5)</i> .

Polling Districts and Polling Places Review 2023
Public Consultation 31 July – 15 Sept 2023 - Representations Received

Ward	Representation Received	From	RO's Response
Barnet Vale	No representations received.	N/A	N/A
Brunswick Park	<i>Currently no change is required but officers should be aware that following the development of the site of the former North London Business Park, there is likely to be demand for an additional polling place in future.</i>	Barnet Labour Group	This representation is noted for reference at future Polling District and Polling Place (PDPP) reviews.
Burnt Oak	<p><i>Burnt Oak Ward has always had very low turnout numbers so it would help increase voting if there were six polling districts rather than the current five. This could be done by using Burnt Oak Leisure Centre as a new polling station and redrawing the boundaries of BOA and BOD polling districts to create a new sixth Polling district centred on the leisure centre.</i></p> <p><i>The current polling station for the BOB Polling District, Edgware Methodist Church, is at the north of the district and is not centrally located. This means many voters in the south of the polling district have a long walk to and from the polling station. It would be better to move the Polling station to either the Sangam Centre or North Road community centre, both of which are much more centrally located in the BOB polling district.</i></p>	RR (Ward Resident)	Following assessment visits to Burnt Oak Leisure Centre, North Road Community Centre and the Sangam Centre, a new proposal for the polling districts and polling places within Burnt Oak ward has been created for this review. The proposal creates a new polling district with Burnt Oak Leisure Centre as its polling place. In addition, the polling place in the BOB polling district is proposed to move to North Road Community Centre.
Burnt Oak	<p><i>I believe existing polling places are not located appropriately in order to be as accessible as possible to most electors in the ward.</i></p> <p><i>I would suggest the following locations as more geographically central locations, and therefore more suitable.</i></p> <p><i>Burnt Oak ward has always had very low turnout numbers. I believe it would therefore help increase voting if there were six polling districts rather than the current five.</i></p> <p><i>This could be easily done by using Burnt Oak Leisure Centre as a new polling station and redrawing the boundaries of BOA and BOD polling districts to create a new sixth polling district centred on the leisure centre.</i></p> <p><i>The current polling station for the BOB polling district, Edgware Methodist Church, is at the north of the district and is not centrally located. This means many voters in the south of the polling district have a long walk to and from the polling station. Coverage of public transport is not sufficient enough to mitigate this distance.</i></p> <p><i>It would be better to move the BOB district polling station to either the Sangam Centre or North Road community centre, both of which are much more centrally located in the BOB polling district.</i></p>	RJ (Ward Resident)	

Ward	Representation Received	From	RO's Response
Burnt Oak	<p><i>I am writing this email to ask you additional polling district and some important changes to the previous polling districts. The additional polling district and the important changes of polling districts will make voters more convenient and encourage them to cast their votes.</i></p> <p><i>My proposals for Burnt Oak Ward are:</i></p> <ul style="list-style-type: none"> <i>• Burnt Oak Ward has always had very low turnout numbers so it would help increase voting if there were six polling districts rather than the current five. This could be easily done by using Burnt Oak Leisure Centre as a new polling station and redrawing the boundaries of BOA and BOD polling districts to create a new sixth Polling district centred on the leisure centre.</i> <i>• The current polling station for the BOB Polling District, Edgware Methodist Church, is at the north of the district and is not centrally located. This means many voters in the south of the polling district have a long walk to and from the polling station. It would be better to move the Polling station to either the Sangam Centre or North Road community centre, both of which are much more centrally located in the BOB polling district.</i> 	Kamal Gurung (Ward Councillor)	See RO's response above.
Burnt Oak	<p><i>Burnt Oak Ward proposals</i></p> <ul style="list-style-type: none"> <i>• The current polling station for the BOB Polling District, Edgware Methodist Church, is at the north of the district and is not centrally located. This means many voters in the south of the polling district have a long walk to and from the polling station. It would be better to move the Polling station to either the Sangam Centre or North Road Community Centre, both of which are much more centrally located in the BOB polling district.</i> <i>• Burnt Oak Ward has always had very low turnout numbers, so it would help increase voting if there were six polling districts rather than the current five. This could be easily done by using Burnt Oak Leisure Centre as a new polling station and redrawing the boundaries of BOA and BOD polling districts to create a new sixth Polling district centred on the leisure centre.</i> <p><i>I have attached a map to show my proposed changes visually.</i></p> <p><i>Along with the specific changes I have recommended for Burnt Oak Ward I also believe that there should be some general principles and assumptions that should guide the review across the whole of Barnet:</i></p> <ol style="list-style-type: none"> <i>1. The main objective of the proposed changes to location and number of polling stations is to increase the number of residents who actually vote, especially in those Wards which have historically had very low and below average voting numbers.</i> <i>2. Many elderly people and residents with disabilities still prefer to vote in person on the day. It should be assumed that they can walk at no more than two miles per hour and, ideally, no voter should need to take no more than fifteen minutes to walk to a polling station.</i> <i>3. Polling stations should be as central as possible to the voting population in the Polling District.</i> <i>4. Where possible parking should be available in close proximity to the Polling Station.</i> 	MB (Ward Resident)	

Ward	Representation Received	From	RO's Response
Burnt Oak	<i>Burnt Oak is a geographically large ward with low turnout so increasing the number of polling places may address this. BOA and BOD districts could be redrawn to create a new polling district with the Burnt Oak Leisure Centre as its polling place. The Sangam Centre and the North Road Community Centre are more centrally located than BOB's current polling place, Edgware Methodist Church, and so such a replacement should be considered.</i>	Barnet Labour Group	See RO's response above.
Childs Hill	<i>Please can we consider moving the polling station from the Greek Orthodox Church Hall to the Chabad centre in what was previously part of Golders Green Library as that will eliminate the problem of those uncomfortable with the hall.</i>	Peter Zinkin (Ward Councillor)	Following an assessment visit to the Golders Green Chabad, the RO is proposing that the polling place for the CHA polling district is moved there from the Greek Orthodox Church Hall.
Colindale North	<i>In my role, I have seen first-hand the challenges the ward faces of low voter turnout. At the last local election, only 25% of eligible electors voted, the lowest turnout of any ward in Barnet. This problem of low turnout has been exacerbated by the lack of easy access to polling stations. Colindale North only has three polling stations and one of them are located at the edge of the community, in Colindale Library. This leaves many residents facing a long walk to get to the polling station. A number of pockets of the community-like those on Field Mead, Rivington or Kenley are particularly poorly served. The locations of the polling stations are also difficult to park near. To help address low turnout, Colindale North needs more polling stations. We need at least four and potentially five. At a minimum, on top of the current polling stations, we should add an extra polling station at St Margaret's and recut the polling districts accordingly. It would also be worth exploring setting up a fifth station at the Orion School to make it easier for people in the north of the ward to vote. But more polling stations are needed as a matter of urgency to reduce barriers to voting,</i>	Andreas Ioannidis (Ward Councillor)	Upon making contact with St Margaret's Church, they have informed us that they are not available to be used as a polling station. An assessment visit was made to Orion Primary School (which is actually located in the Burnt Oak ward) but it is clear that the school would have to close for polling as there were no areas identified that could be used whilst the school remained open to pupils. As assessment visit was made to Blessed Dominic Primary School and although it would be possible to use the Nursery classroom (which has its own separate and secure entrance) as a polling station, it is only a little closer than the Grahame Park Community Centre for approx. 640 electors.
Colindale North	<i>Currently, the ward is fairly ill-served for polling places, and we only have three polling districts - one at St Augustine's Church, one at Grahame Park Community Centre, and one at Colindale Library. Colindale North currently has one of the lowest turnouts at elections in Barnet, and it is important to ensure the ward is adequately served by polling places to encourage better turnout. Furthermore, the population of Colindale North - already dense - is set to increase significantly with the regeneration of Grahame Park, and three polling districts will not be sufficient. I would suggest increasing districts by at least two. Additional polling places could be at St Margaret's Catholic Church and Blessed Dominic/ St James or Saracens Schools, to support the increase in population brought about by the development at Trinity Square and the upcoming development at Grahame Park Plot A (Heybourne Park).</i>	CD (Ward Resident)	Saracens School have responded to correspondence by saying that they could not stay open if used for polling and that for most elections, there would

Ward	Representation Received	From	RO's Response
Colindale North	<p>Colindale for its size is massively underserved by polling stations. Also, the current polling station locations fail to recognise significant changes in the area and significant new developments. As a result, turnouts in Colindale are not just the lowest in Barnet, but among the lowest in London. I am writing to ask for changes to polling stations in both wards covering Colindale</p> <p>Colindale North Ward proposals</p> <ul style="list-style-type: none"> Colindale North Ward centres on Grahame Park and has been one of the lowest turnout Wards in Barnet and also in London. Many people face long walks to their polling stations that discourage voting. An increase in the number of Polling Districts and Stations could help increase the opportunity to vote in very low turnout Ward where many voters feel disenfranchised. At the very least, the number of Polling Stations should be increased from three to four and ideally to five to support efforts to improve participation. An additional polling district could be created centred on a new Polling station at St Margaret's Church and other Polling Districts could be redrawn to make each polling station more accessible in Grahame Park. 	NC (Resident of Colindale South ward)	<p>be extreme disruption upon the school within their critical exams period.</p> <p>The RO does not propose any changes to polling arrangements in Colindale North. Whilst future improvements are actively sought, none of the proposals received for changes to the polling districts or polling places within the ward are considered to offer any significant benefits over those currently in use.</p>
Colindale North	<p>Colindale North Ward centres on Grahame Park and has been one of the lowest turnout wards in Barnet and in London. An increase in the number of polling districts and places could help boost turnout. Potential new polling places, thereby generating new polling districts, could be located at St Margaret Church and Orion School.</p>	Barnet Labour Group	
Colindale South	<p>In 2002 Colindale lost some of Booth Rd and the former 'MOD' housing to Burnt Oak. The PD covering the remaining Colindale Avenue (PA) area was merged with the larger PB polling district - more recently this was designated HSC and had but one polling place.</p> <p>The formation of CSB for 2022 (and its Polling Place) was therefore an improvement, given a large number of residents in the Pulse and Edition developments.</p> <p>However the boundary between CSB and CSC is somewhat bizarre . This is because the boundary is in the middle of the road between Annesley Avenue/Cecil Road and the Edgware Road but behind the properties to the south of Colindale Avenue for the rest of the road. From memory Cecil Road (a cul de sac) was in the old PA. Making the boundary a line behind all the properties to the south of Colindale Avenue would mean all residents would go to the same Polling Place. I estimate this would be nearer for Cecil Road residents and mean they would not be tempted to go via the footpath that leads to Colindeep Lane. There is no clear line of vision on the path.</p> <p>CSC is a very large polling district. I would estimate that it needs a 15 minute walk from the end of Colin Drive, for example. CSC needs to be divided so that there is an extra polling place convenient for the residents in the southern area . (see below)</p> <p>CSA is already very populous and new building will make its electorate much greater. An obvious boundary between a CSA (North) and CSA (South) would be Aerodrome Road.</p> <p>3. Polling Places: I would suggest the following:</p> <p>(a) CSA (North) :Estate Office for Beaufort Park-this has been used before 2022.</p>	DB (Ward Resident)	<p>Following assessment visits to a number of venues across Colindale South ward, the RO is proposing new polling arrangements for the ward. This new proposal will introduce a new polling district, that will take a large portion of the current CSC polling district and use St Matthias Church Hall as its polling place.</p> <p>In addition the RO proposes to move the CSB polling place from the Pulse Community Flat to the 'Hybrid Meeting Room' venue at 4 Chronicle Avenue (just off Colindale Avenue).</p>

Ward	Representation Received	From	RO's Response
	<p><i>(b) CSA (South) : Management office on Lismore Boulevard. (Other sites might emerge when building complete).</i></p> <p><i>(c) CSB : The existing Polling Place is reasonably convenient ,although 'off centre'. (Historically the old PA polling district used ,firstly, a community room and then a 'Terrapin' at Silk House)</i></p> <p><i>(d) CSC (existing) ; This is reasonably convenient but (understandable) double yellow lines in the cul de sac of Colin Close must make this difficult for anybody bringing those with mobility issues to the polling place.</i></p> <p><i>(e) CSC (Proposed) : St Mathias' Church Hall could offer a venue for a polling place for residents in roads such as Colin Drive, Colin Gardens, Colin Crescent, Crossway, Rushgrove Avenue, Silkfield Road and Hillfield Avenue. At a guestimate there are 600 houses in these roads so,perhaps , 1000 electors. No doubt there are smaller Polling Districts in Barnet-and elsewhere .I think the hall is accessible.</i></p>		<p>Other than the ground floor site at the Council Offices (trading as ITJL Café), there are currently no sites identified that have agreed to be available for use as polling places within the whole of the CSA polling district.</p> <p>At present, the Estate Management Office Suite in Beaufort Park (previously used as a polling place for elections up to 2019) remains unavailable for use. Should this site become available, it would be adopted as the preferred polling venue for Beaufort Park.</p>
Colindale South	<p><i>The population of Colindale has grown rapidly in recent years and centres of population in the wards have shifted somewhat. More polling stations that are more conveniently located would increase turnout and participation, which can only be a good thing.</i></p> <p><i>The polling station currently in Pulse Community Management Suite could be moved to a more central and accessible location like the Chandos Arms or perhaps the new Jain temple which will soon be completed. Both are on Colindale Avenue and are easily found. Moving all of Colindale Avenue into the same polling district (CSB?) would also make sense.</i></p> <p><i>In the west and south, many residents have to walk a long way from the Rushgrove Park area up to the polling station at the United Reformed Church Hall on Colin Close. Splitting this district in two, with a new polling station (St Mathias Church?) for the southern district would be helpful.</i></p> <p><i>A new polling district/station in Colindale Gardens would be helpful, given the substantial numbers of new residents there. I know people who live in this development and many of them don't like to move about the development on foot if they can avoid it, especially after dark. The same for Beaufort Park could also be useful.</i></p> <p><i>I'm also told that more polling stations in Grahame Park are needed. Again, many residents have to walk a long way to current locations.</i></p> <p><i>I do hope you can give the above points some consideration. All the best with the consultation.</i></p>	ET (Ward Resident)	<p>There is ongoing correspondence with the Estate Manager for the Colindale Gardens development, and it is hoped that the Colindale Gardens Function Room might be made available for use as a polling place. If so, this would allow a new polling district to be created to cover all of Colindale Gardens.</p>
Colindale South	<p><i>I very much appreciate the neighbourhood I live in, which is generally young (I am one of the older residents). The area around me is characterised by new developments which attract young people. Some are leasehold, some for rent. But, generally, the population is relatively new reflecting the age of the developments with some buildings still being constructed.</i></p> <p><i>At the risk of generalising, I find they are young enough and under economic pressure enough not to have become habitual voters. The pressures they are under, with high housing costs and an ongoing cost of living crisis, mean that they often have not had the presence of mind or foresight to have opted for postal votes. This does not mean they are not interested in voting, but it does mean</i></p>	IR (Ward Resident)	

Ward	Representation Received	From	RO's Response
	<p><i>that obstacles in their way to voting on the day would have a disproportionately damaging effect on their propensity to vote.</i></p> <p><i>I am aware of suggestions that others are making for changed arrangements that would help encourage residents in these wards to vote. I am not close enough to the details to be able to comment authoritatively on the specific advantages of different arrangements. I would however urge you to consider alternatives seriously. I am concerned that this vibrant community may be underrepresented in the next general election, with the scope for both an unfair outcome and for longer term damage to the future participation of these deserving people in our democracy.</i></p>		See RO's response above.
Colindale South	<p><i>I write as a Colindale Gardens Resident.</i></p> <p><i>Colindale for its size is massively underserved by polling stations. Also, the current polling station locations fail to recognise significant changes in the area and significant new developments. As a result, turnouts in Colindale are not just the lowest in Barnet, but among the lowest in London. I am writing to ask for changes to polling stations in both wards covering Colindale</i></p> <p><i>Colindale South Ward proposals</i></p> <ul style="list-style-type: none"> <i>• Colindale South is one of the fastest growing Wards in Barnet and also in London. The current spilt of the Ward into three polling districts and the poor location of each of the polling stations means many residents have long walks to vote. The current location and number of polling stations also fails to take into account how the geography of the ward has changed with a significant population now living in new developments in Colindale Gardens and Beaufort Park. As a result, turnouts are amongst the lowest in Barnet. To address this, Polling Districts should be redrawn and the number of Polling Stations increased from three to at least five.</i> <i>• In the CSB Polling District the Polling Station could be moved from Pulse Community management suite to a more central and accessible location like the Chandos Arms or perhaps the new Jain temple which will soon be completed. Both are on Colindale Avenue and are easily found. It would also help to redraw the CSB boundaries to include all of Colindale Avenue.</i> <i>• The CSC polling district is one of the largest in Barnet with long walks for residents from Colin Crecent or Colin Drive. It should be split into two. The Southern part of the CSC should be formed into a new Polling District with a Polling Station at St Mathias Church. Whilst it is in West Hendon Ward, St Mathias is right on the Ward Boundary with Colindale South and much nearer to many Colindale South residents than the current polling station. An added benefit would also be to use St Mathias as a new polling station in West Hendon and thereby reduce the number of residents needing to cross the busy A5 arterial road to vote as they have to do currently. The Northern areas of CSC should be included in a smaller Polling District with the polling station continuing to be at the United Reform Church Hall on Colin Close</i> <i>• The current location of the CSA polling station at Barnet Council offices right on the edge of the Polling District is clearly out of date with the rapidly expanding population of Beaufort Park and</i> 	NC (Ward Resident)	

Ward	Representation Received	From	RO's Response
	<p><i>Colindale Gardens (where I live) at the other end of the Polling District. It should similarly be split in two. In the Southern half of the Polling District, a new Polling District for Colindale Gardens should be established with the Polling Station centrally located at the development's management suite. In the Northern half of CSA, a new smaller Polling District should be formed with its Polling Station moved from the Barnet Council offices, which are at the very northern tip of the Polling District to the Beaufort Park management suite where it would be much more centrally located and more easily accessible.</i></p>		See RO's response above.
Colindale South	<p><i>Please see below the response from Bina Omare to [Electoral Services Officer's] email regarding the Pulse flat. Hopefully, there is an alternative you have been considering already, if not Would you consider the Montrose Park hub as an alternative as it is at the bottom of Pulse. +++++ Dear Councillors Just for info in standard polling email we receive. Pulse is not appropriate as too small and we had damage of items last time.</i></p>	<p>Humayune Khalick (Ward Councillor) and Bina Omare (CEO Colindale Communities Trust)</p>	
Colindale South	<p><i>Colindale South is one of the fastest growing but lowest turnout wards in Barnet. The CSB polling place could be moved from Pulse Community management suite to a more central and accessible location like the new Jain temple which will soon be completed on Colindale Avenue. It would also help to redraw the CSB boundaries to include all of Colindale Avenue. The CSC polling district is one of the largest in Barnet with long walks for residents from Colin Crecent or Colin Drive. It should be split into two. The southern part of the CSC should be formed into a new polling district with a polling place at St Mathias Church. While it is in West Hendon Ward, St Mathias is right on the Ward Boundary with Colindale South and much nearer to many Colindale South residents that the current polling place. St Mathias is currently the Colindale. The northern areas of CSC should be included in a smaller polling district with the polling place continuing to be at the United Reform Church Hall on Colin Close. The current location of the CSA polling place at Barnet Council offices right on the edge of the polling district is clearly out of date with the rapidly expanding population of Beaufort Park and Colindale Gardens at the other end of the polling district. It should similarly be split in two. In the southern half of the polling district, a new polling district for Colindale Gardens should be established with the polling place centrally located at the development's management suite or in one of the communal facilities that several of the blocks within Colindale Gardens hosts. In the northern half of CSA, a new smaller polling district serving Beaufort Park should be formed with its polling place moved from the Barnet Council offices, which are at the very northern tip of the polling district to the Beaufort Park management suite where it would be much more centrally located and more easily accessible.</i></p>	<p>Barnet Labour Group</p>	

Ward	Representation Received	From	RO's Response
Cricklewood	<i>There is currently a challenge to provide an accessible polling place in the southern part of the ward. Polling places and districts in the north of the ward need to be drawn up with regard to how ongoing Brent Cross South works may affect accessibility.</i>	Barnet Labour Group	This representation is noted for reference at future PDPP reviews.
East Barnet	No representations received.	N/A	N/A
East Finchley	<i>Steep steps at St Mary's Church Hall are a concern.</i>	Barnet Labour Group	Following the May 2022 elections, St Mary's Church informed Electoral Services that it was no longer available to be used for polling. The RO proposes to move the polling place for EFB polling district to Martin Primary School (which has an available out-building and does not need to close on polling days).
Edgware	No representations received.	N/A	N/A
Edgwarebury	<i>Re the polling stations suggestions - Can I suggest in the Edgwarebury Ward the following locations are considered: Mobray House - corner of Broadfields Ave / Edgware Way. Tashbar School - Mobray Road. Rosh Pinah Primary School - Glengall Road.</i>	Shuey Gordon (Edgware Ward Councillor)	
Edgwarebury	<i>I am writing on behalf of Cllrs L Gurung and S Wardle regarding the moving of the polling station at St Andrew's Church to any of the below venues: Mobray House - corner of Broadfields Ave / Edgware Way. Tashbar School - Mobray Road. Rosh Pinah Primary School - Glengall Road. Throughout the local election, we had residents saying that they were unwilling to go to that polling district because of religious reasons, especially the religious iconography within it. This, as I'm sure you can understand, disenfranchised a particular set of residents and we would like to request that this polling station be moved from St Andrews to the above schools or any neutral facilities in lieu of the ones above.</i>	Lachhya Gurung (Ward Councillor)	The RO has produced a proposal for Edgwarebury ward that moves the polling place in an amended EWD polling district, to Rosh Pinah Primary School. Although the school has indicated that it will need to close on polling days, evidence from the Local Government elections in May 2022 suggests that this

Ward	Representation Received	From	RO's Response
Edgwarebury	<p><i>Further to Cllr Gordon's suggestions, I would like to reiterate the rationale for this request is so that the council prevents what I believe to be unintentional religious discrimination.</i></p> <p><i>Offering a polling venue that certain religious communities cannot enter is unacceptable. Offering stewards outside to fetch ballot papers is not ideal in inclement weather and the mitigation is difficult to communicate in advance. A church being listed on the polling card is enough to prevent many from bothering.</i></p> <p><i>This is only an issue in small pockets of the borough, I'm sure it is not beyond the capabilities of the council to resolve this issue for good, if it really wanted to.</i></p>	Daniel Thomas (Finchley Church End Ward Councillor)	<p>venue will better serve the needs of the local electorate.</p> <p>To accommodate the new polling place, the boundaries of the adjacent polling districts (EWA and EWE) have been amended to improve accessibility to polling stations for electors across all three districts.</p>
Edgwarebury	<p><i>I am making the following representation as a local resident of the Edgwarebury ward.</i></p> <p><i>As a 2 member ward, I do not believe that the Edgwarebury ward requires 5 polling districts. The ward is relatively geographically compact, West of the A1, as compared to other 2 member wards with the same number of polling districts. The costs involved in the provision of 3 polling places in the western part of the ward are untenable.</i></p> <p><i>My submission would be to extend the EWE polling district westward to Broadfields Avenue, and extend the EWA polling district southward to the ward boundary, thereby abolishing the EWD polling district. St Andrew's Church Hall would no longer be required to serve as a polling place. Whether a portion of the current EWA polling district ought to be included within EWE, for the purposes of equalising the resultant electorates of the 2 extended polling districts, I leave as a matter for determination by the ERO.</i></p>	Ammar Naqvi (Burnt Oak Ward Councillor)	
Finchley Church End	<p><i>I am happy with the Polling Station locations in the Polling Districts.</i></p> <p><i>For those voters who may not wish or be unhappy to attend inside a particular Faith building, what provision will be made for them to cast their vote?</i></p> <p><i>As some Polling Stations across the Borough will be near to CPZs, might provision be made via the relevant Council section to allow on Polling day only, a free parking opportunity for those who may need to utilise a motor vehicle. Just a thought as most PS are not centralised to PDs but are indeed very well known and identifiable.</i></p>	Jennifer Grocock (Ward Councillor)	<p>Electoral legislation already outlines the specific options available to electors that cannot or do not wish to attend a polling station.</p> <p>In addition additional staff are deployed at those polling stations where it is anticipated that a greater number of ballot papers may need to be taken to electors outside the polling station that are unable to enter the premises.</p> <p>The issue of CPZs is a question for the council and not the Returning officer and as such cannot be answered here.</p>
Friern Barnet	No representations received.	N/A	N/A
Garden Suburb	No representations received.	N/A	N/A

Ward	Representation Received	From	RO's Response
Golders Green	No representations received.	N/A	The RO is proposing to change the polling place for GGB polling district and to amend the polling district boundaries within the ward. Following a representation from the Ward councillors made following the May 2022 elections, a number of assessment visits were conducted to potential polling venues across the ward. From these visits, the Jewish Family Centre at 2 Georges Road was identified as a better located polling location than the church hall of St Edwards the Confessor and allows for the polling districts to be better spread across the ward.
Hendon	<p><i>On behalf of the three Hendon ward councillors can we please suggest the following adjustments?</i></p> <p>HEC- <i>The current polling station is Hendon Baptist Church. We have received a significant number of complaints from residents that they were deterred from voting due to the location of the polling station on church grounds. We are concerned by perceived religious discrimination, and the deterrent to some religious communities of voting. This issue is particularly prevalent in a small number of wards across Barnet, with Hendon being one of them.</i></p> <p>HED- <i>The current polling station is Our Lady of Doloures Church. Due to the reasons outlined above, we wanted to suggest the erection of a marquee on the council's car park opposite the Town Hall or any other provision, similar to the one in Princes Park (Golders Green ward).</i></p> <p>HEE- <i>The current polling station is Hendon School (Green Lane entrance). Due to the expansion of this polling district following the ward boundary changes, the polling station is considerably further from residents in the former West Hendon area of this PD. Hasmorean Primary School had historically (for many decades) been used as a polling station for this PD but as of May 2022 was not used. We wanted to explore once again the option of using Hasmorean Primary School as a polling station it is a far more central location in the PD and parking provisions are significantly better than Hendon School.</i></p>	Alex Prager (Ward Councillor)	<p>Unfortunately, no alternative polling place has been identified or proposed within HEC.</p> <p>The RO proposes to amend the HED polling district boundaries so that it encompasses Hendon Library. It is then proposed that Hendon Library replaces Our Lady of Doloures as the polling place for HED.</p> <p>Whilst Hasmorean Primary School is closer to some electors within HEE, it is clear that the school has to close on polling days and the RO does not feel that this is proportionate, given that Hendon School is able to remain open to all pupils when being used as a polling place.</p>
High Barnet	Barnet Labour group supports the arrangements for High Barnet as it voted for at the January 2022 Full Council for reasons of road safety.	Barnet Labour Group	Data from the May 2022 local elections showed that HBD polling district (polling place at St Peter's Church Hall) had significantly lower turnout than the rest of the High Barnet ward. The RO

Ward	Representation Received	From	RO's Response
			therefore proposes to amend the polling districts within High Barnet ward and to move the polling place from St Peter's Church Hall to Whittings Hill School within the new boundaries of the HBD polling district.
Mill Hill	<ul style="list-style-type: none"> • Mill Hill is a geographically large and sprawling ward with clusters of residential streets separated by large areas of green belt. MHC and MHD polling districts have polling stations almost opposite each other on Pursley Road, a closeness that means many voters in both Polling Districts have long walks to vote. This makes it particularly hard for elderly people, or people with mobility restrictions to vote. • To address this issue, MHC and MHD should be reconstituted as three new Polling Districts with new boundaries. The creation of a fifth polling district at the Virgin Gym and a redrawing of MHC and MHD boundaries could significantly reduce the time taken by many residents to vote. In particular it would help the many elderly residents who live in sheltered housing and some in care homes to vote in person. The new Districts should be as follows: <ul style="list-style-type: none"> a. A reduced MHC, consisting of all roads in the current MHC to the East of Featherstone Road, with its Polling Station remaining at Mill Hill East Church b. A reduced MHD, consisting of all roads to the East of Grant's Close and the start of Devonshire Road with a Polling Station at the Virgin Gym c. A new Polling District, comprising the western ends of both MHC and MHD centred around Page Street, with its Polling Station at either Mill Hill Rugby Club or the Hampstead Football club site. Both are on Page Street and much closer to residential roads than the current polling station. 	NP (Ward Resident)	Following contact with the venues put forward within the representations received and assessment visits to Mill Hill Rugby Club (on Champions Way), the RO proposes to amend the polling district layout across the ward and to introduce Mill Hill Rugby Club as a polling place in the SW area of the ward. This improves the closeness to their polling station for approx. 2,300 electors in the ward.
Mill Hill	<p>Not everyone in Mill Hill has a car, so distance quite important, especially for the more elderly. So I hope you can increase the number of polling stations and spread them out. As you know, Mill Hill is a large area, and we are lucky to have chunks of greenery as well as suburban roads.</p> <p>My Suggestions are:</p> <p>Polling districts MHC and MHD have polling stations almost opposite each other on Pursley Road, a closeness that means many voters in both Polling Districts have long walks to vote. Spreading them out would make sense. My suggestion would be that MHC and MHD should be reconstituted as three new Polling Districts with new boundaries. The creation of a fifth polling district at the Virgin Gym and a redrawing of MHC and MHD boundaries could significantly reduce the time taken by many residents to get to their polling station and vote.</p>	JG (Ward Resident)	The Virgin Gym has declined to be used as a polling venue.
Mill Hill	I have been living and working in Mill Hill [redacted] for over 50 years and been happy and fortunate to have a polling station within easy walking distance of my home.	IB (Ward resident)	

Ward	Representation Received	From	RO's Response
	<p><i>I believe this is not the case for all residents of Mill Hill as it is spread over a large area. As I get older I appreciate how important it is to have a polling station within fairly easy reach and would like to add my support to the ideas you are receiving about changes to the boundaries and one additional polling station to make it easier for all residents to vote in person.</i></p>		
<p>Mill Hill</p>	<p><i>Mill Hill is large with clusters of residential streets separated by large areas of green belt. MHC and MHD polling districts have polling places almost opposite each other on Pursley Road, a closeness that means many voters in both polling districts have long walks to vote.</i></p> <p><i>To address this issue, MHC and MHD should be reconstituted as three new polling districts with new boundaries. The creation of a fifth polling district with a polling place at the Virgin Gym and a redrawing of MHC and MHD boundaries could significantly reduce the distance many residents have to travel to vote. In particular, it would help the many elderly residents who live in sheltered housing and some in care homes to vote in person.</i></p> <p><i>The new districts should be as follows:</i></p> <ul style="list-style-type: none"> <i>d. A reduced MHC, consisting of all roads in the current MHC to the East of Featherstone Road, with its polling place remaining at Mill Hill East Church</i> <i>e. A reduced MHD, consisting of all roads to the East of Grant's Close and the start of Devonshire Road with a polling place at the Virgin Gym</i> <i>f. A new polling district, comprising the western ends of both MHC and MHD centred around Page Street, with its polling place at either Mill Hill Rugby Club or the Hampstead Football club site (or indeed at Cophall School). All are on Page Street and much closer to residential roads than the current polling place.</i> 	<p>Barnet Labour Group</p>	<p>See RO's response above.</p>
<p>Totteridge and Woodside</p>	<p>No representations received.</p>	<p>N/A</p>	<p>N/A</p>
<p>Underhill</p>	<p>No representations received.</p>	<p>N/A</p>	<p>N/A</p>
<p>West Finchley</p>	<p>No representations received.</p>	<p>N/A</p>	<p>N/A</p>
<p>West Hendon</p>	<p><i>I write as a resident of Hendon. I am disabled which makes me aware that easy travel to a polling station is for many a vote-or-not issue. Another access deterrent is that the area is split by major transport routes. And there is the new obstacle - which I hope this process will take into account - that voting will only be allowed with ID.</i></p> <p><i>For all these reasons I urge that polling stations are sited as conveniently and frequently as possible. An additional station at St Matthias' Church, Rushgrove Avenue, would help residents in both Colindale and West Hendon. Another at the Waterside Community Centre or St Patrick's, West Hendon Broadway, would save residents from having to cross the A5 to vote.</i></p> <p><i>I hope everything possible will be done to allow as many as possible to vote.</i></p>	<p>CR (Ward Resident)</p>	<p>Following correspondence with the Community Hub at West Hendon, it is proposed for use as a polling place. A new polling district is proposed to cover the area to the west of the A5 and the</p>

Ward	Representation Received	From	RO's Response
West Hendon	<p><i>I am increasingly concerned about the lack of a polling station that can be reached easily by voters. I am a resident of West Hendon and I am increasingly concerned about the difficulty the A5, a very busy major road, poses to would-be voters.</i></p> <p><i>I am advised that there are two or more possible options for new polling stations in West Hendon: St Matthias Church, St Patrick's Church. and the Community Space in West Hendon Waterside. This strikes me as being an eminently sensible idea reducing the need to cross a dangerous, traffic-logged road to get to a polling station, particularly if it is after work and in the dark and possibly wintry conditions.</i></p> <p><i>I do urge you to consider these options.</i></p>	SR (Ward Resident)	<p>West Hendon Waterside development area.</p> <p>In addition, the RO proposes St Matthias Church Hall as a polling station in a new polling district in the northwest area of the borough (to the east of the A5). Whilst this would become the polling place for only approx. 500 electors in West Hendon, it will save potential elector confusion, due to the RO proposal that St Matthias Church Hall becomes a polling station for electors in Colindale South ward.</p> <p>Given the specific geography of the ward boundaries between Colindale South and West Hendon, this is considered the most appropriate set of polling arrangements to serve electors in this specific part of West Hendon ward.</p>
West Hendon	<p><i>West Hendon is split in two by the A5, a major arterial road. To reduce the potential for traffic incidents, the WHA polling district could be split by residents east of the A5 using St Mathias's Church. The Church's proximity to the polling district boundary means it could then also be used by Colindale South residents for a new polling district in that Ward as well.</i></p> <p><i>Residents of WHA west of the A5 should continue to use the Children's Centre at Hyde School as their polling place.</i></p> <p><i>To ensure the WHB polling place which is currently at the extreme east end of the polling district is equidistant to all voters in the district, St Patrick's church nursery (or other locations such as the Community Space in Hendon Waterside,) could be used for all residents in WHB polling district as this will be equidistant. It currently takes about 20 minutes from the west end of WHB to the polling place at the West Hendon Baptist Church Because of the continued build of the West Hendon development there is likely to be considerably more new voters in this part of the polling district. This would be a more central polling place even for WHB residents east of the A5.</i></p>	Barnet Labour Group	<p>West Hendon Waterside development area.</p> <p>In addition, the RO proposes St Matthias Church Hall as a polling station in a new polling district in the northwest area of the borough (to the east of the A5). Whilst this would become the polling place for only approx. 500 electors in West Hendon, it will save potential elector confusion, due to the RO proposal that St Matthias Church Hall becomes a polling station for electors in Colindale South ward.</p> <p>Given the specific geography of the ward boundaries between Colindale South and West Hendon, this is considered the most appropriate set of polling arrangements to serve electors in this specific part of West Hendon ward.</p>
West Hendon	<p><i>We live on [Redacted] which is at the west end of our Polling Distict WHB. The current Polling Station at the West Hendon Baptist Church is a long walk from us and most elderly residents in this area complain about the distance discouraging them from voting.</i></p> <p><i>Most of our neighbours complain that the polling station should be closer. Somewhere around the St Patrick's Church or the Community hub in West Hendon will be a more central location for all voters in this Polling District. It will also prevent elderly residents having to cross the A5 West Hendon Broadway and climb the Station Road Hill unnecessarily.</i></p> <p><i>We hope you give our proposal due consideration.</i></p>	JB & JB (Ward Residents)	<p>West Hendon Waterside development area.</p> <p>In addition, the RO proposes St Matthias Church Hall as a polling station in a new polling district in the northwest area of the borough (to the east of the A5). Whilst this would become the polling place for only approx. 500 electors in West Hendon, it will save potential elector confusion, due to the RO proposal that St Matthias Church Hall becomes a polling station for electors in Colindale South ward.</p> <p>Given the specific geography of the ward boundaries between Colindale South and West Hendon, this is considered the most appropriate set of polling arrangements to serve electors in this specific part of West Hendon ward.</p>
West Hendon	<p><i>I write on behalf of Cllr Bilbow and I.</i></p> <p><i>We would like to make proposals for Polling Stations in parts of West Hendon. Having studied the current proposal and spoken extensively with residents, community groups and community leaders we propose the following based on what we have heard on the ground:</i></p> <p>Polling District (PD) WHA</p> <p><i>This PD is divided into two by the A5 road. The area west of the A5 in this PD where the Polling Station (PS) is currently located at the Hyde Childrens Centre is has got the most electors in this PD.</i></p>	Ernest Ambe (Ward Councillor)	<p>West Hendon Waterside development area.</p> <p>In addition, the RO proposes St Matthias Church Hall as a polling station in a new polling district in the northwest area of the borough (to the east of the A5). Whilst this would become the polling place for only approx. 500 electors in West Hendon, it will save potential elector confusion, due to the RO proposal that St Matthias Church Hall becomes a polling station for electors in Colindale South ward.</p> <p>Given the specific geography of the ward boundaries between Colindale South and West Hendon, this is considered the most appropriate set of polling arrangements to serve electors in this specific part of West Hendon ward.</p>

Ward	Representation Received	From	RO's Response
	<p><i>Residents east of the A5 have complained about the distance to this PS and the challenges many elderly and disabled residents encountered in May 2022 crossing the A5 to go vote. They found the location of this PS not ideal and hence many decided not to vote.</i></p> <p><i>To solve this problem, another PS could be created at St Matthias Church which is in the PD. This new PS in St Matthias Church could also serve as a PS for Colindale South residents as St Matthias is the Colindale Parish Church.</i></p> <p>Polling District PD (WHB)</p> <p><i>This PD is again divided into two by the A5 road. The area west of the A5 in the PD has significantly more voters. The current PS is at West Hendon Baptist Church at the eastern end of the PD. The PS is therefore not equidistant to all voters in the PD. Residents from roads such as Woolmead Avenue and Cool Oak Lane complain of long travel time to the PS and the lack of parking in vicinity if they even want to drive. There is also the problem of elderly and disabled residents having to cross a busy A5 road before having to climb the hill on Station Road or Herbert Road. This PS could be moved to either the West Hendon Community Hub or St Patrick's Church on the Broadway. Whilst it is acknowledged that residents east of the A5 will still have to cross to vote, they'll be travelling a significantly shorter distance.</i></p>		See RO's response above.
West Hendon	<i>I would also like to support the proposals laid out below by Cllr Ernest Ambe</i>	Rishikesh Chakraborty (Ward Councillor)	
Whetstone	No representations received.	N/A	N/A
Woodhouse	No representations received.	N/A	N/A

London Borough of Barnet Burnt Oak Ward

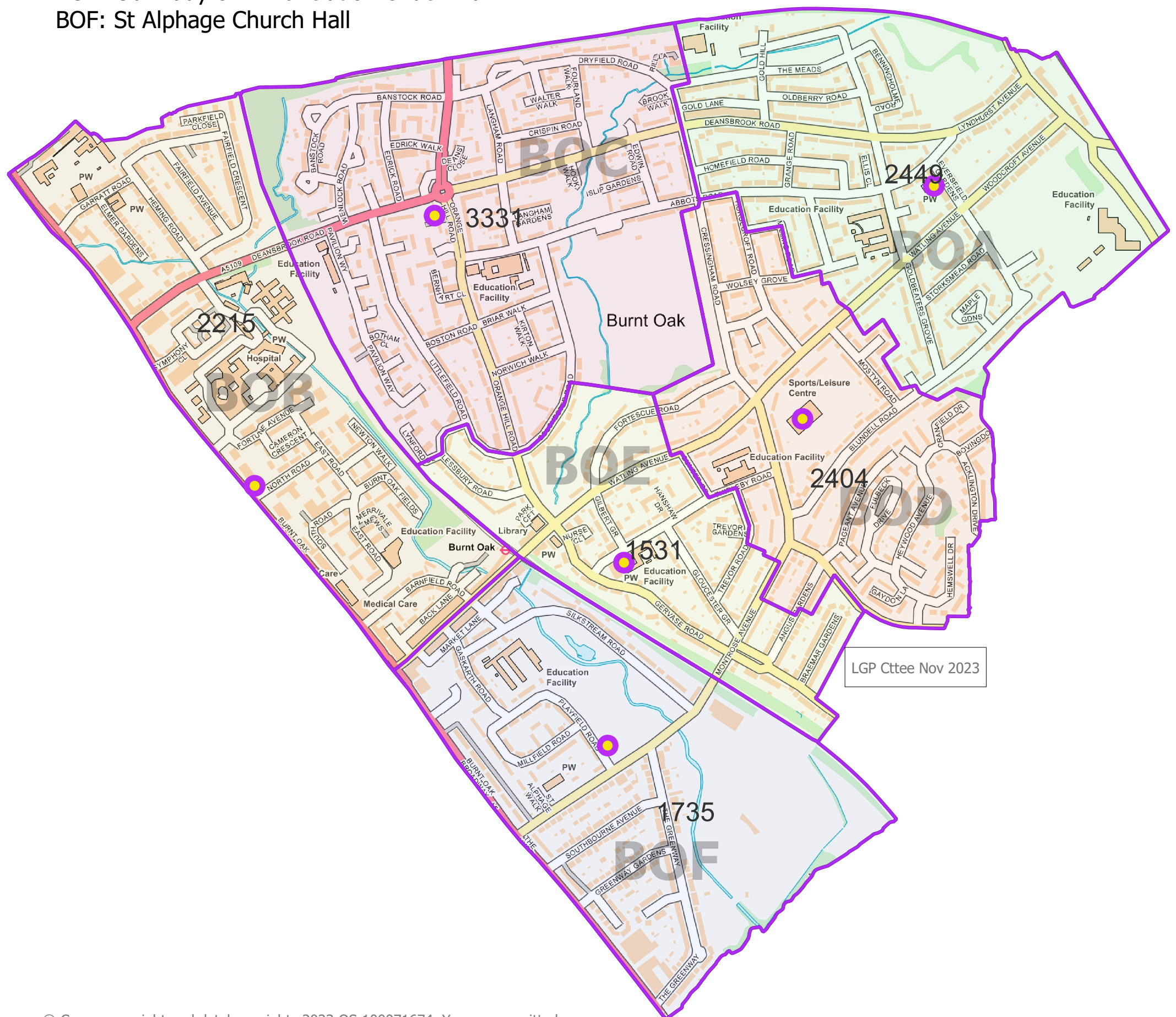
proposed - 1 Dec 2023

Polling Districts and Polling Places

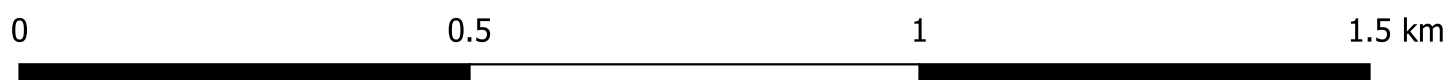
- BOA: The Eversfield Centre
- BOB: North Road Community Centre
- BOC: Watling Community Centre
- BOD: Burnt Oak Leisure Centre
- BOE: Our Lady of Annunciation Church Hall
- BOF: St Alphage Church Hall

Summary:

New polling place at Burnt Oak Leisure Centre, creating the new BOD polling district.
Polling place in BOB polling district moved to North Road Community Centre.



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London Borough of Barnet Childs Hill Ward

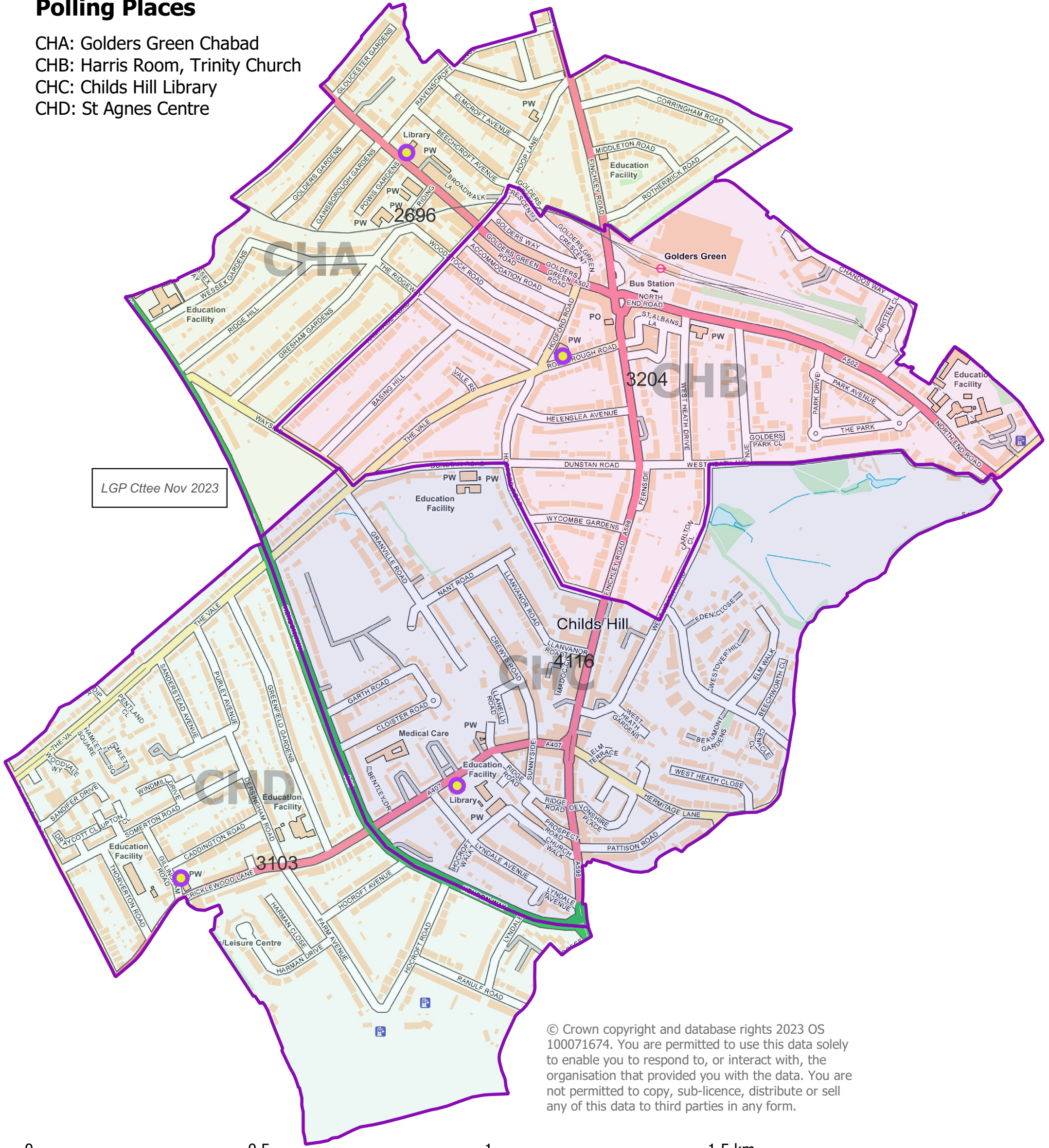
proposed - 1 Dec 2023

Summary:

Polling place in CHA moved to Golders Green Chabad.

Polling Districts and Polling Places

- CHA: Golders Green Chabad
- CHB: Harris Room, Trinity Church
- CHC: Childs Hill Library
- CHD: St Agnes Centre



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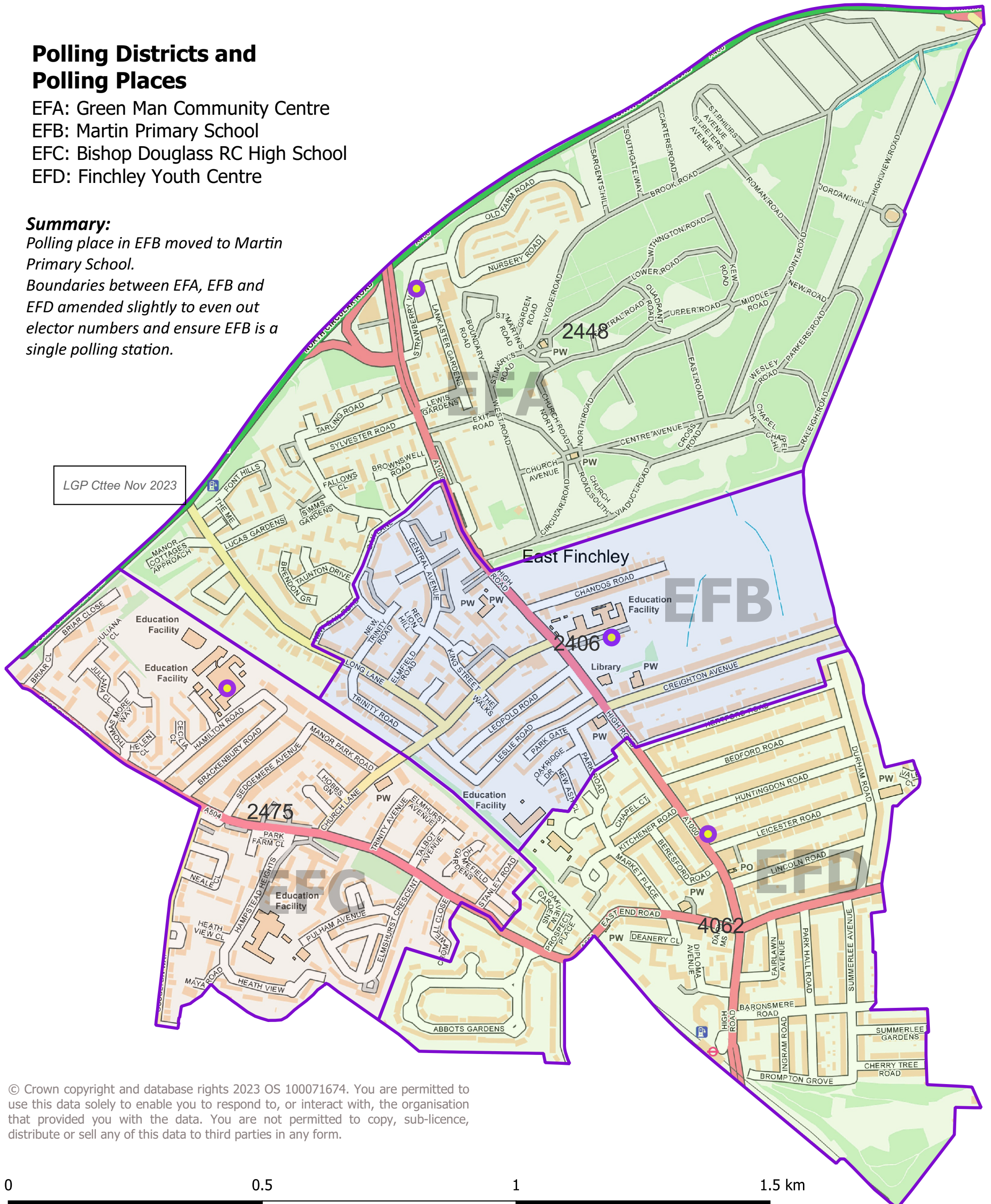
London Borough of Barnet East Finchley Ward **proposed 1 Dec 2023**

Polling Districts and Polling Places

- EFA: Green Man Community Centre
- EFB: Martin Primary School
- EFC: Bishop Douglass RC High School
- EFD: Finchley Youth Centre

Summary:

Polling place in EFB moved to Martin Primary School.
Boundaries between EFA, EFB and EFD amended slightly to even out elector numbers and ensure EFB is a single polling station.



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London Borough of Barnet Edgwarebury Ward

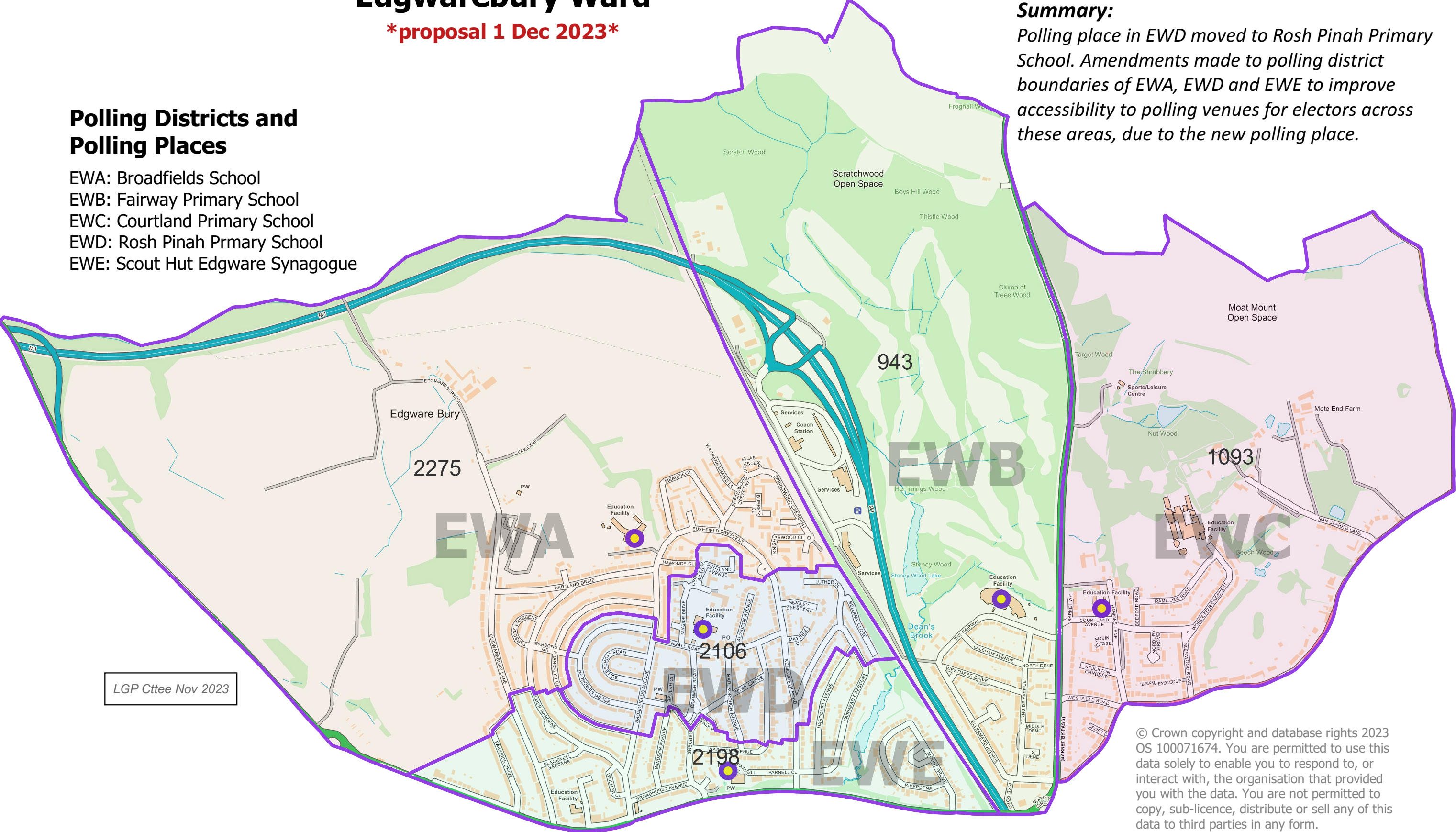
proposal 1 Dec 2023

Summary:

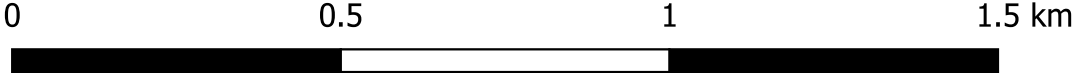
Polling place in EWD moved to Rosh Pinah Primary School. Amendments made to polling district boundaries of EWA, EWD and EWE to improve accessibility to polling venues for electors across these areas, due to the new polling place.

Polling Districts and Polling Places

- EWA: Broadfields School
- EWB: Fairway Primary School
- EWC: Courtland Primary School
- EWD: Rosh Pinah Primary School
- EWE: Scout Hut Edgware Synagogue



LGP Cttee Nov 2023



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London Borough of Barnet Hendon Ward

proposed 1 Dec 2023

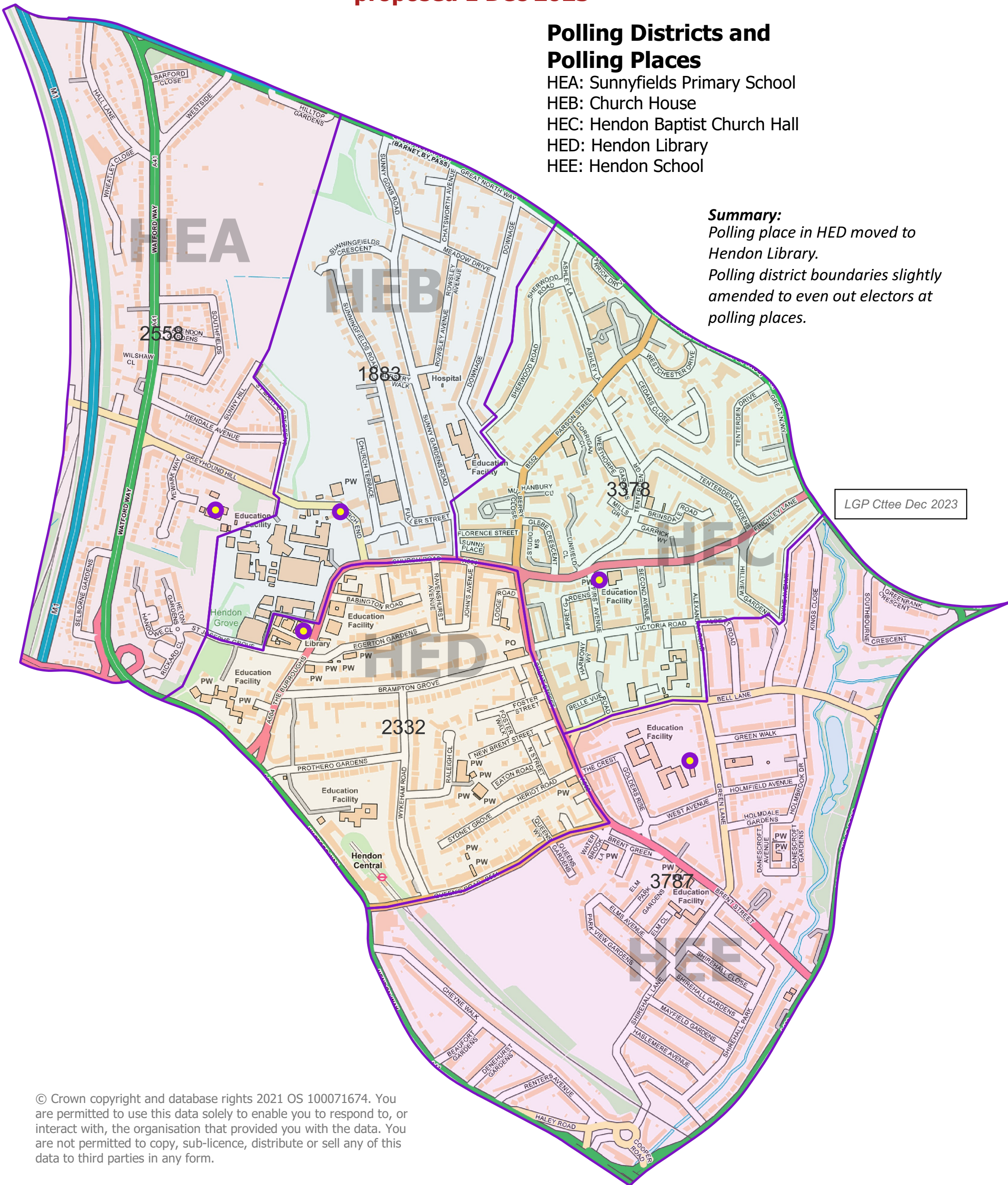
Polling Districts and Polling Places

- HEA: Sunnyfields Primary School
- HEB: Church House
- HEC: Hendon Baptist Church Hall
- HED: Hendon Library
- HEE: Hendon School

Summary:

Polling place in HED moved to Hendon Library.
Polling district boundaries slightly amended to even out electors at polling places.

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London Borough of Barnet Golders Green Ward

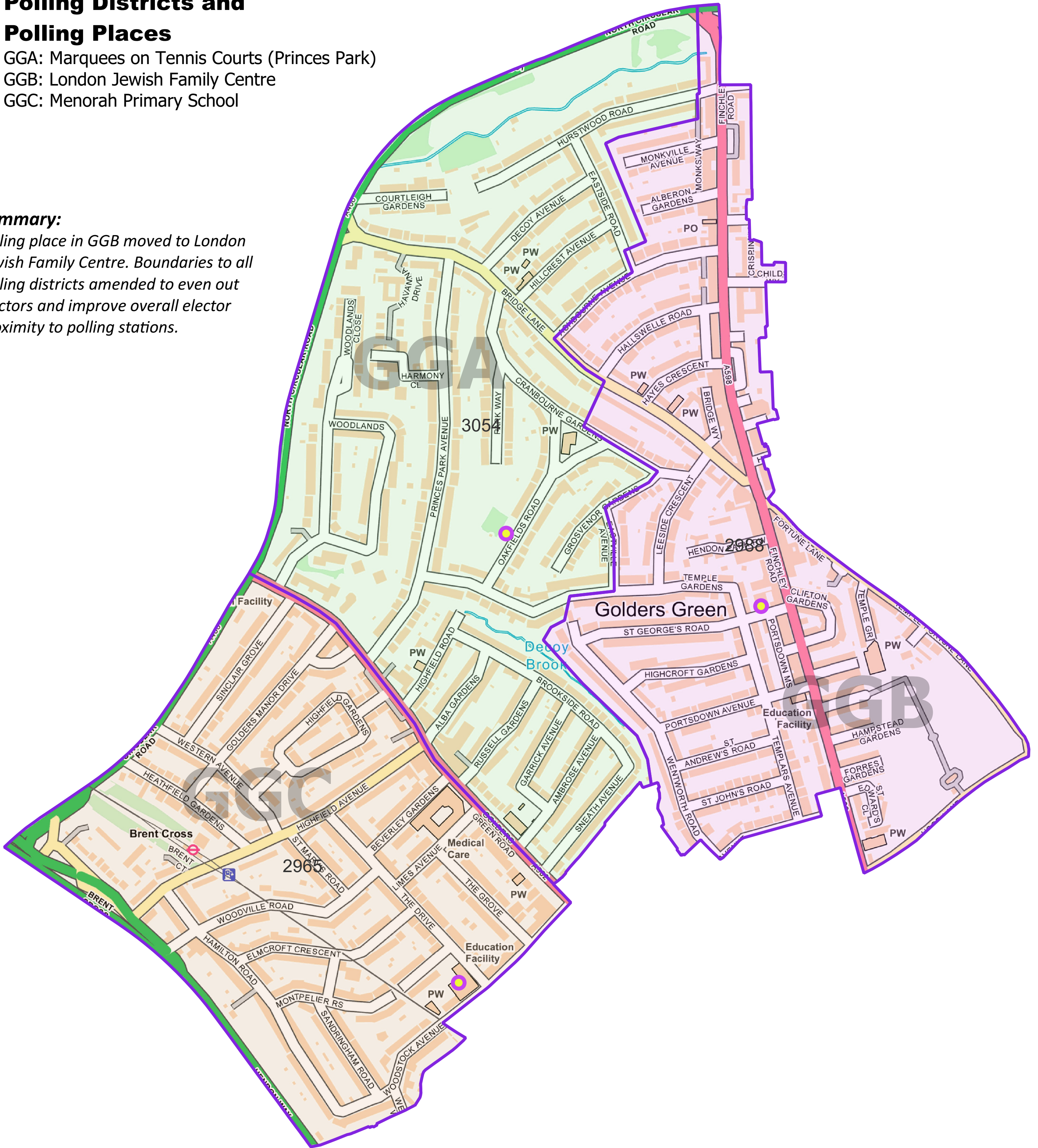
proposed 1 Dec 2023

Polling Districts and Polling Places

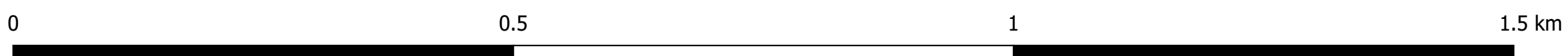
- GGA: Marquees on Tennis Courts (Princes Park)
- GGB: London Jewish Family Centre
- GGC: Menorah Primary School

Summary:

Polling place in GGB moved to London Jewish Family Centre. Boundaries to all polling districts amended to even out electors and improve overall elector proximity to polling stations.



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London Borough of Barnet Mill Hill Ward

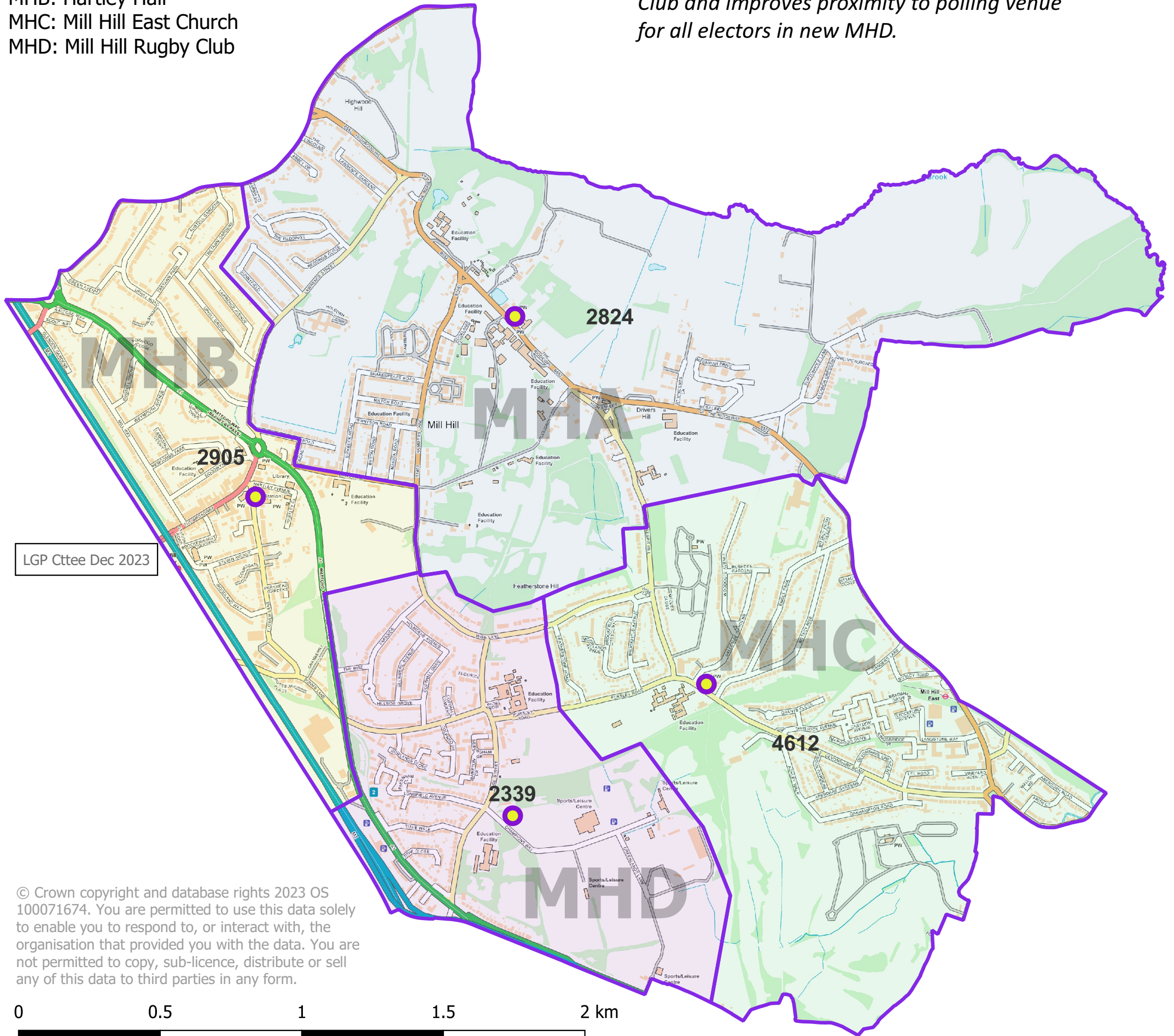
proposal 1 Dec 2023

Polling Districts and Polling Places

- MHA: St Paul's Church Hall
- MHB: Hartley Hall
- MHC: Mill Hill East Church
- MHD: Mill Hill Rugby Club

Summary:

Significant changes to the boundaries of MHC and MHD polling districts. This allows polling place for MHD to be moved to Mill Hill Rugby Club and improves proximity to polling venue for all electors in new MHD.



