



# Uttlesford District Council

Chief Executive: Dawn French

## Governance, Audit and Performance Committee

**Date:** Monday, 13th January, 2020

**Time:** 7.30 pm

**Venue:** Committee Room - Council Offices, London Road, Saffron Walden,  
Essex CB11 4ER

**Chair:** Councillor E Oliver

**Members:** Councillors G Bagnall, A Dean, G Driscoll (Vice-Chair), V Isham,  
R Jones, A Khan, B Light, S Luck and J de Vries

**Substitutes:** Councillors S Barker, M Caton, C Criscione, P Fairhurst, R Freeman,  
A Gerard, G Sell and M Sutton

### Public Speaking

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## AGENDA PART 1

### Open to Public and Press

#### **1 Apologies for Absence and Declarations of Interest**

To receive any apologies for absence and declarations of interest.

#### **2 Minutes of the Previous Meeting**

5 - 10

To consider the minutes of the previous meeting and the actions arising list.

<b>3</b>	<b>Annual Audit Letter</b>	11 - 22
	To receive the Annual Audit Letter.	
<b>4</b>	<b>Audit Plan</b>	
	To receive the Audit Plan from BDO (to follow).	
<b>5</b>	<b>Internal Audit Progress Report 01 September to 15 December 2019</b>	23 - 32
	To receive the Internal Audit progress report 1 September to 15 December 2019.	
<b>6</b>	<b>Cyber Security Update</b>	33 - 36
	To receive an update on Cyber Security.	
<b>7</b>	<b>Polling District and Polling Places Review 2019 – Saffron Walden Parliamentary Constituency</b>	37 - 82
	To consider the Polling District and Polling Places Review 2019 for the Saffron Walden Constituency.	
<b>8</b>	<b>Public Participation at Planning Committee Meetings</b>	83 - 90
	To consider public participation at Planning Committee meetings.	
<b>9</b>	<b>Quarter 2 2019 KPI &amp; PI Report</b>	91 - 108
	To receive the Quarter 2 KPI & PI report for 2019.	

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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# Agenda Item 2

**GOVERNANCE, AUDIT AND PERFORMANCE COMMITTEE held at COMMITTEE ROOM - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on THURSDAY, 26 SEPTEMBER 2019 at 7.30 pm**

Present: Councillor G Driscoll  
Councillors G Driscoll, A Khan, S Luck, G Sell (In place of A Dean), A Storah and J De Vries

Officers in attendance: R Auty (Assistant Director - Corporate Services), A Bochel (Democratic Services Officer), S Bronson (Audit Manager), P Evans (Customer Services and Performance Manager), D French (Chief Executive), O Knight (PFI and Performance Officer), W Lancaster (Internal Auditor) and A Webb (Director - Finance and Corporate Services)

## **GAP21 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Dean, Jones and Oliver. In the absence of Councillor Oliver, the Vice Chair would chair the meeting.

## **GAP22 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 30 July were approved and signed by the Chair as a correct record.

The Assistant Director – Corporate Services said the minutes of the previous meeting contained a reference to an action for the Chair to write to the Council's auditors. The Chair had done this, and a response had not yet been received.

The Director – Finance and Corporate Services said the Assistant Director – Finance was considering running a Member briefing on the budget process.

The Assistant Director – Corporate Services said he had received a question on ethical procurement from Councillor Luck. He would look to bring an item on this to the next meeting.

In response to a Member question, the Assistant Director – Corporate Services said it would be possible to include matters arising from the previous meeting on future agendas.

## **GAP23 LOCAL GOVERNMENT OMBUDSMAN ANNUAL REVIEW 2018/19**

*The Chair brought Item 4 forward in the agenda.*

The Chief Executive gave a summary of the report which said that the annual review letter had been received from the Local Government Ombudsman

summarising the complaints relating to the Council's services dealt with by the Ombudsman's office for the year ended 31 March 2019. The report also detailed the complaints and compliments received by the council in the same period.

In response to Member questions, the Chief Executive said both upheld complaints were regarding the nature of the Planning Department's advice to applicants. Corrective action had been taken in both cases, and the Council had shared its improvement plan with the Ombudsman. There had been issues in the department in Quarter 3 of the 2018-19 municipal year. She had held meetings with staff to understand what the problem was, and additional permanent staff had been recruited to help resolve the issue. The situation continued to be monitored.

#### **GAP24 INTERNAL AUDIT PROGRESS REPORT 01 MAY - 31 AUGUST 2019**

The Internal Audit Manager gave a summary of the report, which detailed the work undertaken by Internal Audit since the last report to the Committee on 30 May 2019 and provided an update on implemented and outstanding internal audit recommendations.

The Internal Audit Manager said since the agenda had been published, a second audit from the 2019-20 programme had been completed, and work was ongoing on another twelve.

#### **GAP25 2019/20 CORPORATE RISK REGISTER UPDATE**

The PFI and Performance Officer gave a summary of the report which presented the Council's 2019/20 Corporate Risk Register.

In response to a Member question about the lack of a sound base for the development management function on page 46 of the agenda, the PFI and Performance Officer said he would discuss this with the Assistant Director – Planning.

Councillor Khan said he felt the Corporate Risk Register was not focused enough on reputational risk. The Investment Strategy Board was also a cause for concern, and governance might need to be more prominent in the risk register.

The Assistant Director – Corporate Services said the Corporate Management Team would need to reflect on this and then respond to Councillor Khan.

The Director – Finance and Corporate Services said the Commercial Strategy would be taken to Council on 8 October. There would be regular reports on the strategy brought to the Committee.

#### **GAP26 PFI CONTRACT UPDATE**

The PFI and Performance Officer gave a summary of the report, which provided members with an overview of the contract and operational arrangements for the Uttlesford Leisure PFI contract.

The Assistant Director – Corporate Services said the team had carried out excellent work and Linteum had begun to hold up the contract with Uttlesford District Council as the way that contracts should be managed.

Councillor Sell declared a personal non-pecuniary interest as a Governor of Forest Hall School, Stansted Mountfitchet.

In response to a Member question regarding the Romeera Leisure Centre, the PFI and Performance Officer said the Council was encouraging 1Life to actively engage with the local community. This was something he would take away from the meeting.

In response to a Member question, the PFI and Performance Officer said the KPI for customer satisfaction was currently under review because it was no longer robust enough or contributed to service provision. It only focused on the results of one national survey and the performance aim was more in line with that of a private organisation. The PFI & Performance Officer was currently working on a new proposal integrating customer feedback into 1Life's service planning, and would present to other project parties once finalised. No specific performance standard had been discussed with 1Life as yet.

The meeting closed at 8.20.

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**Governance Audit and Performance Committee Action List for January 2020**

Item	Action	Latest note
Letter to the auditors	Circulate letter sent to the auditors with regard to the 2018/19 audit and the response from the auditors	Letters emailed to members
Ethical procurement	Cllr Luck raised the matter of ethical procurement shortly before the last committee meeting in the context of the council’s approach	Cllr Luck was provided with information on the National Procurement Strategy via the Procurement Manager and Democratic Services. If members require further information, it could be brought as part of the procurement update to the next meeting
Governance Risks	Cllr Khan requested officers consider whether risks associated with governance were sufficiently robust in the Corporate Risk Register	CMT will discuss this at its next review of the Corporate Risk Register in early 2020 and respond
Local Plan risk wording	Cllr Storah asked for clarification on the meaning of the Local Plan risk wording	Clarification circulated to members of the committee. The wording will be amended to aid understanding at the next review of the Corporate Risk Register

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# Agenda Item 3

**Committee:** Governance, Audit and Performance

**Date:**

**Title:** Annual Audit Letter 2018/19

13 January 2020

**Report  
Author:** BDO

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## Summary

1. The Annual Audit Letter summarises the key findings from the 2018/19 audit.

## Recommendations

2. None

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# UTTLESFORD DISTRICT COUNCIL

Annual Audit Letter

Year ended 31 March 2019

# EXECUTIVE SUMMARY

## Purpose of the Annual Audit Letter

This Annual Audit Letter summarises the key issues arising from the work that we have carried out in respect of the year ended 31 March 2019.

It is addressed to the Council but is also intended to communicate the key findings we have identified to key external stakeholders and members of the public.

## Responsibilities of auditors and the Council

It is the responsibility of the Council to ensure that proper arrangements are in place for the conduct of its business and that public money is safeguarded and properly accounted for.

Our responsibility is to plan and carry out an audit that meets the requirements of the National Audit Office's (NAO's) Code of Audit Practice (the Code). Under the Code, we are required to report:

- Our opinion on the Council's financial statements; and
- Whether the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.



**BDO LLP**

27 August 2019

## Audit conclusions

Audit area	Conclusion
Financial statements	Unmodified opinion
Use of resources	Unmodified conclusion

We issued our audit opinion on the financial statements and use of resources conclusion on 31 July 2019, on the national deadline of 31 July 2019.

We recognise the value of your co-operation and support and would like to take this opportunity to express our appreciation for the assistance and co-operation provided during the audit.

# FINANCIAL STATEMENTS

## Audit opinion on the financial statements

We issued an unmodified audit opinion on the financial statements. This means that we consider that the financial statements:

- Give a true and fair view of the financial position and its income and expenditure for the year; and
- Have been properly prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting 2018/19.

## Final materiality

Materiality was calculated at £930k based on a benchmark of 1.7% of gross expenditure.

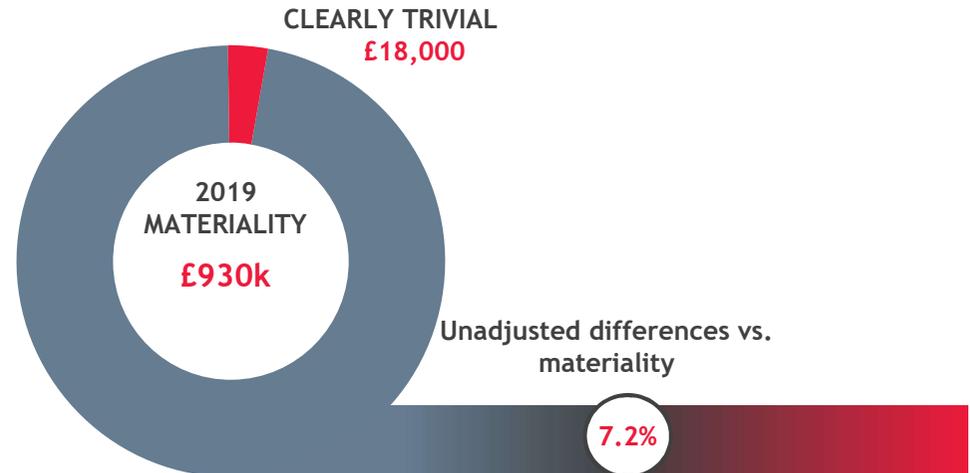
## Material misstatements

Our audit identified one material disclosure adjustment, which was a £1.9m adjustment between the CAA and the revaluation reserve.

## Unadjusted audit differences

We identified audit adjustments that, if posted, would decrease the net surplus on provision of services for the year by £67,000.

