



Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

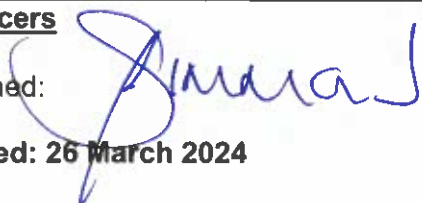
Date of Decision:	26 March 2024
Decision Maker (Officer):	Head of Democratic Services & Elections
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Chief Executive/Assistant Director (Governance) has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39).</p> <p>The Chief Executive/Assistant Director (Governance) has delegated operational matters relating to the reasonable procurement requirements of electoral events in the District to the Head of Democratic Services & Elections.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Not applicable
Ward Member(s) consulted?	Not applicable
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	<p>(1) To acquire from Democracy Counts Limited (the supplier of the Council's Electoral Management System) the following in respect of the delivery of the Police, Fire and Crime Commissioner election at a total cost of £23,910:</p> <ul style="list-style-type: none"> • Project Set Up and Management • 82 tablet devices (5 of which will be contingency devices) for use in Polling Stations through which staff will confirm individuals eligible to vote in the election at that Polling Station, identify the

	<p>Ballot Paper Number to issue and produce the Marked Register and Corresponding Number List.</p> <ul style="list-style-type: none"> • Provide training to all Polling Station staff on the use of the device and the software provided for the election. • 8 tablet devices for use by Polling Station Inspectors. • Dedicated on-site support on Polling Day • Connectivity Survey from within all Polling Stations. <p>(2) To arrange for the full re-imbusement of the costs associated with (1) above (initially met by the Council), by the Local Returning Officer at the same election.</p>
<p>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</p>	<p>To enable the use of tablet technology within Polling Stations to be deployed and for the relative advantage to compliance with franchise requirements and ballot paper accounting to be observed in practice and to inform the Local Returning Officer to determine whether this technology should be deployed at future elections.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>The risk to the Council is that it will procure the items for the Local Returning Officer and for this cost not to be reimbursed. This risk is entirely mitigated by the fact that the decision maker has the authority of the Local Returning Officer to draw the funds identified upon production of the invoice from Democracy Courts.</p> <p>The primary risk to the Local Returning Officer is that the tablet technology does not function in respect of confirming individuals eligible to vote in the election at individual Polling Stations, identify the Ballot Paper Numbers to issue and produce the Marked Registers and Corresponding Number Lists. Through the use of the technology at the Bluehouse Ward By-election on 11 January 2024, the correct operation of the software and hardware was checked in a real life scenario across three Polling Station. This confirmed that there was a low risk of failure. The connectivity test across all 77 Polling Station locations at this election (to be procured through this decision) is to further mitigate this risk.</p>
<p>Details of any Alternative Options Considered and rejected (together with reasons):</p>	<p>These were evaluated as part of the consideration of the following decision:</p> <p><u>Decision - Exemption from Procurement Rules - provide and trial the use of mobile tablet technology across Polling Stations within the District for the</u></p>

	<p>upcoming Police, Fire and Crime Commissioner Elections on 2 May 2024 (tendringdc.gov.uk)</p>
<p>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</p> <p>If relevant, a note of the dispensation granted by the Monitoring Officer:</p>	<p>None.</p>
<p>Reason Decision, or supporting Report, is not published:</p> <p>Tick one or more of the specific exemptions,</p> <p><u>and</u></p> <p>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</p>	<p><input checked="" type="checkbox"/> Not applicable – Decision [and report] to be published</p> <p>If Report is not to be published – tick one of the following boxes:</p> <p><input type="checkbox"/> The report supporting the Decision contains confidential information</p> <p><input type="checkbox"/> The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> • Relates to an individual <input type="checkbox"/> • Likely to reveal the identity of an individual <input type="checkbox"/> • Relating to financial or business affairs of a person or organisation <input type="checkbox"/> • Relates to a claim for legal professional privilege in legal proceedings <input type="checkbox"/> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment <input type="checkbox"/> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime <p>And is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons: [insert]</p>

Officers

Signed:



Title: Head of Democratic Services & Elections

Dated: 26 March 2024