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London Borough of Barnet West Hendon Ward

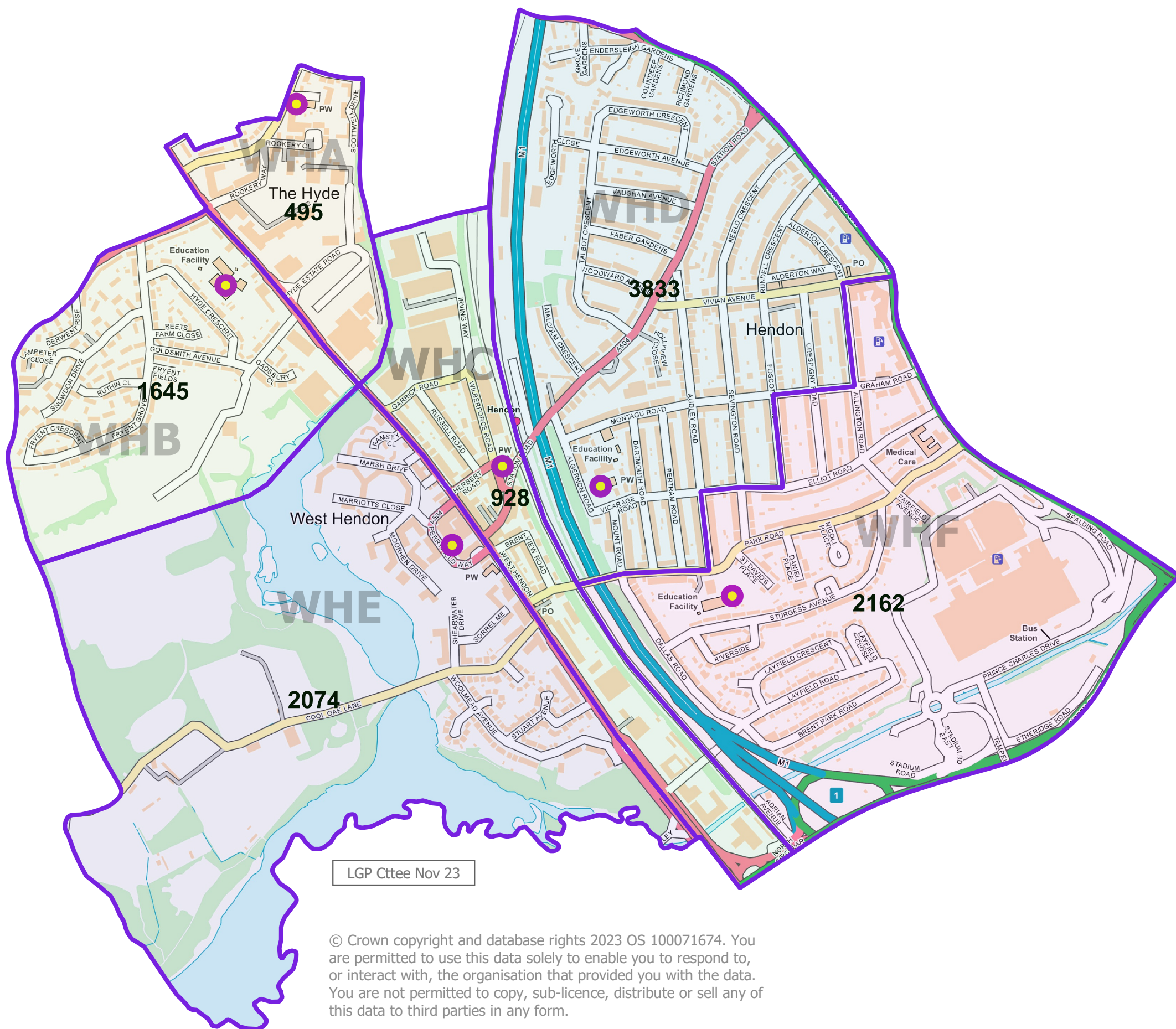
proposal 1 Dec 2023

Polling Districts and Polling Places

- WHA: St Matthias Church Hall
- WHB: Children's Centre Hyde School
- WHC: West Hendon Baptist Church Hall
- WHD: Barnet Multi-Cultural Community Centre
- WHE: West Hendon Community Hub
- WHF: Parkfield Primary School

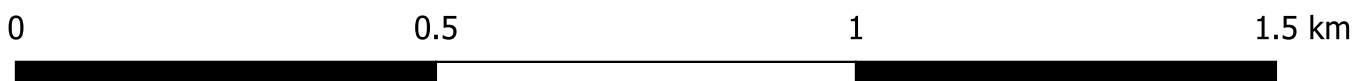
Summary:

Two new polling places added to the ward within new polling districts. St Matthias Church Hall in new WHA (formerly part of WHB) and West Hendon Community Hub in new WHE (formerly part of WHC). These two new polling districts improve polling venue proximity and accessibility for all electors within them.



LGP Cttee Nov 23

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London Borough of Barnet Colindale South Ward

proposal 1 Dec 2023

Polling Districts and Polling Places

CSA: Barnet Council Colindale Offices

CSB: Hybrid Meeting Rooms

****CSC:Function Room at Colindale Gardens****

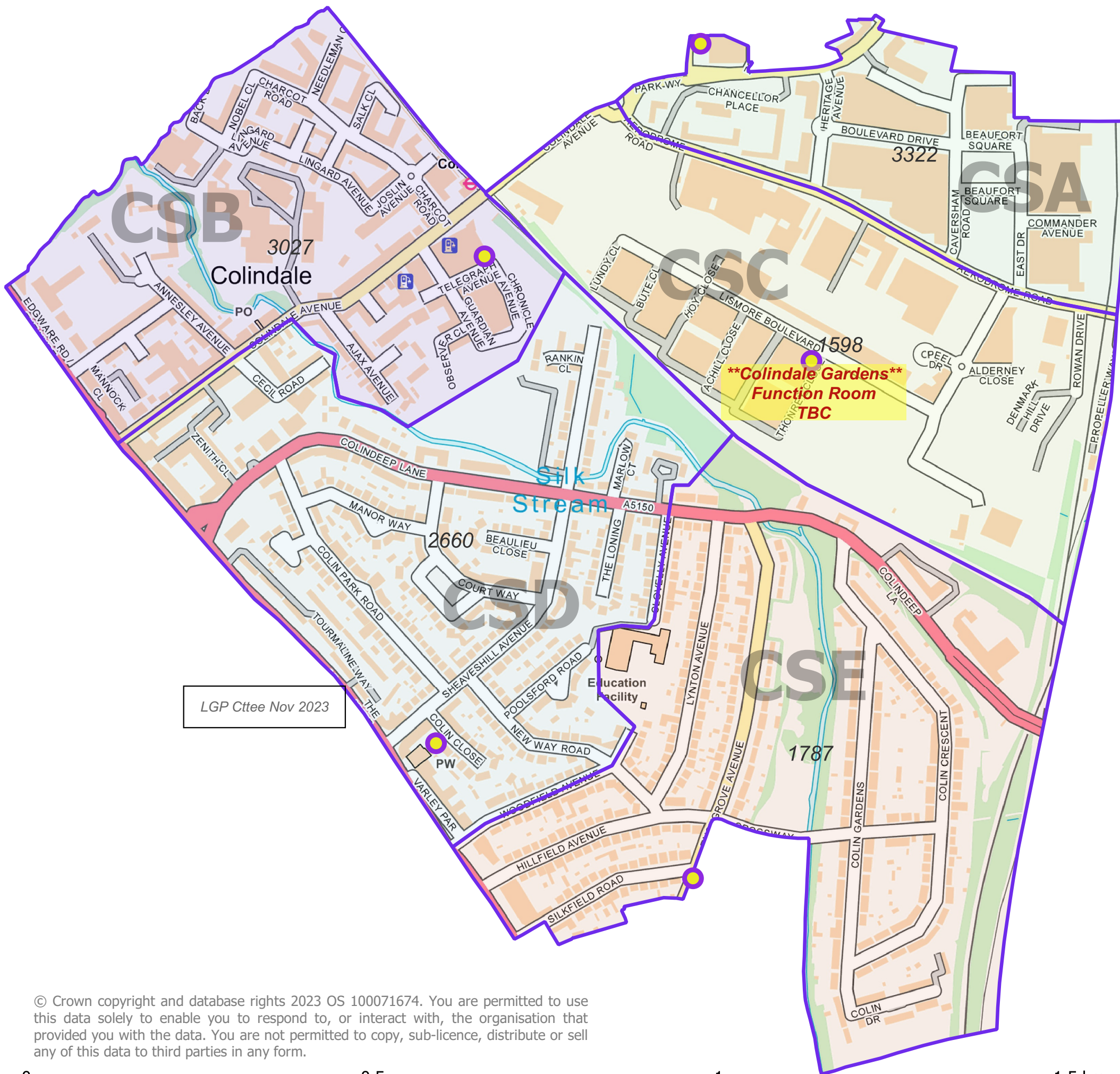
CSD: Hyde United Reform Church

CSE: St Matthias Church Hall

Summary:

Polling place for CSB moved to Hybrid Meeting Rooms.
New polling district to south of the ward, with a polling place at St Matthias Church Hall.

****Subject to venue becoming available within Colindale Gardens, RO seeks approval to create new polling district (shown as CSC on map). Should venue not be available, this polling area would remain part of CSA.****



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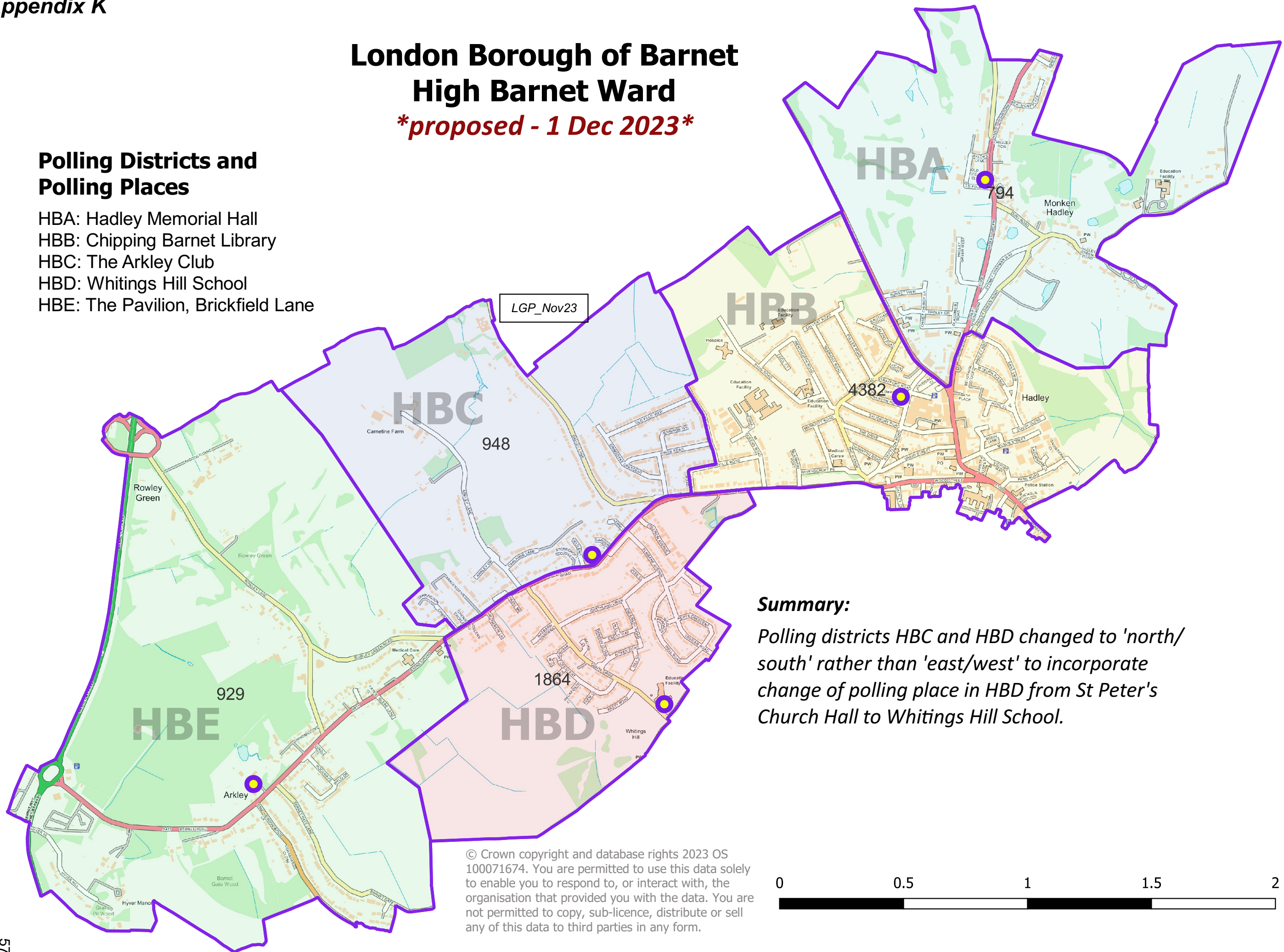
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London Borough of Barnet High Barnet Ward

proposed - 1 Dec 2023

Polling Districts and Polling Places

- HBA: Hadley Memorial Hall
- HBB: Chipping Barnet Library
- HBC: The Arkley Club
- HBD: Whittings Hill School
- HBE: The Pavilion, Brickfield Lane

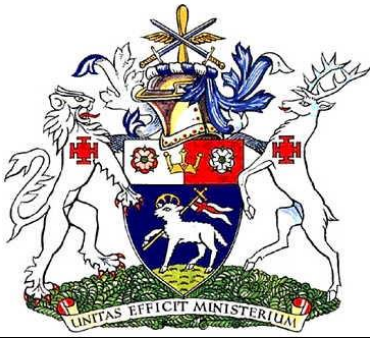


Summary:

Polling districts HBC and HBD changed to 'north/south' rather than 'east/west' to incorporate change of polling place in HBD from St Peter's Church Hall to Whittings Hill School.

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AGENDA ITEM 7

Licensing & General Purposes Committee

Title	Revised Gambling Statement of Principles
Date of meeting	8 th November 2023
Report of	Clair Green, Executive Director of Assurance
Wards	All
Status	Public
Urgent	No
Appendices	Appendix A – Revised Gambling Statement of Principles Appendix B – Summary of Changes Appendix C – Summary of Consultation responses Appendix D - Equalities Impact Assessment (EqIA)
Officer Contact Details	Ash Shah Group Manager, Consumer & Public Protection Ash.Shah@barnet.gov.uk

Summary

This report relates to the outcome of the recent consultation in relation to a revised Gambling Statement of Principles which, if approved by the committee, will be presented at the next Full Council Meeting on 30th January 2024.

Recommendations

That the Licensing and General Purposes Committee

- 1. Approves the proposed revised Gambling Statement of Principles**
- 2. Recommends that this Gambling Statement of Principles be adopted at the next full meeting of the Council.**

1. Reasons for the Recommendations

- 1.1 The Gambling Act 2005 (the “Act”) places a duty on the Council as the ‘Licensing Authority’ for gambling premises in the Borough. It requires that a licensing authority should aim to permit the use of premises for gambling in so far as it thinks it is:

a) in accordance with any relevant code of practice or any guidance from the Gambling Commission;

b) reasonably consistent with the licensing objectives; and

c) in accordance with its gambling licensing policy.

1.2 The Council has a number of important regulatory functions in relation to gambling. These include licensing premises, regulating gaming and gaming machines in clubs, granting permits to what the Guidance refers to as 'family entertainment centres' for the use of certain lower stake gaming machines, regulating gaming and gaming machines on alcohol licensed premises, granting permits for prize gaming, and registering small society lotteries.

1.3 In accordance with the Act, the Council must prepare, consult on and publish a Statement of Principles which it proposes to apply when exercising relevant functions. In exercising their functions, licensing authorities must have regard to the statutory guidance issued by the Gambling Commission.

1.4 The Act also requires that this statement of principles must be reviewed and published at least every 3 years. The Gambling Statement of Principles was last reviewed in January 2021.

1.5 Where there are any proposed changes to the statement of principles, the Council is required under the Act to consult on any revisions.

1.6 The proposed Gambling Statement of Principles (which can be found in Appendix A) is an update on the previous policy taking into account any changes in guidance, best practice or document formatting. A summary of the changes can be found in Appendix B attached to this report.

1.7 The draft document was put before the Overview and Scrutiny Committee on 4th September 2023.

1.8 The Overview and Scrutiny committee resolved that the draft Gambling Statement of Principles (The Statement of Gambling Licensing Policy), be recommended to Licensing & General Purposes Committee following the conclusion of the public consultation at the meeting on the 8th of November 2023 prior to a final approval at Council on 30th January 2024.

1.9 A consultation was undertaken between 3rd August 2023 and 26th October 2023. Further information regarding this consultation can be found in paragraph 7.

1.10 15 Responses to the consultation were received and can be seen in Appendix C.

1.11 Additional information was inserted into points 10.9 and 13.3 following the consultation responses received (Highlighted in Green).

2. Alternative Options Considered and Not Recommended

2.1 There are no alternative options. The London Borough of Barnet is required by the Act to prepare, consult and publish a Gambling Statement of Principles or any proposed changes to the same before each successive period of 3 years from the previous Statement of Principles.

3. Post Decision Implementation

3.1 The Committee are being asked to recommend that the Gambling Statement of Principles be adopted at the next meeting of the full Council and to come into effect in Wednesday 31st January 2024.

4. Corporate Priorities, Performance and Other Considerations

Corporate Plan

- 4.1 The approach taken by the Licensing Authority in relation to applications fully supports objectives contained within Our Plan for Barnet (2023-2026). It promotes delivering “quality services and striving to continually improve the standard of Services”

Corporate Performance / Outcome Measures

- 4.2 No relevant to this report

Sustainability

- 4.3 No sustainability issues arising from the recommendations.

Corporate Parenting

- 4.4 There will be no impact on looked after children and care leavers.

Risk Management

- 4.5 It is prudent to monitor performance to ensure that the Gambling Licensing function is delivered efficiently and effectively.
- 4.6 It is important that the London Borough of Barnet adopts a robust and accountable regulatory regime in relation to gambling. It needs to ensure that the risk of non-compliance and the regulatory burden to both the Local authority and to the trade is minimised. However, it must balance this with the need to uphold the licensing objectives.

Insight

- 4.7 No relevant to this report

Social Value

- 4.8 No relevant to this report

5. Resource Implications (Finance and Value for Money, Procurement, Staffing, IT and Property)

- 5.1 Administration and enforcement are carried out by the Councils Licensing Team, together with support from HB Public Law and from Governance Services, when arranging and co-ordinating arrangements for hearings.
- 5.2 In relation to the decisions made by the Licensing Authority there is always a risk of an appeal. However, making consistent decisions in line with agreed policies, guidance and procedures minimises this risk.
- 5.3 There are no financial implications of the proposed action.

6. Legal Implications and Constitution References

- 6.1 Under the Act there are three statutory licensing objectives to be met through licensing: (1) Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime; (2) Ensuring that gambling is conducted in a fair and open way; and (3) Protecting children and other vulnerable persons from being harmed or exploited by gambling. A good policy ensures that these licensing objectives are promoted by the Council.

- 6.2. The Act requires the Council to prepare a statement of principles that they propose to apply in exercising their functions under the Act before each successive period of 3 years and to publish the statement.
- 6.3. Where there are any proposed changes to the statement of principles, the Council is required under the Act to consult on any revisions.
- 6.4. In accordance with Part 2B paragraph 6.1.4 of the Council’s Constitution, the powers and the duties of the Licensing and General Purposes Committee include:
 --To determine all matters and duties on the authority imposed by legislation, regulations orders, codes, and similar provisions for:
- 6.1.4.1 All activities under the Licensing/Gambling Acts
 - 6.1.4.4 Gambling, betting, lotteries and related amusements
 - 6.1.4.5 Crime and disorder issues related to the above duties
- 6.5. In accordance with Article 3 of the Constitution, the Council and its Committees retain responsibility for approving the policy framework as well as for regulatory functions, which includes licensing. The policy framework includes plans and strategies required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended), which includes:
- Statement of Gambling Licensing Policy
- 6.6. In accordance with Part 3D, paragraph 8.1 of the Constitution, Budget and Policy Procedure Rules, a copy of any proposed plan or strategy which is part of the policy framework shall also be referred to the Overview and Scrutiny Committee in sufficient time for the proposals to be included in the agenda for a scheduled meeting of the Committee, and for the Committee to make a report or recommendations to the meeting of the Council that is to consider the plan or strategy concerned. The Council shall not agree a plan or strategy until the Overview and Scrutiny Committee has had the opportunity to consider the proposals, subject to the need for statutory deadlines to be met.

7. Consultation

- 7.1 The consultation document was sent to the Police, trade associations for gambling businesses, and resident groups. It was also be sent to councillors, responsible authorities, gambling businesses in the borough, faith groups, voluntary organisations, community organisations working with children and young people and organisations working with problem gambling.
- 7.2 The consultation was published on the Council’s consultation portal on Barnet’s website.
- 7.3 The Gambling Statement of Principles was consulted upon with all relevant stakeholders for a period of 12 weeks. All replies have been taken into account and the Statement of Principles, revised as necessary, is put before the Committee for final approval at this meeting (8th November 2023). If approved, then the Statement of Principles will be put before the Full Council at the next scheduled meeting (30th January 2024).
- 7.4 A summary of the consultation responses and be seen in Appendix C.

8. Equalities and Diversity

- 8.1 The Council has a legal obligation under section 149 of the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity and good relations between persons of different groups.
- 8.2 When considering applications, only issues provided for in the relevant legislation, in addition to the authority's policy will be taken into account. This will ensure a consistent approach is adopted. Under the terms of the policy, every application will be considered on its own merits.
- 8.3 In consideration of the section 149 duty, an equalities impact assessment has been completed and the conclusions are that there are no adverse or negative impacts on any of the protected groups.
- 8.4 This report is for information only and therefore unlikely to result in any equalities implications.

9. Background Papers

- 9.1 [4th September – Overview and Scrutiny Committee](#)
- 9.2 [Gambling Statement of Principles 2022 - 2024](#)

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London Borough of Barnet

Statement of Principles

Gambling Act 2005

Effective from 31/01/2024

(Approved at Full Council on 30/01/2024)

Author	Group Manager (Regulatory Services)
Directorate/Director	Assurance Directorate Executive Director of Assurance
Responsible Committee	Licensing & General Purposes Committee
Commencement Date	31/01/2024
Review Date	30/01/2027

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Summary of Changes

This document updates the borough’s Statement of Gambling Principles - 2022-2024 and a summary of the changes incorporated into the Statement of Gambling Principles 2024-2027 are set out below.

Sections	Summary of Changes
5.1 – 5.2	<p>General Principles</p> <p>Paragraphs briefly outlining the councils’ general principles when carrying out its Licensing Authorities functions</p>
12.1	<p>Role of the Gambling Commission</p> <p>Paragraph briefly outlining the role of the Gambling Commission</p>
15.1 – 15.3	<p>Gaming Machines</p> <p>Additional text added to define types of gaming machines.</p>
16.1 – 16.4	<p>Gambling Risk Assessments</p> <p>Additional sections have been added in order to provide more details as to the topic of Gambling Risk Assessments and considerations that should be made by applicants on the impact that gambling premises could have on the local area.</p>
17.1 – 17.2	<p>General Approach to Applications</p> <p>Additional sections added to existing text relating to Barnet’s approach to applications.</p>
20.4 – 20.16	<p>Location of Premises</p> <p>Additional sections added to existing text introducing the term ‘vulnerability zone’ to the statement of principles.</p>
21.2 – 21.13	<p>Division of Premises and Primary usage</p> <p>Additional sections added to existing text providing further detailed information on the matter of the division of licensed premises.</p>
22.1	<p>Door Supervisors</p> <p>Additional sections added to existing text providing further detailed information on the matter of door supervision</p>
36.1 – 38.2	<p>Lotteries</p> <p>Requirements defining lotteries have been expanded to detail limits and categories of exemptions for lotteries listed.</p> <p>Small Lotteries – further details have been added with regards registration, enforcement and record keeping</p>
Page 41 - 51	<p>Local Area Profile Maps have been updated to provide current data</p>

Introduction

Licensing Authorities are required by the Gambling Act 2005 (“the Act”) to publish a statement of the principles which they propose to apply when exercising their functions under the Act. This statement must be published at least every three years and may also be reviewed from “time to time”. Any amendments must be consulted upon and the statement published before giving it effect.

In preparing a statement, the Act requires Licensing Authorities to consult the following:

- The Chief Officer of Police;
- One or more persons who appear to the authority to represent the interests of persons carrying on gambling businesses in the authority’s area;
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority’s functions under the Gambling Act 2005.

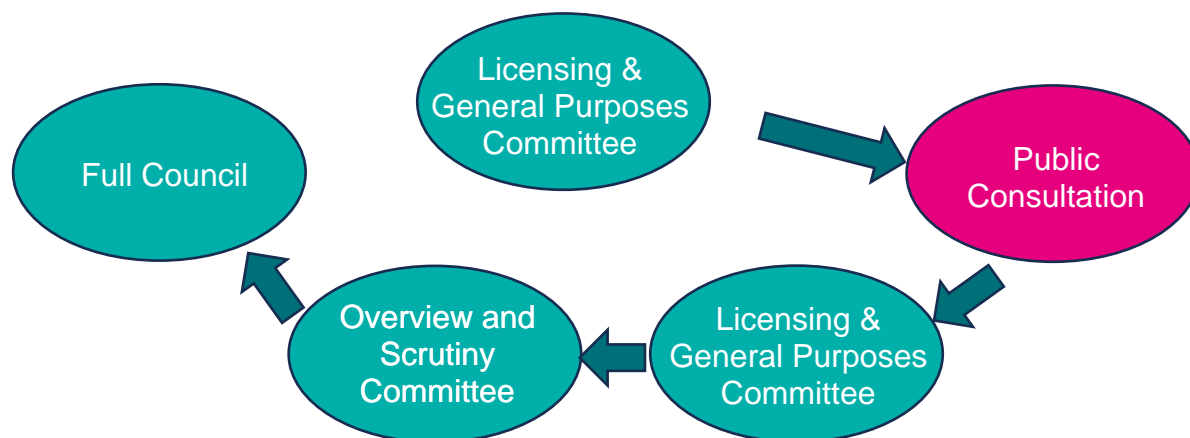
The London Borough of Barnet has consulted widely upon this statement in accordance with the Act. A list of the groups consulted upon is provided below:

- The Metropolitan Police Service
- Social Services
- Trade associations
- Resident associations
- Responsible authorities
- Councillors
- Faith Groups
- Voluntary Groups
- Gambling businesses

A full copy of the individuals and groups consulted can be found in appendix 1 of this statement.

This Statement of Principles was approved at a meeting of the Full Council on 30th January 2024 and will come into effect on 31st January 2024.

The Licensing Authority will commence its review of this Gambling Statement of Principals in early 2026 to ensure that the policy takes environmental and legislative changes into account. This will also enable enough time for the consultation and scrutiny processes to take place before the 2027 expiry date. Once drafted the revised statement of principles will undertake the following committee approval cycle:



The Gambling Commission states in the introduction to its Guidance to Licensing Authorities:

1.1 When the [Gambling Act 2005](#) (the Act) came into force in late 2007, it brought in a new, comprehensive system for gambling regulation in Great Britain. For the first time, the vast majority of commercial gambling was brought together into a single regulatory framework. The Act established a dedicated regulator, at a national level, in the form of the Gambling Commission (the Commission). But it also recognised the potential local impact and importance of gambling. So it created many local regulators, whose job it is to manage gambling locally, in line with local circumstances. Those regulators are the 368 licensing authorities of England, Wales and Scotland. In doing so, the Act established a strong element of local decision-making and accountability in gambling regulation.

1.2 The Act gives local regulators discretion to manage local gambling provision, including discretion as to the level of fees set to cover the cost of administering the local system of regulation within limits set by The Department for Digital Culture Media and Sport (DCMS) in England and Wales. It sets out some boundaries to that discretion, consistent with the recognition of gambling as a mainstream leisure activity.

1.3 The Act also provides scope for the Commission to act to set an overall direction at national level, while leaving licensing authorities in the lead locally, with appropriate support from the Commission. This Guidance, to which licensing authorities must have regard, is an important part of those arrangements.

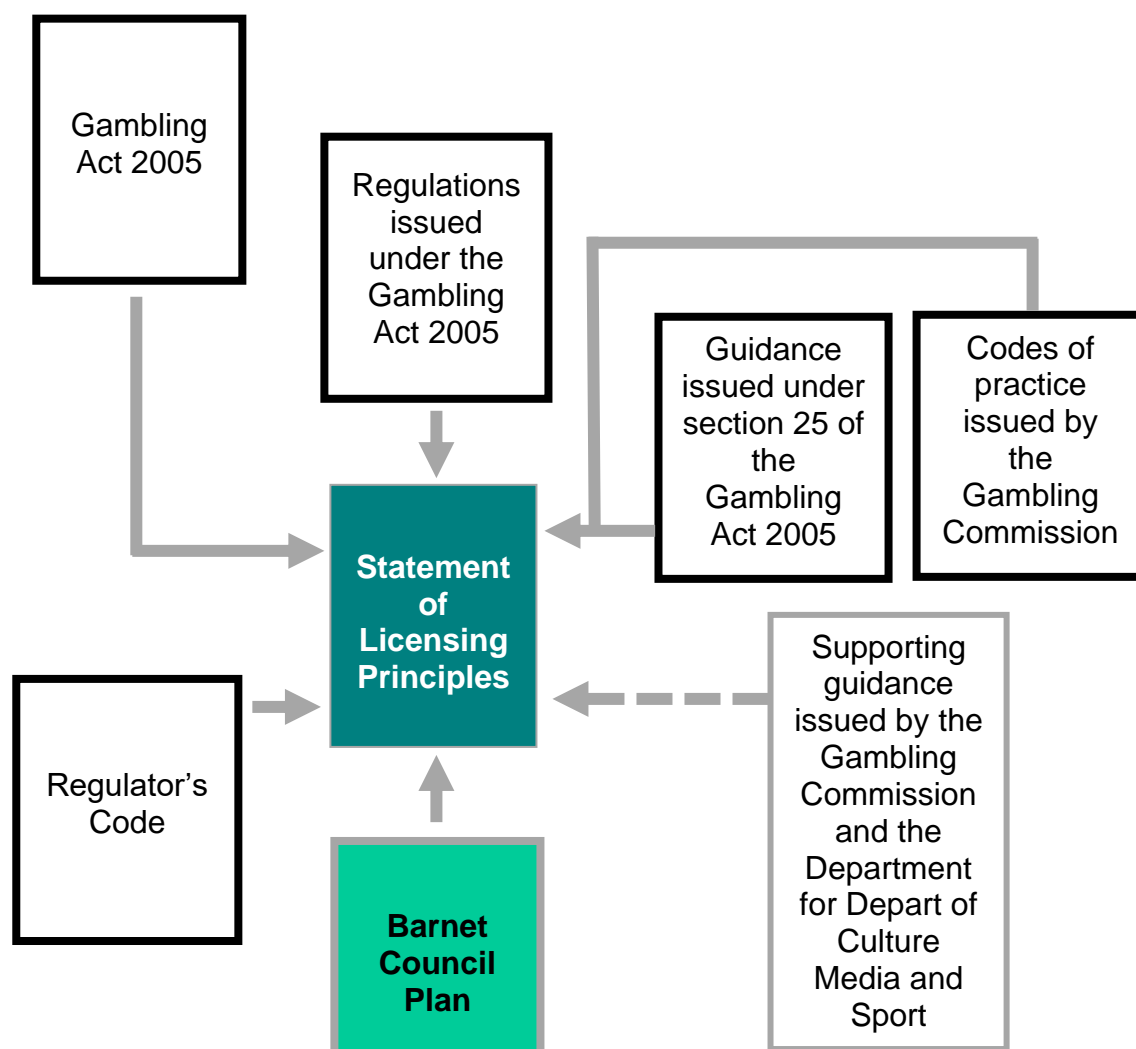
It should be noted that this Statement of Principles will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and in accordance with the statutory requirements of the Act.

The Gambling Act 2005 is available at:

<http://www.legislation.gov.uk/ukpga/2005/19/contents>

and the Gambling Commission's Guidance to Licensing Authorities is available at:
<https://www.gamblingcommission.gov.uk/guidance/guidance-to-licensing-authorities/gla-part-1-general-guidance-on-the-role-and-responsibilities-of-licensing>

Statement of licensing policy hierarchy



Barnet's Geographic Area

- 1.1 The London Borough of Barnet herein sets out a statement of principles that it will apply when carrying out its functions as a licensing authority in accordance with the Act.
- 1.2 The London Borough of Barnet is situated in North London. According to the 2021 Census Barnet's overall population in 2021 was recorded to be 389,340. This shows a 9.2% increase on the 2011 Census, meaning that Barnet now has the 2nd largest population of all the London boroughs.

In terms of area Barnet is the fourth largest. 36% of the borough is undeveloped, being

greenbelt (28%) and metropolitan open land (8%). The rest of the borough is made up of densely populated suburban areas, 20 town centres and the transport network.

1.3 The current Borough map is shown below
<http://maps.barnet.gov.uk/>



Part 1 - General Principles

1.1 The Licensing Authority in carrying out its functions under s153 of the Gambling Act 2005 ('the Act') will aim to permit the use of premises for gambling in so far as it thinks it:

- a) in accordance with any relevant code of practice issued by the Gambling Commission;
- b) in accordance with any relevant guidance issued by the Gambling Commission;
- c) reasonably consistent with the gambling licensing objectives; and
- d) in accordance with the Authority's Statement of Principles

1.2 It should be noted that this policy statement will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and in accordance with the statutory requirements of the Act. The sole exception to this rule is for Casino premises licences – as Barnet has adopted a 'no- casino' resolution, the Authority will not consider any application for a new casino premises licence.

Gambling Licensing Objectives

2.1. In exercising functions under the Act licensing authorities must have regard to the gambling licensing objectives as set out in section 1 of the Act. The gambling licensing objectives are:

- Preventing gambling being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
- Ensuring that gambling is conducted in a fair and open way.
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

2.2. The London Borough of Barnet as the relevant licensing authority accepts that the term "vulnerable person" is not defined. It may for example include people who gamble more than they want to, or beyond their means; and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs. The London Borough of Barnet will consider this objective on a case by case basis and will not interpret the term narrowly.

The London Borough of Barnet recognises that harm in relation to gambling is not limited to harm from gambling but includes wider child protection considerations, including the risk of child sexual exploitation

Declaration

3.1. In preparing this Statement of Principles, the licensing authority has had regard to the gambling licensing objectives of the Act, and the Guidance to Licensing Authorities issued by the Gambling Commission and any responses from those consulted on this Statement of Principles.

Responsible Authorities

4.1. The responsible authorities with respect to licensing premises in Barnet are:

- The Gambling Commission
- The Metropolitan Police Service
- London Borough of Barnet's Planning Service
- The London Fire and Emergency Planning Authority
- Barnet Safeguarding Children Partnership
- HM Revenue and Customs
- London Borough of Barnet itself as the licensing authority

4.2. The London Borough of Barnet are required by regulations to state the principles it will apply in exercising its powers under Section 157 of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- The need for the body to be responsible for an area covering the whole of the licensing authority's area and,
- The need for the body to be answerable to the democratically elected persons rather than any particular vested interest group

4.3. In accordance with the suggestion in the Gambling Commission Guidance to Local Authorities the London Borough of Barnet designates the local Barnet Safeguarding Children Partnership for this purpose.

4.4. In selecting the Barnet Safeguarding Children Partnership as the body competent to advise about the protection of children from harm, the London Borough of Barnet took into account the following points:

- The Barnet Safeguarding Children Partnership has a responsibility under the Children Act 2004 to promote the welfare and safety of children and young people in the London Borough of Barnet
- The Partnership includes a variety of professionals with skills and experiences directly relevant to the need to protect children from being harmed or exploited by gambling
- The Partnership is answerable to democratically elected persons and does not represent any particular interest group
- The Partnership is the responsible authority for the purposes of the Licensing Act 2003 and has experience of the licensing process
- The Partnership works in partnership with other local authority services and other organisations to make Barnet a safer place for children
- The Partnership is able to provide advice about protecting children and guidance in accessing appropriate training
- The Partnership works within the wider pan London framework of child protection so as to promote a consistent approach across London

- 4.5. Responsible authorities have the right to make representations in connection to an application, or to ask for a review of an existing licence. Any such representation must be relevant to the application.