This excludes the McCloud additional pension liabilities £722k, which is balance sheet only.



# FINANCIAL STATEMENTS

We set out below the risks that had the greatest effect on our audit strategy, the allocation of resources in the audit, and the direction of the efforts of the audit team.

Risk description	How the risk was addressed by our audit	Results
<p><b>Management override</b> of controls</p>	<p>We carried out the following planned audit procedures:</p> <ul style="list-style-type: none"> <li>• Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.</li> <li>• Reviewed accounting estimates for biases and evaluated whether the circumstances producing the bias, if any, represented a risk of material misstatement due to fraud.</li> <li>• Obtained an understanding of the business rationale for significant transactions that were outside the normal course of business for the Council or that otherwise appeared to be unusual, if any.</li> </ul>	<p>No issues were identified by our audit of journals and accounting estimates for management override of controls or management bias.</p> <p>We did not identify any transactions outside the normal course of business for the Council.</p>
<p>Under auditing standards there is a presumption that <b>income recognition</b> presents a fraud risk.</p>	<p>We carried out the following planned audit procedures:</p> <ul style="list-style-type: none"> <li>• Tested a sample of fees and charges to ensure income has been recorded in the correct period and that all income that should have been recorded has been recorded.</li> </ul>	<p>No issues were identified from audit procedures completed in respect of this risk.</p>

# FINANCIAL STATEMENTS

Risk description	How the risk was addressed by our audit	Results
<p>There is a risk over the <b>valuation of land and buildings</b> due to inherent uncertainty and judgements involved.</p>	<p>We carried out the following planned audit procedures:</p> <ul style="list-style-type: none"> <li>Reviewed the instructions provided to the valuers and the valuers' skills and expertise in order to determine if we can rely on the management experts</li> <li>Reviewed the reasonableness of assumptions used in the valuation of non-current assets, the accuracy and completeness of the source data used by the valuers and the Council's critical assessment of the external valuers' conclusions.</li> <li>Confirmed that the basis of valuation for assets valued in year is appropriate based on their use.</li> <li>Confirm that the assets not specifically valued in the year have been assessed to ensure that their reported values remain materially correct.</li> </ul>	<p>The Council's external professional valuer valued the property as at 31 March 2019, resulting in an approximately £9m net increase in value. We tested a representative sample of land and buildings (including investment properties) subject to revaluation, to ensure the information on which valuations were based was accurate and the valuation movements were correctly accounted for. We challenged the valuer and questioned the Council where individual movements were outside of expected ranges, and we are satisfied that, overall, the Council's valuations fall within a reasonable range for those assets formally revalued.</p> <p>We challenged the assumptions used by valuers for specialised assets valued on a depreciated replacement cost (DRC) basis, council dwellings valued on an existing use basis with a social housing adjustment (EUV-SH) adjusted, other land and buildings valued on an EUV basis and investment properties valued at fair value (FV). We also challenged the valuers on the reasons why individual assets moved in value outside of our expectation, for instance due to changes in valuation method or yields.</p> <p>Our Audit work on Property, Plant and Equipment identified three unadjusted errors:</p> <ul style="list-style-type: none"> <li>£365k worth of revaluations that should have been credited to services rather than through the revaluation reserve.</li> <li>£149k formula error on the valuation report</li> <li>£149k of assets that did not need to be indexed per the valuer's report</li> </ul>

# FINANCIAL STATEMENTS

Risk description	How the risk was addressed by our audit	Results
<p>There is a risk over the <b>valuation of the Council's LGPS liability</b> due to inherent uncertainty and judgements involved.</p>	<p>We carried out the following planned audit procedures:</p> <ul style="list-style-type: none"> <li>• Agreed the disclosures to the information provided by the pension fund actuary</li> <li>• Reviewed the reasonableness of the assumptions used in the calculation against other local government actuaries and other observable data</li> <li>• Obtained assurance from the auditor of the pension fund over the controls for providing accurate membership data to the actuary</li> <li>• Checked whether any significant changes in membership data have been communicated to the actuary.</li> </ul>	<p>All disclosures in the financial statements agree to the actuarial report obtained from Barnett Waddingham. The assumptions on which the Council has based its disclosure are consistent with those used by the actuary, which are in line with the expectations set out in PwC's consulting actuary report.</p> <p>We reported a non-material un-adjusted error of £722k to increase the Council's pension liability. This adjustment was not the result of an audit finding but due to a recent judgement in the supreme court (Lord Chancellor v McCloud) that the Council and BDO consider creates an obligation on LGPS schemes that existed at the balance sheet date and requires recognition by the applicable accounting framework. The Council sought actuarial advice on the impact on its liability and we are satisfied with the assumptions used by the actuary.</p>

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# FINANCIAL STATEMENTS

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Risk description	How the risk was addressed by our audit	Results
<b>IFRS9</b> is implemented from 2018/19.	We carried out the following planned audit procedures: <ul style="list-style-type: none"><li>• Reviewed the draft financial statements and supporting working papers which details the Council's proposed approach to the new accounting standard.</li><li>• Checked the draft financial statements against the CIPFA Disclosure Checklist to ensure that all of the required presentational changes have been correctly reflected within the financial statements.</li></ul>	No issues were identified from our audit.
<b>IFRS15</b> is implemented from 2018/19.	We carried out the following planned audit procedures: <ul style="list-style-type: none"><li>• Reviewed the draft financial statements and supporting working papers which details the Council's proposed approach to the new accounting standard.</li><li>• Checked the draft financial statements against the CIPFA Disclosure Checklist to ensure that all of the required presentational changes have been correctly reflected within the financial statements.</li></ul>	We reviewed the supporting working papers provided by the Council prior to the audit and agreed with Management's assertion that the effect of this change was immaterial to the Council's Accounts.

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## USE OF RESOURCES

### Audit conclusion on use of resources

We issued an unmodified conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources. This means that we consider that in all significant respects, the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

We set out below the risk that had the greatest effect on our audit strategy.

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Risk description	How the risk was addressed by our audit	Results
<b>Sustainable finances</b>	<p>We carried out the following planned audit procedures:</p> <ul style="list-style-type: none"><li>• reviewed the assumptions used in the Medium Term Financial Strategy and assessed the reasonableness of the cost pressures and the amount of Government grant reductions applied.</li><li>• reviewed the strategies to close the budget gap in the medium term.</li><li>• held interviews with key officers.</li></ul>	<p>The Council has appropriate arrangements in place to ensure that it can sustainably deploy resources in the medium term.</p> <p>We have reviewed the MTFS and the assumptions used for revenue planning and are content that these are reasonable. The Council made a surplus compared to budget of £336k in 2018/19. The Council is budgeting a break even position for 2019/20, putting aside £1.059 from the 2019/20 budget into a funding reserve and then allocating this over the next 4 years to support a programme of change (saving and efficiencies) in future years. Work is underway to identify the savings required to close the gap in the medium term, an efficiency workshop for senior managers was planned for August 2019 ( a similar workshop occurred in 2018/19 and these savings were built into the budget position).</p> <p>The Council has sufficient unallocated general fund balances so has sufficient resources to cover the gap in the medium term.</p>

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## REPORTS ISSUED AND FEES

### Fees summary

	2018/19 Final £	2018/19 Planned £	2017/18 Final £
Audit fee - PSAA scale fee	40,745	40,745	52,916
Non-audit assurance services:			
Fees for reporting on government grants:			
• Housing benefits subsidy claim	*	17,000	22,808
Aspire subsidiary statutory audit	*	12,500	13,000
<b>Total fees</b>	<b>TBC</b>	<b>70,245</b>	<b>88,724</b>

\*Work is ongoing and so we are unable to conclude on the final fee until the work is complete.

### Communication

Reports	Date	To whom
Audit plan	7 February 2019	Governance, Audit and Performance Committee
Audit completion report	25 July 2019	Governance, Audit and Performance Committee

FOR MORE INFORMATION:

David Eagles  
e: [david.eagles@bdo.co.uk](mailto:david.eagles@bdo.co.uk)

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# Agenda Item 5

**Committee:** Governance, Audit and Performance Committee  
**Title:** Internal Audit Progress Report 01 September to 15 December 2019  
**Report Author:** Sheila Bronson, Audit Manager  
sbronson@uttlesford.gov.uk  
**Date:** Monday, 13 January 2020

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## Summary

1. To report to the Governance, Audit & Performance Committee details of work undertaken by Internal Audit since the last report to the Committee on 26 September 2019 and to provide an update on implemented and outstanding internal audit recommendations.

## Recommendations

2. That the Internal Audit Progress Report 01 September to 15 December 2019 be noted.

## Financial Implications

3. None. There are no costs associated with the recommendations.

## Background Papers

4. None

## Impact

- 5.

Communication/Consultation	The Internal Audit Work Programme 2018/19 and 2019/20 referred to in this report have been approved by the Corporate Management Team and endorsed by the Governance, Audit & Performance Committee.
Community Safety	none
Equalities	none
Health and Safety	none
Human Rights/Legal	none

Implications	
Sustainability	none
Ward-specific impacts	none
Workforce/Workplace	none

## Situation

6. The purpose of this report is to provide management and members with details of:
  - i) Work completed by Internal Audit since the last report to the Governance, Audit & Performance Committee at its meeting 26 September 2019;
  - ii) Performance against the Internal Audit Work Programme 2018/19;
  - iii) Performance against the Internal Audit Work Programme 2019/20;
  - iv) Risk level 3 and 4 highest priority recommendations implemented since the last report to Members;
  - v) Any recommendations not implemented within the agreed timescale.

## Work Undertaken by Internal Audit 01 September to 15 December 2019

7. Since the last report to the Committee:
  - i) Between 01 September and 15 December 2019, the remaining audit from the 2018/19 audit programme was completed and final report issued with a total of 2 recommendations made.
  - ii) Between 01 September and 15 December 2019, 7 audits from the 2019/20 audit programme have been completed and final reports issued with a total of 17 recommendations being made;
  - iii) All final audit reports issued have been copied to Governance, Audit & Performance Committee Members and are available on the Council's Intranet. A summary of final reports issued is presented at Appendix A (i);
  - iv) Between 01 September and 15 December 2019 work has started on 8 audits from the Internal Audit Work Programme 2019/20. Progress on the 2019/20 programme is presented at Appendix A (ii).

## Recommendations Implemented 01 September to 15 December 2019

8. Nine level 3 or level 4 recommendations were implemented during this period; a summary is presented at Appendix A (iii).

**Recommendations Not Implemented by due date at 15 December 2019**

9. As of 15 December 2019 there are no recommendations reported in Pentana as not being implemented in accordance with their agreed due dates.

**Risk Analysis**

10.

Risk	Likelihood	Impact	Mitigating actions
The issues highlighted in the internal audit reports are not acted upon	1 Action is already being taken towards the implementation of the recommendations contained in the reports	2 There would be varying levels of impact from non-implementation of recommendations given the significance of the control risks identified	Internal audit reports are followed up to ensure compliance.  There are escalation procedures in the event of non-compliance

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

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**FINAL & REPORTS ISSUED 01 September to 30 November 2019**

ref	2019/20 INTERNAL AUDIT WORK PROGRAMME	Guide Days	Risk	Final Report Issued	Days Taken	Recommendations Made					Audit Opinion
						No.	Risk Level				
						total	4	3	2	1	
02KF	Grants & External Funding received	10	4	20/09/19	<b>7.79</b>	0	0	0	0	0	substantial
<b>04KF</b>	<b>Recovery</b>	<b>10</b>	<b>4</b>	09/12/19	<b>20.25</b>	6	0	2	4	0	satisfactory
08C	EU Exit	5	4	08/11/19	<b>8.56</b>	1	0	0	0	1	substantial
130	<b>Leisure PFI</b>	5	2	03/12/19	<b>4.61</b>	1	0	1	0	0	satisfactory
17O	Business Continuity & Emergency Planning	10	3	19/11/19	<b>10.30</b>	9	2	6	1	0	little
20O	Environmental Health - Imported Food Controls	10	4	15/10/19	<b>6.96</b>	0	0	0	0	0	substantial
						<b>17</b>	<b>2</b>	<b>9</b>	<b>5</b>	<b>1</b>	

ref	2018/19 INTERNAL AUDIT WORK PROGRAMME	Revised potential days	Risk	Final Report Issued	Days Taken	Recommendations Made					Audit Opinion
						No.	Risk Level				
						total	4	3	2	1	
05KF	Budgets	5	4	10/09/19	7.66	2	0	1	1	0	satisfactory

**PROGRESS ON THE AUDIT PROGRAMME 2019/20**

ref	Audit	2019/20 days	IA Risk 2019/20	qtr	Started	Draft	Final	Days Taken	Status
01KF	<b>Business Rates</b>	10	4	3	03/12/19			0.00	planning
02KF	<b>Grants &amp; External Funding received</b>	10	4	2	17/07/19	20/09/19	20/09/19	7.79	FINAL
03KF	Insurance	10	4	4				0.00	
04KF	<b>Recovery</b>	10	4	2	17/07/19	30/09/19	09/12/19	20.25	FINAL
05KF	<b>Treasury Management</b>	10	4	3	26/11/19			1.70	planning
06KF	<b>Asset Management</b>	10	4	2	26/06/19	31/07/19	02/08/19	9.86	FINAL
07KF	<b>HR &amp; Payroll (combined)</b>	10	3	2	24/07/19			11.54	testing
08C	<b>EU Exit</b>	5	4	2	03/07/19	29/10/19	08/11/19	8.56	FINAL
09C	<b>Consultants and Agency Staff</b>	10	3	2	10/09/19			16.59	testing
10C	<b>Equality &amp; Diversity</b>	5	3	3	15/11/19			0.26	testing
11C	<b>Health &amp; Safety</b>	5	3	3	16/10/19			2.88	testing
12C	<b>Information Governance</b>	10	3	2	21/10/19			1.85	testing
13O	<b>Leisure PFI</b>	5	2	3	25/10/19	20/11/19	03/12/19	4.61	FINAL
14O	<b>Museum</b>	10	3	2	12/08/19			5.24	testing
15O	Domestic Waste & Recycling	10	3	3				0.00	
16O	Members' Allowances & Expenses	10	3	3				0.00	on hold 01/20
17O	<b>Business Continuity &amp; Emergency Planning</b>	10	3	2	24/07/19	15/10/19	19/11/19	10.30	FINAL
18O	Environmental Health - Commercial Food Safety	10	3	4				0.00	
19O	Emergency Planning - combined with 17O	0	0	0				0.00	
20O	<b>Environmental Health - Imported Food Controls</b>	10	4	2	03/07/19	15/10/19	15/10/19	6.96	FINAL
21O	<b>Environmental Health - Licensing</b>	10	4	4	01/08/19			1.49	on hold 01/20
22O	<b>Environmental Health - Enforcement</b>	5	2	3	15/11/19			0.30	planning
23O	Property Services - Repairs Service	10	3	3				0.00	on hold 02/20
24O	Property Services - Right to Buy	10	3	3				0.00	
25O	Property Services - Stock & Voids	5	3	4				0.00	
26O	<b>Wellbeing - Allocations</b>	10	3	3	12/08/19			0.07	planning
27O	Wellbeing - Homelessness	10	3	3				0.00	
28O	<b>Development Management</b>	10	4	2	17/07/19			9.77	testing
29O	Section 106 Obligations	10	3	3				0.00	
<b>TOTAL AUDIT DAYS</b>		<b>250</b>						<b>120.02</b>	

**LEVEL 3 AND 4 RECOMMENDATIONS IMPLEMENTED 01 September to 30 November 2019**

Code & Title	Description	Risk Level	Managed By	Due Date	Completed
1718 15O Leisure PFI 01	<p>It is recommended that:</p> <p>a) The spreadsheet used to collate Data and send to contract managers following inspections of leisure centres is no longer used and redesigned to show the correct calculations based on the observations made.</p> <p>b) Clarification is sought for the role of UDC relating to the inspections of the Leisure Centres.</p> <p>c) Consideration is given on whether to reconcile issues raised from UDC inspections to the deductions shown on the operational report compiled by 1Life.</p> <p>d) Issues raised during inspections or notified to the Council by the Leisure Centres are monitored in line with the rectification periods.</p> <p>e) Consideration is given to the approach of continued Leisure Centre inspections by rotating staff or having a "mystery shopper" approach.</p>	3	A/Director Corporate Services	31/12/19	06/12/19
1718 15O Leisure PFI 06	<p>It is recommended that all staff involved in the management of the PFI Leisure contract have sufficient training and understanding in their area of responsibility. This should include specific training in excel and refresher training in the checking of invoices and an understanding of how these are calculated.</p>	3	A/Director Corporate Services	31/12/19	06/12/19

**LEVEL 3 AND 4 RECOMMENDATIONS IMPLEMENTED 01 September to 30 November 2019**

Code & Title	Description	Risk Level	Managed By	Due Date	Completed
1819 02C Equality & Diversity 02	It is recommended that staff attend refresher workshops or training to raise their understanding and awareness on the requirement to align operations and service delivery to the Single Equality Duty and the Equality Framework for Local Government (EFLG).	3	A/Director Housing, Health & Communities	30/09/19	23/09/19
1819 02C Equality & Diversity 05	It is recommended that the objectives and action plans set out in the Council's Comprehensive Equality Policy be reviewed and aligned to the Equality Framework for Local Government (EFLG).	3	A/Director Housing, Health & Communities	30/09/19	23/09/19
1819 06KF Resources - Cash & Bank 01	It is recommended that Protocols for Saffron Walden and Great Dunmow should be produced and provided to all relevant staff detailing procedures in respect of safes and the security of cash being held.	3	A/Director Corporate Services	30/09/19	26/09/19
1819 14O Community Safety 01	It is recommended that: a) The weakness on CCTV control be brought to the attention of the Assistant Director of Housing & Health, the Director of Finance & Corporate Services and that joint meetings should be held with the budget holders to resolve the budget allocation and change management issues. b) The Council's CCTV Code of Practice and the Home Office's Surveillance Camera Code of Practice "guiding principles" are adhered to, ensuring clear accountability for all camera system activities. c) There should be effective review of user access and reports should be published on compliance with the code of practice	4	A/Director Housing, Health & Communities	31/10/19	18/10/19

**LEVEL 3 AND 4 RECOMMENDATIONS IMPLEMENTED 01 September to 30 November 2019**

Code & Title	Description	Risk Level	Managed By	Due Date	Completed
1819 14O Community Safety 02	It is recommended that the Anti-Social Behaviour (ASBO) Policy and procedures be reviewed to account for the ASBO change management	3	A/Director Housing, Health & Communities	30/09/19	18/10/19
1819 16O Disabled Facilities Grants 01	<p>It is recommended that:</p> <ol style="list-style-type: none"> <li>1. The current filing process/procedure should be reviewed to ensure a chronological system is in place for an audit trail. This is to ensure the records are complete and can be cross-referenced from one system to the next.</li> <li>2. Files held on the Council's network drive should be scanned and kept together with the records on Uniform.</li> <li>3. The master file (Excel spreadsheet) should use key control fields that reflects a project management recording to enable effective monitoring.</li> <li>4. The Excel worksheet on "DFG Paid" should be improved upon to clearly set out the financial records of the grants approved on payments, variations, land charges due, financial contributions if required and their receipt.</li> <li>5. A review is carried out to ensure all grants over £5K that should have a charge to the property have been lodged with the Local Land Charges.</li> </ol>	3	A/Director Housing, Health & Communities	31/10/19	18/10/19
1819 16O Disabled Facilities Grants 02	It is recommended that:	3	A/Director Housing, Health & Communities	31/10/19	18/10/19

**LEVEL 3 AND 4 RECOMMENDATIONS IMPLEMENTED 01 September to 30 November 2019**

Code & Title	Description	Risk Level	Managed By	Due Date	Completed
	1. The current practice on the selection of contractors for DFG jobs should be reviewed and advice should be sought from the Procurement Manager on the selection of contractors from the Procurement Hub Framework.  2. Invoices are checked before payment and overpayments are reclaimed from the contractors.				

# Agenda Item 6

**Committee:** Governance, Audit and Performance Committee

**Date:**  
Monday 13<sup>th</sup> January 2020

**Title:** Cyber Security Update

**Report Author:** Nicola Wittman, Assistant Director – ICT & Facilities

[nwittman@uttlesford.gov.uk](mailto:nwittman@uttlesford.gov.uk)

Councillor De Vries – Cyber Security Lead

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## Summary

1. The Council is required to regularly report the work undertaken on cyber security. This report updates members on the second year of the Local Government Association's (LGA) stock take questionnaire.

## Recommendations

2. It is recommended that the Committee notes the update

## Financial Implications

3. All financial implications are funded from the existing budget.

## Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

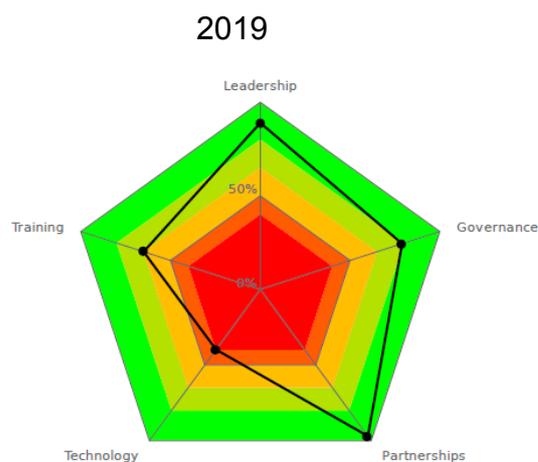
## Impact

Communication/Consultation	All staff are made aware of the importance of vigilance around cyber security and the consequences of an attack.
Community Safety	A cyber-attack could have impacts on the ability of the Council to undertake its core functions such as paying Housing Benefit.
Equalities	None

Health and Safety	A cyber-attack could have impacts on the ability of the Council to undertake its core functions such as emptying bins which could have Health and safety implications.
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	All staff are made aware of the importance of vigilance around cyber security and the consequences of an attack.

