



RECORD OF OFFICER DECISION MEETING

Date: Tuesday, 4 June 2024

Time: 10.00 am

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Record of decision taken by the Chief Executive.	

Issued on Wednesday, 5 June 2024

The reports included in Part I of this agenda can be made available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact Democratic Services at democraticservices@swale.gov.uk. To find out more about the Council, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Agenda Item 1

RECORD OF OFFICER DECISION

This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.	
NAME OF OFFICER MAKING DECISION	Larissa Reed – Chief Executive
SUBJECT OF DECISION BEING MADE BY OFFICER	Using Throwley Church as a polling station
SUMMARY OF OFFICER DECISION AND REASON FOR THAT DECISION	To use St. Michael and All Angels Church at Throwley is used for a polling station instead of a temporary building on the Green. (A committee report has been attached to this report as a background paper)
DATE OF OFFICER DECISION	04/06/2024
DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	To use the temporary building. This has been rejected due to excessive cost. The other alternative option was to use a mobile home as was used in the PCC election, however this has been discounted due to the unsuitable nature of the mobile home
DETAILS OF ANY CONSULTATION UNDERTAKEN	The Ward Councillor has been consulted and has no issues using the church. The Urgent Decisions committee has been consulted and agree with the recommendation and the decision I intend to take.
DETAILS OF ANY CONFLICTS OF INTERESTS	None
CONTACT FOR ENQUIRIES/FURTHER INFORMATION	Larissa Reed larissareed@swale.gov.uk
DELEGATED AUTHORITY UNDER WHICH OFFICER IS ACTING	
DELEGATING COMMITTEE OR INDIVIDUAL	Council
TITLE OF REPORT TO COMMITTEE	The Council's Constitution
DECISION/RECOMMENDATION MADE BY COMMITTEE	Section 2.8.4.12 of the Councils Constitution gives delegation to the Chief Executive to In emergencies or any other circumstance which makes it impractical for the Council or a Committee to meet, to take any decision which

	<p>could be taken by the Council or a Committee (save for any decision expressly reserved to Full Council under Statutory or Regulatory provisions), having regard as fully as possible to the views of the Members who would otherwise have made the decision.</p> <p>The reason the decision was made by the Chief Executive is that we are in pre-election period, and it is impractical to hold the meeting when we have cancelled all other meetings due to the pre-election period.</p>
DATE OF COMMITTEE DECISION	Not applicable – as delegation is in the constitution.
A copy of this Notice will be published on the Council's website	

Urgent Decisions Meeting	
Meeting Date	10 June 2024
Report Title	Review of Polling Place – Throwley (ETH)
EMT Lead	Larissa Reed, Chief Executive and Returning Officer
Head of Service	
Lead Officer	Jo Millard, Democratic and Electoral Services Manager
Classification	Open
Recommendations	1. The proposed change to the polling station in Throwley be approved.

1 Purpose of Report and Executive Summary

- 1.1 Council is asked to consider proposals to change arrangements for voting in the Throwley polling district as an alternative, permanent building is available.

2 Background

- 2.1 The Electoral Administration Act 2006 introduced a requirement for Councils to undertake a review of polling districts and places in 2007 and every four years thereafter. In practice, however, this is monitored more regularly and where necessary, arrangements have been made for alternative polling places/stations, with the agreement of the Council and the Returning Officer. A full review will be carried out later this year but an urgent review of the polling station on The Green at Throwley is necessary as temporary polling stations are logistically complex, costly to arrange and in short supply for the upcoming General Election.
- 2.2 To clarify, the Council is responsible for setting the polling district (a geographical area of a ward) and polling places (a geographical area within a polling district that the polling station must be located within). The Returning Officer is responsible for locating the polling station, which must be within the polling place.

3 Proposals

- 3.1 It is proposed that St. Michael and All Angels Church at Throwley is used instead of a temporary building on the Green.
- 3.2 A portacabin, and more recently a motorhome, have been used as polling stations on The Green, but the costs of hiring and delivery of a portacabin can be high, and the more narrow roads leading to The Green make delivery difficult for both options. Portacabins buildings are in also in short supply.

3.3 As the vicar has confirmed St. Michael and All Angels Church in Throwley is available and is suitable in terms of size, disabled access, and costs, and there is parking available nearby, it is recommended that the polling place be extended to the church so that the Returning Officer may use this venue at future elections whilst also retaining the option to use The Green if necessary.

4 Alternative Options Considered and Rejected

4.1 Council may make suggestions for alternative venues, however consideration does need to be given to practical aspects in terms of the venues available within the wards and within the timescale needed to secure a venue.

5 Consultation Undertaken or Proposed

5.1 Councillor Terry Thompson, Ward Member, has given his support to use the Church, and the suggestion of using it as an alternative was made by several residents at the recent PCC Election.

6 Implications

Issue	Implications
Corporate Plan	Ensuring voters are able to vote at the most convenient and commodious venue within the polling place contributes to the objective to strengthen democracy within the emerging corporate plan.
Financial, Resource and Property	We are seeking to retain the current number of polling stations (which must be located within the polling place); the church fees are lower than the costs of hiring a portacabin).
Legal, Statutory and Procurement	The Council is required to take a full review in accordance with the Electoral Administration Act 2006, but in practice keeps polling stations under regular review.
Crime and Disorder	None identified at this time.
Environment and Climate/Ecological Emergency	None identified at this time.
Health and Wellbeing	None identified at this time.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this time.

Risk Management and Health and Safety	The purpose of the review is to ensure that all voters have reasonable facilities for voting. It is important that venues meet health and safety requirements so as not to put voters at risk and election staff have assessed the venue. Polling Station staff are encouraged to give feedback on venues and each station is visited by a Polling Station Inspector on election day.
Equality and Diversity	One purpose of the review is to ensure that all electors in the Borough have reasonable facilities for voting, and that as far as is reasonable and practicable, facilities for voting are accessible for disabled people.
Privacy and Data Protection	None identified at this time

7 Background Papers

None

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