Interested Parties

- 5.1. Interested parties are defined in Section 158 of the Act as follows:

“A person is an interested party in relation to a premises licence or in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the application is made, the person;

- (a) Lives sufficiently close to the premises to be likely to be affected by the authorised activities*
- (b) Has business interests that might be affected by the authorised activities*
- (c) Represents persons who satisfy paragraph a) or b)”*

- 5.2. Interested Parties have the right to make representations in connection to an application, or to ask for a review of an existing licence. Any such representation must be relevant to the application.
- 5.3. To enable the London Borough of Barnet to decide whether a person is an interested party it will expect any person making a representation to give their name and address and explain how they or their business interests would be affected by the authorised activities. If this information is not provided then the representation will not be accepted by the licensing authority.
- 5.4. In considering whether an interested party lives or has business interests sufficiently close to the premises certain factors will be taken into account including:
- The size of the premises
 - The nature of the premises
 - The distance of the premises from the habitual residence or workplace of the person making the representation
 - The potential impact of the premises (number of customers, routes likely to be taken when visiting the premises)
 - The circumstances of the complainants and their interest that may be relevant to the distance from the premises
- 5.5. In determining whether a person or organisation has “business interests” the London Borough of Barnet will adopt the widest possible interpretation and may recognise certain groups which include but are not limited to, trade unions, partnerships, charities, faith groups, residents and tenants associations and medical practices.

- 5.6. If the representation is from an association or any other body then these will only be accepted provided that they have at least one member who is an interested party.
- 5.7. Unless the person making the representation is a locally elected Councillor or Member of Parliament the London Borough of Barnet as licensing authority will require written evidence that they represent identified interested parties. A letter from one of these persons will be sufficient.
- 5.8. If individuals wish to approach locally elected Councillors to ask them to represent their views then those Councillors cannot sit on a licensing committee that meets to determine the licence application.
- 5.9. To be deemed relevant, a representation must relate to the gambling licensing objectives or raise issues under the policy or the Gambling Commissions guidance or codes or practice.
- 5.10. In deciding whether to treat a representation as frivolous or vexatious the following will be taken into account
 - Who is making the representation and whether that person has a history of making representation that are not relevant
 - Whether or not it raises a relevant issue
 - Whether it raises issues specifically to do with the premises which are the subject of the application
- 5.11 The validity of each representation will be decided upon its merits. This authority will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission's Guidance to Licensing Authorities.

Licensing Authority Functions

- 6.1. The London Borough of Barnet are required under the Act to assume responsibility for;
 - Licensing premises where gambling activities are to take place by issuing premises licences.
 - Issuing provisional statements
 - Regulation of members clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
 - Issuing Club Machine Permits to Commercial clubs.
 - Granting permits for the use of certain lower stake gaming machines at unlicensed family entertainment centres
 - Receiving notifications from alcohol licensed premise (Under the Licensing Act 2003) for the use of two or fewer gaming machines
 - Issuing Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where there are more than two machines.
 - Registration of small society lotteries below the prescribed thresholds
 - Issuing Prize Gaming Permits

- Receiving and endorsing Temporary Use Notices
- Receiving Occasional Use Notices
- Providing information to the Gambling Commission regarding details of licensing issues
- Maintaining registers of the permits and licences that are issued under these functions.

6.2. It should be noted that the London Borough of Barnet are not involved in licensing remote gambling at all. This falls within the remit of the Gambling Commission via operating licences. Remote gambling is defined as "gambling in which persons participate by the use of remote communication" namely, the internet, telephone, television, radio or "any other kind of electronic or other technology for facilitating communication".

Delegation of Functions

7.1. The Licensing Authority will delegate its functions in accordance with the Act, as summarised below:

Matter to be dealt with	Full Council	Licensing & General Purposes Committee	Licensing sub committee	Officers
Final approval of the Licensing Authority Statement of Policy	X			
Policy not to permit casinos	X			
Application for premises licence			Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application to vary premises licence			Where representations have been received and not withdrawn	Where no representations received/ representations have been withdrawn
Application for transfer of a licence			Where representations have been received from the Commission	Where no representations have been received from the Commission
Application for			Where	Where no

provisional statement		representations have been received and not withdrawn	representations received/ representations have been withdrawn
Review of a premises licence		All cases	
Application for club gaming/club machine permits		Where objections have been made (and not withdrawn)	Where no objections have been made/objections have been withdrawn
Cancellation of club gaming/club machine permits		All cases	
Applications for other permits			All cases
Cancellation of licensed premises gaming machine permits			All cases
Consideration of temporary use notice			All cases
Decision to give a counter notice to a temporary use notice		All cases	
Decision to reject a representation on the grounds that it is not from an interested party			All cases
Initiation of review of a premises licence by London Borough of Barnet in its capacity as licensing authority			All cases
Fee setting (when appropriate)		Normal budget-setting arrangements	
Consideration of representations when London Borough of Barnet is minded to refuse to register a lottery or to revoke a		All cases	

Role of the Gambling Commission

8.1. The Gambling Commission is responsible for:

- issuing operating licences to organisations and individuals who provide facilities for gambling
- issuing personal licences to persons working in the gambling industry
- taking the lead role on ensuring that gambling is conducted in a fair and open way through the administration and enforcement of operating and personal licence requirements
- remote gambling activities such as facilities provided via the Internet, television, or radio
- issuing guidance and statutory codes of practice

Exchange of Information

9.1 The London Borough of Barnet as licensing authority will act in accordance with the provisions of the Act in its exchange of information with the Gambling Commission and other persons listed in Schedule 6 to the Act. This includes the provision that the Data Protection Act 2018 will not be contravened.

9.2 The London Borough of Barnet as licensing authority will also have regard to any guidance issued to local authorities by the Gambling Commission on this matter, as well as any relevant regulations issued by the Secretary of State under powers provided in the Act.

9.3 The London Borough of Barnet as licensing authority will seek to establish information exchange protocols with the responsible authorities and will make these available.

Inspection & Enforcement

10.1. The London Borough of Barnet is required to state the principles to be applied by the authority in exercising its functions under Part 15 of the Act with respect to the inspection of premises; and the powers under Section 346 of the Act to institute criminal proceedings in respect of the offences specified.

10.2. The London Borough of Barnet's principles are that it will have regard to the Gambling Commissions Guidance for Local Authorities and in doing so will endeavour to be:

- Proportionate - London Borough of Barnet will only intervene when necessary; remedies will be appropriate to the risks posed and costs identified and minimised
- Accountable - London Borough of Barnet must be able to justify decisions and will be subject to public scrutiny
- Consistent - rules and standards will be implemented fairly

- Transparent -London Borough of Barnet will be open and do its best to keep things simple and user friendly
- Targeted – London Borough of Barnet will focus on the problem and do its best to minimise side effects.

10.3. Any enforcement action will be in accordance with the relevant enforcement policy.

10.4. The main enforcement and compliance role for the London Borough of Barnet in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the London Borough of Barnet but should be notified to the Gambling Commission.

10.5. The London Borough of Barnet also keeps itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities. The Better Regulation Executive is a government agency within the Department for Business, and Trade (previously within the Department for Business), Energy and Industrial Strategy which aims to achieve more effective regulation and reduce existing regulatory burdens affecting business and frontline staff in the public sector.

10.6. The London Borough of Barnet’s licensing officers will monitor ongoing compliance with licence conditions. They may carry out inspections without prior notice to the occupier or licensee.

10.7. As per the Gambling Commission’s Guidance to Licensing Authorities the London Borough of Barnet will endeavour to avoid duplication with other regulatory regimes so far as possible.

10.8. Planned enforcement activity will be prioritised according to assessed risk (the potential for harm to the gambling licensing objectives). This London Borough of Barnet has adopted and implemented a risk-based inspection programme, based on:

- The gambling licensing objectives
- Relevant codes of practice
- Guidance issued by the Gambling Commission to Licensing Authorities, in particular at Part 36 (Compliance and enforcement matters)
- The principles set out in this statement of licensing policy

10.9. When assessing risk, London Borough of Barnet will take into account the following matters:

- The type of gambling and its potential to result in harm
- The size of the premises and the number of patrons
- The standard of compliance with licence conditions
- Officers’ confidence in the ability and intention of the management of the premises to maintain good standards of compliance with licence conditions.
- Relevant information from other agencies/council teams.

- Location of the gambling premise and its proximity to vulnerable people or defining a gambling vulnerability zone, and
- density of existing gambling establishments

- 10.10. The risk rating for each premises will be kept under constant review and may change at any time.
- 10.11. Upon receipt of a complaint about licensed premises The London Borough of Barnet, will investigate the allegation in accordance with the Council's Enforcement Policy and take appropriate action.
- 10.12. The London Borough of Barnet will not tolerate non-compliance with licence conditions or licensable activity at unlicensed premises except in accordance with a Temporary Use Notice.

Gaming Machines

- 11.1. Throughout this document, references are made to gaming machines as being within Categories A, B, C or D, or in some cases, sub-categories such as B1, B2, B3 or B4.
- 11.2. Gaming machines are 17categorized according to the nature of their operation, the maximum charge to use and the maximum prize available, and the legislation sets out the categories and sub-categories of machines that may be made available under each type of licence or permit. The Secretary of State is responsible for establishing the applicable values of each category and sub- category by way of statutory instrument.
- 11.3. The categories and values applicable to each category are subject to change and are therefore not included in this document. Current information is available from the Gambling Commission's Website <https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/gaming-machine-categories>

Gambling Risk Assessments

- 12.1. The Gambling Commission introduced a new licensing condition within the Licence Conditions and Codes of Practice (LCCP) which came into effect in April 2016. This resulted in the requirements for premises based gambling operators to undertake a local gambling risk assessment of their premises and the potential impact that the premises and its operation may have on the gambling licensing objectives. This condition made it a requirement for all gambling operators to consider local area information provided by the Licensing Authority via their Statement of Licensing Principles for Gambling (Licensing Policy).

- 12.2. The introduction of new provisions in the social responsibility code within the LCCP encourages local authorities, the Commission and the industry to work in partnership to address local issues and concerns. The risk based approach provides a better understanding of, and enables a proportionate response, to risk. This approach includes looking at future risks and thinking about risks in a probabilistic way. Risk is related to the probability of an event happening and the likely impact of that event. In this case it is the risk of the impact on the gambling licensing objectives.
- 12.3. The council has produced a Local Area Profile (LAP) to assist applicants to conduct, assess and complete a premises based gambling risk assessments. All gambling operators within the borough or new operators applying for a new licence must have regards to the LAP when completing or revising their risk assessments. Appendix A
- 12.4. The council views these risks as an important component of the overall assessment and management of local risks. Barnet will assist operators in this process by providing specific information on its concerns surrounding gambling within the borough and the impact on the gambling licensing objectives. These local risk assessments are specific to the potential harm that gambling premises can have on one or more of the gambling licensing objectives under the Act. They are specific to the premises, the local area and the local community.

Part 2 – Applications

General Approach to Application

- 13.1. The council acknowledges that licensing authorities ‘shall aim to permit the use of premises for gambling’, as specified in section 153 of the Gambling Act, whilst recognising that the presumption is counterbalanced ‘in so far as the authority think’ the application accords with relevant codes, guidance, objectives and policy. As such, when making decisions about gambling matters the authority will consider the authority’s statement of licensing principles and:
- The gambling licensing objectives
 - any relevant code of practice or guidance issued by the Gambling Commission
 - the need to avoid duplicating other regulatory regimes
 - the right of any person to make an application under the Act
 - the Local Area Profile
 - the premises own Local Risk Assessment
- 13.2. The London Borough of Barnet has no rigid rules about the acceptability of applications and will consider each on its merits. Applicants will be given the opportunity to demonstrate how their application promotes the gambling licensing objectives and addresses the relevant sections of statement of principles.

13.3. The matters that it will generally take into account when considering applications for permits and licences and when reviewing a licence are set out below:

- The type and nature of the gambling activity.
- The proximity of the gambling premises to sensitive premises such as schools or centres for vulnerable adults, or to residential areas where there may be a high concentration of families with children, and the likelihood that children or vulnerable adults will enter the premises.
- Where permits or licences are sought for use at premises that may attract children, or where children may be present, the London Borough of Barnet will give particular weight to child protection issues. The London Borough of Barnet is aware that children may be harmed not only by taking part in gambling, but also if they are able to watch it taking place. This concern may be particularly relevant at premises where there are multiple licences, where only part of a premises is licensed or where permits are to be used in part of a premises only.
- The adequacy of any proposed measures to prevent crime connected with gambling.
- The adequacy of any proposed steps to prevent access by children and vulnerable adults, or to prevent such people from seeing gambling taking place.
- The public availability at the premises of information about organisations that can provide advice and support in relation to gambling and debt, for example GamCare, Gamblers Anonymous, the Gordon Moody Association, the National Debtline and local Citizens Advice Bureau and other relevant advice agencies.
- The existence of crime and disorder (particularly if it has required police intervention) or actual harm to children or vulnerable adults, where these are connected to gambling at the premises.
- How you will prevent children and vulnerable people from entering gambling premises, and
- How you will reduce or mitigate the risks of children and vulnerable adults being exposed to advertising through shop windows and displays on highstreets.

13.4. It will assist the sub-committee in contested cases if applicants, responsible authorities and interested parties address these matters.

13.5. When considering applications, sub-committees will decide matters of fact on the balance of probabilities.

13.6. The London Borough of Barnet will place information about licence applications on its website and will notify ward Councillors when applications are received.

- 13.7. The London Borough of Barnet expects the premises licence application, and plan accompanying the application, to be sufficiently detailed for the authority to determine the application. This would include for example entry, exit, the location of the gaming machines and counter. The London Borough of Barnet need to determine whether the application is 'in accordance with the relevant code of practice' and this will include social responsibility codes. The authority must also determine whether the application is 'reasonably consistent with the gambling licensing objectives' - such as protecting the young and vulnerable. The application and the accompanying plan must be sufficient to satisfy these requirements.

Part 2 – Premises Licences

Gambling Licensing Objectives

- 14.1. Premises licences granted must be reasonably consistent with the gambling licensing objectives. With regard to these objectives, the London Borough of Barnet has considered the Gambling Commissions Guidance to licensing authorities and some comments are made below.
- 14.2. Preventing Gambling from being a source of crime and disorder or being associated with crime and disorder or being used to support crime
- 14.2.1. The London Borough of Barnet is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime. The Gambling Commissions guidance does however envisage that licensing authorities should pay attentions to the proposed location of gambling premises in terms of this objective. Thus, where an area has known high levels of organised crime this authority will consider carefully whether gambling premises are suitable to be located there and whether conditions may be suitable such as the provision of door supervisors. This London Borough of Barnet is aware of the distinction between disorder and nuisance and will consider factors (for example whether police assistance was required and how threatening the behaviour was to those who could see it) so as to make that distinction.
- 14.3. Ensuring that gambling is conducted in a fair and open way
- 14.3.1. The London Borough of Barnet has noted that the Gambling Commission states that it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.
- 14.4. Protecting children and other vulnerable persons from being harmed or exploited by gambling

- 14.4.1. The London Borough of Barnet has noted the Gambling Commission's Guidance that this objective means preventing children from taking part in gambling (as well as restriction of advertising so that gambling products are not aimed at or are, particularly attractive to children). The London Borough of Barnet will therefore consider, as suggested in the Gambling Commission's Guidance, whether specific measures are required at particular premises, with regard to this gambling licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.
- 14.4.2. The London Borough of Barnet expects operators of gambling premises to have in place policies and measures to ensure children and other vulnerable people are protected from being harmed or exploited by gambling. Harm in this context is not limited to harm from gambling but includes wider child protection considerations, including the risk of child sexual exploitation.
- 14.4.3. This London Borough of Barnet is also aware of the Gambling Commission Codes of Practice as regards this gambling licensing objective, in relation to specific premises.

Conditions

- 15.2. Premises licences will be subject to the permissions and restrictions set out in the Gambling Act 2005 and Regulations, as well as specific mandatory and default conditions detailed in regulations. It is expected that in most cases the mandatory and default conditions will be appropriate and sufficient but the London Borough of Barnet is able to exclude default conditions and also attach others. London Borough of Barnet will be concerned to ensure that appropriate conditions are attached to licences and if it believes that the mandatory and default conditions will not be appropriate or sufficient in a particular case, it will be minded to impose others. Similarly, it may be prepared to remove or amend default conditions if satisfied that to do so would not harm the gambling licensing objectives.
- 15.3. The London Borough of Barnet accepts that conditions, other than mandatory ones, must be tailored to the individual style and characteristics of the premises concerned. Apart from the mandatory conditions, the London Borough of Barnet will not apply conditions from a standard list without regard to the particular circumstances of the application. It will only apply conditions if they are:
 - Relevant to the need to make the proposed building suitable as a gambling facility, or
 - Directly related to the type of licence applied for
 - Relevant to one or more of the gambling licensing objectives
 - Fairly and reasonably related to the scale and type of premises
 - Reasonable in all other respects.

In this way, unnecessary or disproportionate conditions will be avoided.

- 15.4. Decisions upon individual conditions will be made on a case by case basis, although there will be a number of measures the London Borough of Barnet will consider utilising should there be a perceived need, such as the use of supervisors, appropriate signage for adult only areas etc. There are specific comments made in this regard under some of the licence types below. This London Borough of Barnet will also expect the licence applicant to offer his/her own suggestions as to ways in which the gambling licensing objectives can be met effectively.
- 15.5. This London Borough of Barnet will also consider specific measures which may be required for buildings that are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the gambling licensing objectives.
- 15.6. The London Borough of Barnet believes that children should not normally be permitted access to premises or parts of premises where gambling takes place.
- 15.7. The London Borough of Barnet will ensure that where category C or above machines are on offer in premises to which children are admitted:
 - all such machines are located in an area of the premises which is separated from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
 - only adults are admitted to the area where these machines are located;
 - access to the area where the machines are located is supervised;
 - the area where these machines are located is arranged so that it can be observed by the staff or the licence holder;
 - at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18 years of age.
 - Ages of younger patrons are checked.

These considerations will apply to premises including buildings where multiple premises licences are applicable.

- 15.8. The London Borough of Barnet is aware that tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track. The London Borough of Barnet will consider the impact upon the third gambling licensing objective and the need to ensure that entrances to each type of premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

- 15.9. If there is justified concern about serious, disruptive or threatening disorder, particularly if Police intervention has been necessary, suitable licence conditions such as door supervision or the use of CCTV will normally be appropriate
- 15.10. Licence conditions may be imposed if there is justified concern about burglary targeted at gaming machines or the use of gaming machines by children.
- 15.11. If The London Borough of Barnet is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to the premises are controlled by a door supervisor, and is entitled to impose a premises licence condition to this effect.
- 15.12. Where it is decided that supervision of entrances/machines is appropriate for particular cases, a consideration of whether these need to be Security Industries Act licensed or not will be necessary. It will not be automatically assumed that they need to be licensed, as the statutory requirements for different types of premises vary (as per the Gambling Commission's Guidance, Part 33).
- 15.13. When considering whether to impose a licence condition to restrict the number of betting machines in particular premises, London Borough of Barnet will take into account the size of the premises, the number of counter positions available for person to person transactions, and the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.
- 15.14. It is noted that there are conditions which the London Borough of Barnet cannot attach to premises licences which are:
- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
 - conditions relating to gaming machine categories, numbers, or method of operation;
 - conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
 - conditions in relation to stakes, fees, winning or prizes.
- 15.15. The fairness and openness of gambling are primarily matters for the Gambling Commission, which has the power to impose relevant conditions on operating and personal licences. The London Borough of Barnet will not impose conditions on premises licences in connection with this objective except in the case of track licences, where the track operator may not have an operating licence.

Location of Premises

- 16.1. The London Borough of Barnet will take into account the location of premises in the context of the crime prevention objective. For example, if an application for a licence or permit is received in relation to premises that are in an area noted for particular problems with organised crime, the London Borough of Barnet will consider what, if any, controls might be appropriate to prevent those premises becoming a source of crime. These might include conditions being put on the licence, such as a requirement for door supervisors. London Borough of Barnet has not identified any such areas but will be receptive to advice from the Police when considering applications.
- 16.2. As stated in the Gambling Commissions Guidance to Licensing Authorities, this authority will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling. Applications for granting licences in respect of gambling premises that are in close proximity to locations for such vulnerable persons for example schools, centres for gambling addicts, hostels, centres catering for people with mental disabilities or learning difficulties or those with drug or alcohol abuse problems, will receive very careful consideration.
- 16.3. Should any policy be lawfully decided upon as regards areas where gambling premises should not be located, this statement will be updated. Again, it should be noted that any such policy does not preclude any application being made and each application will be decided on its merits, with the onus upon the applicant showing how potential concerns can be overcome.
- 16.4. Applicants for new or variation applications of premises licences within a 'gambling vulnerability zone' must include detailed information as to how the proposals will be reasonably consistent with the gambling objectives and policies. A 'vulnerability zone' is defined as any premises which is within close proximity or on a main route to a school, other educational institution, hostel or other sensitive location(s) where there is the potential for exposing children, young people or other vulnerable persons to gambling.
- 16.5. Applicants are expected to establish whether there are any sensitive premises or locations within close proximity to the premises and what the risk level is for the area based on vulnerability. Where this is the case, applicants should submit information as to how they plan to be reasonably consistent with the strand of the gambling licensing objectives concerned with the protection of children and other vulnerable persons from being harmed or exploited by gambling. The additional supporting information may contain the following:
- How the premises operate will restrict access to children, young people or other vulnerable persons:
 - whether a proof of age scheme is being used
 - will the appropriate number of security staff be employed at appropriate times;
 - will opening times be set so that the premises are not open during school start and finish times; and
 - what procedures and staff training are in place to identify vulnerable persons such as problem gamblers, those who are inebriated through drink or drugs, etc.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

- 16.6. The applicant for a premises licence will have to specifically consider how the location of the premises will impact on the objectives. Applicants will have to clearly show that they have considered the potential impact of their proposed business on the gambling licensing objectives and propose ways that will reduce or remove any likely adverse impact on them.
- 16.7. The council will consider proposals for new gambling premises that are in close proximity to hostels or other accommodation or centres catering for vulnerable people, including those with mental disabilities or learning difficulties, and those with problem gambling or with alcohol or drug abuse problems, as very likely to adversely affect the gambling objectives
- 16.8. The council considers that 'sensitive locations' will include locations which have been identified as having a higher concentration of vulnerable groups and where there are concentrations of gambling premises in an area where children or other vulnerable persons are likely to be harmed or exploited.
- 16.9. It should be noted that this policy does not preclude any application being made and that every application will be decided on its individual merits, with the opportunity given for the applicant to show how potential concerns can be overcome.
- 16.10. The Licensing Authority will also ensure that where category C or above machines are on offer in premises to which children are admitted:
- all such machines are located in an area of the premises which is separated
 - from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
 - only adults are admitted to the area where these machines are located;
 - access to the area where the machines are located is supervised;
 - the area where these machines are located is arranged so that it can be observed by the staff or the licence holder; and
 - at the entrance to and inside any such areas there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 16.11. These considerations will apply to premises including buildings where multiple premises licences may have effect.
- 16.12. The council has produced a Local Area Profile (LAP) to assist operators. The profile outlines the possible risks to gambling-related harm. The LAP sets out the information that gambling operators need to consider for new applications or when updating their risk assessments for existing premises.
- 16.13. The council considers that these local risk assessments are a key component of the overall assessment and management of the local risks. Applicants are able to refer to the Local Area Profile to establish the risks for the area and what vulnerable groups are present. This will inform the consideration and implementation of any control measures that would mitigate the risk to the vulnerable. The applicant must set out the risks, their consideration and adequate control measures within their premises risk assessments.

- 16.14. The Licensing Authority will assess the risks presented and determine whether the proposed steps are suitable to mitigate the risks of harm within the area.
- 16.15. The Licensing Authority will expect all applicants for a new licence to submit the completed assessment with their application. For more information, please see Appendix A of this document.
- 16.16. Barnet's Local Area Profile has been produced based on the Gambling Commission's recommendations; in order to:
- Enable licensing authorities to better serve their local community, by improving Barnet's understanding of the community and the local risk profile
 - Provide improved clarity for operators as to the relevant factors in Licensing Authority decision-making. This aims to lead to improved premises license applications, with the potential operator already incorporating controls and measures to mitigate risk in their application;
 - Enable Licensing Authorities to make robust but fair decisions, based on a clear, published set of factors and risks, which are therefore less susceptible to challenge; and
 - Encourage a proactive approach to risk that is likely to result in reduced compliance and enforcement action.

Division of Premises and Primary Usage

- 17.1. In the Act, "premises" is defined as including "any place". Section 152 therefore prevents more than one premises licence applying to any place. But a single building could be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. This approach has been taken to allow large, multiple unit premises such as a pleasure park, pier, track or shopping mall to obtain discrete premises licences, where appropriate safeguards are in place.
- 17.2. However, the London Borough of Barnet will pay particular attention if there are issues about sub-divisions of a single building or plot and will ensure that mandatory conditions relating to access between premises are observed.
- 17.3. In most cases the expectation is that a single building or plot will be the subject of an application for a licence, for example, 32 High Street. But, that does not mean 32 High Street cannot be the subject of separate premises licences for the basement and ground floor, if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances. The location of the premises will clearly be an important consideration and the suitability of the division is likely to be a matter for discussion between the operator and the licensing officer.

- 17.4. The London Borough of Barnet does not consider that areas of a building that are artificially or temporarily separated, for example by ropes or moveable partitions, can properly be regarded as different premises.
- 17.5. The London Borough of Barnet will take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular, the attention of applicants is drawn to the following:

- The third gambling licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore premises should be configured so that children are not invited to participate in, have accidental access to or closely observe gambling where they are prohibited from participating.
- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activity named on the premises licence.

- 17.6. Other factors which The London Borough of Barnet will consider are:

- Do the premises have a separate registration for business rates?
- Are the neighbouring premises owned by the same person or someone else?
- Can each of the premises be accessed from the street or a public passageway?
- Can the premises only be accessed from any other gambling premises

The London Borough of Barnet will consider these and other relevant factors in making its decision, depending on all the circumstances of the case.

- 17.7. This Licensing Authority takes particular note of the Gambling Commission’s guidance which states that licensing authorities should take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non- gambling) purposes. In particular they should be aware of the following:

- The third gambling licensing objective seeks to protect children from being harmed by gambling. In practice that means not only preventing them from taking part in gambling, but also preventing them from being in close proximity to gambling. Therefore, premises should be configured so that children are not invited to

participate in, have accidental access to or closely observe gambling where they are prohibited from participating.

- Entrances to and exits from parts of a building covered by one or more premises licences should be separate and identifiable so that the separation of different premises is not compromised, and people do not “drift” into a gambling area. In this context it should normally be possible to access the premises without going through another licensed premises or premises with a permit.
- Customers should be able to participate in the activities identified on the premises licence.

17.8. The Licensing Authority will also consider specific measures that may be required for buildings that are subject to multiple premises licences. Such measures may include the supervision of entrances; segregation of gambling from non-gambling areas frequented by children; and the supervision of gaming machines in non-adult gambling specific premises in order to pursue the gambling licensing objectives. These matters are in accordance with the Gambling Commission's guidance.

17.9. This Licensing Authority is also aware that an issue has arisen in some parts of the country, where operators have sought to sub-divide existing single licensed premises, and obtain further premises licences in respect of each sub-division. It has been observed that this practice has been used predominantly in respect of categories of premises licences which allow the operation of a small, fixed number of high-value gaming machines – in effect, using multiple premises licences in respect of different areas of a single business to artificially increase the permitted number of category B machines that can be made available.

17.10. The Licensing Authority notes the Commission’s guidance that “in most cases the expectation is that a single building/plot will be the subject of an application for a licence, for example, ‘32 High Street’. But that does not mean that ‘32 High Street’ cannot be the subject of separate premises licences for the basement and ground floor if they are configured acceptably. Whether different parts of a building can properly be regarded as being separate premises will depend on the circumstances.” When assessing whether premises can be regarded as separate, the Licensing Authority proposes to apply the following criteria:

- Does each premises have its own external entrance, or is this accessed via another premises?
- Does each premise trade as a separate entity, or under a single banner?
- Are the premises subject to separate non-domestic rateable valuations?
- Is each premises operated by different persons, or by the same proprietor?
- What is the quality of separation (i.e., if dividing barriers are to be used, are they temporary or permanent, do they provide floor to ceiling division or are they of a fixed height, are they transparent or opaque, etc)?
- Is there a genuine need to establish a division between premises, or is the division aimed solely at artificially increasing the permitted number of high-value gaming machines?

17.11. If it is proposed to utilise sterile, non-gambling areas to create sub-divisions, then the Licensing Authority will apply the following criteria to those areas:

- Is the area proposed for non-gambling activities a token separation?
- Is it genuinely an area which the public would go to for purposes other than gambling?
- Is it in effect a device to introduce artificial separation or genuinely a functionally separate area?
- Is there in effect direct access between the divisions or is there a place from which access can be gained to two premises?

17.12. The Licensing Authority also notes that any premises subject to multiple discrete premises licences must be able to comply with the mandatory conditions restricting access to each licensed premises, as follows:

Type of premises	Access provisions
Casinos	<ul style="list-style-type: none"> • the principal entrance to the premises must be from a 'street' • no entrance to a casino must be from premises that are used wholly or mainly by children and/or young persons • no customer must be able to enter a casino directly from any other premises which holds a gambling premises licence.
AGCs	<ul style="list-style-type: none"> • no customer must be able to access the premises directly from any other licensed gambling premises.
Betting shops	<ul style="list-style-type: none"> • access must be from a 'street' or from other premises with a betting premises licence • no direct access from a betting shop to another premises used for the retail sale of merchandise or services. In effect there cannot be an entrance to a betting shop from a shop of any kind unless that shop is itself a licensed betting premises.
Tracks	<ul style="list-style-type: none"> • no customer must be able to access the premises directly from a casino or AGC
Bingo premises	<ul style="list-style-type: none"> • no customer must be able to access the premises directly from a casino, an AGC or a betting premises, other than a track

FECs	<ul style="list-style-type: none"> • no customer must be able to access the premises directly from a casino, an AGC or a betting premises,
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- 17.13. In the case of some divided premises, it appears that the intended primary use of a premises licence had not been offered, with operators solely making use of the additional machine entitlement (for example, holding a Bingo premises licence but not making any facilities for playing bingo available). The Gambling Commission consulted on this issue in 2008 , and subsequently issued a revision to the Licence Conditions and Codes of Practice affecting Bingo, Betting and Casino operating licences. Holders of these licences are now mandated to provide suitable and sufficient facilities for their primary gambling activity in any of their associated premises.
- 17.14. Part 7 of the Gambling Commission’s Guidance to Licensing Authorities contains further guidance on this issue, which this authority will also take into account in its decision-making.

Door Supervisors

- 18.1. The Gambling Commission advises in its guidance that if a Licensing Authority is concerned that a premises may attract disorder or be subject to attempts at unauthorised access (for example by children and young persons) then it may require that the entrances to those premises are supervised and impose a condition to that effect. Consideration must also be given to whether that supervisor needs to be licensed or not, as the statutory requirements vary by premises type. This Licensing Authority notes the contents of Part 33 of the Commission’s guidance, which outlines a limited relaxation of the licensing requirement for door supervisors at licensed bingo and casino premises – however, operators are encouraged to use door supervisors who are licensed by the Security Industry Authority at these venues. Any other venue using door supervisors must use qualified staff registered with the Security Industry Authority.

Provisional Statements

- 19.1. Developers may wish to apply to this London Borough of Barnet for provisional statements before entering into a contract to buy or lease property or land to judge whether a development is worth taking forward in light of the need to obtain a premises licence. There is no need for the applicant to hold an operating licence in order to apply for a provisional statement.
- 19.2. Section 204 of the Gambling Act provides for a person to make an application to the London Borough of Barnet for a provisional statement in respect of premises that he or she:
- expects to be constructed;
 - expects to be altered; or
 - expects to acquire a right to occupy.

- 19.3. The process for considering an application for a provisional statement is the same as that for a premises licence application. The applicant is obliged to give notice of the application in the same way as applying for a premises licence. Responsible authorities and interested parties may make representations and there are rights of appeal.
- 19.4. The holder of a provisional statement may then apply for a premises licence once the premises are constructed, altered or acquired. London Borough of Barnet will be constrained in the matters it can consider when determining the premises licence application, and in terms of representations about premises licence applications that follow the grant of a provisional statement, no further representations from relevant authorities or interested parties can be taken into account unless:
- they concern matters which could not have been addressed at the provisional statement stage,
 - they reflect a change in the applicant's circumstances.
- 19.5. In addition, London Borough of Barnet may refuse the premises licence or grant it on terms different to those attached to the provisional statement only by reference to matters:
- which could not have been raised by objectors at the provisional statement stage;
 - which in the London Borough of Barnet's opinion reflect a change in the operator's circumstances;
 - where the premises have not been constructed in accordance with the plan submitted with the application. This must be a substantial change to the plan and this London Borough of Barnet notes that it can discuss any concerns it has with the applicant before making a decision.

Reviews

- 20.1. Requests for a review of a premises licence can be made by interested parties or responsible authorities. However, it is for the London Borough of Barnet to decide whether the review is to be carried out. This decision will be made on the basis of whether the request for the review is relevant to the matters listed below but London Borough of Barnet will not review a licence if it considers the request to be frivolous, vexatious or repetitious, or that a review will certainly not cause the London Borough of Barnet to alter, revoke or suspend the licence, or the request is substantially the same as previous representations or requests for review. The holding of a review must be:
- in accordance with any relevant code of practice issued by the Gambling Commission
 - in accordance with any relevant guidance issued by the Gambling Commission

- consistent with the gambling licensing objectives and
- in accordance with the authority's statement of principles.

- 20.2. The London Borough of Barnet can itself initiate a review of a licence and may do so if it appears to its officers that the gambling licensing objectives are being harmed. It is open to any officer of the London Borough of Barnet authorised to do so to initiate a review in the London Borough of Barnet's name but it is expected that in most cases licensing officers will take the lead.
- 20.3. The London Borough of Barnet does not wish its licensing officers to take on the initiation of a review that could otherwise be requested by another responsible authority or an interested party. Where evidence of harm to the gambling licensing objectives is provided by either a responsible authority or interested party wanting a review to take place, London Borough of Barnet expects that they, not the licensing officers, will normally initiate the review.
- 20.4. Once a valid application for a review has been received by The London Borough of Barnet, representations can be made by responsible authorities and interested parties during a 28-day period. This period begins 7 days after the application was received by London Borough of Barnet, who will publish notice of the application within 7 days of receipt. London Borough of Barnet must carry out the review as soon as possible after the 28-day period for making representations has passed.
- 20.5. The purpose of the review will be to determine whether The London Borough of Barnet should take any action in relation to the licence. If action is justified, the options open to the London Borough of Barnet are;
- (a) add, remove or amend a licence condition imposed by The London Borough of Barnet;
 - (b) exclude a default condition imposed by the Secretary of State or remove or amend such an exclusion;
 - (c) suspend the premises licence for a period not exceeding three months; and
 - (d) revoke the premises licence.
- 20.6. In determining what action, if any, should be taken following a review, the London Borough of Barnet will have regard to the principles set out in section 153 of the Act, as well as any relevant representations. In particular, London Borough of Barnet will also initiate a review of a premises licence on the grounds that a premises licence holder has not provided facilities for gambling at the premises. This is to prevent people from applying for licences in a speculative manner without intending to use them.
- 20.7. Once the review has been completed, the London Borough of Barnet must, as soon as possible, notify its decision to:

- the licence holder
- the applicant for review (if any)
- the Gambling Commission
- any person who made representations
- the chief officer of police or chief constable; and
- Her Majesty's Commissioners for Revenue and Customs

Gambling Premises Licence Applications

21.1 A premises licence may authorise:

- The operation of a casino
- The provision of facilities for playing bingo
- Adult Gaming Centres
- Licensed Family Entertainment Centres
- The provision of facilities for betting.