## Situation

5. As part of the National Cyber Security Strategy, the LGA was granted phased funding by the Cabinet Office to ensure that councils are as resilient against cyber-attacks as possible. The first phase of the LGA programme took place over summer 2018. Every council in England completed an online stock take questionnaire concerning their cyber security arrangements.
6. The first stock take gave Uttlesford District Council a rating of Amber-Amber which was in line with most other small local authorities.
7. Following the initial stock take the Council successfully bid for two grants to enhance the security measures in place. The Council was successful with both bids and was awarded a total of £11,400.
8. This grant money has been used to carry out staff training to develop departmental Business Continuity plans, to carry out a Cyber exercise with ICT and the Corporate Management Team and for further cyber specific training and enhanced security software.
9. In August 2019 the LGA ran the second year of the stock take which was developed using a Cyber Security Self-Assessment tool.
10. The outcome of the second stock take is that the Council has made significant moves forward in enhancing its already secure systems in respect of cyber prevention and is now rated Amber-Green. On the next page the RAG (Red Amber Green) rating charts for the current and preceding year.



11. The individual assessment is now broken down into ten categories with relative weighting. The Council scores for each are shown below

Category	Score
Leadership, reporting and ownership	Green
Governance, structures and policies	Amber Green
Partnerships, information, advice and guidance	Green
Technology, standards and compliance	Red
Technology and standards – Identify	Amber
Technology and standards – Protect	Green
Technology and standards – Detect	Red
Technology and Standards – Respond	Amber Green
Technology and Standards – Recover	Amber
Training and awareness	Amber Green

12. The Council remains in the red zones for two categories, but as the 2019 chart in paragraph 11 shows, has significantly improved in most areas when compared to 2018.

13. Work has already commenced on removing the remaining red areas. The Council will be applying for additional funding from the LGA to support this work. Any award will be added to the £30,000 annual budget set for cyber security.

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<b>Committee:</b>	Governance, Audit and Performance Committee	<b>Date:</b>	Monday, 13 January 2020
<b>Title:</b>	Polling District and Polling Places Review 2019 – Saffron Walden Parliamentary Constituency		
<b>Report Author:</b>	Dawn French, Chief Executive dfrench@uttlesford.gov.uk Tel: 01799 510400		

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## Summary

1. The Electoral Registration and Administrations Act 2013 places a statutory responsibility on Councils, via the Returning Officer, to carry out a UK Parliamentary polling district and polling places review every 5 years. The next compulsory review must be started and completed between 1 October 2018 and 31 January 2020.
2. In parallel with this review, the Chelmsford City Council's Returning Officer has conducted a similar review exercise of polling district and places; this includes for the electoral area within the City Council's administrative boundary that lies in the Saffron Walden Parliamentary Constituency.

## Recommendations

3. That approval be given to the Returning Officer's recommendations for a revised Scheme of Polling District and Polling Places for the Saffron Walden Parliamentary Constituency with effect from 31 January 2020, as set out in Appendix 1.

## Financial Implications

4. There are no direct financial implications arising from this report. Any recommendations for change have been based on what is considered to offer voters the best experience; it may be that venue hire costs vary marginally to those venues currently used but in all cases, other than for district council elections, the costs can be recovered.

## Background Papers

5. All papers referred to by the author in the preparation of this report are already published and are widely available, including the Electoral Commission's guidance.

## Impact

- 6.

Communication/Consultation	Full public consultation has been carried out as part of the statutory review process
Community Safety	N/A
Equalities	There is a requirement to take account of the need for full accessibility in the buildings selected for polling and organisations that represent individuals with a wide range of needs have been consulted.
Health and Safety	The consideration of health and safety issues is included in the review process.
Human Rights/Legal Implications	Rules set out in legislation must be followed in designating polling arrangements.
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

## Situation

7. By law the Council is required to review UK Parliamentary polling districts and places every five years. The last full review exercise was carried out in 2014. The Council can review only those parts of the Saffron Walden Constituency included within the Uttlesford district and the same polling arrangements are then used for all other elections such as for county, district, parish and all referendums.
8. A polling district is a geographical area created by the sub-division of a Parliamentary constituency. In England, each parish must be a separate polling district but where the parish includes more than one ward (or parish ward) the polling district must not cross the ward boundary. For reasons of practicality, it is sensible to ensure that a single polling district does not include more than 3,000 electors.
9. A polling place is the building or area within each polling district in which polling stations will be located by the Returning Officer. A polling place within a polling district (small enough to be readily identified), must be designated so that polling stations are within easy reach of all electors from across the polling district.
10. The duty to designate polling places means taking into account the convenience of electors living in the area and to ensure compliance, as far as is practicable, with the accessibility needs of disabled electors.

11. As delegated by full council, this committee has been authorised to consider these recommendations and approve any amendments.
12. At its meeting of 17 May 2018, the Governance, Audit and Performance Committee approved interim changes to the scheme of polling districts and places in the Uttlesford District, to be applied from 29 May 2018. This scheme was utilised for the local district and parish elections and also European Parliamentary elections that were held in May 2019.
13. However at the meeting, the Committee was advised that the Returning Officer would be undertaking a full parliamentary constituency review exercise as soon as practical to meet the legal requirements. Given that preparations were underway between January and May 2109 for the local elections, which was then followed by the European Parliamentary election, the first opportunity to undertake the review was from August 2019, with the aim of completing this in time for the new register, which would normally have taken effect on 1 December 2019.
14. The calling of the Parliamentary General Election has further impacted on the timetable to approve a new scheme but the consultation stages had been completed prior to rescheduling the consideration of the report by the Governance audit and Performance Committee .
15. Bearing in mind that the Council has over the last 2 years undertaken interim reviews of polling district and polling places to resolve practical issues, in specific locations, the review exercise has been light touch, aimed at highlighting key areas. This is also appropriate, given the limitations on options for changes especially in venues that can be made available across the Council's large geographical area, which is predominantly rural.
16. The Returning Officer was keen, as part of this review, to consider reasonable alternatives to the use of schools as polling places where possible. With the rise in frequency of unscheduled elections/referendums, it can be very difficult for the staff to manage the impact on the education of children, particularly when the school has to close as the only effective measure to manage the safeguarding risks. In addition, considerable inconvenience can be caused to parents and carers.
17. As a consequence of a number of unscheduled elections, alternative arrangements to schools and other polling places have had to be made due to unavailability and this has provided the opportunity to assess the suitability of other venues, not previously used.
18. Public consultation with stakeholders, parish councils, community groups, political parties, charities and other interested bodies took place between 16 August and 7 October. During this period a number of comments and observations were received via the Council's website.

19. All the representations received have been examined and a final set of proposals for designated polling stations has been prepared as the Returning Officer's draft recommendations.
20. Public notice of these draft recommendations has been placed on the Council's website and further comments have been sought. The deadline for any comments on the Returning Officer's draft recommendations was 31 October 2019 and to date only one set of comments have been received.
21. The proposed revised scheme for polling districts for Saffron Walden Parliamentary Constituency, together with full details of the consultation responses, is set out at Appendix 1.

## Risk Analysis

22.

Risk	Likelihood	Impact	Mitigating actions
There is a risk that existing polling arrangements will not meet the needs and expectations of the public	2 – It is necessary to review polling arrangements in some areas as specified in the report to prevent them proving inadequate at future elections	3 – If changes are not put in place there is a danger of confusion leading to reduced turnout at future elections	Carry out a review of those areas where concerns are known to exist so that all interested parties including the general public have an opportunity to suggest suitable polling arrangements

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

## **Uttlesford District Council –Polling District and Polling Place Review 2019 (including Parliamentary Constituency of Saffron Walden)**

In accordance with Section 17 of the Electoral Registration and Administration Act 2013 Uttlesford District Council is currently carrying out a review of polling districts and polling places within the Uttlesford local authority area and in liaison with the neighbouring City of Chelmsford, where this impacts the Saffron Walden Parliamentary Constituency.

The purpose of the review is to seek to ensure that:

- all electors in the District and Parliamentary Constituency have such reasonable facilities for voting as are practicable in the circumstances; and
- so far as is reasonable and practicable, the polling places in the foresaid area, are accessible to all electors, including those who are disabled.

The following Guidelines are also recognised as good practice, but may not always be obtainable

- Suitable transport links within the polling district and conveniently located for the polling place.
- Polling place's ability to accommodate additional seating or more than one polling station.
- Premises readily available in the event of unscheduled elections.
- A polling station should not be allocated an electorate of greater than 2,500 electors. In these circumstances, double polling stations can be adopted within the polling place.

Uttlesford currently has 80 polling districts within the local authority boundary and generally remain the same for all types of elections. There are also 17 polling districts in neighbouring Chelmsford City Council area covering the Parliamentary Constituency of Saffron Walden

This report outlines the District Council's proposals for amendments to the current polling arrangements that were set out in the interim review exercise completed in May 2018.

Comments on the Returning Officer draft proposals were invited until 31 October 2019. All comments have been considered, and this report with recommendations for changes to the current arrangements, is presented to Governance and Audit Committee on 13 January 2020. This Committee has been given delegated authority by full Council, to approve any changes.

The final amendments will be implemented on the electoral register on 31 January 2020; any election called before that date will be delivered under the current arrangements.

**Review of Polling Districts in the Saffron Walden Parliamentary Constituency -  
Consultation Responses and Returning Officer's Comments**

