


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u> <b>Polling District and Polling Place Review - Award of Contract for Elections Temporary Buildings</b>	
<u>DECISION REFERENCE</u> DO/113/2024 (BD)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> Council – 15 <sup>th</sup> December 2023, Minute CL32
<u>DATE OF DECISION</u> <u>16/02/2024</u>	<u>DECISION MAKER (Name and Job Title)</u>  Brent Davis, Chief Executive
<u>RECORD OF THE DECISION</u> a) The issue – Temporary buildings are required to act as polling stations at the elections in May 2024, General Election and elections going forward. No contract was in place to guarantee the provision of this service, which is required as a result of the Polling District and Polling Place Review  b) The Decision – following a procurement exercise, the decision was taken to award the contract to Sunbelt Ltd, as the winner of the tender process.	
<u>REASON FOR THE DECISION</u> These buildings are required to comply with the Council’s obligations to provide “reasonable facilities for voting” as set out in the Representation of the People Act 1983. This supplier scored the highest when evaluating their bid against set criteria.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u> Other companies that also bid for the contract were considered as part of the tender exercise and did not score as highly.	

<p><u>WARD RELEVANCE</u></p> <p>All wards – given that these temporary buildings could be placed in any/all wards during the life of the contract.</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>The provision of these buildings will be managed within existing revenue budgets for each election. For elections such as police and crime commissioner or Parliamentary elections – these costs are met by government.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>none</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>none</p>
<p><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>none</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>none</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>none</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>none</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>none</p>
<p><u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u></p> <p><b><u>none</u></b></p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p><b><u>none</u></b></p>

<u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u> None
<u>ENVIRONMENTAL IMPLICATIONS</u> <b><u>none</u></b>
<u>LEGAL IMPLICATIONS</u>  <b><u>none</u></b>
<u>ANY OTHER COMMENTS</u> <b><u>none</u></b>

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER**