

	REPORT TO CABINET TO BE HELD ON 13 DECEMBER 2016				
	<table> <tr> <td>Key Decision</td> <td>YES</td> </tr> <tr> <td>Forward Plan Ref No</td> <td>16/252/29</td> </tr> </table>	Key Decision	YES	Forward Plan Ref No	16/252/29
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Corporate Priority – People Aim 4 – High levels of participation in local democracy.	<table> <tr> <td>Cabinet Portfolio Holder</td> <td>Cllr Sandra Turner</td> </tr> </table>	Cabinet Portfolio Holder	Cllr Sandra Turner		
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REPORT OF: Chief Executive - 16/276

WARDS AFFECTED: Streonshalh

SUBJECT: REVIEW OF POLLING DISTRICT AND POLLING PLACE – PROPOSED NEW VENUE FOR POLLING DISTRICT VA – STREONSHALH WARD

RECOMMENDATION :

To approve the designation of Whitby Mission and Seafarers’ Centre, Haggergate House, Haggergate, Whitby, YO21 3PP as a new polling place for polling district VA to replace the Whitby Tourist Information and Visitor Centre, Langborne Road, Whitby, YO21 1YN.

REASON FOR RECOMMENDATION:

To comply with the requirements of the Representation of the People Act 1983. To ensure a suitable polling place is arranged for electors resident in the VA Ward following the closure of the Whitby Tourist Information and Visitor Centre.

HIGHLIGHTED RISKS:

See attached risk matrix.

1. INTRODUCTION

1.1 Under the Representation of the People Act 1983, the Council has a duty to divide the Borough Wards into polling districts and to designate at least one polling place for each polling district. It also has to keep these arrangements under review. The boundaries of wards are not covered by any such review as the Boundary Commission for England determines them.

- 1.2 The last full review in the Borough was carried out in 2013 and came into effect from 6 January 2014. (Report to Cabinet on 10 December 2013 reference 13/416) and subsequently approved by full Council on 5 January 2014.) Since that review the Whitby Tourist Information and Visitor Centre (Whitby TIC) has closed and is no longer available for use as a polling station.
- 1.3 The review has been undertaken now so that the change to the polling place comes into effect by 1 February 2017 which will be in time to send out the correct information on the poll cards for the 4 May 2017 North Yorkshire County Council elections.
- 1.4 Action Plan:-

Publication of Review Notice, Returning Officer's Recommendation and Commencement of Review	7 November 2016
Representations to be received by	28 November 2016
Considered by Cabinet	13 December 2016
Considered by Council	9 January 2017
Implement the change to polling place to take place for any elections that are held after 1 st February 2017	1 February 2017

2. CORPORATE AIMS/PRIORITIES AND THE COMMUNITY PLAN

- 2.1 Contributed to Aim 4 of the Council's Corporate Priorities – People – High participation in local democracy.

3. CONSULTATION

- 3.1 The following were consultees:-

Ward councillors, County Councillor, local political parties, Whitby DAG, Whitby CAB, local branch of Age UK, Good Neighbours Community Transport, The Dispensary (which is a Common Cause Community Interest Company).

- 3.2 The following comments have been received:-

- (a) Councillor Mrs Sandra Turner (Ward Councillor and Democratic Services Portfolio Holder) supports the Returning Officer's recommendation but is mindful of the lack of vehicular access and the potential to block the road when electors are dropped off or picked up. Suggested that the Coliseum be considered as an alternative venue.. Councillor Mrs Turner acknowledged the parking difficulties at the

Coliseum but considered there may be less disruption to traffic at that location.

- (b) Councillor Barnett (Ward Councillor) suggested that the Whitby Mission was difficult to access and sought to consult further with constituents.

3.3 No other comments have been received. The consultation closed on Monday 28 November 2016.

4. BACKGROUND AND ISSUES

4.1 A plan showing the area of the polling district is attached for ease of reference at Appendix 1. Attached at Appendix 2 is a list showing the streets in the polling district. As can be seen from the map and street list all the streets are on the east side of the river.

4.2 Regular polling district and polling place reviews have been carried out on polling district VA and the following polling places were designated as a result of those reviews:-

- October 2007 (Cabinet Report reference CE/07/29) designating the IT Suite in the St Hilda's Business Centre
- January 2009 (Cabinet report reference CE/09/031) designating the Green Lane Centre
- January 2010 (Cabinet report reference 10/48) designating the Whitby Friendship Rowing Club
- February 2011 (Cabinet report reference 11/99) designating the Whitby Tourist Information and Visitor Centre
- December 2013 (Cabinet report reference 2013/416) no change to the designation of the Whitby Tourist Information and Visitor Centre

4.3 Electoral Services staff have researched the above venues that had been used prior to the Whitby TIC as part of this review. In addition suggestions had been made in the above reports for alternative venues, on both sides of the river, and these were also considered to ascertain whether anything had changed that might mean that they were now available for use as a polling station.

4.4 The following premises were considered as potential venues:-

- (a) Whitby Mission and Seafarers Centre, Haggarsgte, YO21 3PP
- (b) The Coliseum, Victoria Place, Whitby, YO21 1EZ
- (c) St Hilda's Business Centre, The Ropery, Whitby, YO22 4ET
- (d) Whitby Library, Windsor Terrace, Whitby, YO21 1ET
- (e) Green Lane Centre, Green Lane, Whitby

- (f) Captain Cook Museum, Grape Lane, Whitby, YO22 4BA
- (g) The Boardroom, Merchant Seaman's Hospital Houses, Church Street, Whitby
- (h) Whitby Friendship Rowing Club, Church Street, Whitby

- 4.5 A table is attached at Appendix 3 providing a summary of the findings regarding each of the above premises.
- 4.6 A polling place can be allocated outside a polling district where there is no suitable venue within the polling district. In this particular circumstance a venue could be allocated in the Whitby West Cliff Ward for Streonshalh Ward electors. An indication of which Ward a venue is in is indicated in Appendix 3.
- 4.7 There are 903 electors in the VA polling district of which 130 have postal votes. If electors feel it would be more convenient for them to vote by post they can apply for a postal vote with Electoral Services who will send out the necessary application form or a postal vote application form can be obtained from the Scarborough Borough Council website.
- 4.8 This review has no effect on other polling districts in the Streonshalh Ward which are:-

Polling District	Location of Polling Place
VB	Salvation Army Centre, St Peter's Court, ST Peter's Road, Whitby, YO22 4JQ
VC	St Hilda's RC School, Waterstead Lane, Whitby, YO21 1PZ

5. ASSESSMENT

- 5.1 It is the (Acting) Returning Officer's view that, having considered the premises as set out in Appendix 3, the most suitable premises is the Whitby Mission and Seafarer's Centre, Haggarsgate, Whitby, based on availability, nearest polling station outside the polling district and suitability in terms of facilities for electors, staff and meets Disability Discrimination requirements.

6. IMPLICATIONS

6.1 Policy

The proposals are in accordance with Council Policy.

6.2 Legal

The Council has a duty to divide the borough wards into polling districts and to designate at least one Polling place for each district.

6.3 Financial

The only financial implication for the council will be the rental income charged which is likely to be in the region of £100 for the Whitby Mission and Seafarer's Centre.

6.4 Equalities and Diversity

The proposals have taken into account the requirements of the Disability Discrimination Act

6.5 Planning, Environmental, Health and Safety, Sustainability, Crime and Disorder

No implications



Jim Dillon

Chief Executive and Returning Officer

Author: Christine Armitage, Electoral Services & Democratic Officer,

Telephone No: 01723 383545

E-mail address: christine.armitage@scarborough.gov.uk

Background Papers: As Listed in this report

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT OR WISH TO INSPECT ANY OF THE BACKGROUND PAPERS, PLEASE CONTACT CHRISTINE ARMITAGE ON 01723 383545 OR e-mail christine.armitage@scarborough.gov.uk

Risk Matrix

Risk Ref	Date	Risk	Consequences	Mitigation	Current Risk Score	Target Score	Service Unit Manager/ Responsible Officer	Action Plan
1	13 December 2016	Failure to designate a polling place for polling district VA	Unable to hold election	Agree designating an alternative polling place	E5	A1	Kerry Russett	As per paragraph 1.4 of this report.

Glossary of Terms

Risk	An event which may prevent the Council achieving its objectives
Consequences	The outcome if the risk materialised
Mitigation	The processes and procedures that are in place to reduce the risk
Current Risk Score	The likelihood and impact score with the current mitigation measures in place
Corporate Objectives	An assessment of the Corporate Objectives that are affected by the risk identified.
Target Risk Score	The likelihood and impact score that the Council is aiming to achieve
Service Unit Manager	The Service Unit or Officer responsible for managing the risk
Action Plan	The proposed actions to be implemented in order to reduce the risk to the target score

Risk Scoring

Impact	5					
	4					
	3					
	2					
	1					
		A	B	C	D	E
	Likelihood					

Likelihood:

A = Very Low
 B = Not Likely
 C = Likely
 D = Very Likely
 E = Almost Certain

Impact

1 = Low
 2 = Minor
 3 = Medium
 4 = Major
 5 = Disaster