<b>PD ref &amp; Electorate Figures</b>	<b>Polling District and Place</b>	<b>Responses (Summary) and Returning Officer's recommendations</b>
<b>AAA</b>  <b>716</b>	Ashdon - Ashdon Village Hall	<p><b>Consultees comments</b></p> <ol style="list-style-type: none"> <li><b>Ashdon Village Hall</b> - Suitable. The hall is accessible to everyone with a disabled entrance and parking. The smaller hall used for voting is separate from the main hall so any regular bookings can continue without any disturbance. No changes</li> <li>Suitable. Central location, sufficient space inside for the activity required. No changes</li> </ol> <p><b>Polling Station Inspector Comments</b> Central location for electors, accessible entrance, and good parking facilities acceptable as a polling station. The larger hall can be in use for other activities. However for a Parliamentary Election where there is a higher turnout, arrangements should be made to ensure this room is available on polling day.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed. It is acknowledged that the larger room is preferred day for Parliamentary elections.</p>
<b>AAB</b>  <b>275</b>	Hadstock - Hadstock Village Hall	<p><b>Consultees comments</b></p> <ol style="list-style-type: none"> <li>Suitable. Local, accessible, car parking readily available. No changes</li> <li>Suitable. It is in the centre of the Village, parking available, spacious and light inside, toilet facilities available. There are two approach paths. It is the Village community space and recognised as such. Also, sign on the Village green indicating route. Disabled entry, parking and toilets available. No changes</li> </ol> <p><b>Polling Station Inspector Comments</b> Central location for electors, accessible entrance, good signage. Whilst the Hall is hidden away in the churchyard, it does have parking next to the building. However this is at the end of a lengthy drive that is not lit other than in the vicinity of the polling station itself, which has external lights.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed but additional lighting at the entrance will be investigated.</p>
<b>AAC</b>  <b>191</b>	Little Walden - Little Walden Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. The hall building is acceptable in all respects, but the access onto the B1052 is very narrow over a stream bridge with limited visibility to the south when exiting.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AAD</b>	Sewards End - Sewards End	<p><b>Consultees Comments</b></p> <ol style="list-style-type: none"> <li>Suitable. No changes</li> </ol>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
420	Village Hall	<p><b>Polling Station Inspector Comments</b> Suitable. No issues, easy access and with kitchen, toilets, good lighting and plenty of parking. No changes.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
ABA 379	Great Canfield - Great Canfield Village Hall	<p><b>Consultees comments</b> 1. <b>Great Canfield Community Trust:</b> Suitable. Central to our linear village. Good parking. Easy to locate. Visible from the road and signposted. The Village Hall is we believe the most suitable - for location, accessibility, familiar to residents as a community hub. No changes.</p> <p><b>Polling Station Inspector Comments</b> Suitable. There is only a handful of parking spaces at the hall itself, but cars can also be left at the side of the road outside. The hall is well-equipped with kitchen, toilets and good lighting.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
ABB 610	Great Hallingbury - Great Hallingbury Parish Hall	<p><b>Consultees comments</b> 1. <b>Great Hallingbury PC</b> – Suitable. No changes 2. Suitable. Meets the needs of a polling station well. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. No issues, easy access and with kitchen, toilets, good lighting and plenty of parking. There are however well lit spaces at the front of the building. No changes.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
ABC 880	Hatfield Broad Oak - Hatfield Broad Oak Village Hall	<p><b>Consultees comments</b> <b>Hatfield Broad Oak Parish Council</b> has written to give its support to the current location</p> <p><b>Polling Station Inspector</b> Suitable. Well located at the bottom of the village, plenty of parking, step free access into the hall and a good sized hall. Kitchen and toilets available. No changes.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
ABD 100	Bush End - The Ancient Foresters, Bush End, Takeley	<p><b>Consultee comments</b> None</p> <p><b>Returning Officer comments:</b> This polling station is located in a private house and the shared use is of concern. At the elections in May and December 2019, St John The Evangelist Church was used as an alternative.</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p><b>Polling Station Inspector Comments</b>  St John The Evangelist Church is suitable. The polling station is in the church itself; there is no attached hall. The staff set up in the nave and the polling booths are located at the back of the church. This was a satisfactory arrangement. There are toilets and a kitchen. There is parking in a layby outside for four cars and then a walk up a slightly uneven gravel path to the church. In addition there is a church car park at the side of the building. This is on grass and only lit from the external lighting on the church itself so it is a bit dark; however it presents a shorter walk to the door. The church is not located in the main part of Bush End, as the previously used conservatory of a private house (Ancient Foresters) is. However, residents on the electoral roll know where the church is so this is not considered to be an issue with its continued use.</p> <p><b>Returning Officer Recommendations.</b> The continued use of the Ancient Foresters is not suitable. Proposed that St John The Evangelist Church, being suitable, is designated as the new polling place for Bush End.</p>
<b>ABE</b>  <b>1226</b>	Little Hallingbury - Little Hallingbury Village Hall	<p><b>Consultees comments</b>  <b>Little Hallingbury Parish Council</b> has written to support the current location</p> <p><b>Polling Station Inspector Comments</b>  Suitable. This is a typical village hall – kitchen, toilets, adequate lighting, etc. Plenty of parking available. No changes.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>ACA</b>  <b>290</b>	Arkesden - Arkesden Village Hall	<p><b>Consultees comments</b></p> <ol style="list-style-type: none"> <li>1. Easy access. Parking (limited). Good kitchen facilities for polling staff. Efficient heating system. Centrally located. No changes</li> <li>2. Suitable. Because it is at the Village Hall. No changes.</li> </ol> <p><b>Polling Station Inspector Comments</b>  Suitable. Has suitable heating and kitchen facilities.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>ACB</b>  <b>1084</b>	Clavering - Clavering Village Hall	<p><b>Consultee comments</b>  None</p> <p><b>Polling Station Inspector Comments</b>  Suitable. Has suitable heating and kitchen facilities.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>ACC</b>  <b>306</b></p>	<p>Langley - Langley Community Centre</p>	<p><b>Consultees comments</b> 1. Suitable. It's the best place available and doesn't inconvenience anyone. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>ACD</b>  <b>197</b></p>	<p>Wicken Bonhunt - St Margaret's Church</p>	<p><b>Consultees comments</b> 1. <b>St Margaret's Church</b> - Suitable. It's central to the village - apart from the pub, the only public access building in the village. It has served as the Polling Station for a number of years now since it was modernised. It has disabled access, toilets (for staff and visitors), a well-fitted kitchen with fridge, cooker and microwave. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable as a polling station now the heating has been upgraded. Central location for electors and whilst there is limited parking, it is sufficient for the number of people using the polling station.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>ADA</b>  <b>662</b></p>	<p>Debden - Debden Memorial Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Easy access and with kitchen, toilets, good lighting and plenty of parking.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>ADB</b>  <b>591</b></p>	<p>Wimbish (Carver Barracks) - The Community Hall, Carver Barracks</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Easy access and with kitchen, toilets, good lighting and limited parking, although this is not an issue as most voters walk to the polling station.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<b>ADC</b>  <b>476</b>	Wimbish (Village) - Wimbish Village Hall	<p><b>Consultees comments</b> 1. Suitable. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. Easy access and with kitchen, toilets, good lighting and adequate parking.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AEA</b>  <b>2514</b>	Elsenham - Elsenham Memorial Hall	<p><b>Consultees comments</b> 1. Suitable. I can walk there and because it's not in a school it means that the school can operate as normal. The alternative in the village is the Village hall which is also the school hall during the day meaning that the school would have to be closed on a polling day. The Memorial hall is much more suitable. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AEB</b>  <b>1033</b>	Henham - Henham Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AFA</b>  <b>376</b>	Felsted East - Crix Green Mission Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Compact hall. Heating and lighting have been a problem in May and would need additional heat and light for an Autumn or Winter election but this can be arranged.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed; additional heating and lighting for elections held during the winter will be provided.</p>
<b>AFB</b>  <b>1946</b>	Felsted West - Felsted Memorial Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Parking is available at the rear of the building.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>AFC</b>  <b>1101</b></p>	<p>Stebbing - Stebbing Village Hall</p>	<p><b>Consultees comments</b> 1. Adequate. Centre of village. Adequate parking but does not cater well for wheelchairs / disabled access. Steps and narrow doors. No changes.</p> <p><b>Polling Station Inspector Comments</b> Suitable. Acknowledged that steps and narrow doors do not meet accessibility standards; however there are no other suitable locations.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AGA</b>  <b>1605</b></p>	<p>Flitch Green - Flitch Green Community Hall</p>	<p><b>Consultees comments</b> 1. Suitable. Local, easy access. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. Gets very busy when the other rooms of the hall are in use and Buffy bus on site. Sufficient car parking is available.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AGB</b>  <b>307</b></p>	<p>Little Dunmow - Community Meeting Room, Recreation Ground</p>	<p><b>Consultees comments</b> 1. Small, cramped and in a hard to reach location for the generally elderly population. No changes</p> <p><b>Polling Station Inspector Comments</b> It is small, being a converted container, located on the edge of the playing field. It has suitable toilet and kitchen facilities for the staff and adequate parking.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AHA</b>  <b>2073</b></p>	<p>Great Dunmow North-East - The Dourdan Pavilion, Recreation Ground</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Plenty of parking and surrounding lighting.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AHB</b>  <b>1575</b></p>	<p>Great Dunmow North-West - Great Dunmow Primary School</p>	<p><b>Consultees comments</b> 1. <b>The Governing Body of Great Dunmow Primary School -</b> Polling days happening at short notice cause disruption to the children's education. During the recent European elections the Head and Governors of the school felt it unreasonable to close the school at short notice putting undue pressure on child care issues for working parents. This caused a massive child safeguarding issue. Longer term, planned polling days still impact the school timetable as they require Inset training days to coincide with the polling day. This can prevent the school from taking part in training organised by cluster groups because</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>we have to have our closure day to match the polling day. Inset training is also disrupted by the process of public polling within the same building. Parents of children at the school know that there are three entrance points to the school. General members of the public are confused by this. Access from the main road and car parking is designed for parents to drop their children off and for the school staff. It is not designed as a public car park and there are significant traffic issues for people leaving and joining this busy road. There are multiple rooms and corridors which have to be made secure. This means that there is no easy access to toilet facilities for electoral staff and the public. This would be an even more onerous situation to manage if the school was in session due to the short notice of an election.</p> <p>Change - The Governors of Dunmow Primary School strongly oppose the use of the school as a polling station for reasons given above. Governors would request that UDC approach Tesco with the view to siting a temporary polling station when necessary within the car park there. This is in a physical location similar to the school but with much better access on foot or by car, copious car parking and disabled access in store to toilets and other facilities. It is also very well known by all local residents. As a commercial organisation which supports the school throughout the year we would hope that Tesco would look favourably on this as part of its duty towards the community from which it benefits so greatly. Parents of children at the school would also approve this move to ensure that the proper and essential business of the school and its responsibilities towards their children are fully met without interruption.</p> <p>2. The use of the school is an issue for the school as it cannot function as normal due to safeguarding issues. We have been informed that the gates have to remain unlocked which goes against all safeguarding advice that we are given. We cannot use the hall where voting takes place and have to lock the hall doors to stop strangers from entering the building. There is no parking for the voters as the school car park is full. There is a conflict of safeguarding as we are told to make the site secure yet when polling the gates have to be open. Change - Using Tesco in Great Dunmow would be suitable. It is easily accessible, has lots of car parking and is open 24 hours a day. Polling could be located in the car park or in store, especially as planning permission has been granted for an extension.</p> <p><b>Polling Station Inspector</b> No parking facilities with limited parking on road and quite a long walk for those voters with mobility issues. There are multiple rooms and corridors which have to be made secure. This means that there is no easy access to toilet facilities for electoral staff. Election staff are reliant on school care taker to get them hot water.</p> <p><b>Returning Officer Recommendations.</b> The school provides a suitable venue for polling but presents safeguarding challenges for the school, such that for scheduled elections the school normally closes. When unscheduled elections are called, closure is not always an option, such as for the Parliamentary General Election in</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		December 2019. On this occasion, in consultation with the head teacher, the council provided further security fencing that enabled the school to remain open whilst meeting its safeguarding responsibilities. In the absence of a suitable alternative location, it is recommended that the school remains the designated polling place.
<b>AJA</b>  <b>760</b>	Barnston - Barnston Village Hall	<p><b>Consultees comments</b></p> <p>1. <b>Barnston Village Hall Management Committee</b> - Suitable. We have around 600 people living in the village. A high proportion is senior citizens and find it convenient to attend the polling station in the Barnston Village Hall as opposed to having to travel to other polling stations further afield.</p> <p><b>Polling Station Inspector Comments</b> Suitable</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AJB</b>  <b>2160</b>	Great Dunmow South-East - United Reformed Church	<p><b>Consultees comments</b></p> <p>1. <b>United Reformed Church</b> - We welcome your use of our premises. We aim to keep our premises to a high standard but there are times when Thursday can be double booked (Tiny Tots and NHS Blood Transfusion bookings). Our old hall is closed pending redevelopment plans which might take a while to progress (summarised).</p> <p><b>Polling Station Inspector Comments</b> Suitable. There are a couple of steps into the church.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AJC</b>  <b>2049</b>	Great Dunmow South-West - ET Foakes Memorial Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<b>AKA</b>  <b>1513</b>	Hatfield Heath - Hatfield Heath Village Hall	<p><b>Consultees comments</b></p> <p>1. <b>Hatfield Heath Village Hall Trust</b> - Suitable. The Village Hall has been used for the local polling station for decades and to the best of my knowledge there have been no complaints. It is central to the parish, it has an attached car park and it is accessible for wheelchairs. No changes</p> <p><b>Polling Station Inspector Comments</b></p> <p>Suitable. The village hall is next door to the school which means at drop off and pick up time, the car park can become quite congested. The hall itself is quite small although at recent elections, the staff set it up in a different way than had been done previously and this worked much better.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AKB</b>  <b>266</b>	White Roding - White Roding Sports and Social Club	<p><b>Consultee comments</b></p> <p>None</p> <p><b>Polling Station Inspector Comments</b></p> <p>Suitable. Plenty of parking, permanent ramp to door, kitchen and toilets accessible, good lighting.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>ALA</b>  <b>212</b>	Aythorpe Roding - Aythorpe Roding Village Hall	<p><b>Consultee comments</b></p> <p>None</p> <p><b>Polling Station Inspector Comments</b></p> <p>Suitable. Good parking, large room, kitchen and toilets, flat access into polling station.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>ALB</b>  <b>623</b>	High Easter - High Easter Village Hall	<p><b>Consultee comments</b></p> <p>None</p> <p><b>Polling Station Inspector Comments</b></p> <p>Suitable. Step free access, good lighting, plenty of parking.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>ALC</b>  <b>424</b></p>	<p>High Roding - WI Hall</p>	<p><b>Consultees comments</b> 1. <b>High Roding &amp; Great Canfield WI</b> - Suitable. The WI Hall has been used for elections for many years. It is the only hall in High Roding. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. There is limited on-street parking directly outside the hall and a free public car park nearby. Being located in the middle of the village, it is likely many voters walk to the polling station. I am not aware of anyone complaining about the parking at any previous election at this location.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>ALD</b>  <b>527</b></p>	<p>Leaden Roding - Leaden Roding Village Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Sufficient parking, adequate lighting, kitchen, toilets, step-free access available.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>ALE</b>  <b>158</b></p>	<p>Margaret Roding - The Reid Rooms</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. The Reid Rooms is a wedding venue with several rooms set around a gravelled courtyard. Usually the polling station is situated in the bar of the main building. The main issue with the Bar is that it is dark as it is lit only by wall sconces. Additional lighting will need to be investigated as a priority to assist with this.</p> <p>At the European Parliamentary elections, as there was a wedding reception taking place, the polling station was moved to a separate, smaller building called 'The Architects Unit' as an emergency measure. This presented a number of issues and should only be used as a last resort.</p> <p><b>Returning Officer Recommendations.</b> Suitable. Additional lighting will be provided.</p>
<p><b>AMA</b>  <b>446</b></p>	<p>Chrishall - Chrishall (New) Village Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Good parking facilities. This is a large village hall and sufficient for the requirements at this location.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