21.2 Premises licences are subject to the requirements as set out in the Act and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach others, where it is believed to be appropriate.

21.3 The London Borough of Barnet recognises that every application and representation made in connection with premises licences, with the exception of applications for a casino licence, must be treated on its merits.

21.4 The London Borough of Barnet is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission;
- in accordance with any relevant guidance issued by the Gambling Commission;
- reasonably consistent with the gambling licensing objectives; and
- in accordance with the authority's statement of licensing policy.

21.5 It is appreciated that as stated in the Gambling Commission's Guidance to Licensing Authorities "moral objections to gambling are not a valid reason to reject applications for premises licences" and also that unmet demand is not a criterion for London Borough of Barnet as licensing authority.

21.6 Premises licences that are granted must be consistent with the gambling licensing objectives. In consideration of the Gambling Commission's Guidance to Licensing Authorities the following comments are made:

- This Council is aware that the Gambling Commission takes a lead role in preventing gambling from being a source of crime. The guidance does envisage that licensing authorities should pay

attention to the proposed location of gambling premises in terms of this gambling licensing objective.

- The London Borough of Barnet has noted that the Gambling Commission states it generally does not expect licensing authorities to be concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.
- The London Borough of Barnet has noted that Gambling Commissions Guidance on protecting children from being harmed or exploited by gambling means preventing children from taking part in gambling as well as restriction of advertising so that gambling products are not aimed at or are particularly attractive to children.

Categories of Premises Licence

22.1. Adult Gaming Centres

22.1.1. The London Borough of Barnet will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to, for example, ensure that those who are aged under 18 years old are not attracted to or gain access to the premises.

22.1.2. The London Borough of Barnet may consider measures to meet the gambling licensing objectives such as:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

22.1.3. The London Borough of Barnet will have particular regard to the location and management of entrances to adult gaming centres. It will wish to see that the opportunities for children to gain access are minimised. This will be of particular importance if young people are likely to be unsupervised and the gaming centre is in a complex, such as a shopping centre.

22.2. Licensed Family Entertainment Centres

22.2.1. Gaming machines are a form of gambling which is attractive to children and Licensed Family Entertainment Centres will contain machines of the Category D machine types on which they are allowed to play. Because gaming machines provide opportunities for solitary play and for immediate pay-outs, they are likely to engender repetitive and excessive play. In considering applications the London Borough of Barnet will have regard to the need to protect children and vulnerable people from harm or being exploited by gambling and will expect the applicant to satisfy the London Borough of Barnet, for example, that those aged under 18 years old do not have access to the adult only gaming machine areas.

22.2.2. The London Borough of Barnet may consider measures to meet the gambling licensing objectives such as:

- CCTV
- Supervision of entrances / machine areas
- Physical separation of areas
- Location of entry
- Notices / signage
- Specific opening hours
- Self-exclusion schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not mandatory, nor exhaustive, and is merely indicative of example measures.

22.2.3. The London Borough of Barnet will refer to the Gambling Commission's website from time to time to ascertain any conditions that may apply to operating licences regulating the way in which the area containing the category C machines should be delineated. The London Borough of Barnet will also make itself aware of any mandatory or default conditions on these premises licences, when they have been published.

22.3. Tracks

22.3.1. Licensing authorities have a power under the Gambling Act 2005 to restrict the number of betting machines, their nature and the circumstances in which they are made available, by attaching a licence condition to a betting premises licence. London Borough of Barnet has no special policy on these issues, but will take into account the size of the track and associated area and the ability of staff to monitor the use of the

machines by children and vulnerable people when determining the number of machines permitted.

- 22.3.2. The London Borough of Barnet will normally attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public.

22.4. Casinos

- 22.4.1. London Borough of Barnet resolved in 2006 not to license casinos, with immediate effect. Any applications received will be returned with a notification that a 'no-casino' resolution is in place.

22.5. Bingo

- 22.5.1. The London Borough of Barnet will need to be satisfied that appropriate conditions exist for bingo to be played in any bingo premises for which they issue a premises licence. This will be a relevant consideration where the operator of an existing bingo premises applies to vary their licence to exclude an area of the existing premises from its ambit and then applies for a new premises licence, or multiple licences, for that or those excluded areas.
- 22.5.2. The London Borough of Barnet also notes the Gambling Commission's Guidance at paragraph 18.8 regarding the unusual circumstances in which the splitting of a pre-existing premises into two adjacent premises might be permitted, and in particular that it is not permissible to locate sixteen category B3 gaming machines in one of the resulting premises, as the gaming machine entitlement for that premises would be exceeded.
- 22.5.3. Children and young people are allowed into bingo premises. However, they are not permitted to participate in the playing of bingo and if category B or C machines are made available for use, then these must be separated from areas where children and young people are allowed.

22.6. Betting premises

- 22.6.1. London Borough of Barnet is aware that there is a trend to enlarge betting offices and that this can result in improved customer facilities. The London Borough of Barnet will look favourably on applications to improve customer facilities by enlarging or relocating existing premises, provided this does not entail risk to the gambling licensing objectives.

- 22.6.2. London Borough of Barnet recognises that certain bookmakers have a number of premises within its area. In order to ensure compliance and that issues are recognised and resolved at the earliest stage, operators are requested to give the London Borough of Barnet a single named point of contact, who should be a senior individual, and whom the London Borough of Barnet will contact first should any compliance queries or issues arise.
- 22.6.3. Betting machines - This London Borough of Barnet will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines by children and young persons or by vulnerable people, when considering the number, nature and circumstances of betting machines an operator wants to offer.

Part 3 – Permits and Notices

- 23.1 The London Borough of Barnet believes that gambling, including the use of category D gaming machines, is harmful to children. London Borough of Barnet believes that the use of gaming machines by children is not consistent with the third gambling licensing objective.
- 23.2 The London Borough of Barnet will not grant permits for any category of gaming machines where it considers that they are likely to be used or easily accessed, by children. Permits may be granted if adequate precautions are offered by the applicant. These could include, for example, steps to prevent access to the machines by children, and training for staff with respect to suspected truants and unsupervised very young children on the premises.
- 23.3 This Council is concerned about burglary targeted at gaming machines. The authority considers that this is relevant to the first gambling licensing objective.
- 23.4 Precautions to reduce the risk of burglary or theft from the machines may include:
- good security to deter break-ins
 - machines monitored by overt CCTV systems of an adequate standard to meet Police recommendations
 - machines to be of substantial construction to resist damage
 - emptying machines of cash nightly, and displaying a notice stating that this is done
 - siting machines where they can be observed by staff or the licence holder to deter theft when the premises are open
 - providing adequate secure cash storage facilities to Police recommendations.
- 23.5 The London Borough of Barnet recommends that applicants consult the Police, including the local Safer Neighbourhood Team, at an early stage, to obtain advice about crime prevention measures.

- 23.6 When considering an application for a permit, the London Borough of Barnet will take into account the applicant's suitability (including whether they have a conviction for any relevant offence).

Alcohol Licensed Premises Gaming Machine Permits & Notifications

- 24.1. There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have 2 gaming machines, of categories C and/or D. The premises merely need to notify The London Borough of Barnet.
- 24.2. The London Borough of Barnet can remove the automatic authorisation in respect of any particular premises if:
- the provision of the machines is not reasonably consistent with the pursuit of the gambling licensing objectives;
 - gaming has taken place on the premises that breaches a condition of section 282 of the Gambling Act (i.e. that written notice has been provided to the London Borough of Barnet, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with);
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises.
- 24.3. The London Borough of Barnet expects licensed premises to be clear on the expectations and requirements in relation to gambling on licensed premises.

<http://www.gamblingcommission.gov.uk/authorities/guide/pubs-and-clubs-toolkit>

Alcohol Licensed Premises Gaming Machine Permits or More Machines

- 25.1. If premises wish to have more than 2 machines, then it needs to apply for a permit. The London Borough of Barnet will consider that application based upon the gambling licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and any other matters that it may think relevant.
- 25.2. The London Borough of Barnet considers that such matters will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harmed or being exploited by gambling and will expect the applicant to satisfy the authority that there will be sufficient measures to ensure that those aged under 18 years old do not have access to the adult only gaming machines. Measures which will satisfy the authority that there will be no access may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18 years. Notices and signage may also help.

As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets / helpline numbers for organisations such as GamCare.

- 25.3. It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would most likely need to be applied for, and dealt with as an Adult Gaming Centre premises licence.
- 25.4. It should be noted that The London Borough of Barnet can decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. Conditions other than these cannot be attached.
- 25.5. It should also be noted that the holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine.

Club Gaming and Club Machine Permits

- 26.1. Members clubs and miners' welfare institutes but not commercial clubs may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (3 machines of categories B, C or D), equal chance gaming and games of chance as set out in regulations.
- 26.2. Members clubs, miner's welfare institutes and commercial clubs may apply for a club machine permit. A club machine permit will enable the premises to provide gaming machines (3 machines of categories B, C or D). It should be noted that commercial clubs may not site category B3A gaming machines offering lottery games in their club.
- 26.3. Members clubs must have at least 25 members and be established and conducted wholly or mainly for purposes other than gaming, unless the gaming is permitted by separate regulations. The Secretary of State has made regulations and these cover bridge and whist clubs, which replicates the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.
- 26.4. Licensing authorities may refuse an application on the grounds that:
 - (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which it has applied;
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;

- (d) a permit held by the applicant has been cancelled in the previous ten years;
- (e) an objection has been lodged by the Gambling Commission or the Police.

26.5. There is also a 'fast-track' procedure available under the Act for premises which hold a Club Premises Certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police and the grounds on which an application under the process may be refused are:

- (a) that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled."

26.6. There are statutory conditions on club gaming permits that no child uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

Unlicensed Family Entertainment Centre Gaming Machine Permits

27.1. Where a premise does not hold a premises licence but wishes to provide gaming machines, it may apply to The London Borough of Barnet for this permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

27.2. An application for a permit may be granted only if The London Borough of Barnet is satisfied that the premises will be used as an Unlicensed Family Entertainment Centre (UFEC) and if the chief officer of police has been consulted on the application.

27.3. The London Borough of Barnet will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The efficiency of such policies and procedures will each be considered on their merits, however, they may include appropriate measures including training for staff as regards suspected truant school children on the premises, measures including training covering how staff would deal with unsupervised very young children being on the premises, or children causing perceived problems on or around the premises.

27.4. The London Borough of Barnet will expect applications to demonstrate:

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs;
- that the applicant has no relevant convictions
- that staff are trained to have a full understanding of the maximum stakes and prizes.

27.5. It should be noted that The London Borough of Barnet cannot attach conditions to this type of permit.

Prize Gaming Permits

28.1. Gaming is prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming.

28.2. The London Borough of Barnet has prepared a statement of principles which is that the applicant should set out the types of gaming that he or she is intending to offer and that the applicant should be able to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations;
- that the gaming offered is within the law
- Clear policies that outline the steps to be taken to protect children from harm.

28.3. In making its decision on an application for this permit The London Borough of Barnet does not need to but may have regard to the gambling licensing objectives. However, it must have regard to any Gambling Commission guidance.

28.4. It should be noted that there are conditions in the Gambling Act 2005 with which the permit holder must comply, but that the London Borough of Barnet cannot attach conditions. The conditions in the Act are:

- the limits on participation fees, as set out in regulations, must be complied with;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations if a money prize, or the prescribed value if non-monetary prize;
- participation in the gaming must not entitle the player to take part in any other gambling.

28.5. The London Borough of Barnet may not impose any further conditions.

Temporary Use Notices

29.1. Temporary Use Notices allow the use of premises for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for

providing facilities for gambling. Premises that might be suitable for a Temporary Use Notice would include hotels, conference centres and sporting venues.

- 29.2. The London Borough of Barnet can only grant a Temporary Use Notice to a person or company holding a relevant operating licence, i.e. a non-remote casino operating licence.
- 29.3. The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices, and at the time of writing this Statement the relevant regulations (SI no 3157: The Gambling Act 2005 (Temporary Use Notices) Regulations 2007) state that Temporary Use Notices can only be used to permit the provision of facilities or equal chance gaming, where the gaming is intended to produce a single winner, which in practice means poker tournaments.
- 29.4. There are a number of statutory limits as regards Temporary Use Notices. The meaning of "premises" in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with "premises", the definition of "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In the Act "premises" is defined as including "any place". In considering whether a place falls within the definition of "a set of premises", the London Borough of Barnet needs to look at, amongst other things, the ownership/occupation and control of the premises.
- 29.5. The London Borough of Barnet expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission's Guidance to Licensing Authorities.

Occasional Use Notices

- 30.1. The London Borough of Barnet has very little discretion as regards occasional use notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. This Council will consider the definition of a 'track' and whether the applicant is permitted to avail him/herself of the notice

Travelling Fairs

- 31.1 The London Borough of Barnet is responsible for deciding whether, where category D machines and / or equal chance prize gaming without a permit is to be made available for use at travelling fairs, the statutory requirement that the facilities for gambling amount to no more than an ancillary amusement at the fair is met.
- 31.2 The London Borough of Barnet will also consider whether the applicant falls within the statutory definition of a travelling fair.
- 31.3 It is noted that the 27-day statutory maximum for the land being used as a fair applies on a per calendar year basis, and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land.

- 31.4 The London Borough of Barnet will work with its neighbouring authorities to ensure that land that crosses our boundaries is monitored so that the statutory limits are not exceeded.

Part 4 – Lotteries

- 32.1. The Gambling Act 2005 regulates all forms of fund-raising lotteries promoted in the UK. With the exception of the National Lottery, which is not regulated under this Act, it is illegal to promote a lottery for private or commercial gain.
- 32.2. While the term ‘lottery’ is used within the legislation, these provisions are also likely to apply to raffles, prize draws, tombola’s, sweepstakes, scratch-card sales, and so on – in short, any arrangement in which a ticket is sold for a random chance of winning a prize. For the sake of simplicity, ‘lottery’ is used to define all of these.
- 32.3. Broadly speaking, there are two categories of lottery established under the Act –
- Licensed lotteries (proceeds exceed £20,000 for each lottery or aggregate proceeds exceed £250,000 in a calendar year) & Local Authority Lotteries (administered by local authorities for the benefit of local authorities). An operating licence must be held by the promoter(s) of these lotteries.
 - Exempt lotteries are lotteries permitted to run without a licence from the Gambling Commission each with its own limits on the amounts that can be raised, the purposes for which it can be promoted, and the manner in which it must be run. These are:

Incidental Non-Commercial Lotteries: these are raffles which take place during the course of an event, e.g., tickets are sold and a raffle that is drawn during a fete, party or meeting.

Work Lotteries and Resident’s Lotteries: these include raffles in which tickets are only sold to a) people who all work in the same premises; or b) people who all live in the same premises. This lottery does not require registration and any money raised for a good cause must be stipulated when selling tickets. If tickets are not for a good cause, all proceeds must be spent on costs of organising the lottery and buying prizes.

Customer Lotteries: these are where businesses arrange lotteries for their customers, whereby tickets are sold on the business’ own premises, to its customers and the prize is worth less than £50. These lotteries do not require registration.. Such lotteries cannot be used or fundraising.

Private Society Lotteries : this is a raffle where tickets are restricted to members of the society only. Tickets can be sold to guests of members and all proceeds must go to the organisation or to a charity (after organising costs and prizes are deducted). This lottery does not require registration.

Society Lotteries: this is where a raffle is run by a non-commercial society (such as a community group or charity) whereby tickets are sold to members of the public in advance. These lotteries require registration with the Gambling Commission.

Societies may organise lotteries if they are licensed by the Gambling Commission, or if they fall within one of the exempt categories. The Licensing Authority recommends those seeking to run lotteries, seek their own independent legal advice on which type of lottery category they fall under.

- 32.4. The administration and enforcement of licensed lotteries is carried out solely by the Gambling Commission, although local authorities may provide information and intelligence to assist in these processes. Both the Commission and local authorities may carry out enforcement checks to ensure that any exempt lotteries are carried on in accordance with the relevant legal restrictions.

Small Society Lotteries

- 33.1. Small Society Lotteries are those where (a) 20% of proceeds go to the purposes of the society; (b) proceeds raised are under £20,000 for each lottery; (c) aggregate proceeds are under £250,000 in a calendar year and (d) the maximum prize is £25,000.
- 33.2. These lotteries require registration with a Local Authority where their principal office is located. Where the local authority believes the Society's office is situated in another area, it will inform the Society as soon as possible.
- 33.3. Small Lottery operators registered with the Licensing Authority must maintain a written record of all sold and unsold tickets for a period of one year from the date the draw occurs. The Licensing Authority is permitted to inspect these records.
- 33.4. Should a society registered with a Licensing Authority for the promotion of small society lotteries promote a lottery which causes either on the statutory limits on proceeds to be exceeded, then any subsequent lotteries promoted by that society in the current calendar year or any of the following three calendar years will be deemed to be large society lotteries and will require the society to obtain a relevant operating licence from the Gambling Commission. The registration with the Licensing Authority will remain in force but will not serve to authorise any lottery schemes during this period – it is open to the society as to whether to cancel the registration.
- 33.5. Registration of non-commercial society lotteries may be refused if it appears that the applicant is a commercial society, and The London Borough of Barnet will therefore expect full details to be provided of the purpose for which the society is established. The London Borough of Barnet may make enquiries to satisfy itself on this point.

- 33.6. If the London Borough of Barnet is minded to refuse to register a lottery, or to revoke a registration, it will inform the applicant, stating the reasons, and the applicant will have the right to make representations. Any such representations will be heard by a sub-committee of the Licensing Committee.
- 33.7. The London Borough of Barnet does not currently possess an operating licence in its own name for the purposes of promoting a lottery for the benefit of the community.

Free Prize Draws & Skill Competitions

- 35.1. The Act does not include any measures to regulate prize draws where there is no charge to enter, nor any competition where the outcome relies significantly upon a participant's skill, judgement or knowledge. Generally, the Licensing Authority will be unable to become involved in any matters relating to these schemes.
- 35.2. However, on some occasions, schemes that are presented as skill competitions will actually fall under the definition of lotteries, or prize (chance) gaming, and would therefore need to comply with the statutory requirements. Alongside the Gambling Commission, licensing authorities are obliged to monitor the boundaries between lotteries and skill competitions and will provide advice and assistance to ensure that any competitions are run in compliance with the relevant laws. This Licensing Authority notes the criteria set out in section 14 of the Act relating to the characteristics of a skill competition, and, when called upon to assess a particular scheme, will seek to ensure that the competition includes a suitable challenge of skill, judgement or knowledge that cannot reasonably be expected to:
- prevent a significant proportion of people who wish to participate from doing so; or
 - prevent a significant proportion of people who participate from receiving a prize.

Tourism and employment

- 36.1. The London Borough of Barnet recognises the relevance of licensed premises to tourism and employment in the borough. The Licensing Committee will receive reports from anybody that it considers appropriate on the needs of the local cultural strategy, and tourist economy, including the employment situation in the area and the need for new investment and employment. These issues will be taken into account so far as the Act permits when making licensing decisions.

Promotion of equality

- 37.1 The London Borough of Barnet encourages the provision of proper facilities for disabled people at licensed premises, and will offer advice and information where necessary to assist applicants.
- 37.2 The London Borough of Barnet is obliged to have due regard to the need to eliminate unlawful discrimination, for example on the grounds of race, gender, disability, sexual orientation or religion, and to promote equality of opportunity and good relations between persons of different groups. When considering applications and representations, the

London Borough of Barnet will treat all parties equally. However, it can take into account only the issues provided for in the Act.

Licensing Register

38.1 The London Borough of Barnet will establish and maintain a Licensing Register containing the information required by statute and keep it available for inspection. It can be seen on request to the Licensing Team, telephone 0208 359 7443.

Complaints about the Licensing Service

39.1. The London Borough of Barnet will investigate any complaint about the way it deals with a licensing issue and will inform the complainant of the outcome. If the complaint is justified, it will put the problem right if possible. London Borough of Barnet has a formal complaints procedure. For information see:

www.barnet.gov.uk/your-council/contact-council/compliments-and-complaints
<http://www.barnet.gov.uk/contact-us.htm>

Further information

40.1 Information about applications, fees, how to make a representation, details of the responsible authorities and the licensing register, see www.gamblingcommission.gov.uk or contact the Licensing Team on 020 8359 7443, licensingadmin@barnet.gov.uk or see The London Borough of Barnet's website, www.barnet.gov.uk

Relevant documents

- The Enforcement Concordat
<http://webarchive.nationalarchives.gov.uk/+http://www.berr.gov.uk/files/file10150.pdf>
<http://webarchive.nationalarchives.gov.uk/+http://www.berr.gov.uk/files/file10150.pdf>
- The Regulators' Compliance Code
<https://www.gov.uk/government/publications/regulators-code>
[https://www.gov.uk/government/publications/regulators-](https://www.gov.uk/government/publications/regulators-code)
[codehttps://www.gov.uk/government/publications/regulators-code](https://www.gov.uk/government/publications/regulators-code)
- The Human Rights Act 1998
<http://www.legislation.gov.uk/ukpga/1998/42/contents>
<http://www.legislation.gov.uk/ukpga/1998/42/contents>
<http://www.legislation.gov.uk/ukpga/1998/42/contents>
- Crime and Disorder Act 1998
<http://www.legislation.gov.uk/ukpga/1998/37/contents>
<http://www.legislation.gov.uk/ukpga/1998/37/contents>
<http://www.legislation.gov.uk/ukpga/1998/37/contents>
- Equality Act 2010
<https://www.legislation.gov.uk/ukpga/2010/15/contents>

- Guidance to Local Authorities issued by the Gambling Commission under section 25 of the Gambling Act 2005

<https://www.gamblingcommission.gov.uk/authorities>

<http://www.barnet.gov.uk/>

Commencement and Review

- 42.1. This policy will come into effect on 31st January 2024 It will be kept under review and The London Borough of Barnet may make changes after consultation. It will be renewed every three years. The London Borough of Barnet will be pleased to receive the views of responsible authorities, individuals or organisations at any time.

LOCAL AREA PROFILE GAMBLING ACT 2005

Jan 2024

London Borough of Barnet

Introduction

- 1.1. Great Britain has one of the most accessible gambling markets worldwide. Opportunities to gamble exist on most high streets and, with the increase in online gambling, in virtually every home. The majority of British people have gambled at some point and most of those who gamble have no issues with keeping their gambling within sensible and affordable limits.
- 1.2. However, for some, gambling can be problematic, affecting their ability to live and work. People with gambling problems often experience a range of negative effects, including health issues, relationship breakdown, and difficulties with debt. In more severe cases gambling problems can lead to crime, thoughts of suicide or suicide itself.¹
- 1.3. When the Gambling Act 2005 (the Act) came into force in late 2007, it brought in a new, comprehensive system for gambling regulation in Great Britain. The Act established a dedicated regulator, at a national level, in the form of the Gambling Commission and recognised the potential local impact and importance of gambling. So, it created many local regulators in line with local circumstances. Those regulators are the 380 licensing authorities of England, Wales and Scotland. Barnet Council, as such, is one of these regulators.
- 1.4. The regulatory environment in Great Britain is changing, becoming more focused on risk. Licensing authorities are expected to take the lead on local regulation of gambling. As such, policy is becoming more focused on understanding and mitigating gambling-related harm, rather than focusing on problem gambling alone.
- 1.5. The Gambling Commission recommend, that as part of any policy refresh, which licensing authorities are required to do every three years, that authorities also produce a Local Area Profile. The Commission explain that this will have a number benefits for policy-making in the future, including:
 - Enabling licensing authorities to better serve their local community, by improving Barnet's understanding of the community and the local risk profile;
 - Improved clarity for operators as to the relevant factors in licensing authority decision making. This will lead to improved premises license applications, with the potential operator already incorporating controls and measures to mitigate risk in their application;
 - Enabling licensing authorities to make robust but fair decisions, based on a clear, published set of factors and risks, which are therefore less susceptible to challenge; and
 - Encouraging a proactive approach to risk that is likely to result in reduced compliance and enforcement action.

¹ <https://www.gamblingcommission.gov.uk/PDF/survey-data/Gambling-behaviour-in-Great-Britain-2015.pdf>

Barnet's Approach

2.1. The purpose of the Barnet Local Area Profile is to identify the areas' most vulnerable to gambling related harm. Therefore, the question that this profile attempts to better understand is – who is vulnerable to, or at risk of, gambling-related harm and where are such vulnerabilities likely to manifest in Barnet?

2.2. Gambling-related harm was recently defined by the Gambling Commission in their 'Measuring Gambling Related Harms – A Framework for Action' report, published in July 2018² :

“Gambling-related harms are the adverse impacts from gambling on the health and wellbeing of individuals, families, communities and society”

2.3. The Gambling Commission in 2012, whilst stating that it would not explicitly define who exactly is vulnerable in relation to gambling, could identify types of people that it is likely to impact more than others. This focuses on people who gamble more than they would want to, some examples include:

- Young people and students
- Those with Mental Health problems
- Those with problems around drug dependency/misuse
- Those with learning disabilities/difficulties
- Homeless people
- Those living in constrained economic circumstances
- Those living in deprived areas
- Those with personality/cognitive impairments

2.4. A report by the Gambling Commission in 2015 defined problem gambling as an activity:

“To a degree that compromises, disrupts or damages family, personal or recreational pursuits”

2.5. In accordance with the Gambling Commission's recent gambling harms framework and previous publications, the types of harms that have been considered as part of this local area profile are as follows:

- Gambling associated crime (acquisitive and those at a gambling premises)
- Relationship breakdown/problems (reported domestic incidents) 2
“Gambling-related harms are the adverse impacts from gambling on the health and wellbeing of individuals, families, communities and society” “To a degree that compromises, disrupts or damages family, personal or recreational pursuits”

² <https://www.gamblingcommission.gov.uk/PDF/Measuring-gambling-related-harms.pdf>

- Unemployment, financial stress, and income deprivation
- Health issues
- Homelessness
- Children being exposed to gambling (accidental or otherwise)

2.6. Barnet, as the licensing authority, has modelled where such risks might be more acute in certain areas versus others. This has included an assessment of the key characteristics of the borough to identify areas of higher risk of vulnerability to gambling-related harm.

2.7. The Barnet approach is based on the possible risk to gambling-related harm and does not mean that just because an area is seen as being at higher risk that all people in that area will suffer harm or be at risk of suffering harm.

2.8. Barnet will take specific note of whether an application relates to a premise that is:

- Close to an educational establishment, including colleges and universities;
- Close to a center dealing with addictions;
- Close to general practitioners and supported housing that focuses on mental health;
- Situated in an area of high, gambling associated crime;
- Situated in an area of deprivation;
- Close to locations that are regularly visited by those who are unemployed such as job centres and food banks; or
- Close to the location of businesses providing instant access to cash such as payday loans, pawn shops

2.9. Barnet expects applicants for a new licence to submit the completed assessment with their application. It must identify the risks and state what control mechanisms are to be employed at the premises to ensure that the gambling licensing objectives are being met having regard to the local area profiles produced by this Authority. The assessment must consider at a minimum:

- The local area, including but not restricted to the types of premises and operation in the area surrounding the gambling premises; educational facilities; centers for vulnerable people; high crime area; high unemployment area; pawn broker/pay day loan businesses in the vicinity; other gambling premises in the vicinity
- The gambling operation, including but not restricted to what gambling products it provides in the premises; the staffing levels within the premises; the level and requirement for staff training; whether loyalty or account cards are used or not; the security and crime preventions arrangements it has in place; how it advertises locally and on the premises; the marketing material within the premises; the display and provision of information

- The design and layout of the premises, including but not restricted to whether the staff have obstructed views of gaming machines or entrances; whether the design is such that children can see gambling taking place;
- The control mechanisms to be put in place to mitigate the risks, for example; the use of CCTV cameras, the provision of magnetic door locks, employment of door supervisors, employing a challenge 25 scheme, increased number of trained staff

Data

3.1. Below is the data table which highlights the data that has gone into the model to assess vulnerability across Barnet.

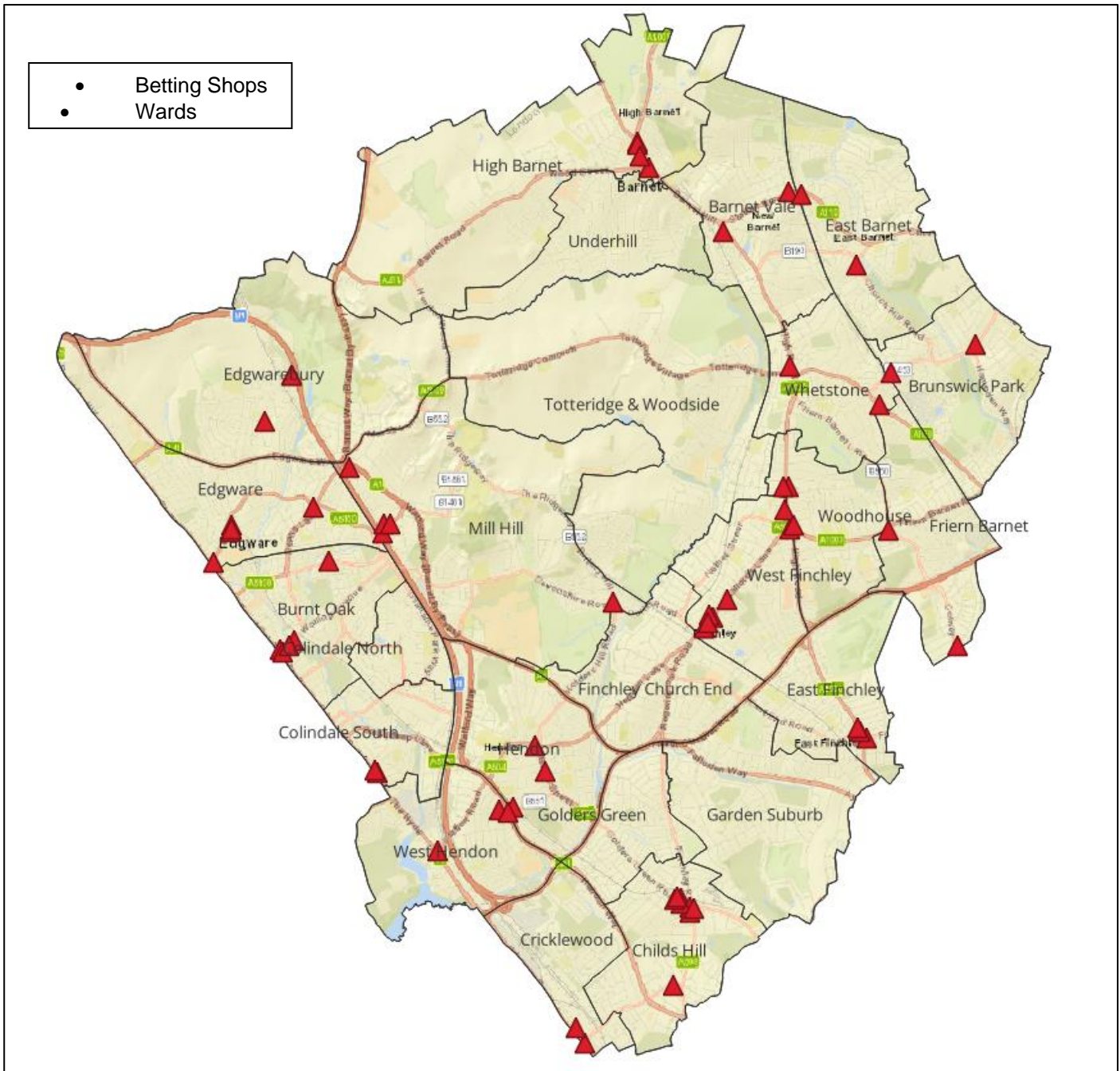
Dataset	Source	Link Harm
All crime - venue recorded as occurring at a Barnet betting shop – 2016, 2017 and 2018	MPS	Crime
ASB incidents in Barnet in 2022	MPS	Relationship problems/ breakdown
Acquisitive crime in 2022	MPS	Crime
Food banks	Open Source	Unemployment Financial Stress Income Deprivation
Education institutions	Corporate GIS	Child Exposure
Deprivation	Corporate GIS	Unemployment Financial Stress Income Deprivation
Location of Gambling Premises Licenses	Licensing	All
Population by Lower Super Output Area	ONS 2022 office of national statistics	All

Vulnerability Maps

4.1. Below is the data table which should be used to navigate between the various maps made available through this local area profile

Map No	Map Title
Section 4 – Vulnerability Maps	
1	Locations of Gambling Premises in Barnet
2	Barnet’s Hots Spot areas for Licensed Gambling Premises
3	
4	Proximity of Schools to Gambling Premises
5	ASB Hot Spots and Licensed Gambling premises

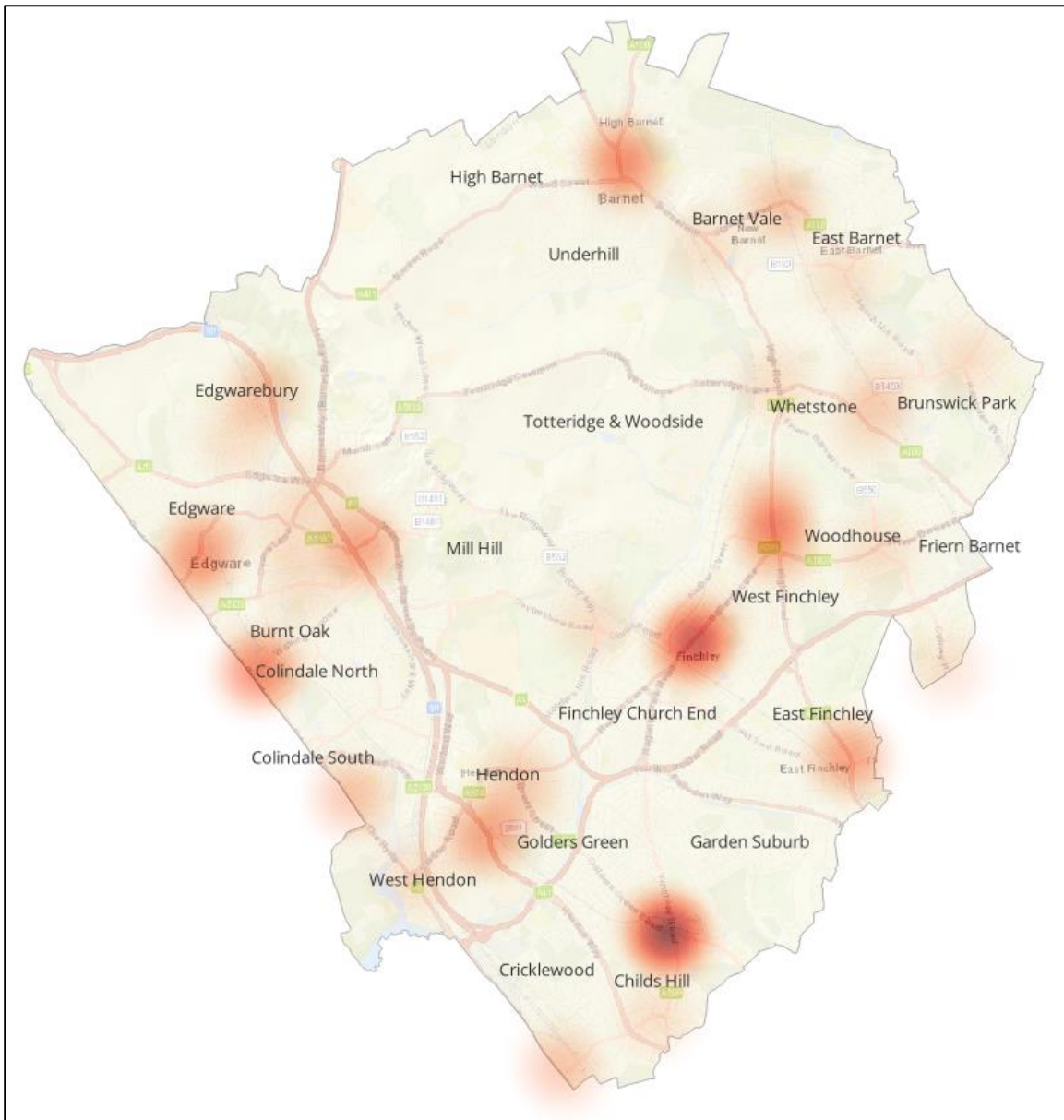
MAP 1: Locations of Gambling Premises Licences in Barnet



