

COUNCIL	AGENDA ITEM No. 13a
21 FEBRUARY 2024	PUBLIC REPORT

Report of:	Matthew Gladstone - Chief Executive and Returning Officer	
Cabinet Member(s) responsible:	Councillor Howard, Cabinet Member for Corporate Governance and Finance	
Contact Officer(s):	Mark Emson – Electoral Manager Rachel Edwards – Head of Constitutional Services	Tel. 01733 452282

POLLING DISTRICTS, PLACES AND STATIONS 2024

RECOMMENDATIONS	
FROM: Chief Executive and Returning Officer	Deadline date: February 2024

It is recommended that Council approves the following changes to polling districts, places and stations for elections taking place in 2024 as follows:

1. Brookside Methodist Church, Gunthorpe Road to be assigned as the dedicated polling station for the GUN2 (Gunthorpe Ward) Polling District replacing Gunthorpe Primary School, The Pentlands.
2. PARCA, Unity Hall, Northfield Road to be assigned as the dedicated polling station for the PAR2 (Park Ward) Polling District replacing 367 Dogsthorpe Road (Formerly St George’s Hydrotherapy Pool), Dogsthorpe Road.
3. Highlees Primary School, Ashton Road, Westwood, to be assigned as the dedicated polling station for the RAV2 (Ravensthorpe Ward) Polling District replacing Stafford Hall, Hampton Court, Westwood.

1.	PURPOSE AND REASON FOR REPORT
1.1	For Council to approve changes to the revised polling districts, polling places and polling stations following the lack of availability of usual venues for the 2024 elections.
2.	BACKGROUND AND KEY ISSUES
2.1	If a building becomes unavailable before an election, the polling place can be changed by the local authority in accordance with their decision-making arrangements. At Peterborough City Council, this falls within the remit of Full Council.
2.2	The changes recommended are set out below: <ul style="list-style-type: none"> • Brookside Methodist Church, Gunthorpe Road to be assigned as the dedicated polling station for the GUN2 (Gunthorpe Ward) Polling District replacing Gunthorpe Primary School, The Pentlands who have advised that they cannot accommodate a polling station on their premises in 2024. • PARCA, Unity Hall, Northfield Road to be assigned as the dedicated polling station for the PAR2 (Park Ward) Polling District replacing 367 Dogsthorpe Road (Formerly St George’s

	<p>Hydrotherapy Pool), Dogsthorpe Road who have advised that they cannot accommodate a polling station on their premises in 2024.</p> <ul style="list-style-type: none"> • Highlees Primary School, Ashton Road, Westwood, to be assigned as the dedicated polling station for the RAV2 (Ravensthorpe Ward) Polling District replacing Stafford Hall, Hampton Court, Westwood who have advised that they cannot accommodate a polling station on their premises in 2024.
3.	CORPORATE PRIORITIES
3.1	<p>The recommendations links to the Sustainable Future City Council Corporate Priorities and support the city of Peterborough residents in participation of local democracy.</p> <p>There will be a minimal impact on carbon emissions. As energy used in proposed buildings will be offset by reductions in buildings previously used. The proposed polling stations are close to previous sites, and therefore voters are expected to travel by similar means as previously.</p>
4.	CONSULTATION
4.1	Group leaders have been consulted on the proposed changes to polling places for the 2024 elections.
5.	IMPLICATIONS
	Financial Implications
5.1	The proposed changes to polling places will result in a reduction from last year in hire charges for the council for the 2024 elections.
	Legal Implications
5.2	As part of a Polling District review the Council must seek to ensure (a) that all electors in a constituency in the city have such reasonable facilities for voting as are practicable in the circumstances and (b) that so far as is reasonable and practicable every polling place and polling station is accessible to electors who are disabled.
	Equalities Implications
5.3	The Electoral Commission, whilst not having a direct responsibility for the review, can intervene where it considers that the reasonable requirements of electors or the needs of disabled electors have not been taken in account.
6.	BACKGROUND DOCUMENTS Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985
6.1	None.
7.	APPENDICES
7.1	None.

Report Sign Off Sheet				
Pre-Drafting Comments	Section	Name	Comments	Date
	Finance <i>If your report contains budgetary implications, please ensure you liaise with Finance prior to drafting your report.</i>			
Date Report Submitted Into 365 Folder				Date
I have checked that the report adheres to accessibility regulations <i>Further information below</i>				
Post-Drafting Final Approvals Shared Service? <i>If you are writing a report as an officer from a shared service authority, all approvals will need to be provided by Peterborough City Council officers.</i>	Section	Name	Approved	Date
	Legal	Emily Serwa Johnson	Approved	13/02/24
	Finance	Chris Yates	Approved	13/02/24
	Procurement <i>(approval must be sought from Procurement if your decision is contract / procurement related)</i>	N/A	N/A	N/A
	Democratic Services	Charlotte Cameron	Approved	13/02/2024
	Transport and Environment	N/A	N/A	N/A
Director's Approval <i>Directors are requested not to sign if the above section is incomplete</i>				Date

Please delete this page before submitting your final report

CHECKLIST -

*Give consideration to the impact of the decision in respect of the following:

Financial
Legal
Corporate Priorities
Crime and Disorder / Community Safety
Discrimination and Equality
Human Resources
ICT
Property
Procurement
Children In Care and Care Leavers

Cross-Service Implications

How does your proposal affect colleagues providing related services? Have they been consulted?

Risk Assessment

Have you evaluated risks and identified remedial actions?

Consultees

Ward Councillor(s)
Parish Council(s)
Community Association(s)
Partner Organisation(s)
Partnerships
Trade Unions

Background Papers

Have you included all the Background Papers used in the report?

Accessibility

Have you checked that your inclusions within the report remain accessible? You will need to consider:

1. Colour and contrast (make sure that colour is not the only way to convey information)
2. Use of images (only in support of text, and with "alt text")
3. Links (easily identified with a clear and accurate title)
4. Plain English (clear, concise and devoid of jargon)
5. Table structure (simple, with column headers)

Further information on how to ensure your document is accessible can be found in the committee meeting accessibility guidance – [link to committee meeting accessibility guidance document](#).