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<b>AMB1</b>  <b>176</b>	Duddenhoe End & Wenden Lofts (part in Elmdon parish) - Duddenhoe End Village Hall	<p><b>Consultees comments</b></p> <p>1. <b>Elmdon &amp; Wenden Lofts Parish Council</b> – Suitable and adequate. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. Large village hall. Good parking facilities.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AMB2</b>  <b>66</b>	Duddenhoe End & Wenden Lofts (part in Wenden Lofts parish) - Duddenhoe End Village Hall	<p><b>Consultees comments</b></p> <p>1. <b>Elmdon &amp; Wenden Lofts Parish Council</b> - Suitable and adequate. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. Large village hall. Good parking facilities.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AMC</b>  <b>277</b>	Elmdon - Elmdon Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Adequate for single polling station and size of electorate. Parking is quite poor. It is possible to park on the road a short distance from the polling station. Poor mobile signal.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AMD</b>  <b>1256</b>	Great Chesterford – Great Chesterford Community Centre	<p><b>Consultees comments</b></p> <p>1. <b>Great Chesterford Community Centre</b> - Suitable. Good central place and good parking. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. On a bus route. Quite close to a railway station. Good parking. There is a quite narrow corridor to the room that is used for polling, which obviously can get congested in the event of queueing voters.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>AME1</b>  <b>196</b></p>	<p>Littlebury Green &amp; Strethall (part in Littlebury parish) - St Peter's Church</p>	<p><b>Consultees comments</b> 1. Suitable. It is in the heart of the Village next to the road. No changes</p> <p><b>Polling Station Inspector Comments</b> Adequate. There is no dedicated car parking provision for these premises. Access may be potentially difficult for motorised wheelchairs.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AME2</b>  <b>25</b></p>	<p>Littlebury Green &amp; Strethall (part in Strethall parish) - St Peter's Church</p>	<p><b>Consultees comments</b> 1. Suitable. It is in the heart of the Village next to the road. No changes</p> <p><b>Polling Station Inspector Comments</b> Adequate. There is no dedicated car parking provision for these premises. Access may be potentially difficult for motorised wheelchairs.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AMF</b>  <b>485</b></p>	<p>Littlebury - Littlebury Village Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. There is limited parking – 3 or 4 spaces. Street parking is possible.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AMG</b>  <b>171</b></p>	<p>Little Chesterford - Little Chesterford Village Hall</p>	<p><b>Consultees comments</b> 1. <b>Little Chesterford Village Hall Management Committee</b> - Suitable. It is the only place in the village which could be used. No changes.</p> <p><b>Polling Station Inspector Comments</b> Adequate. There is access for disabled voters. Good parking.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AMH</b>  <b>352</b></p>	<p>Wendens Ambo - Wendens Ambo Village Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Close to Audley End Rail Station and has good parking.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<b>ANA</b>  <b>2035</b>	Newport - Newport Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Has all necessary facilities.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>ANB</b>  <b>532</b>	Quendon & Rickling - Quendon and Rickling Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Has all necessary facilities. The absence of an inner door means that on winter days, such as the December 2019 Parliamentary General Election, the hall gets very cold but there is no reasonable alternative.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>ANC</b>  <b>385</b>	Widdington - Widdington Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. However, does lack kitchen facilities – staff need to bring their own prepared food and drink, although there is a pub nearby that can provide hot food if required.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AOA</b>  <b>1258</b>	Audley North - Committee Room, Town Hall,	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AOB</b>  <b>2278</b>	Audley South - Mobile polling unit at The Council Offices	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. From a voter perspective, these arrangements work well, although it does cause some inconvenience to the occupiers of the site.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<b>APA</b>  <b>1499</b>	Castle East - Mobile polling unit located in the car park at Homebase	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed. (In the event the Homebase site is no longer available, it will be necessary to find an alternative location and arrangements will be made to identify suitable premises.)</p>
<b>APB</b>  <b>1929</b>	Castle West - Saffron Walden Community Church	<p><b>Consultees comments</b></p> <ol style="list-style-type: none"> <li>1. Suitable. Use of the Community Church worked well. Otherwise, the Primary School has to be closed, with the loss of a day's teaching for the pupils and considerable inconvenience for single parents. Alternatives - There are two alternatives; St Mary's Church Hall, which is nearby, and the Football Club. In my view, neither of these is as good as the Community Church on Castle Street, which was used for the election in May 2019.</li> <li>2. Suitable. Location is easily reached by walking from home. I am pleased to note that my polling station for Castle Ward West in Saffron Walden is now given as Saffron Walden Community Church in Castle Street. Previously the polling station for this area has been St Mary's Primary School. It did not seem right to me that a school should be closed for polling day for any election, national or local. Having worked in education for all my working life, a "day off" can seem an ideal prospect but I have always wondered what message this was giving to pupils in that an administrative function use for their school, such use as a polling station, should override their learning for a day. Looking down the list of polling areas I did notice that other areas have schools as their polling stations despite a note on the polling review that schools would not be used if at all possible. It was always lovely to visit St Mary's Primary in Castle Street where our three children spent their very happy primary years but I always felt that somehow it wasn't acceptable to use schools in this way to the detriment of children's learning.</li> <li>3. Unsuitable. It is situated in Castle Street, a busy one-way road. It would be better to use Catons Lane Football Ground Buildings where there is plenty of parking and easy access to the building.</li> </ol> <p><b>Polling Station Inspector Comments</b> Whilst the Saffron Walden Community Church in Castle Street worked well, the close proximity of the polling station to the highway may need to be considered. There was limited external space suitable for tellers and they had to be removed during elections from an internal porch which is only separated from the main body of the building by internal glazed doors which had been fixed back in the open position. However this is not a consideration for voters. The location is suitable and avoids use of the School. The use of the Kings Arms PH for the European Parliamentary election, due to the unavailability of the church, generated a number of issues and is not</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>a suitable alternative, except as an emergency.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AQA</b></p> <p><b>2990</b></p>	<p>Shire North - Saffron Walden Shire - The School Hall at the R A Butler Academy</p>	<p><b>Consultees comments:</b></p> <ol style="list-style-type: none"> <li>1. <b>R A Butler Academy</b> - Unsuitable. The school hall is located at the front entrance of the school, which is very busy especially at school drop off and collection times. The hall has classrooms that open into the hall area. Staff and children need to have access to part of the hall during the day. There is limited parking. No change</li> <li>2. <b>Saffron Walden Town Council</b> - Unsuitable. Disruptive to school day. Change. Fairycroft House, Fairycroft Road or Four Acres Common Room.</li> <li>3. Suitable. It's close to my home, of adequate size, and the school does not have to close for polling day but carries on in separate accommodation alongside the polling hall. Change. If RA Butler was unable to be used, you could re-locate perhaps to Fairycroft House 100m to the north.</li> <li>4. Unsuitable. For the last few years I have considered the use of the hall at R A Butler School unsuitable for use as a polling station. I have worked as a presiding officer elsewhere for years and I understand the difficulty in using schools and ensuring adequate access for all. Whilst the hall provides good access, with only one step to navigate, the conflict of the station at the school particularly during drop off and pick up times and during times when classes leave the school during that day for sports matches or swimming (which often happen on a Thursday) result in an unhelpful clash of pedestrian movements in opposite directions and often resting in confusion near the school gates closest to the school hall doors. This adds further pressure to staff at the school and the station and leads to confusion for the pupils which is highly relevant given the size of the school now being 3 form entry and the biggest primary in the town. It was a particular problem this year with party tellers lingering at the entrance and blocking access to the entrance gate! I firmly believe that this school should not be used in the future if possible. A better idea would be to make use of the nearby Fairycroft House at the junction of Audley Rd / Fairycroft Rd located less than 200ms south of the school and therefore just as close. This site has a car park, identical access facilities and suitable large rooms which could be used as a station. The site is used for community uses regularly and the owners would be interested in any possible revenue they could generate for use a station to ensure the sites continued access. Change.</li> </ol> <p><b>Polling Station Inspector Comments</b></p> <p>Suitable. Whilst I note the school's grounds of objection, the arrangements do work well, albeit representing a compromise. Harras fencing is used to separate the area for the polling stations from the southern end of the hall, which the school needs for</p>