4.2. Map 1 shows the locations of the premises with a Gambling Premises license in Barnet. The map shows concentrations in the high footfall areas, namely;

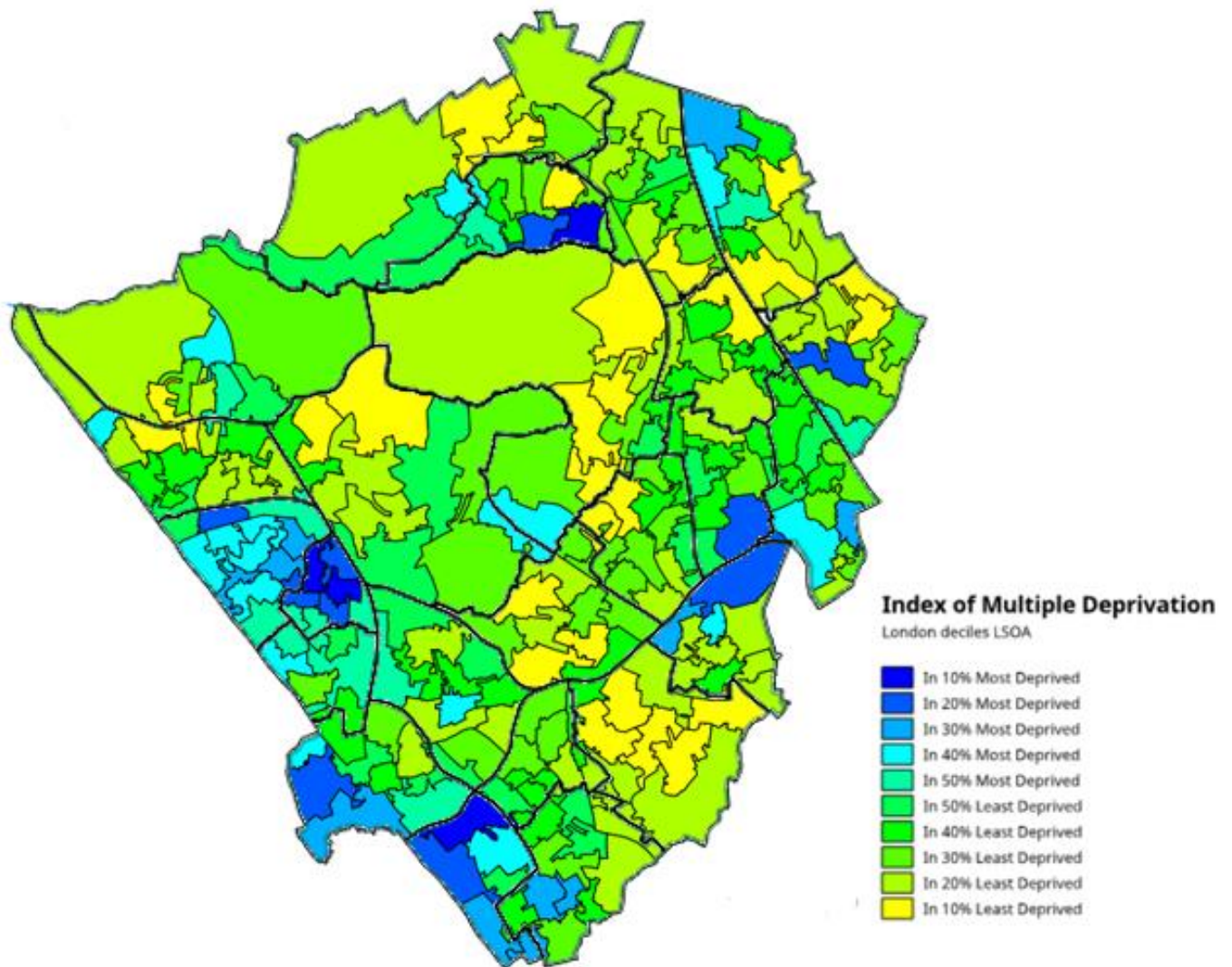
- Golders Green Road/Finchley Road Junction,
- Ballards Lane (Finchley Church End)
- Station Road, Edgware
- Watling Avenue

MAP 2 – Barnet’s Hot Spot areas for Licensed Gambling Premises



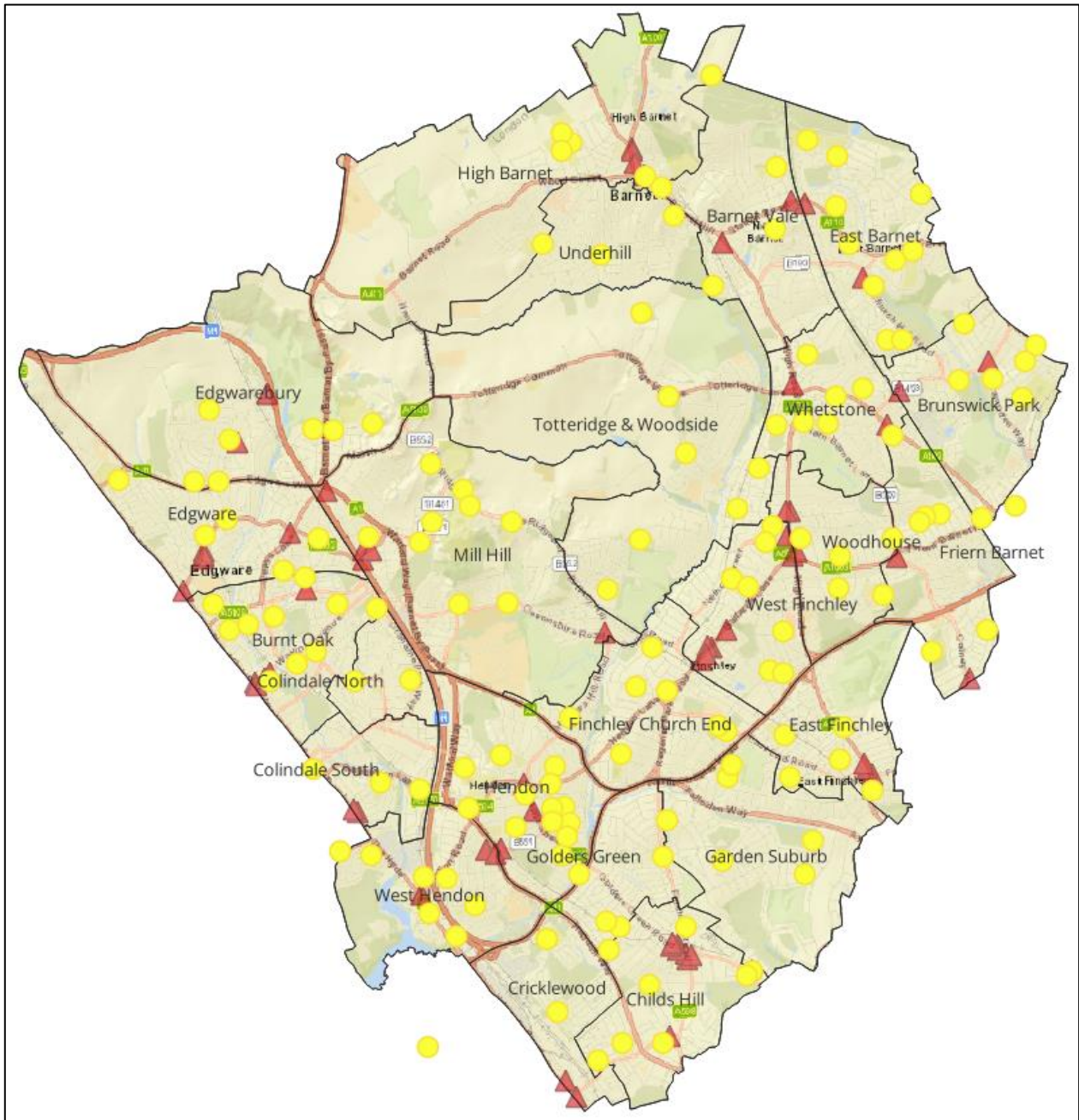
Map 2 builds on Map 1 and shows a hot spot areas of gambling premises locations, per LSOA

MAP 3 – Barnet's index of Multiple Deprivation



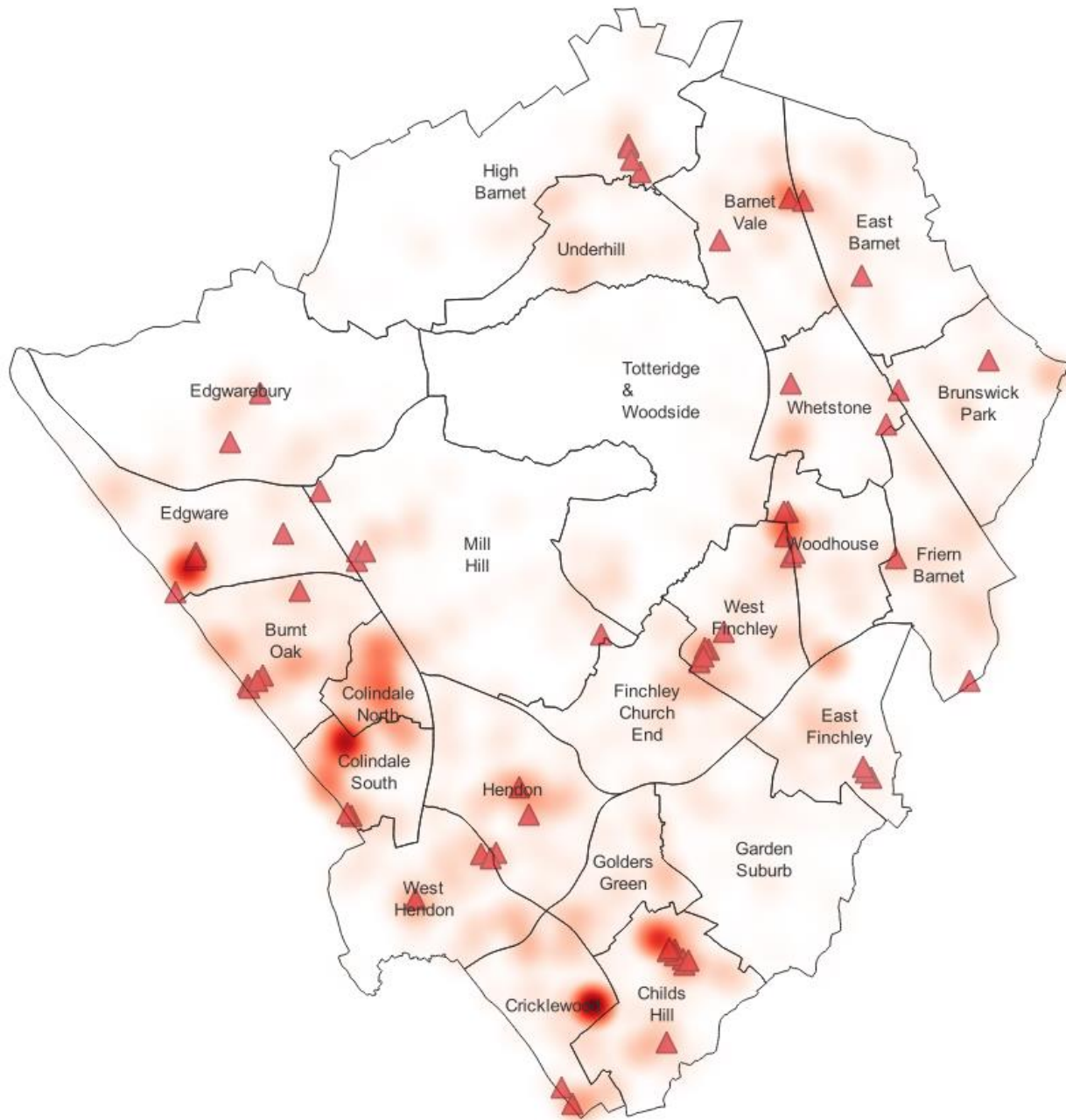
Map 3 is a visual representation of the most deprived areas in Barnet. It shows that large areas in Woodhouse, East Finchely, Colindale North, Cricklewood and Underhill wards are in the 10% Most Deprived category.

MAP 4 – Proximity of Schools to Gambling Premises



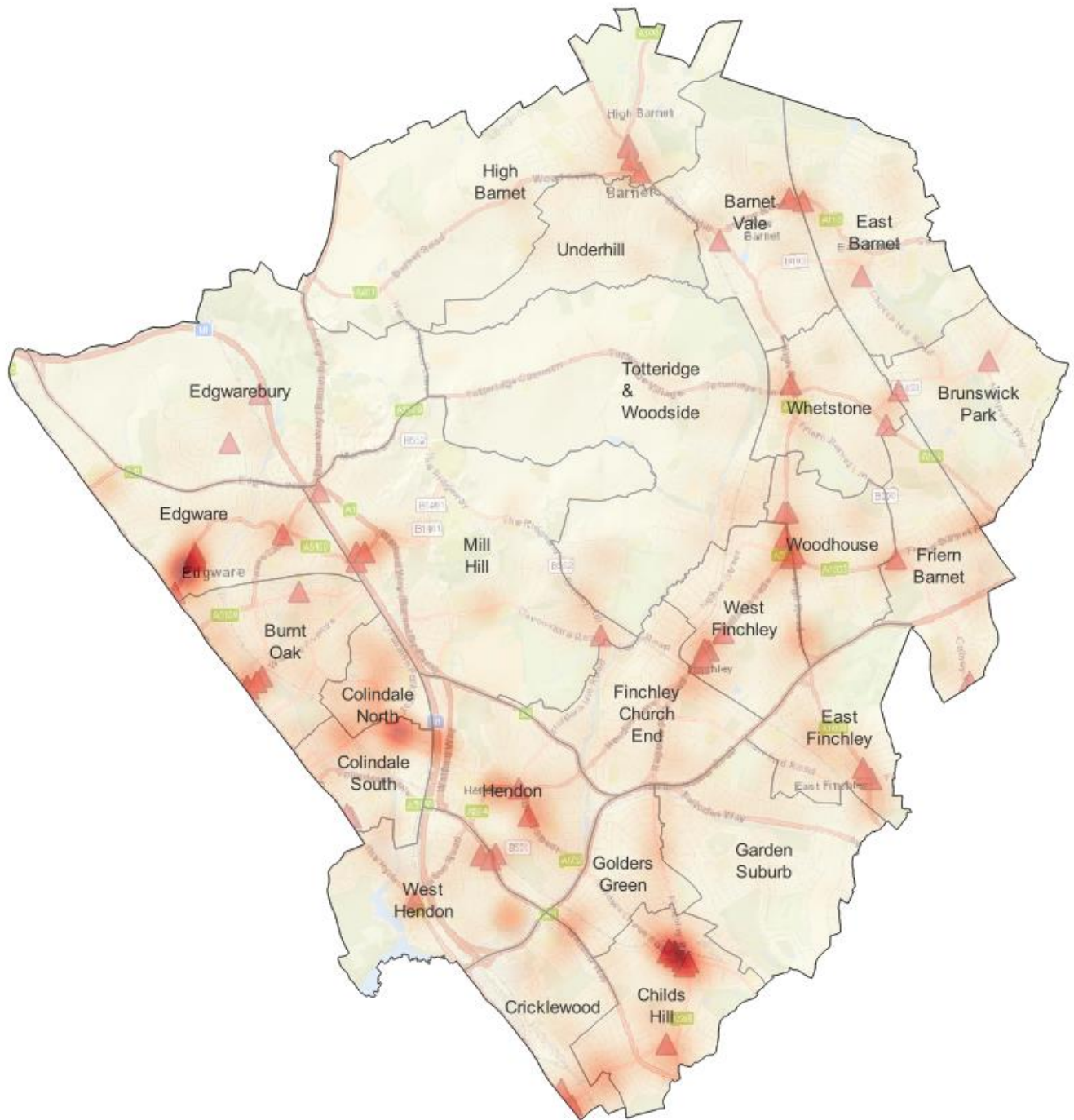
Map 5 – representation of the number of schools and gambling premises in the Borough. This highlights the close proximity with which some Barnet schools and gambling premises are already situated.

MAP 5 - ASB Hot Spots and Licensed Gambling premises



Map 5 shows the result of the hot spot analysis for recorded ASB crimes on the Metropolitan Police recording system was active. Each crime is symbolised based on whether it is part of a statistically significant hot spot (red), and a statistically significant cold spot (white). The red areas are hot spots, or areas where high numbers of ASB incidents are surrounded by other areas with high numbers of ASB incidents. The red Triangles show the location of our existing gambling premises licence holders. In Barnet, hot spots are distributed throughout the borough with particularly high densities in Cricklewood, Colindale South and Edgware.

MAP 6 – Acquisitive



Map 6 shows the result of the hot spot analysis for recorded Acquisitive crimes on the Metropolitan Police recording system was active. Each crime is symbolised based on whether it is part of a statistically significant hot spot (red). The red areas are hot spots, or areas where high numbers of Acquisitive crimes are surrounded by other areas with high numbers of incidents. The red Triangles show the location of our existing gambling premises licence holders. In Barnet, hot spots are distributed throughout the borough with particularly high densities in Childs Hill, Edgware and South Colindale.

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Appendix B - Gambling Statement of Principles - Summary of Changes

This document updates the borough's Statement of Gambling Principles - 2022-2024 and a summary of the changes incorporated into the Statement of Gambling Principles 2024-2027 are set out below.

Sections	Summary of Changes
5.1 – 5.2	<p>General Principles</p> <p>Paragraphs briefly outlining the councils' general principles when carrying out its Licensing Authorities functions</p>
10.9	<p>Insertion of the below 2 point following response from public consultation:</p> <ul style="list-style-type: none"> • Location of the gambling premise and its proximity to vulnerable people or defining a gambling vulnerability zone, and • density of existing gambling establishments
12.1	<p>Role of the Gambling Commission</p> <p>Paragraph briefly outlining the role of the Gambling Commission</p>
13.3	<p>Insertion of the below 2 point following response from public consultation:</p> <ul style="list-style-type: none"> • How you will prevent children and vulnerable people from entering gambling premises, and • How you will reduce or mitigate the risks of children and vulnerable adults being exposed to advertising through shop windows and displays on highstreets.
15.1 – 15.3	<p>Gaming Machines</p> <p>Additional text added to define types of gaming machines.</p>
16.1 – 16.4	<p>Gambling Risk Assessments</p> <p>Additional sections have been added in order to provide more details as to the topic of Gambling Risk Assessments and considerations that should be made by applicants on the impact that gambling premises could have on the local area.</p>
17.1 – 17.2	<p>General Approach to Applications</p> <p>Additional sections added to existing text relating to Barnet's approach to applications.</p>
20.4 – 20.16	<p>Location of Premises</p> <p>Additional sections added to existing text introducing the term 'vulnerability zone' to the statement of principles.</p>
21.2 – 21.13	<p>Division of Premises and Primary usage</p> <p>Additional sections added to existing text providing further detailed information on the matter of the division of licensed premises.</p>
22.1	<p>Door Supervisors</p> <p>Additional sections added to existing text providing further detailed information on the matter of door supervision</p>
36.1 – 38.2	<p>Lotteries</p> <p>Requirements defining lotteries have been expanded to detail limits and categories of exemptions for lotteries listed.</p> <p>Small Lotteries – further details have been added with regards registration, enforcement and record keeping</p>
Page 41 - 51	<p>Local Area Profile Maps have been updated to provide current data</p>

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Appendix C - Summary of Consultation Responses

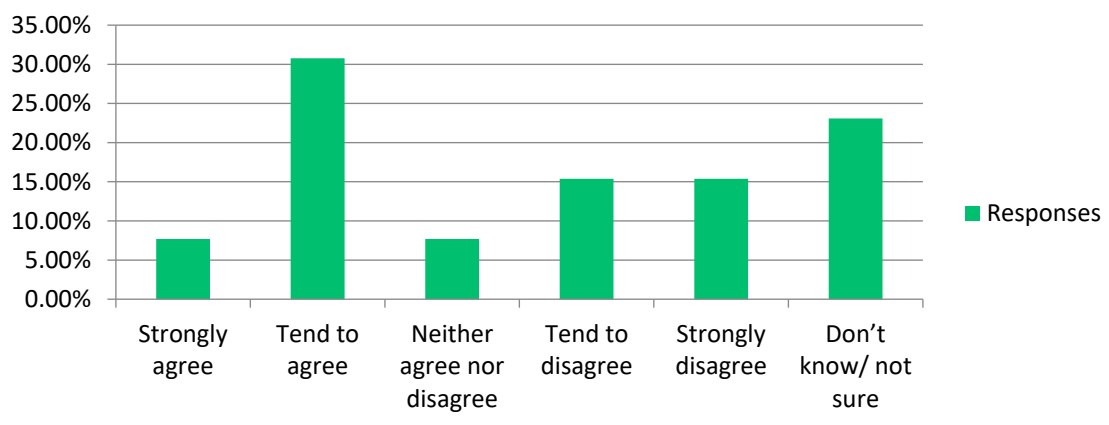
Question 1 - Overall, to what extent do you agree or disagree with the draft statement of gambling principles? (Please tick one option)

Q1 Results

Answer Choices	Responses	
Strongly agree	12.50%	1
Tend to agree	25.00%	4
Neither agree nor disagree	0.00%	1
Tend to disagree	12.50%	2
Strongly disagree	25.00%	2
Don't know/ not sure	25.00%	3

Answered	13
Skipped	1

Overall, to what extent do you agree or disagree with the draft statement of gambling principles? (Please tick one option)



Summary

38.46% (5) of respondents disagreed with the proposed statement of principles, 38.46% (5) of respondents agreed with the proposed statement of principles, 7.69% (1) respondents neither agree or disagree and 23.08% of respondents are unsure/don't know.

**Question 2 - Please give reasons for your answer: (Please type in your answer)
(Answer to Q1 - Strongly Agree or Agree)**

Q2 Results

Answered	5
Skipped	9

Responses and LA Comments

Of the 5 responses 4 provided the following reason for their Question 1 Answer:

	Consultation Responses	Licensing Comments
1	It sounds like you don't really approve of encouraging gambling. Neither do I. These slot machines places don't do anything to enhance areas of Barnet and may encourage people to start gambling.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
2	It is good that you have added an impact assessment and a map.	No amendments required to the proposed Statement of Principles.
3	My high street Vivian Avenue has multiple betting shops and its attracting the criminal element, who sit around all in the near by cafes.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
4	test	N/A
5	The introduction of gambling vulnerability zones is a significant change and forces applicants, residents and the committee to consider each permit in relation to its broader surroundings. This is long overdue.	No amendments required to the proposed Statement of Principles.

**Question 3 - Please give reasons for your answer: (Please type in your answer)
(Answer to Q1 - Neither agree or disagree)**

Q3 Results

Answered	3
Skipped	11

Responses
and LA
Comments

	Consultation Responses	Licensing Comments
1	The question was a bit wishy-washy. Hence you get a wishy-washy answer. I do not like gambling or slots machines shops. Period.	The Gambling Act 2005 does not allow the Licensing Authority to prevent applications for Gambling Premises Licences being made. No amendments required to the proposed Statement of Principles.
2	These betting shops have made the high street a run down and intimidating area. As a women, walking from home, I am regularly hassled by beggars, who go in and out of these betting shops.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting criminal activities. No amendments required to the proposed Statement of Principles.
3	I agree with elements such as the resolution not to issue casino licences. It is also very helpful, and fairly upsetting, to see the local maps and density of gambling premises. I do, however, believe that an important factor in protecting children and therefore an extremely relevant factor in assessing whether the issuing of a licence is harmful to children is to consider the number of licensed gambling premises already in the location. In Finchley Central there is such a high density of gambling premises that children going to school along Ballards Lane have to go past many such premises, with betting being visibly on display in some of these premises. The result is also the absence of a normally	The Gambling Act 2005 does not allow the Licensing Authority to prevent applications for Gambling Premises Licences being made. No amendments required to the proposed Statement of Principles.

	<p>functioning high street with a variety of shops. One of the key places where they wait for buses and go to the Tube is surrounded by betting shops. Yet all we seem to see is additional premises being licensed. With the recent extension of Merkur Slots' licensed hours, the potential impact if that is enacted will be that children will have to go past those open premises on their way to school as well. This experience must impact all those children and I believe there has to be a limit to the density of gambling premises in order to protect children, a density which has been exceeded significantly already. I note, for example, that Lewisham refused an application by Merkur Slots to extend the licensed hours to 24 hours. Instead they agreed to 21 hours so that the premises would be closed when children were going to school, although please see my earlier comments as to there already being too high a density of licensed gambling premises.</p>	
<p>Summary</p>	<p>The Licensing Authority does not consider the consultation responses necessitate any amendment to the proposed Statement of Principles.</p>	

**Question 4 - Please give reasons for your answer: (Please type in your answer)
(Answer to Q1 - Disagree or Strongly disagree)**

Q4 Results

Answered	5
Skipped	9

Responses
and LA
Comments

	Consultation Responses	Licensing Comments
1	There is nothing of any good in gambling.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
2	Because I do not like gambling or slots machines premises in our high streets. They do nothing to enhance the neighbourhood. They encourage kids and young people to start gambling.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
3	Put simply, gambling should not be tolerated at all.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
4	The Statement of Principles primarily considers the impact of each gambling shop but does not sufficiently consider the combined impact of many such facilities on a single high street. For example, the south side of Ballards Lane from Finchley Central Station towards	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities.

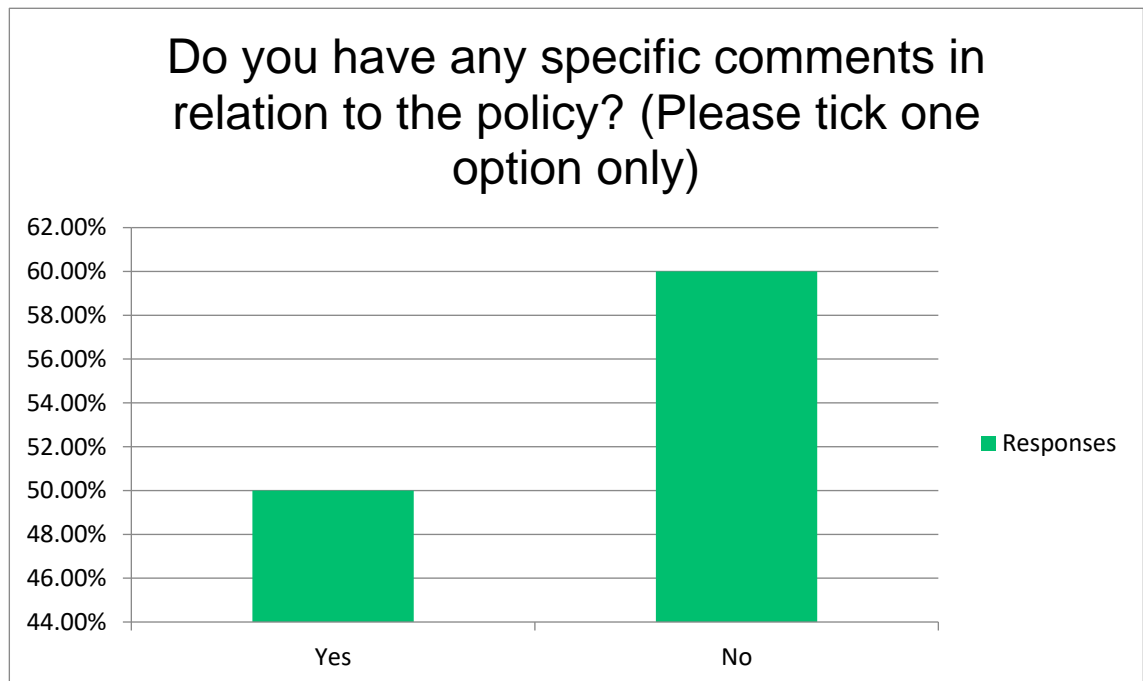
		<p>North Finchley has 4 gambling joints in the first 16 retail locations. The council has recently rubber stamped a request for one of these to operate 24/7. This section of the high street includes the pick up location for several school buses, a bus stop for public transport and the entrance to the underground station and so is filled with school children every morning and afternoon. These facilities support an insidious gambling-related infrastructure, including a pawn shop (Cash Convertors) on the same stretch of high street, plus two branches of Gamblers Anonymous which meet a few hundred meters away at St Mary's Church and at St Paul's Church. There seems to be no process for joining these dots to see the bigger picture. How many branches of Gambler's Anonymous will Finchley need before the number of gambling shops is considered too many?</p>	<p>The risk assessment submitted with each new application should seek to address issues such as the location of its premises to vulnerable groups and set out ways in which it can limit its potential negative impact upon an area.</p> <p>No amendments required to the proposed Statement of Principles.</p>
	5	<p>I think the restrictions need to be more strict.</p>	<p>The Gambling Act 2005 does not allow the Licensing Authority to prevent applications for Gambling Premises Licences being made.</p> <p>No amendments required to the proposed Statement of Principles.</p>
Summary	<p>The Licensing Authority does not consider the consultation responses necessitate any amendment to the proposed Statement of Principles.</p>		

Question 5 - Do you have any specific comments in relation to the policy? (Please tick one option only)

Q5 Results

Answer Choices	Responses	
Yes	50%	5
No	60%	6

Answered	10
Skipped	4



**Question 6 - Please give the paragraph number that you wish to make specific comments on (Q5):
(Please type in your answer).**

Q6 Results

Answered	3
Skipped	11

Responses
and LA
Comments

	Consultation Responses	Licensing Comments
1	I wish Barnet to be free of high St bookies and slot machines. The offer of good support for those addicted to online gambling too.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
2	You should not encourage gambling in any form. End of.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
3	I would like the another added to the policy at not more than one betting shop is allowing in a high street area	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.

Summary

The Licensing Authority does not consider the consultation responses necessitate any amendment to the proposed Statement of Principles.

Question 7 - What comments would you like to make (Q5): (Please type in your answer).

Q7 Results

Answered	3
Skipped	11

Responses and LA Comments

	Consultation Responses	Licensing Comments
1	I wish Barnet to be free of high St bookies and slot machines. The offer of good support for those addicted to online gambling too.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
2	You should not encourage gambling in any form. You should not allow licenses for slots machines premises in our high streets.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
3	It is good that you have a map but please bear in mind you have missed adjoining boroughs from your map. There is another gambling shop over the road in Harrow. You have missed slots off your map. There is silvertime on our side and harrow side that is missed off your map. You haven't included empty gambling shops. All that makes a great cumilative effect.	L B Barnet does not have jurisdiction over another local authority. However, will consider including adjoining streets from neighbouring boroughs into Local Area Plan when next reviewed. Unlike the Licensing Act, there is no provision for a cumulative impact zone for gambling.

Summary

The Licensing Authority does not consider the consultation responses necessitate any amendment to the proposed Statement of Principles.

Question 8 - Do you have other comments on actions that the council should consider in relation to its gambling policy? (Please type in your comments)

Q8 Results

Answered	6
Skipped	8

Responses and LA Comments

	Consultation Responses	Licensing Comments
1	No	No amendments required to the proposed Statement of Principles
2	It should consider just not encouraging or enabling gambling at all.	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. No amendments required to the proposed Statement of Principles.
3	Get Labour to return donations to their MPs from gambling companies!	No amendments required to the proposed Statement of Principles.
4	Yes, make the gambling outfits pay for upgrade of the area because as soon they arrive an area starts to downhill	The Gambling Act does not currently permit the local authority to charge gambling premises for the upgrading of any part of the borough. No amendments required to the proposed Statement of Principles.
5	The Statement of Principles primarily considers the impact of each gambling shop but does not sufficiently consider the combined impact of many such facilities on a single high street. For example, the south side of Ballards Lane from Finchley Central Station towards North Finchley has 4 gambling joints in the first 16 retail locations. The council has recently rubber stamped a request for one of these to operate 24/7. This section of the high street includes the pick up location for several school buses, a bus stop for public transport and the entrance to the underground station and so is filled with school	The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities. The risk assessment submitted with each new application should seek to address issues such as the location of its premises to vulnerable groups and set out ways in which it can limit its potential negative impact upon an area.

		<p>children every morning and afternoon. These facilities support an insidious gambling-related infrastructure, including a pawn shop (Cash Convertors) on the same stretch of high street, plus two branches of Gamblers Anonymous which meet a few hundred meters away at St Mary's Church and at St Paul's Church. There seems to be no process for joining these dots to see the bigger picture. How many branches of Gambler's Anonymous will Finchley need before the number of gambling shops is considered too many?</p>	<p>No amendments required to the proposed Statement of Principles.</p>
	6	<p>There are too many betting shops</p>	<p>The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities.</p> <p>No amendments required to the proposed Statement of Principles.</p>
Summary	<p>The Licensing Authority does not consider the consultation responses necessitate any amendment to the proposed Statement of Principles.</p>		

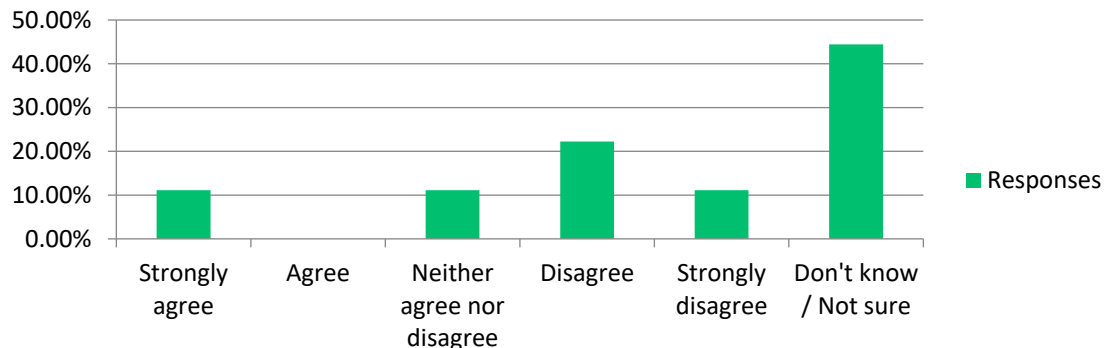
Question 9 - To what extent do you agree that the London Borough of Barnet is effectively enforcing the legislation in relation to gambling premises licences and permits? (Please tick one option only)

Q9 Results

Answer Choices	Responses	
Strongly agree	11.11%	1
Agree	0.00%	0
Neither agree nor disagree	11.11%	1
Disagree	22.22%	2
Strongly disagree	11.11%	1
Don't know / Not sure	44.44%	4

Answered	9
Skipped	5

To what extent do you agree that the London Borough of Barnet is effectively enforcing the legislation in relation to gambling premises licences and permits?
(Please tick one option only)



Summary

33.33% (3) of respondents disagreed that the London Borough of Barnet is effectively enforcing the legislation in relation to gambling, 11.11% (1) respondent agreed that there was effective enforcement, 11.11% (1) of respondents neither agree or disagree that gambling is being effectively enforced in the borough, and 44.44% (4) of respondents are unsure/don't know.