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		<p>internal circulation. Most voters walk to their polling station as it is a town ward and they live close enough. There is sufficient parking available on site for those with mobility impairments.</p> <p>The Fairycroft House, as a former domestic building, has room sizes that are small and access routes that are not adequate and in some rooms lighting is also not adequate.</p> <p>Previously, the Common Room of Four Acres (UDC sheltered housing development) was used for a single station location but this was also abandoned because of its domestic type access corridor, which cannot accommodate mobility scooters. The polling district contains a number of properties for older persons and the use of the RA Butler School does help meet these mobility needs.</p> <p>At the Parliamentary General Election in December 2019, the Grove Tennis Club was used due to the unavailability of the school. The tennis club were most accommodating of the needs of the Returning Officer and electors but the use of the facility was not suitable. The pavilion was just about big enough for use as a double polling station but the car park became very congested. In addition the walk to the station for voters was considered to be too far and hazardous when the car park was congested, as there is no defined separation for pedestrians and cars.</p> <p><b>Returning Officer comments</b> In addition to the alternative locations mentioned by consultees that are not deemed suitable, the Returning Officer has explored with the school the use of a mobile classroom and the practicalities of having a mobile unit in the school car park; neither of these options were suitable to the school or the Returning Officer</p> <p><b>Returning Officer Recommendations.</b> In the absence of any suitable and practical alternative no changes are proposed.</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>AQB</b></p> <p><b>2431</b></p>	<p>Shire South - The School Hall at the Katherine Semar Junior School</p>	<p><b>Consultees comments:</b></p> <ol style="list-style-type: none"> <li>1. <b>Saffron Walden Town Council</b> - Unsuitable. Disruptive to the school day. Change.</li> <li>2. Suitable. It is 2 minutes' walk from my flat and I don't even have to cross over to the other side of the road.</li> <li>3. Suitable. Very close to my home. Easily accessible. Parking available at Golden Acre Comm Centre for those who need it</li> <li>4. Suitable. It is a central location that is easy to walk to. There is also some parking for those who drive. Change. Perhaps we could consider using the Golden Acre Centre, then school schedule would not be disrupted.</li> </ol> <p><b>Polling Station Inspector Comments</b> Suitable. The use of Turpins indoor bowls centre for the European Parliamentary and General elections, due to the unavailability of the school, generated some issues and is not a suitable alternative, except as an emergency.</p> <p><b>Returning Officer Comments</b> Although preferable to avoid the use of a school on polling day, there are no suitable alternative locations, other than premises that might be identified as a last resort, in an emergency only. Golden Acre Community Centre has been considered previously but is too small to accommodate a station accommodating such a large electorate. Whilst it might inconvenience pupils, parents and school staff, it does meet the needs of electors and polling staff.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>ARA</b></p> <p><b>1743</b></p>	<p>Stansted East - St John's Church Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> The hall has good facilities and is readily accessible. There is no car parking on site but parking is available nearby.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<b>ARB</b>  <b>1729</b>	Stansted West - Bentfield Primary School	<p><b>Consultees comments</b></p> <ol style="list-style-type: none"> <li><b>Bentfield Primary School</b> - Unsuitable. Our school has to close during polling for safeguarding reasons as there is no suitable area that is separate from where the children are to house the polling booths. This is proving to be impossible to accommodate on our annual calendar and interferes with our ability to allocate our training days evenly across the school year. We are not central on a main road. The school is required to close during polling and the site can be difficult to secure when there are members of the public who require access. Voting takes place in the school hall which is in the centre of the school site and is more than 100m walk from the school gate. There are 4 doors which would need to be used in order to get to the school hall. Change. I understand that the Stansted Football club which is on Cambridge Road has been used for polling when our school was not available. As it is on the main road, I would think it would be far more suitable as a polling station than our school.</li> <li>Unsuitable. Schools should not be closed for these events. parents are fined if child misses school for a day out or holiday, but its okay to miss a day's school for voting? Working parents should not have to find child care for voting days. Change. Stansted East and West could all vote at St John's church hall. Or the Stansted Day centre, or new Community Hub when it opens</li> </ol> <p><b>Polling Station Inspector Comments</b>            Suitable. It is readily accessible, has on-site parking and good facilities for the polling staff.</p> <p><b>Returning Officer comments:</b> The use of Stansted Football Club for the European Parliamentary election, due to the unavailability of the school, generated a number of issues and is not a suitable alternative, except as an emergency. The new community hub in the centre of Stansted Mountfitchet would make a very suitable polling station but is not located in Stansted West; whilst this would not prevent designation, it would not be appropriate having regard to the development of some 200 homes at Walpole Farm. Whilst acknowledging the comments regarding the impact of school closure, this is a suitable polling station that meets the needs of voters exercising their right to vote in person and there is no suitable alternative.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>ASA</b>  <b>701</b>	Birchanger - St Mary's Church Hall	<p><b>Consultees comments:</b></p> <ol style="list-style-type: none"> <li>Suitable. No changes</li> <li>Suitable. In the centre of the village. Large enough main hall with kitchen and toilet facilities. Also wheelchair accessible. Until a few years ago Birchanger had its own District Councillor. Then Birchanger was joined with Stansted South and there are two District Councillors so what happens is one concentrates on Birchanger and the other Stansted South. Ridiculous idea. Give Birchanger back it's own District Councillor and give the</li> </ol>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>other one to the other half of Stansted known as Stansted North. Birchanger and Stansted are separate villages and both wish to remain that way.</p> <p>3. Suitable. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. Central location for electors, with parking and readily accessible.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed.</p>
<p><b>ASB</b> <b>2615</b></p>	<p>Stansted South - The School Hall at St Mary's C of E Primary School</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed.</p>
<p><b>ATA</b> <b>392</b></p>	<p>Berden - Berden Village Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Adequate parking available, good facilities for electors and polling staff</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed.</p>
<p><b>ATB</b> <b>325</b></p>	<p>Farnham - Farnham Village Hall</p>	<p><b>Consultees comments:</b></p> <p>1. <b>Farnham Parish Council</b> - Suitable. Central to the village and within easy walking distance. There are some outlying areas of the village but access to the village hall is easy. The village hall is in the centre of the main village and equidistant from outlying areas such as Farnham Green, Hassobury, Levels Green. No changes</p> <p><b>Polling Station Inspector Comments</b> Suitable. Large hall, good facilities and on site parking</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed.</p>
<p><b>ATC</b> <b>539</b></p>	<p>Manuden - Manuden Village Community Centre</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> This is a high quality venue which is most suitable as a polling station. It is readily accessible, has on-site parking and good facilities for electors and the polling staff.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>ATD</b></p> <p><b>372</b></p>	<p>Ugley - Ugley Village Hall</p>	<p><b>Consultees comments:</b></p> <p>1. <b>Ugley Village Hall Committee</b> - Suitable. The Patricia Lawrence Room, which is a small hall at the side of Ugley Village Hall, has its own separate entrance. There is access to kitchen and toilets. The Village Hall is on the B1383 and is easily accessible. No changes</p> <p><b>Polling Station Inspector Comments</b>  Suitable. These premises offer good facilities for electors and polling staff. The absence of an inner door or corridor means that on winter days, such as the December 2019 Parliamentary General Election, the hall gets very cold but there is no reasonable alternative.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AUA1</b></p> <p><b>421</b></p>	<p>Broxted &amp; Chickney (part in the parish of Broxted) - Broxted Village Hall</p>	<p><b>Consultees comments</b></p> <p>1. <b>Broxted Parish Council</b> have written to support the location including the benefit of being equidistant between the north and south of the parish.</p> <p>2. Unsuitable. I live in the top end of Chickney Parish one mile from the village of Henham on the road towards Debden. I have no interest in Takeley ward and the councillors there have no interest in me. I am part of Henham village and since they have included us under Takeley ward I no longer vote!!!!!!! I was not consulted by this change. Too far to go ---a 14 mile round trip. The nearest poll station in Henham is 1 mile away from my house. I live 1 mile from Henham and should be part of that parish and not be included in Takeley parish which is 11miles from my house!</p> <p><b>Polling Station Inspector Comments</b>  Suitable. Good quality village hall with good access and car park. A temporary ramp is provided to allow access for people in wheel chairs.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AUA2</b></p> <p><b>42</b></p>	<p>Broxted &amp; Chickney (part in the parish of Chickney) - Broxted Village Hall</p>	<p><b>Consultees comments</b></p> <p>1. <b>Broxted Parish Council</b> have written to support the location including the benefit of being equidistant between the north and south of the parish</p> <p>2. Unsuitable. I live in the top end of Chickney Parish one mile from the village of Henham on the road towards Debden. I have no interest in Takeley ward and the councillors there have no interest in me. I am part of Henham village and since they have included us under Takeley ward I no longer vote! I was not consulted by this change. Too far to go ---a 14 mile round trip. The nearest poll station in Henham is 1 mile away from my house. I live 1 mile from Henham and should be part of that parish and not be included in Takeley parish which is 11miles from my house!</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p><b>Polling Station Inspector Comments</b> Suitable. Good quality village hall with good access and car park. A temporary ramp is provided to allow access for people in wheel chairs.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AUB</b>  <b>899</b></p>	<p>Little Canfield - Little Canfield Village Hall</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. No problems at this location, good access with reasonably sized car park and accessible entrance.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AUC</b>  <b>104</b></p>	<p>Mole Hill Green – Mole Hill Green Village Hall</p>	<p><b>Consultee comments</b></p> <ol style="list-style-type: none"> <li><b>The Trustees of Mole Hill Green Village Hall</b> support the designation of hall as a polling place. However, they have advised that the hall is in a very poor state of repair and not suitable for letting at the time of the consultation. They are working hard to raise funds and hope it will be back in use soon. They are aware the Three Horseshoes PH was used for the May 2019 elections and also advised that the new cricket club facility may be an option in the future.</li> </ol> <p><b>Polling Station Inspector Comments</b> The village hall has been a suitable location and once repaired will be preferable to the Three Horseshoes PH. The marquees adjacent to the pub was used for the May and December 2019 elections. It was not ideal as a polling station however there was no viable alternative. The station is annexed to a busy pub and normally forms part of the thoroughfare to the pub garden. Staff found it difficult to prevent customers walking through the polling station. It was initially cold in December although fan heaters were provided, which eventually provided adequate heat to maintain the marquee at a comfortable temperature. The lighting was just about acceptable but improvements could be investigated.</p> <p><b>Returning Officer Recommendations.</b> That the Mole Hill Green village hall remains the designated place and the public house is used in the event of an election occurring before the village hall is repaired, subject to additional lighting being provided. No changes proposed</p>