Question 10 - Please give reasons for your answer? (Q9) (Please type in your answer)

Q10
Results

Answered	4
Skipped	10

Responses
and LA
Comments

	Consultation Responses	Licensing Comments
1	Well I have driven past one of those slots machines places in North Finchley the other day. Doesn't do anything for the area.	<p>The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting crime activities.</p> <p>No amendments required to the proposed Statement of Principles.</p>
2	It will address the criminal and anti-social behaviours around these places	No amendments required to the proposed Statement of Principles.
3	We know that the legislation gives the council limited room for manoeuvre in relation to gambling licenses. However, there is scope for the council to interpret and enforce the rules more strictly. This is particularly important given the widespread public opposition to the expansion of gambling on our high streets and the damage they are doing to the quality of our environment and the threat they pose to vulnerable people and children. It has gone too far. We need councillors to be brave in this respect--you have the support of us, the residents.	<p>The Gambling Act 2005 does not give the Licensing Authority the ability to restrict the number of licensed premises opening in a certain area. We believe that the additions to the Local Area Plan will go some way to ensuring that any licences granted are not attracting criminal activities.</p> <p>All applications made for new licence are provided to the prescribed responsible authorities who have a duty to consider each application on its own merits. These Authorities can then seek to make representations to the application should they feel it necessary for the promotion of the Gambling Licensing Objectives. (Ie. The police would consider the application in relation to preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime).</p> <p>In addition to this if granted at any point during the duration of the</p>

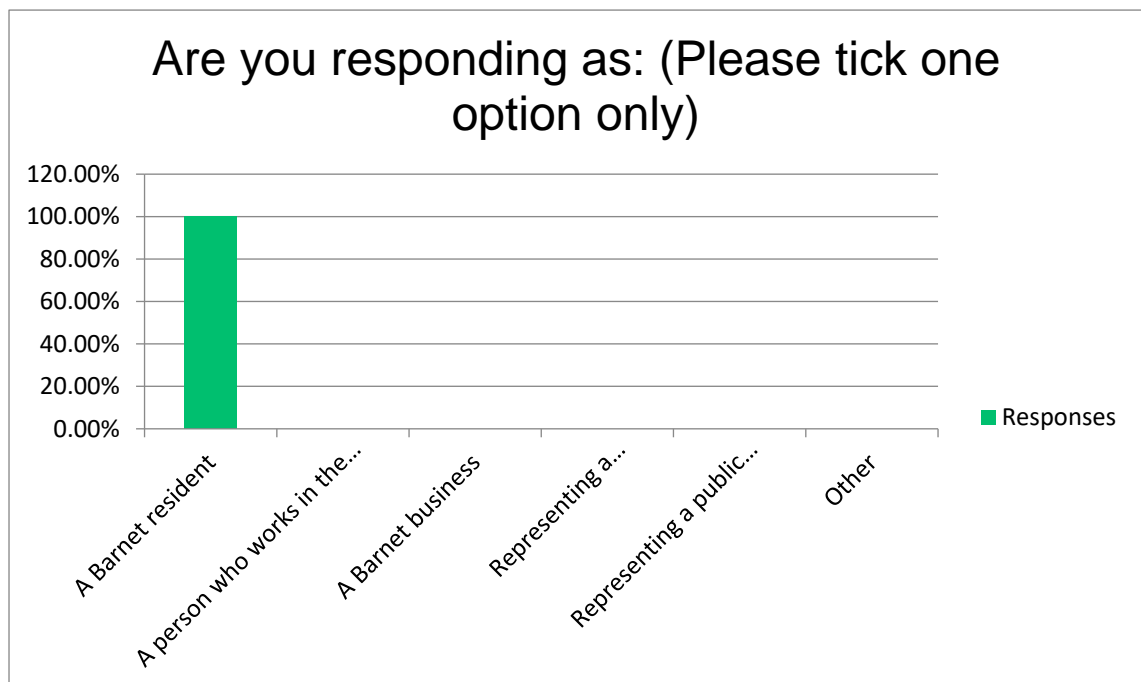
			<p>licence a Review application can be made should the premises be deemed to be negatively impacting upon the Gambling Licensing Objectives.</p> <p>No amendments required to the proposed Statement of Principles.</p>
		There are dozens of betting shops in Barnet	
Summary	The Licensing Authority does not consider the consultation responses necessitate any amendment to the proposed Statement of Principles.		

Question 11 - Are you responding as: (Please tick one option only)

Q11 Results

Answer Choices	Responses	
A Barnet resident	100.00%	9
A person who works in the London Borough of Barnet area	0.00%	0
A Barnet business	0.00%	0
Representing a voluntary/community organisation	0.00%	0
Representing a public sector organisation	0.00%	0
Other	0.00%	0
If other (please specify)		0

Answered	9
Skipped	5



Question 12 - Please specify the type of stakeholders or residents your community group or voluntary organisation represents: (Please type in your answer)

Q12
Results

Answered	2
Skipped	12

Responses
and LA
Comments

	Consultation Responses
1	Ordinary person living in Barnet.
2	West Hendon

Question 13 - Please specify the type of public sector organisation you are representing: (Please type in your answer)

Q12
Results

Answered	0
Skipped	14

Responses
and LA
Comments

	Consultation Responses
1	N/A

Question 14 - Which ward do you live in? If you live outside Barnet please select other and specify: (Please select one option only)

Q12
Results

Answered	0
Skipped	14

Responses
and LA
Comments

	Consultation Responses
1	N/A

Question 15 - In which age group do you fall? (Please tick one option only)

Q12
Results

Answered	0
Skipped	14

Responses
and LA
Comments

	Consultation Responses
1	N/A

Question 16 - Are you: (Please tick one option only)

Q16
Results

Answered	0
Skipped	14

Responses
and LA
Comments

	Consultation Responses
1	N/A

Question 17 - What is your ethnic group? (Please tick one option only)

Q16
Results

Answer Choices	Responses	
Asian - Bangladeshi	0.00%	0
Asian - Chinese	0.00%	0
Asian - Indian	0.00%	0
Asian - Pakistani	0.00%	0
Any other Asian background (please specify below)	0.00%	0
Black - African	0.00%	0
Black - British	0.00%	0
Black - Caribbean	0.00%	0
Any other Black / African / Caribbean background (please specify below)	0.00%	0
Mixed - White and Asian	0.00%	0
Mixed - White and Black African	0.00%	0
Mixed - White and Black Caribbean	0.00%	0
Mixed - any other Mixed / Multiple ethnic background (please specify below)	0.00%	0
White - British	0.00%	0
White - Greek / Greek Cypriot	0.00%	0
White - Gypsy or Irish Traveller	0.00%	0

White - Irish	0.00%	0
White - Turkish / Turkish Cypriot	0.00%	0
White - any other	0.00%	0
Prefer not to say	0.00%	0
Any other ethnic group (please specify)	0.00%	0

Answered	0
Skipped	14

Question 18 - Are you: What is your religion or belief? (Please tick one option only)							
Q18 Results	Answer Choices		Responses				
	Buddhist		0.00%	0			
	Christian (including Church of England, Catholic, Protestant and all other Christian denominations)		0.00%	0			
	Hindu		0.00%	0			
	Jewish		0.00%	0			
	Muslim		0.00%	0			
	Sikh		0.00%	0			
	No Religion		0.00%	0			
	Prefer not to say		0.00%	0			
	Other religion/belief (please specify)		0.00%	0			
			<table border="1"> <tr> <td>Answered</td> <td>0</td> </tr> <tr> <td>Skipped</td> <td>14</td> </tr> </table>		Answered	0	Skipped
Answered	0						
Skipped	14						
Responses and LA Comments	Consultation Responses						
	1	N/A					

Section	Consultation Responses	Licensing Comments
10.9	<ul style="list-style-type: none"> • The document states that LBB will take into account the type of gambling and its potential to result in harm. As different types of gambling have different impacts, we suggest to include a section on gambling related harms in the document or in the Local Area Profile. <p>There is an opportunity to integrate substantive data on gambling harms from Office for Health Improvement & Disparities and UK Health Security Agency’s report Gambling-related harms evidence review. The Public Health team can provide the Licencing team a summary of relevant information from this review for the Local Area Profile.</p> <ul style="list-style-type: none"> • When assessing risk, the Public Health team recommends expanding the list of matters to consider the following: <ul style="list-style-type: none"> - Location of the gambling premise and its proximity to vulnerable people or defining a gambling vulnerability zone, and - density of existing gambling establishments. 	<p>We will add the recommended matters to Section 10.9 of the revised Gambling Statement of Principles</p>
13.3	<ul style="list-style-type: none"> • The document mentions that the ‘likelihood that children or vulnerable adults will enter the premises’ will be considered when reviewing a license application. <p>Evidence review from the Gambling-related harms suggests that the Council should take a broader view of gambling harms. Ensuring that children or vulnerable adult do not enter the premises does not mean that those groups are protected from gambling harms.</p> <p>The existence of gambling establishments on the high street can contribute to promoting and normalising gambling, even for passersby who do not enter the establishment. Marketing materials</p>	<p>We will to add the recommended matters to Section 13.3 of the revised Gambling Statement of Principles</p>

	<p>(visible to passersby) used by gambling establishments for gambling awareness campaigns have been criticised for being highly suggestive by including the word 'FUN' in large letters.</p> <p>We therefore suggest a risk assessment is included in every licence application, demonstrating specific examples:</p> <ul style="list-style-type: none"> - how they will prevent children and vulnerable people from entering gambling premises, and - how they will reduce or mitigate the risks of children and vulnerable adults being exposed to advertising through shop windows and displays on highstreets. 	
18.4	<ul style="list-style-type: none"> • The Public Health team would like to see this section strengthened by outlining in greater detail the evidence on gambling-related harms, and what groups LBB considers to be at risk from harm or exploitation from gambling. <p>The Public Health Directorate will provide evidence on this</p>	The Licensing Authority will welcome input from The Public Health Directorate moving forward with future revisions of the Gambling Statement of Principles.
20.4 - 20.8	<ul style="list-style-type: none"> • It is positive that 'gambling vulnerability zones' are mentioned in section 20.4. However, there is potential to significantly strengthen the Local Area Profile (see further comments below) and to define a 'vulnerability zone' in greater depth. The licensing team should consider not just proximity to schools, educational institutions or sensitive locations, but also leisure centres, community facilities, areas with an over-concentration of similar venues, job centres, deprived areas, alcohol and drug treatment facilities, etc. 	<p>We are unable at this stage to amend the format or information contained within the Local Area Plan as set out in the current revised Statement of Principles.</p> <p>The Licensing Team are keen however to engage with colleagues in The Public Health Directorate in order to make the Local Area Profile a standalone document that can go live with the introduction of the 2027's revised Statement of Gambling Principles.</p> <p>Extensive work will need to be undertaken in this area that we will unfortunately not be able to include within the current proposal.</p>
Local Area Profile	<ul style="list-style-type: none"> • Given that councils are limited in their ability to limit or refuse gambling shops, betting shops, adult gaming centres, and bingo parlours in light of the national gambling laws, the Local Area Profile is a very important document for setting out how Barnet Council sees the harms associated with gambling. 	<p>We are unable at this stage to amend the format or information contained within the Local Area Plan as set out in the current revised Statement of Principles.</p> <p>The Licensing Team are keen however to engage with colleagues in The Public Health Directorate in order to make the Local Area Profile a standalone document that can go live</p>

	<p>The Public Health team is keen to work with the Licensing Team and the Insight and Intelligence team to further enhance the Local Area Profile.</p> <p>The Public Health team would like to see the Local Area Profile substantially strengthened in line with best practice from other boroughs such as Westminster and Southwark</p> <p>We therefore recommend the following:</p> <ol style="list-style-type: none"> 1. Make the Local Area Profile a standalone document Westminster has created a standalone Local Area Profile which can be reviewed regularly and updated when the data changes, without the need to carry out a statutory review of the Statement of principles. The Insight and Intelligence team could support this work to make this an online document compatible with the existing software solutions and incorporating data flows. 2. Strengthen the Local Area Profile with greater detail and analysis Though the current Local Area Profile captures issues including crime, levels of deprivation, density of licensed premises, the Local Area Profile could be strengthened by overlaying all of these maps to create a more detailed map with zones of vulnerability. Following Southwark's example, Barnet Licensing together with Public Health and the Insight and Intelligence team could undertake the following steps to strengthen the document: <ol style="list-style-type: none"> (1) Identify groups in Barnet who are vulnerable to gambling or affected by gambling harms - this would involve going beyond the vulnerable groups currently outlined in the draft Gambling Statement of Principles and drawing on the extensive evidence base about who is vulnerable to gambling harms. (2) Identify the key data sets or data sources available on location and 	<p>with the introduction of the 2027's revised Statement of Gambling Principles.</p> <p>Extensive work will need to be undertaken in this area that we will unfortunately not be able to include within the current proposal.</p>
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	<p>vulnerable persons criteria as per Southwark's example.</p> <p>(3) Create a map, incorporating all the datasets - this map could then be used to generate a localised map when new licensing or planning application is made in relation to gambling establishments.</p>	
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Gambling Statement of Principles Equalities Impact Assessment (EqIA)

1. Responsibility for the EqIA	
Title of proposal ¹	Gambling Statement of Principles
Name and job title of completing officer	Ash Shah, Group Manager
Head of service area responsible	Jas Lally
Equalities Champion supporting the EqIA	N/A
Performance Management rep	
HR rep (for employment related issues)	N/A
Representative (s) from external stakeholders	

2. Description of proposal	
Is this a: (Please tick all that apply) New policy /strategy / function / procedure / service <input type="checkbox"/>	Review of Policy /strategy / function / procedure / service <input checked="" type="checkbox"/>
Budget Saving <input type="checkbox"/> If budget saving please specify value below: £139,000	Other <input type="checkbox"/> If other please specify below:
<i>Please outline in no more than 3 paragraphs²:</i>	

The Gambling Act 2005 places a responsibility on all licensing authorities to publish a Gambling Statement of Principles every 3 years. Failure to review the Gambling Statement of Principles would be a breach of the Gambling Act 2005 and would place the Council at risk of challenge.

The adoption of an unsound Statement of Principles may result in a challenge to its lawfulness and the possibility of poor Gambling licence decisions being taken and could cause difficulty to businesses, residents and responsible authorities and could adversely affect the Council's reputation.

3. Supporting evidence

What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

Protected group	What does the data tell you ³ ? <i>Provide a summary of any relevant demographic data about the borough's population from the <u>Joint Strategic Needs Assessment</u>, or data about the council's workforce</i>	What do people tell you ⁴ ? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i>
Age ⁵	No identified differential based on age	No feedback received from consultation
Disability ⁶	No identified differential impact based on disability	No feedback received from consultation
Gender reassignment ⁷	No identified differential impact based on Gender reassignment	No feedback received from consultation
Marriage and Civil Partnership ⁸	No identified differential impact based on Marriage.	No feedback received from consultation
Pregnancy and Maternity ⁹	No identified differential impact based on pregnancy and Maternity.	No feedback received from consultation
Race/ Ethnicity ¹⁰	No identified differential impact based on race/ethnicity	No feedback received from consultation
Religion or belief ¹¹	No identified differential impact based on religion or belief	No feedback received from consultation
Sex ¹²	No identified differential impact based on sex	No feedback received from consultation
Sexual Orientation ¹³	No identified differential impact based on sexual orientation	No feedback received from consultation
Other relevant groups ¹⁴	No identified differential impact based on other relevant groups	No feedback received from consultation

4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁵?

Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Is there an impact on service deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p>There will be a projected 85,514 children (0-15) living in Barnet in 2024. This represents 20.7% of the total population and is higher than the projected 17.8% UK average for the same year. The number of 0-15yr olds is expected to fall slightly over the next 25 years.</p> <p>The 2021 Census estimates the population of Barnet to be 389,300 which is a 9.2% increase on the 2011 Census. The summary key points are: The population in Barnet has grown by 9% between 2011 Census and 2021 Census, this is lower growth than predictions from 2020 Mid-Year estimates.</p> <ul style="list-style-type: none"> Barnet remains the second largest Borough in London, the same ranking as in the 2011 Census. Of 389,300 people in Barnet, 48.4% were males and 51.6% were females. The population growth was largest in those over 75 years of age. Age group 0-19 has increased by 6.8% against predicted 12.9% increase in 2020 Mid-Year estimates. <p>Census 2021 (sharepoint.com)</p> <p>Statistics for the Gambling Commission contained within the “Gambling Participation in 2019” paper show overall, the highest participation rates in any form of gambling activity were among adults aged between 35 and 54 (between 50% and 53%), while the lowest rates were found among the youngest and oldest age groups; 40% of 16 to 24-year-olds and 42% of those aged 65 and over had gambled in the past year.</p> <p>How many people gamble (gamblingcommission.gov.uk)</p> <p>Actions and objectives are stated in the Statement of Principles that will help protect vulnerable and young people and it is proposed to consult community leads within the Borough on the revised Gambling Licensing Statement of Principles.</p> <p>It is not however anticipated that the proposed policy will have a negative effect on the grounds of age.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁵?

Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Is there an impact on service deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Disability	<p>According to 2021 Census data, 49,679 Barnet residents are classified as disabled under the Equality Act, this means people whose day-to-day activities are limited a lot or a little by a disability or long term medical condition.</p> <p>Census 2021 (sharepoint.com)</p> <p>In the policy applicants are requested to have regard to the type of people that are likely to visit their premises in their application when identifying the steps they will take to promote the licensing objectives. Applicants will be expected to propose steps to ensure that the physical layout of the premises does not present any risks to 'vulnerable' people, some of whom may be disabled.</p> <p>During inspections, officers will refer any relevant details to planning if it is suspected there may be accessibility issues or a lack of planning permission.</p> <p>It is not however anticipated that the proposed policy will have a negative effect on the grounds of disability</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<p>According to 2021 Census data, 2,550 Barnet residents identify with a sex different to their sex registered at birth.</p> <p>Census 2021 (sharepoint.com)</p> <p>The revised Statement of Principles would have a neutral impact on the protected characteristic of Gender reassignment</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	<p>According to 2021 Census data there are 152,805 Barnet residents who are married or in a civil partnership. This figure equates to 49.4% of Barnet's residents which is higher than the 42.3% London average.</p> <p>Insight and Intelligence Hub - Census-2021-Household-and-Legal-Partnership-Briefing-v4.pdf - All Documents (sharepoint.com)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

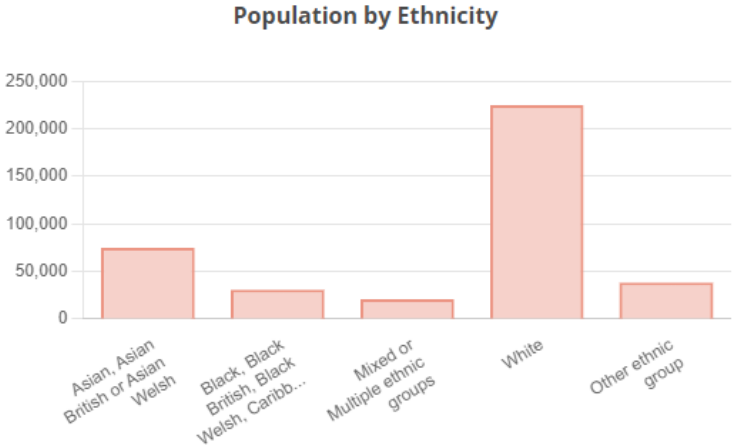
4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁵?

Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Is there an impact on service deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
	The revised Statement of Principles would have a neutral impact on the protected characteristic of Marriage and Civil Partnership.				
Pregnancy and Maternity	<p>The population in Barnet has grown by 9% between the 2011 Census and the 2021 Census, this is lower growth than predictions from the 2020 mid-year population estimates.</p> <p>2023-03-31 Census Summary V3 FINAL.pptx (sharepoint.com)</p> <p>It is not however anticipated that the proposed policy will have a negative effect on the grounds of pregnancy and maternity/paternity.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race/ Ethnicity	<p>Barnet's population comprised of 57.7% from a white background, 19.3% from an Asian background, 7.9% from a black background, 5.4% from a mixed background and 9.8% from other ethnic groups in the 2021 Census.</p> <p>Those that reside in Barnet and identified as white British made up 36.2% of the population and reduced by 21,340 vs the 2011 Census (45.5%).</p> <p>Those that identified as "Other ethnic group: Any other ethnic group" increased by 153.5%</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁵?

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Sexual Orientation	<p>About 90% of residents aged 16 years and over in Barnet answered the question relating to their sexual orientation in the 2021 Census.</p> <p>A total of 270,000 residents (87.3%) in Barnet identified themselves as straight or heterosexual.</p> <p>A total of 8,633 residents (2.8%) identified with an LGB+ orientation (“Gay or Lesbian”, “Bisexual” or “Other sexual orientation” as categorised by the Office of National Statistics). This was below both the London average (4.3%) and the England average (3.2%).</p> <ul style="list-style-type: none"> • 3,864 residents (1.3%) described themselves as gay or lesbian. • 3,286 residents (1.1%) described themselves as bisexual. • 1,483 residents (0.5%) selected “other sexual orientation”. <p>The residents who chose “other sexual orientation” wrote in responses, including pansexual (n=1,125, 0.4%), asexual (n=144, 0.1%), queer (n=99, 0.03%), and all other sexual orientations (n=115, 0.04%).</p> <p>The remaining 30,000 Barnet residents aged 16 years and over (9.9%) did not answer the question on sexual orientation, which was similar to the London average (9.5%) but higher than the England average (7.5%).</p> <p>Insight and Intelligence Hub - Census-2021---Gender-and-Sexual-Orientation-Briefing-v3.pdf - All Documents (sharepoint.com)</p> <p>The revised Statement of Principles would have a neutral impact on the protected characteristic of Sexual Orientation</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Other key groups

Positive impact	Negative impact	No impact
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Are there any other vulnerable groups that might be affected by the proposal? <i>These could include carers, people in receipt of care, lone parents, people with low incomes or unemployed</i>			Minor	Major	
Key groups	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. Cumulative impact¹⁶

Considering what else is happening within the council and Barnet could your proposal contribute to a cumulative impact on groups with protected characteristics?

Yes No

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

7. Actions to mitigate or remove negative impact

Only complete this section if your proposals may have a negative impact on groups with protected characteristics. These need to be included in the relevant service plan for mainstreaming and performance management purposes.

Group affected	Potential negative impact	Mitigation measures ¹⁷ <i>If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.</i>	Monitoring ¹⁸ <i>How will you assess whether these measures are successfully mitigating the impact?</i>	Deadline date	Lead Officer
No gap identified with regards to equalities and diversity and the Statement of Gambling Principles	None	Will ensure premises are considering their own impact on vulnerable persons such as persons with disabilities or with gambling addictions.	Continued engagement with the trade to ensure local area risk assessments are undertaken and these are suitable. Equality monitoring forms will be distributed in these instances	26/10/2023	Ash Shah

under the Gambling Act 2005					
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8. Outcome of the Equalities Impact Assessment (EqIA)¹⁹

Please select one of the following four outcomes

Proceed with no changes

The EqIA has not identified any potential for a disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Proceed with adjustments

Adjustments are required to remove/mitigate negative impacts identified by the assessment

Negative impact but proceed anyway

This EqIA has identified negative impacts that are not possible to mitigate. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below

Do not proceed

This EqIA has identified negative impacts that cannot be mitigated and it is not possible to continue. Outline the reasons for this and the information used to reach this decision in the space below

Reasons for decision

The Gambling Statement of Principles sets out the framework against which the London Borough of Barnet will carry out its functions under the Gambling Act 2005. There is a statutory requirement for the Council to produce a Gambling Statement of Principles. The Statement of Principles has been developed to ensure it complies with the requirements under the Gambling Act. Full regard has also been given to the Statutory Guidance issued by the Gambling Commission.

The Policy must only promote the 3 gambling licensing objectives which are:

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime
- ensuring that gambling is conducted in a fair and open way
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

The decision making process is subject to primary equalities legislation to ensure transparent and fair decision making.

All of the above will take priority over any part of the local Gambling Statement of Principles.

Sign-off

9. Sign off and approval by Head of Service / Strategic lead²⁰

Name: Jas Lally

Job title

Tick this box to indicate that you have approved this EqIA

Date of approval:

Tick this box to indicate if EqIA has been published

Date EqIA was published:

Embed link to published EqIA:

Date of next review:

Footnotes: guidance for completing the EqIA template

¹ **Title of EqIA:** This should clearly explain what service / policy / strategy / change you are assessing.

² **Focus of EqIA:** A member of the public should have a good understanding of the proposals being assessed by the EqIA after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EqIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the proposed change?
- Who implements, carries out or delivers the service or function in the proposal? Please state where this is more than one person or group, and where other organisations deliver it under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the service, or by how it is delivered? Who are the external and internal service-users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? E.g.: what do you want to provide, what changes or improvements, and what should the benefits be?
- What do existing or previous inspections of the service tell you?
- What is the reason for the proposed change (financial, service, legal etc)? The Act requires us to make these clear.

³ **Data & Information:** Your EqIA needs to be informed by data. You should consider the following:

- What data is relevant to the impact on protected groups is available? (is there an existing EqIA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate.
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
- Is the service having a positive or negative effect on particular people or groups in the community?

⁴ **What have people told you about the service, function, area?**

- Use service user feedback, complaints, audits
- Conduct specific consultation or engagement and use the results
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read LBB [Consultation and Engagement toolkit](#) for full advice or contact the Consultation and Research Manager, rosie.evangelou@barnet.gov.uk for further advice

⁵ **Age:** People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

⁶ **Disability:** When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental

health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

⁷ **Gender Reassignment:** In the Act, a transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

⁸ **Marriage and Civil Partnership:** consider married people and civil partners.

⁹ **Pregnancy and Maternity:** When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and 'keeping in touch' days.

¹⁰ **Race/Ethnicity:** Apart from the common ethnic groups, consideration should also be given to Traveller communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.

¹¹ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical beliefs.

¹² **Sex/Gender:** Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.

¹³ **Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.

¹⁴ **Other relevant groups:** You should consider the impact on our service users in other related areas.

¹⁵ **Impact:** Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:

- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake of a service among different groups? Which, and to what extent?
 - Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims?
- Do the effects amount to unlawful discrimination? If so the plan **must** be modified.
- Does it relate to an area where equality objectives have been set by LBB in our [Barnet 2024 Plan](#) and our [Strategic Equality Objective](#)?

¹⁶ **Cumulative Impact**

You will need to look at whether a single decision or series of decisions might have a greater negative impact on a specific group and at ways in which negative impacts across the council might be minimised or avoided.

¹⁷ **Mitigating actions**

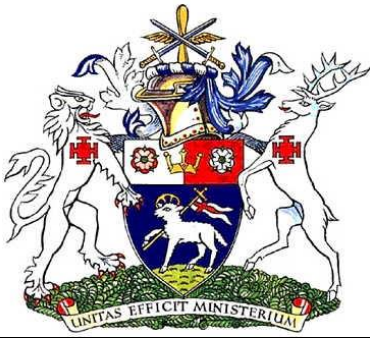
- Consider mitigating actions that specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
- Explain clearly what any mitigating measures are, and the extent to which you think they will reduce or remove the adverse effect
- Will you need to communicate or provide services in different ways for different groups in order to create a 'level playing field'?
- State how you can maximise any positive impacts or advance equality of opportunity.
- If you do not have sufficient equality information, state how you can fill the gaps.

¹⁸ **Monitoring:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further monitoring, equality assessment, and consultation are needed.

¹⁹ **Outcome:**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

²⁰ **Sign off:** You will need to ensure the EqIA is signed off by your Head of Service, agree whether the EqIA will be published, and agree when the next review date for the EqIA will be.



Licensing & General Purposes Committee

Title	Health, Safety and Wellbeing Annual Report 2022/23
Date of meeting	8 November 2023
Report of	Tamara Djuretic – Director of Public Health and Prevention
Wards	N/A
Status	Public
Urgent	No
Appendices	Appendix A – Councils Annual Health and safety Report 2022/23
Officer Contact Details	Mike Koumi – Head of Safety, Health and Wellbeing 020 8359 7960 Michael.Koumi@barnet.gov.uk

Summary

This report provides information on the Council’s Health and Safety performance for the period 2022/23. The report is based on performance information and data obtained from the council’s accident/incident reporting system, together with independent audit results, corporate training records and ill health data.

Recommendations

- 1. That the committee note the council’s Health Safety and Wellbeing performance for the period 2022/23.**
- 2. That committee note the update on activities carried out in order to achieve the councils’ Health, Safety and Wellbeing priorities for the period 2022/24.**

1. Reasons for the Recommendations

- 1.1 This report enables the council to monitor its Health, Safety and Wellbeing performance over a defined period, and review progress towards Health, Safety and Wellbeing priorities. These are set to achieve continual improvement and address any gaps identified.
- 1.2 The Management of Health and Safety at Work Regulations 1999 and associated guidance suggests that regular monitoring of Health and Safety performance enables organisations to set

meaningful targets to effect improvements in attendance and productivity, reduce work related accidents and ill health and comply with statutory duties.

1.3 The council set the following Health, Safety and Wellbeing priorities at the Constitution and General Purposes Committee on the 6 October 2022:

- 1) Review Directorates Health and Safety Management Systems to ensure they are fit for purpose in managing significant risks alongside the new ways of working.
- 2) Seek reductions in days lost due to stress related/mental ill health.
- 3) Continue to seek reductions of at least 10% in days lost due to work related incidents and ill health.
- 4) Ensure staff undertake mandatory health and safety training.
- 5) Implementation of Corporate Potential Violent Person Register (PVPR) system for lone workers.
- 6) Improvements in Workplace Health and Wellbeing.

1.4 The main activities conducted in 2022/23 to make progress in meeting the councils' priorities are as follows:

- 1) A questionnaire was sent to service directors to identify, current systems and processes in place to manage, monitor and improve workplace Health and Safety. Responses will be analysed and used to help formulate service action plans.
- 2) A Potentially Violent Persons Database has been rolled out across the organisation. This enables the council to share and manage information and for staff to manage risk when delivering services.
- 3) A Lone Working alert system has been introduced that enables staff to alert a control centre when in difficulties.
- 4) More robust monitoring and escalation has been introduced to improve take up of mandatory training.
- 5) A 'Workplace Wellbeing Strategy' has been produced, in collaboration with stakeholders, and was approved by Corporate Management team. A draft action plan has been produced, to implement the strategies aims and objectives. This will be consulted on before being finalised.
- 6) A Sports and Wellbeing event was held in September at Barnet Leisure Centre, with over two hundred staff participating.
- 7) We ran health check clinics for staff, at Colindale and the Depot. Of the 168 staff that attended sixty-eight were referred to their GP for further investigation
- 8) Almost two hundred flu jabs were administered at Colindale and the depot in addition to 109 flu vouchers issued.
- 9) The Health and Safety Business Partners are assisting services to review risk assessments and control measures related to stress related illness, musculoskeletal injuries and work-related assault.

1.5 The review of the previous year's performance as shown in Appendix A is split into the four areas that enable us to effectively monitor Health and Safety; these being:

- 1) Reported work related accident and Ill health.
- 2) Levels of compliance with legislation and council policy
- 3) Health and safety training delivered.
- 4) Any enforcement action taken against the council.

1.6 The review shows that the council performs relatively well overall and manages its significant risks effectively. The main area of concern is an increase in the number incidents and of instances of verbal and physical assaults being reported. This may be due to the previous numbers being impacted by some COVID restrictions still being in place during 2021 and a significant number of staff working from home. It is worth noting that there was a reduction in incidents reportable to the Health and Safety Executive. We will continue to monitor trends and identify issues, to support services in improving controls.

The main performance indicators over the year are:

- A 20% reduction in RIDDOR reportable incidents compared to last year.
- An increase in the number of reported minor injury incidents of 31%.
- There was an increase in the number of reported physical assaults from 2 in 2021/22 to 11 in 2022/23. There was also an increase in the reporting of verbal assaults from 16 to 31.
- The number of mandatory courses undertaken maintain an average completion rate of around 70%.
- The service concentrated on Community schools for its audit programme in 2022/23. Ten audits were undertaken, with average compliance audit scores a healthy 89%. Areas for improvement were found to be record keeping for premises compliance.

2. Alternative Options Considered and Not Recommended

2.1 This report is based on best practice and information gathered from council sources. There is no alternative way of reporting health and safety performance that would meet requirements and drive improvement in performance.

3. Post Decision Implementation

3.1 Directors have been required to formulate action plans to implement the priorities for the period 2022/24. Directors will be supported and advised by the Corporate Health and Safety and Wellbeing Team to ensure action plans are comprehensive and achievable.

3.2 The 2023/24 Annual Council Health, Safety and Wellbeing report will report on performance against these priorities.

4. Corporate Priorities, Performance and Other Considerations

Corporate Plan

4.1 The Barnet Corporate Plan includes the strategic priority “Being an engaged an effective council”, and further within this “Being a great place to work”.

4.2 This report aims to contribute to that priority by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community in the way it manages risk and improves and promotes workplace wellbeing. To continue to be a good employer and also protect persons who may come into contact with its activities.

Corporate Performance / Outcome Measures

4.3 None

	<p>Sustainability</p> <p>4.4 N/A</p> <p>Corporate Parenting</p> <p>4.5 N/A</p> <p>Risk Management</p> <p>4.6 Failure to effectively manage Health and Safety risk increases the likelihood of injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.</p> <p>Insight</p> <p>4.7 This report is informed by data obtained from the following sources:</p> <ul style="list-style-type: none"> • Accident/incidents – on-line accident reporting system (HSMS) • Ill health data – Occupational health management information • Compliance performance - Auditing system • Mandatory Training – Learning POD data
5. Resource Implications (Finance and Value for Money, Procurement, Staffing, IT and Property)	
5.1	There are no additional financial implications as a result of the proposed decision. Health and Safety management is part of business as usual and is managed within existing budgets.
6. Legal Implications and Constitution References	
6.1	This report is complied with reference to the Management of Health and Safety at Work Regulations 1999. These regulations require employers to manage Health and Safety by identifying risk, controlling those risks identified and monitoring to ensure controls are suitable.
6.2	Under Part 2B of the Constitution, the Terms of Reference and Delegation to the Licensing and General Purposes Committee include: To carry out the functions under any relevant statutory provision within the meaning of Part I Health, Safety and Welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.
6.3	Under Part 2F of the Constitution, Delegation to Officers, the Director of Public Health has the power to provide Statutory Health and Safety Advice in accordance with Regulation 7(1) - The Management of Health and Safety at Work Regulations 1999.
7. Consultation	
7.1	The Annual Health, Safety and Wellbeing report will be presented and discussed at the Local Joint Consultation and Negotiation Committees (JNCC's).
8. Equalities and Diversity	
8.1	The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes

people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a great place to work and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.

- 8.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.

9. Background Papers

- 9.1 [The Management of Health and Safety at Work Regulations 1999](#)

- 9.2 [Agenda for Constitution and General Purposes Committee on Thursday 6th October, 2022, 7.00 pm \(moderngov.co.uk\)](#). Agenda Item 9

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Council Health, Safety and Wellbeing Annual Report – 2022/2023

1. INTRODUCTION

This report summarises council wide Health, Safety, and Wellbeing performance and significant management activities over the period 2022/23. The report covers key achievements, council-wide statistics and developments for the year ahead to improve performance and outcomes.

The objectives of this report are to demonstrate Barnet Council's commitment to:

- Our responsibility for ensuring the Health and Safety of employees, service users, members of the public and contractors.
- Continual support to council services and schools to improve Health, Safety and wellbeing.
- The on-going effective implementation of the council's corporate Health, Safety and Wellbeing policies.
- Continual improvements in Health, Safety and Wellbeing through the monitoring and measurement of its performance; to highlight areas where the council performs well as well as areas for improvement.
- Openness and accountability

Key activities towards meeting the council's health and safety priorities:

- 1) A questionnaire was sent to service directors to identify, current systems and processes in place to manage, monitor and improve workplace Health and Safety. Responses will be analysed and used to help formulate service action plans.
- 2) A Potentially Violent Persons Database has been rolled out across the organisation. This enables the council to share and manage information and for staff to manage risk when delivering services.
- 3) A Lone Working alert system has been introduced that enables staff to alert a control centre when in difficulties.
- 4) More robust monitoring and escalation has been introduced to improve take up of mandatory training.
- 5) A 'Workplace Wellbeing Strategy' has been produced, in collaboration with stakeholders, and was approved by Corporate Management team. A draft action plan has been produced, to implement the strategies aims and objectives. This will be consulted on before being finalised.
- 6) A Sports and Wellbeing event was held in September at Barnet Leisure Centre, with over two hundred staff participating.
- 7) We ran health check clinics for staff, at Colindale and the Depot. Of the 168 staff that attended sixty-eight were referred to their GP for further investigation
- 8) Almost two hundred flu jabs were administered at Colindale and the depot in addition to 109 flu vouchers issued.
- 9) The Health and Safety Business Partners are assisting services to review risk assessments and control measures related to stress related illness, musculoskeletal injuries and work-related assault.

2. SUMMARY OF PERFORMANCE FOR 2022/23

Main performance indicators:

The review shows that the council performs relatively well overall and manages its significant risks effectively. The main area of concern is an increase in the number of incidents, and of instances of verbal and physical assaults being reported. This may be due to the previous numbers being impacted by some COVID restrictions still being in place during 2021 and a significant number of staff working from home. It is worth noting that there was a reduction in incidents reportable to the Health and Safety Executive. We will continue to monitor trends and identify issues, to support services in improving controls.

The main performance indicators over the year are:

- A 20% reduction in RIDDOR reportable incidents compared to last year.
- An increase in the number of reported minor injury incidents of 31%.
- There was an increase in the number of reported physical assaults from 2 in 2021/22 to 11 in 2022/23. There was also an increase in the reporting of verbal assaults from 16 to 31.
- The number of mandatory courses undertaken maintain an average completion rate of around 70%.
- The service concentrated on Community schools for its audit programme in 2022/23. Ten audits were undertaken, with average compliance audit scores a healthy 89%. Areas for improvement were found to be record keeping for premises compliance.

Accident/Incident data

The council strives to continually improve its Health and Safety performance and to reduce work related accidents and ill health. Managers are required to ensure all incidents are reported and investigated and to introduce measures to prevent recurrence.

Incidents are all recorded on the council's on-line accident reporting system and sickness absence is reported on HR Core. These are interrogated by managers, the Safety, Health and Wellbeing (SHaW) team and the councils Head of Safety Health and Wellbeing to ensure all incidents are fully investigated and to identify any emerging 'work-related' incident or ill Health trends.

There has been an increase in the total number of incidents reported over the period, from 93 in 2021/22 to 127 in 2022/23. This may be due to some COVID restrictions still being in place during 2021 that impacted working patterns, with many of our staff working from home. The SHAW service will continue to monitor these trends and to support services in measures to reduce the risk of incidents.

Many time off incidents that occur are related to either manual handling activities or slips and trips. The council remains high performing with its Accident Incidence Rate (RIDDOR incidents per 100,000 staff), a national recognised measure of performance, currently standing at 351 for the reporting period, which is considerably below the average for public service provision of over 500. Despite

this the council will continue to strive to reduce not just RIDDOR incidents but all reported incidents.

Chart 1 shows the commonly reported work-related incidents by type with the most common being ‘Slips and Trips’, ‘Verbal Assaults’ and ‘Handling and Carrying’. Slips and Trips are the most common incident reported nationally and are in the main contributable to hazards in the working environment such as slippery and uneven floors, trailing cables, etc. Risk assessments consider environmental conditions and managers are required to regularly inspect the workplace to ensure no hazards exist. Many of the verbal assaults reported occurred in Schools and to front-line employees attributable to pupils verbally abusing teachers or front-line employees delivering services to members of public, such as Streetscene staff. This is also true of physical assaults, the majority of which occurred in special schools.

The RIDDOR reportable incidents were either Lifting and Handling injuries or Slips and Trips occurring in the Streetscene Directorate and Schools. RIDDOR incidents are those reported to the Health and Safety Executive (HSE), such as injuries that have resulted in over 7 days absence from work. Chart 2 also highlights musculoskeletal injuries as a common cause of work-related ill health and lifting and handling is a major contributor to these types of injuries. These mostly occur within the Streetscene directorate for which management regularly review their manual handling risk assessments and deliver training on lifting and moving to their staff.

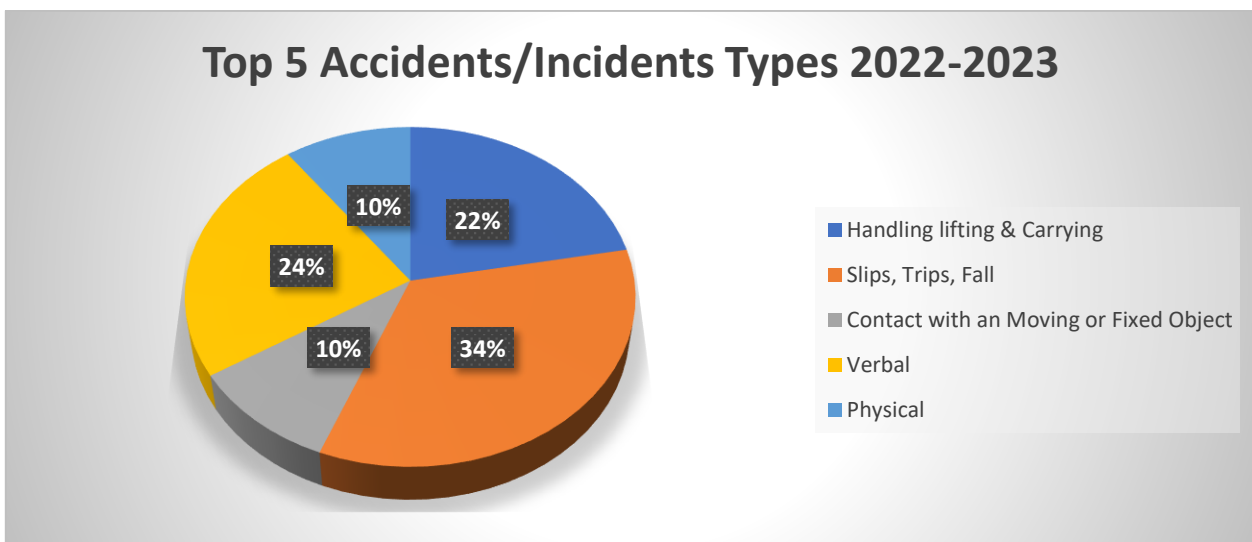


Chart 1 – Significant reported Work-Related Incidents to employees by type 2022-2023

Chart 2 shows that last year most common cause of sickness absence reported on CoreHR were “others”, these include minor ailments such as colds, minor viral infections, as well as staff being absent for other reasons such as surgery etc. We have categorised these in one group as they tend not to be associated with work activities.

Our main work-related absences include “stress related”, “mental ill health” which include psychological ill health and “musculoskeletal”, commonly muscle injuries to the neck, shoulders and lower back.

Organisational change and lack of control are common causes of work-related stress and anxiety amongst staff. Exposure to stress and anxiety is not only limited to work, as a good employer we should seek not only to reduce organisational causes of stress but also support staff who are experiencing issues that may lead to mental health issues outside of the workplace. This was evident during the pandemic when working pattern of many staff changed, some ended up working in isolation and many were required to self-isolate due to pre-existing medical condition.

To this end the council provides a variety of support services to staff including our 24/7 employee assistance programme, which includes pro-active advice on dealing with issues and reducing stress, confidential counselling sessions as well as advice on finance, etc. Staff also have access to trained mental health first aiders as well as other more tailored services, such as the Nafsiyat intercultural support service. The SHaW and PH team delivered number of support sessions for managers to enable them to operate services safely while ensuring they were able to provide support for staff and respond to staff concerns. Services have stress action plans in place to manage the risk of organisational stressors.

Musculoskeletal injuries are commonly caused by both lifting and handling activities or repetitive movements and poor posture, such as when continual using Display Screen Equipment or in maintenance activities. Many of these injuries are attributed to lifting and moving and so regular review of risk assessments and provision of guidance and training to staff is crucial in managing these types of injuries.

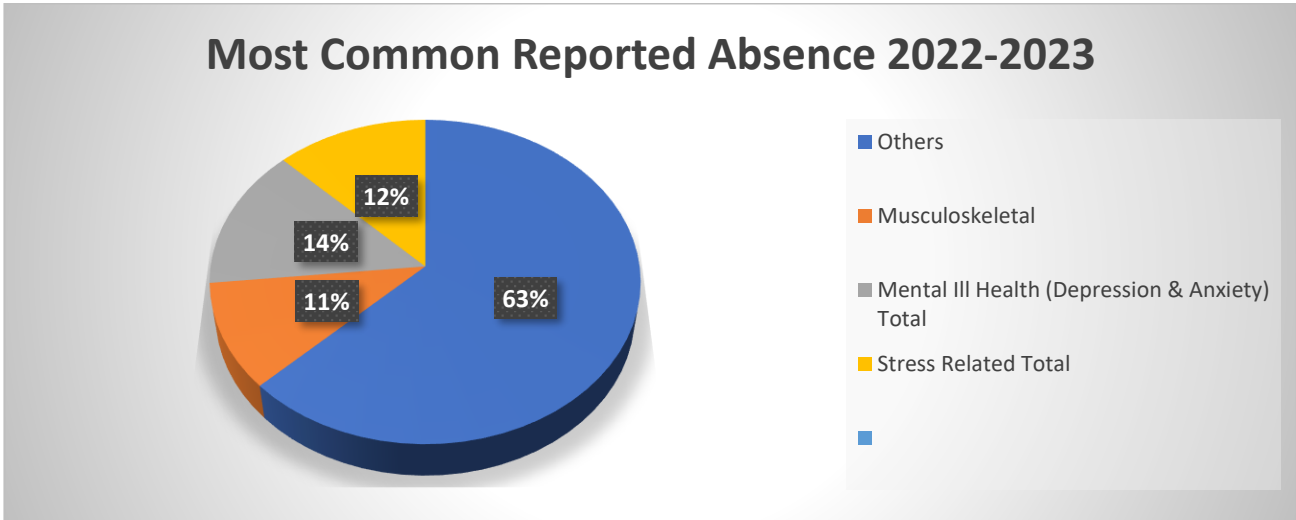


Chart 2 – Most Common absences 2022-2023

Corporate Health and Safety Training

We have continued to deliver corporate Health and Safety training through the HR Learning POD as well as through face-to-face training. There are more than 30 courses available on the HR Learning POD with 3 of those being mandatory training for all staff and a further 2 for staff with managerial responsibilities. Training completion rates remain at around 70%. To improve this the SHaW team continues to engage with the HR and the individual services to ensure all current and new staff complete the mandatory training course within the set timeframe.

Alongside this, corporate training services organise and deliver a wide range of role specific health and safety training and workshops, identified through performance review and risk assessments.

The mandatory corporate H&S training modules and numbers who completed these courses are as follows:

Mandatory E-learning - Percentages Completed	
Workplace Safety	72%
DSE	61%
Fire Safety	63%
Managing Health and Safety for Mangers	76%
Principles of Risk Assessment	74%

Health and Safety Audits

To monitor compliance with the councils Health and Safety Management System, legislation and accepted good practice, we use a system of internal auditing to identify and remedy any gaps in health and safety performance. The audits are carried out by Health and Safety professionals with the annual audit programme agreed by the Head of Safety, Health and Wellbeing.

For the period 2022/23 the service prioritised audits of community schools. A total of 10 School H&S Audits were carried out in 2022/23 with the averaged results of 89%. The areas for improvement are in local premises related compliance and record keeping. Scores of 70% and above are viewed as 'Good Performance' 'Excellent Performance' would see scores of >90% and achievement of this score is the councils aim.

It is important to note that all audits result in the production of action plans to address any areas of low performance, with the SHaW team supporting managers in addressing these gaps.

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Licensing & General Purposes Committee

Title	Health, Safety & Wellbeing Consultation
Date of meeting	8 November 2023
Report of	Tamara Djuretic – Director of Public Health and Prevention
Wards	N/A
Status	Public
Urgent	No
Appendices	Appendix A – Health and Safety Communication and Consultation, arrangements
Officer Contact Details	Mike Koumi – Head of Safety, Health and Wellbeing 020 8359 7960 michael.koumi@barnet.gov.uk

Summary

This report provides information on proposed changes to the way the council consults and communicates with Trade Unions and staff on matters related to Health and Safety. The main notable change is the introduction of a Corporate Health and Safety Consultative forum, chaired by the Chief Executive, with representation from Trade Unions and Senior Management.

Recommendations

- That the committee agree the revised Health and Safety Consultation arrangements and note the establishment of a Corporate Health and Safety Consultative forum.**

1. Reasons for the Recommendations

1.1 The aim of these arrangements is to create a structure for the council to communicate and consult with its staff and 'Recognised Trade Unions' on work related health, safety and wellbeing matters. Also, to meet the requirements of:

- The Health and Safety at Work, etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996

- 1.2 All employees of the council, including appropriate schools and nursery-based staff are covered by these arrangements.
- 1.3 The council is committed to ensuring a safe and healthy workplace, the provision of adequate welfare facilities and to communicating and consulting with staff and Recognised Trade Unions to:
- Promote a healthy and safe working environment for all members of staff employed by the council.
 - Ensure and monitor the welfare arrangements (facilities for eating, toilets, first aid and drinking etc.) provided for employees.
 - Give employees wider interests in and greater opportunity to influence, the environment and conditions under which their work is performed.
 - Provide a forum for consultations and as necessary negotiations, on health, safety and welfare arrangements and, health and safety issues resulting from council officers' proposals to change the way work is performed.
- 1.4 The **only notable change** to the previous arrangements, is the establishment of a Corporate Health and Safety Consultive Forum (CHSCF). This will be the Council's Primary Health and Safety forum. The Chief Executive will chair the forum, with representation from Trade Unions and Senior Management.
- 1.5 The Corporate Health and Safety Consultive forum fulfils the functions under the Safety Regulations and Safety Committees regulations 1977
- 1.6 The CHSCF will seek to promote health and safety and welfare within the Council and will keep under review the measures taken to ensure health and safety and welfare at work.
- 1.7 The Forum will receive and comment on reports, including: -
- The Council's half-year and annual health and safety performance report providing an update of health and safety activities and giving information on outcome measures.
- 1.8 Due to the size and diversity of the council's activities, it is necessary for Area JNCC's (covering Industrial Relations and Health, Safety and Wellbeing) to be set up, and to report through the responsible Chief Officer to the CHSCF.
- 1.9 The council's Health and Safety Committees will keep under review the councils Health and Safety Management System and the specific measures taken to ensure the health and safety at work of employees.
- 1.10 The main objective of these corporate committees is to promote co-operation in instigating, developing and carrying out measures to ensure the health and safety at work of council employees.
- 1.11 Any health and safety and welfare matters which are the responsibility of the Council and not the CHSCF such as non-employees matter set out in the Council's Constitution must be referred to the Licensing and General Purposes Committee.

<p>2. Alternative Options Considered and Not Recommended</p>
<p>2.1 Consideration was given to establishing a member led sub-committee.</p> <p>2.2 Following discussions with senior leaders and Trade Unions, it was decided this was not required at this stage and that a corporate forum, chaired by the Chief Executive and Head of Paid Services, would be more appropriate.</p> <p>2.3 Members will still receive oversight on the council’s performance and contribute to the council’s health, safety and wellbeing objectives by receiving the Annual Health, Safety and Wellbeing report and agreeing its priorities.</p> <p>2.4 In addition to the annual report, certain corporate reports such as significant policy change, or major risks that may affect the council, will be presented to the Licensing and General Purposes Committee. As well as matters that cannot be resolved at the corporate forum.</p>
<p>3. Post Decision Implementation</p>
<p>3.1 The new Corporate Health and Safety Consultative forum will be established and a forward plan, with dates, produced.</p>
<p>4. Corporate Priorities, Performance and Other Considerations</p>
<p>Corporate Plan</p> <p>4.1 The Barnet Corporate Plan includes the strategic priority “Being an engaged an effective council”, and further within this “Being a great place to work”.</p> <p>4.2 This report aims to contribute to that priority by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community in the way it manages risk and improves and promotes workplace wellbeing. To continue to be a good employer and also protect persons who may come into contact with its activities.</p> <p>Corporate Performance / Outcome Measures</p> <p>4.3 None</p> <p>Sustainability</p> <p>4.4 N/A</p> <p>Corporate Parenting</p> <p>4.5 N/A</p> <p>Risk Management</p> <p>4.6 Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.</p> <p>4.7 Insight N/A</p>

5. Resource Implications (Finance and Value for Money, Procurement, Staffing, IT and Property)
5.1 There are no additional financial implications as a result of the proposed decision. Health and Safety management is part of business as usual and is managed within existing budgets.
6. Legal Implications and Constitution References
6.1 Employers must introduce consultation arrangements to ensure compliance with the Safety Representatives and Safety Committees Regulations 1977 as well as the Health and Safety (Consultation with Employees) Regulations 1996.
6.2 Under Part 2B of the Constitution, the Terms of Reference and Delegation to the Licensing and General Purposes Committee include: To carry out the functions under any relevant statutory provision within the meaning of Part I (Health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.
6.3 Under Part 2F of the Constitution, Delegation to Officers include responding to consultation documents, which are considered appropriate to be dealt with at officer level.
7. Consultation
7.1 Consultation on these new arrangements was conducted with Trade Unions.
7.2 The Proposed arrangements were also presented to and agreed by Corporate Management Team.
8. Equalities and Diversity
8.1 The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a great place to work and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.
8.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.
9. Background Papers
9.1 The Safety Representatives and Safety Committees Regulations 1977
9.2 The Health and Safety (Consultation with Employees) Regulations 1996

CORPORATE HEALTH AND SAFETY POLICY

Part B – Organisation for Health and Safety

Health and Safety Communication and Consultation

AIM

The aim of these arrangements is to create a structure for the council to communicate and consult with its staff and 'Recognised Trade Unions' on work related health, safety and wellbeing matters. Also, to meet the requirements of:

- i) The Health and Safety at Work, etc. Act 1974
- ii) The Management of Health and Safety at Work Regulations 1999
- iii) The Safety Representatives and Safety Committees Regulations 1977
- iv) The Health and Safety (Consultation with Employees) Regulations 1996

All employees of the council, including appropriate schools and nursery-based staff are covered by these arrangements.

The council is committed to ensuring a safe and healthy workplace, the provision of adequate welfare facilities and to communicating and consulting with staff and Recognised Trade Unions to:

- i) Promote a healthy and safe working environment for all members of staff employed by the council.
- ii) Ensure and monitor the welfare arrangements (facilities for eating, toilets, first aid and drinking etc.) provided for employees.
- iii) Give employees wider interests in and greater opportunity to influence, the environment and conditions under which their work is performed.
- iv) Provide a forum for consultations and as necessary negotiations, on health, safety and welfare arrangements and, health and safety issues resulting from council officers' proposals to change the way work is performed.

COMMUNICATION OF OUR HEALTH & SAFETY ARRANGEMENTS

The council is committed to ensuring the effective communication of health and safety to staff and anyone else that may participate in ensuring we have an effective Health and Safety Management System (HSMS). We aim to encourage participation by all in good health and safety practices and to gain support for our objectives.

The council will communicate its HSMS:

- i) Through the Corporate Health and Safety Policy
- ii) By consulting with staff
- ii) Via established communication channels, including the Intranet and Yammer
- iii) During H&S training and Induction
- iv) Through health and safety champions

- v) By producing regular bulletins, updates and campaigns
- vi) During team meetings and supervision
- vii) During meetings with our contractors, providers and partners

Line managers are responsible for ensuring that local communication arrangements exist to ensure that staff:

- i) Are aware of and apply the councils H&S policies, arrangements and procedures
- ii) Are aware of local procedures, the outcome of risk assessments and apply any control measures introduced
- iii) Fully understand the emergency procedures
- iv) Know how to report accidents, incidents and hazards

TRADE UNION APPOINTED HEALTH AND SAFETY REPRESENTATIVES

The council recognises the right of 'Recognised Trade Unions' to appoint 'Safety Representatives' and will afford them such reasonable paid time necessary for them to carry out their functions and to undergo necessary training to carry out those functions.

Trade Unions will appoint safety representatives in accordance with the Safety Representatives and Safety Committees Regulations (the Regulations). The Trade Unions will agree with management the number of safety representatives within the council who will be afforded the facilities and assistance required, using the criteria outlined in the regulations.

The council will provide access to facilities and assistance that the safety representative may reasonably require to conduct their role. This may include:

- i) a telephone and quiet area where they can have private conversations as part of their role;
- ii) a lockable cabinet or desk for paperwork, records or reference material
- iii) intranet and internet facilities (if available);
- iv) a photocopier and a notice board to circulate information to the employees they represent;
- v) reasonable time with the employer to discuss health and safety issues.

Agreement has been reached with the Trade Unions that 'appointed' safety representatives will also represent non-Trade Union members in matters related to health and safety in the workplace.

The council will consult with safety representatives on health and safety matters affecting council employees, including:

- i) the introduction of any measure, system of work or equipment which may substantially affect their health and safety at work;
- ii) arrangements for employing competent people to help the council comply with health and safety laws;
- iii) information the council must give to employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;

- iv) the planning and organisation of health and safety training;
- v) any health and safety consequences of introducing new technology.

Disagreements which may arise between the council and Trade Unions or employees on the interpretation of the regulations, apart from matters related to paid time off for safety representatives, will be settled through the normal machinery for escalation and resolution.

For disagreements related to either, paid time off for safety representatives or failure of the council to pay them whilst conducting that function, trade unions may present a complaint to an Employment Tribunal.

HEALTH AND SAFETY COMMITTEES

In accordance with the Safety Representative and Safety Committee Regulations 1977, the Council have established Health and Safety Committees.

The Corporate Health and Safety Consultative Forum (CHSCF) is the Council's primary Health and Safety Committee.

Due to the size and diversity of the Council's activities, it is necessary for Area JNCC's (covering Industrial Relations and Health, Safety and Wellbeing) to be set up, and to report through the responsible Chief Officer to the CHSCF.

The council's Health and Safety consultive committee will keep under review the councils Health and Safety Management System and the specific measures taken to ensure the health and safety at work of employees.

The main objective of these consultive committee is to promote co-operation in instigating, developing and carrying out measures to ensure the health and safety at work of council employees.

CORPORATE HEALTH AND SAFETY CONSULTATIVE FORUM (CHSCF)

Objectives:

1. To promote a healthy and safe working environment for all members of staff employed by the council and to protect the public from any risk of danger that may arise as a result of the council's activities.
2. To monitor health and safety arrangements, including welfare facilities, provided for employees.
3. To provide an appropriate forum for consultations and, as necessary, negotiations, on proposals put forward by management and trade unions, to improve the workplace and work conditions through the introduction of safe systems of work, policies, procedures and arrangements.

Terms of Reference

4. Meetings of the Consultation forum shall be held at least quarterly or as often as may be necessary, provided that when the Chair and TU representatives are satisfied that the amount of business does not justify the convening of any such meeting, they may authorise its cancellation.

5. Composition:

- The chair of the CHSCF will be the Chief Executive
 - In the absence of the CE the Deputy Chief Executive will deputise as chair
 - A representative of each Directorate SMT (Director, Assistant Director, Head of Service)
 - A maximum of 6 Representatives of the employees (Trade Union Representatives), who will represent the Trade Union composition in the council. With agreement with the chairperson, TU's can invite further Trade Union representatives, were necessary, for specific items. They will though have no voting rights.
 - The Head of SHaW, or their nominated deputy, will attend in an advisory capacity.
 - With the agreement of the Chair ex– officio officers, or representatives of Trade Unions who are invited to attend in an advisory capacity only.
6. Directors will be responsible for taking any necessary executive action to instigate or implement relevant recommendations made by this Consultation forum.
7. The quorum of the CHSCF will be three members from each side.

8. Meeting Procedures:

- Items for consideration at any meeting of the CHSCF may be submitted by either side and should be received by The Head of SHaW at least ten working days before the meeting.
- The agenda of business shall be circulated to each member of the CHSF at least five working days before a meeting.
- No business other than that appearing on the agenda shall be transacted at any meeting unless both sides agree to its introduction.
- Reasonable facilities shall be provided for meetings of both sides.
- Minutes of the meetings of the CHSCF and the preparation of agendas shall be the responsibility of the nominated Executive Assistant. Copies of the minutes of the CHSCF shall be circulated to all members of that group within three weeks of the meeting.
- Before distribution, the chair or their representative and a representative of the Trade Unions shall sign minutes of any meeting of the CHSCF. Decisions shall be arrived at only by agreement between the Management Side and Trade Union Side of the CHSCF. In the event of the two sides being unable to reach agreement on an agenda issue, it will be automatically referred to the next meeting of this group. Where an issue has not been resolved after two meetings of the CHSF, a Management Side report will be submitted to the Constitution and General Purposes Committee for the matter to be resolved. Any such reference should be accompanied by the minutes of the relevant CHSCF meeting.
- The minutes of the meeting will record any decisions reached, the essence of discussions that do not require agreement and any formal failure to agree. Where the Trade Unions are unable to agree the

precise wording on the minutes, both versions will be recorded to enable their signatures to be made.

- An unscheduled meeting of the forum shall be held within 10 days of a written request being received by the Head of safety Health and Wellbeing from the Chair or TU Representative.

9. Functions

- Monitor the health and safety performance of the Council and Directorates, and the effectiveness of controls including:
 - The study of accident and notifiable diseases, statistics, and trends.
 - The overall effectiveness of employee health and safety training.
 - Health and safety compliance audits
- To examine and agree new and revised Health, Safety and Welfare policies and procedures.
- Subject to their submission to the appropriate Area Health, Safety and Welfare Committee in the first instance - consideration of reports which Management or TU Representatives may wish to submit together with the views of the appropriate Area Health, Safety and Welfare Committee, where appropriate.

AREA JOINT NEGOTIATION AND CONSULTATION COMMITTEE - PART 1; HEALTH AND SAFETY

The main forum for consultation on matters related to health, safety and welfare shall be the Area Joint Negotiation and Consultation Committee - Part 1; Health and Safety

AJNCC-1 shall have standard items that are specific to health, safety and welfare and specific terms of reference to ensure an appropriate forum for these matters.

The functions of this committee will be to:

- i) Consider proposed new and improvements to existing local health, safety and welfare policies, procedures and safe systems of work.
- ii) Monitor existing health safety and welfare arrangements.
- iii) Study health and safety statistics including serious accidents, notifiable diseases and accident/incident trends. Recommend action that may be necessary to reduce injuries, industrial diseases and dangerous occurrences.
- iv) Request advice from the council's health and safety service on general or specific matters and make any recommendations necessary to implement that advice.
- v) Keep an oversight on any reports of serious accidents or communications from the Health and Safety Executive or other enforcing authorities which affects the council.
- vi) Establish working parties, where it is felt necessary, to consider

particular issues.

- vii) Consider any consultative documents on new health and safety information emanating from the Health and Safety Executive and any other authoritative health and safety body.
- viii) Monitor the effectiveness of health and safety training and where it is felt necessary to make recommendations to improve standards.
- ix) Consider reports received from the Corporate Health and Safety Committee, Head of SHaW, TU Safety Representatives, council officers and enforcement bodies.

The terms of reference for the Area Joint Negotiation and Consultation Committee Part 1; Health and Safety are as follow:

- i) Composition:
 - The chair of the committee will be the appropriate director.
 - A maximum of six management representatives, these representatives to reflect services within the Directorates represented.
 - A maximum of six representatives of the employees (Trade Union Representatives), these representatives to adequately reflect the trade union composition in the Directorate represented.
 - The Head of SHaW, or a nominated deputy, who will attend in an advisory capacity.
 - With the agreement of both sides' ex – officio officers, or representatives of trade unions who are invited to attend in an advisory capacity only.
 - Where the trade union has insufficient representatives in the relevant service, they may appoint members from a trade union in other services sharing the same workplace to fill up to 50% of their places.
- ii) Directors will be responsible for taking any necessary executive action to instigate or implement relevant recommendations made by the committee.
- iii) If a member of the committee ceases to be an employee of the relevant service or ceases to be a member of a recognised trade union, they will cease to be a member of the committee. Any vacancy shall be filled as soon as possible, and written notification of the change immediately given to the business partner.
- iv) The quorum of the committee will be two members from each side.
- v) The executive assistants shall maintain an up-to-date record of management and TU Representatives
- vi) Committee Procedures:
 - Items for consideration at any meeting of the committee may be submitted by either side and should be received by the business partner at least ten working days before the meeting.

- The agenda of business shall be circulated by the business partner to each member of the committee at least five working days before a meeting.
- No business other than that appearing on the agenda shall be transacted at any meeting unless both sides agree to its introduction.
- Reasonable facilities shall be provided for meetings of both sides.
- Minutes of the meetings of the committee and the preparation of agendas shall be the responsibility of the business partner. Copies of the minutes of the committee shall be circulated to all members of the Committee within three weeks of the meeting.
- Before distribution, the chair or their representative and a representative of the trade unions shall sign minutes of any meeting of the committee.
- Decisions shall be arrived at only by agreement between the 'Management Side' and 'Employee Side' of the committee. In the event of the two sides being unable to reach agreement on an agenda issue, it will be automatically referred to the next meeting of the committee. Where an issue has not been resolved after two meetings of the committee a Management Side report will be submitted to the Corporate Joint Consultation Group for the matter to be resolved. Any such reference should be accompanied by the minutes of the relevant AJNCC-1
- The minutes of the meeting will record any decisions reached, the essence of discussions that do not require agreement and any formal failure to agree. Where the chair and employee representatives are unable to agree the precise wording on the minutes, both versions will be recorded to enable their signatures to be made. The business partner is responsible for distribution of the minutes.

TRADE UNIONS AND HUMAN RESOURCES MEETING

The Trade Unions and Human Resources Meeting considers organisational wide issues.

The meeting will have a standard item on health, safety and welfare.

The meeting will consider proposed new, and improvements to existing, corporate health, safety and welfare policies, procedures and safe systems of work.

The Head of SHaW, or a nominated deputy, will attend to provide advice for the health and safety item.

LICENSING & GENERAL PURPOSES COMMITTEE (LGPC)

Where there has been a failure to agree at Corporate Health and Safety Consultative Forum on any health, safety and wellbeing issue, that affects staff, the matter shall be referred to the LGPC at its next scheduled meeting.

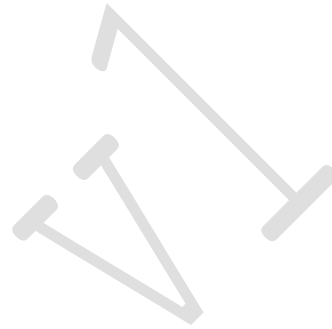
Issues concerning working arrangements which are submitted to the LGPC will be supported by the minutes of the AJNCC and CHSCF which considered the matter.

The LGPC will make the final decision on any matter referred to it from the CHSCF.

The LGPC will consider and approve the introduction of new Corporate Health and Safety policies.

The LGPC will consider and approve the council's Health and Safety annual report and workplace health and wellbeing strategies submitted by the Head of Safety, Health and Wellbeing following approval from the Corporate Management Team.

Draft





London Borough of Barnet

**Licensing and General Purposes Committee Work programme
June 2023 - July 2024
Forward Work Programme**

Unless otherwise shown meetings take place at:

Hendon Town Hall
The Burroughs
London NW4 4BQ

Contact: Pakeezah Rahman
Pakeezah.Rahman@Barnet.gov.uk

AGENDA ITEM 10

Title of Report	Overview of decision	Report Of (<i>officer</i>)
20 July 2023		
Annual Health, Safety and Wellbeing Report	To consider information on the Council's health, safety, and wellbeing performance for the period 2022/23	Head of Safety, Health and Wellbeing
Review of Polling Districts, Polling Places and Polling Stations	Update on and launch the Polling District and Polling Review	Head of Electoral Services
Explosives Licence Policy	To approve the policy. (Current policy 2019-2024)	Executive Director for Assurance
Gambling Policy - Statement of Principles	To approve the Gambling Statement of Principles being sent out for consultation. (Current policy 2022- 2024)	Executive Director for Assurance
Revised Sex Establishment and Sex Entertainment Venues	Consultation responses with updated draft	Executive Director for Assurance
8 November 2023		
Elections Act - Implementation Update	To note changes of the Elections Act	Returning Officer (Head of Electoral Services)

Title of Report	Overview of decision	Report Of (<i>officer</i>)
Proposals for Polling Districts and Polling Places	To Note the public consultation To approve new polling arrangements	Returning Officer (Head of Electoral Services)
Gambling Policy - Statement of Principles	To approve the changes to the proposed Gambling Statement of Principles following consultation and send to Full Council. (Current policy 2022-2024)	Executive Director for Assurance
Annual Health, Safety & Wellbeing Report	To note Health & Safety performance 2022-2023	Director of Public Health & Prevention
Health and Safety Consultation Arrangements	To agree the revised Health & Safety Consultation arrangements	Director of Public Health & Prevention
8 February 2024		
Revised Street Trading Policy (including legislative changes in relation to pavement licensing)	To approve the draft Street Trading Policy	Executive Director for Assurance
Annual Pay Policy Statement	To receive the annual review of the Council's pay policy statement together with any amendments.	Assistant Director Human Resources and Organisational Development
Annual Electoral Services Overview Report	Annual report from Electoral Services – including analysis of Barnet's Register of Electors	Returning Officer (Head of Electoral Services)

Title of Report	Overview of decision	Report Of (<i>officer</i>)
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27 June 2024

Licensing Policy	To Agree start of consultation on the revised policy	Executive Director for Assurance
Licensing Annual Report	To Note	Executive Director for Assurance
Dog Walking Policy (tbc)		Executive Director for Assurance