<p><b>AUD</b>  <b>1390</b></p>	<p>Takeley Priors Green - The Priors Green Community Centre</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Good modern facility.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>AUE</b>  <b>2203</b></p>	<p>Takeley Village - The Silver Jubilee Hall</p>	<p><b>Consultee comments</b> 1. <b>Takeley Silver Jubilee Hall.</b> Suitable. Easy access and large room. It's a community building with easy access for all members of the community. Kitchen and toilet facilities for Uttlesford staff and public.</p> <p><b>Polling Station Inspector Comments</b> Suitable. Good facility.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AVA</b>  <b>321</b></p>	<p>Duton Hill - The Three Horseshoes Public House</p>	<p><b>Consultee comments</b> None</p> <p><b>Returning Officer Comments:</b> The use of Great Easton Village Hall for the European Parliamentary election, due to the unavailability of the public house, was a more suitable location for the needs of voters and polling staff. This polling station is not suitable and an alternative location is required. However, Duton Hill, constitutes a ward for the purposes of Great Easton parish council elections.</p> <p><b>Polling Station Inspector Comments</b> Not suitable. The station is located in the function room, accessed by a flight of steep stairs. At European Parliamentary election, this station was not available and AVB/AVB1 was used as alternative which is much better suited and has reasonable access.</p> <p><b>Returning Officer Recommendations</b> That Great Easton Village Hall (AVB1) be used permanently as an alternative location, except in the event of a parish council election when the option of a portacabin in the ward will be investigated.</p> <p><b>Further comments received post RO recommendations:</b> The former democratic and electoral services manager at the Council has commented that he does not agree that electors at Duton Hill should be designated Great Easton Village Hall as their polling place. He states 'Duton Hill is a quite separate community distanced from the main village and, as pointed out, is a distinct parish ward. Arrangements for polling at the Three Horseshoes were far from ideal but worked generally well. I always ensured that a separate polling booth was situated in the bar downstairs for the use of any elector unable to ascend the stairs to the function room. I believe the Three Horseshoes should be retained as the polling place.'</p> <p><b>Returning Officer Comments:</b> The polling station staff are not located downstairs to administer the poll; it requires the attention of the polling staff in the first floor room to be attracted, in order that they can attend to the voter. It is considered unacceptable to require voters with limited mobility to have to draw attention to themselves in a way not required by other voters. In addition, voters with visual impairment and other mobility issues as well as voters attending with children in pushchairs are</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		also inconvenienced and risk injury by attempting to climb steep stairs. There were no complaints arising from the use of Great Easton Village Hall for the European Parliamentary Election or the General Election and no other responses to the proposal to designate Great Easton Village Hall. The RO's recommendations above therefore remain.
<b>AVB1</b> <b>487</b>	Great Easton & Tilty (part in the parish of Great Easton) - Great Easton Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Good overall. Disabled access is via a separate entrance but clearly signposted.</p> <p><b>Returning Officer Recommendations.</b> Suitable - no changes proposed</p>
<b>AVB2</b> <b>81</b>	Great Easton & Tilty (part in the parish of Tilty) - Great Easton Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Good overall. Disabled access is via a separate entrance but clearly signposted and would be considered a reasonable alternative though not ideal. No changes.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AVC</b> <b>208</b>	Lindsell - Lindsell Village Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Additional lighting may be necessary during winter elections.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed subject to provision of additional lighting.</p>
<b>AVD1</b> <b>353</b>	Little Easton - Little Easton Memorial Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Excellent facility with good access.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<b>AVD2</b> <b>0</b>	Great Dunmow West North West - Little Easton Memorial Hall	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. Excellent facility with good access.</p> <p><b>Returning Officer Comments</b> This has been designated in anticipation of development at sector 4</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>Woodlands Park (and subject to further administrative changes).. However there are no completed properties yet, hence the electorate being zero.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AVE</b> <b>2583</b></p>	<p>Thaxted - Bolford Street Hall</p>	<p><b>Consultees comments</b></p> <p>1. Suitable. This is a well-known and established community hub within the village of Thaxted. It has been used for many years as the polling station. No changes</p> <p><b>Polling Station Inspector Comments</b></p> <p>Suitable. Easy access and with kitchen, toilets, good lighting and plenty of parking.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AWA1</b> <b>479</b></p>	<p>Great &amp; Little Sampford (part in the parish of Great Sampford) – Baptist Church Hall, Great Sampford</p>	<p><b>Consultee comments</b></p> <p>None</p> <p><b>Returning Officer Comment</b></p> <p>The Baptist Church was unavailable for use for the elections in May 2019. The Primary School was used for the Local Elections on the 2nd May and the Anglican Church was used for the European Parliamentary election on 23rd May. The School provided adequate space, with facilities and parking, but the Anglican Church was not suitable with the key issue being very poor disabled access. It is understood that the works being carried out to the Baptist Church will be completed by Christmas and the Church has confirmed that these premises will be available for use as a polling station for all elections from January 2020.</p> <p><b>Polling Station Inspector Comments</b></p> <p>Suitable.</p> <p><b>Returning Officer recommendations.</b> Suitable – No changes proposed. In the event of an election before the end of 2019, the School Hall at Great Sampford Community Primary School will be used.</p>
<p><b>AWA2</b> <b>199</b></p>	<p>Great &amp; Little Sampford (part in the parish of Great Sampford) – Baptist Church Hall, Great Sampford</p>	<p><b>Consultee comments</b></p> <p>None</p> <p><b>Returning Officer Comment</b></p> <p>The Baptist Church was unavailable for use for the elections in May 2019. The Primary School was used for the Local Elections on the 2nd May and the Anglican Church was used for the European Parliamentary election on 23rd May. The School provided adequate space, with facilities and parking, but the Anglican Church was not suitable with the key issue being very poor disabled access. It is understood that the works being carried to the Baptist Church will be completed by Christmas and the Church has confirmed that these premises will be available for use as a polling station for all</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>elections from January 2020.</p> <p><b>Polling Station Inspector Comments</b> Suitable.</p> <p><b>Returning Officer recommendations.</b> Suitable – No changes proposed. In the event of an election before the end of 2019, the School Hall at Great Sampford Community Primary School will be used.</p>
<p><b>AWB</b>  <b>359</b></p>	<p>Hempstead - Hempstead Village Hall</p>	<p><b>Consultees comments</b></p> <ol style="list-style-type: none"> <li>1. Suitable. Good location, good facilities, easy access. No changes</li> <li>2. Suitable. It's local.</li> <li>3. Suitable. Available and convenient. No changes</li> </ol> <p><b>Polling Station Inspector Comments</b> Suitable. Easy access and with kitchen, toilets, good lighting and parking available.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed</p>
<p><b>AWC</b>  <b>221</b></p>	<p>Little Bardfield - Little Bardfield Cricket Pavilion</p>	<p><b>Consultee comments</b> None</p> <p><b>Polling Station Inspector Comments</b> Suitable. It is accessible with functional facilities. However, due to the weather conditions in December 2019, when the Parliamentary General Election was conducted, the outfield became extremely hazardous for those visiting the station and was eventually closed and relocated to Bolford Street Hall.</p> <p><b>Returning Officer Recommendations.</b> There are very limited options for an alternative polling place and this appears to be the first time the station has had to be closed. It is recommended that its continued use is monitored as unscheduled closure, albeit for safety reasons, does not provide a good experience for the voter. Suitable - No changes proposed</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>AWD</b></p> <p><b>536</b></p>	<p>Radwinter - Radwinter Village Hall</p>	<p><b>Consultees comments:</b></p> <ol style="list-style-type: none"> <li>1. <b>Radwinter Village Hall Charity</b> - Suitable. Easy access for all, including ramp for mobility vehicles. The Radwinter Village Hall is in an ideal location with easy access, has been used for many years as a polling station without any comments about problems nor any complaints. No changes</li> <li>2. Suitable. It is within the village I live and I am able to walk there. No changes</li> <li>3. Suitable. No changes</li> <li>4. Suitable. Easy to access and plentiful parking spaces. No changes</li> <li>5. Suitable. Centre of the village, near car park and school</li> </ol> <p><b>Polling Station Inspector Comments</b> Suitable. Easy access and with kitchen, toilets, good lighting and plenty of parking at the rear of the building.</p> <p><b>Returning Officer Recommendations.</b> Suitable - No changes proposed.</p>
<b>Chelmsford Polling Districts</b>		
<p><b>SA</b></p> <p><b>1029</b></p>	<p>Boreham North - Boreham Village Hall</p>	<p><b>Chelmsford Returning Officer Proposal:</b> No change to current polling arrangements at this stage; the proposed community centre will be looked into once complete. The polling district code will be changed to SA1 for administrative purposes.</p> <p><b>Evaluation:</b> The current polling place is well located and fully accessible to all electors in the polling district as it is central to the area and well served by public transport links and a large car park. It is noted that this is an area that will be expanded by housing developments in the next 5 years. With this in mind, it is understood that a community centre will be built as part of the developments, although it is not yet confirmed where. Therefore, this will be explored in greater detail at a later date.</p> <p>There were no complaints reported to The Returning Officer at the recent elections and the member of staff allocated to supervise and assess the venue reported The Boreham Village Hall to be satisfactory and fully accessible</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>SB</b></p> <p><b>1654</b></p>	<p>Boreham South - Boreham Church Hall</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> No change to current polling arrangements. The polling district code will be changed to SA2 for administrative purposes.</p> <p><b>Evaluation:</b> The most appropriate alternative venue available in this polling district is Boreham Primary School as it is geographically well located. However, it is recognised that the use of schools can be disruptive, and strategies should be adopted to minimise disruption to the community. With this in mind, the school premises are within a housing estate, which is not convenient for public transport links or footfall. The Church Hall on the other hand, is located on a main road through the village, with a bus stop close by and some parking available. It is expected that this area will be impacted by a housing development of approx. 120 properties in the next 3 years. This has been considered and it is concluded that no additional resources are required as the total electorate will not exceed the recommendations. However, this is something that The Returning Officer will be cautious of at the next review.</p> <p>There were no complaints reported to The Returning Officer at the recent elections and the member of staff allocated to supervise and assess the venue reported The Boreham Church Hall to be satisfactory and fully accessible.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
<p><b>SC</b></p> <p><b>2005</b></p>	<p>Great &amp; Little Leighs - Leighs Village Hall</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> No change to current polling arrangements at this stage, but the proposed community centre will be considered once complete. The polling district code will be changed to SA3 for administrative purposes.</p> <p><b>Evaluation:</b> The current polling place serves the electors currently in this area well as it is located centrally to the most populated area of the polling district and has parking available for those who are travelling from the outer areas of the village. Taking into account the draft local plan, it is apparent that this area is expected to grow quite significantly in the next 5 years, with an estimated 420 dwellings being delivered. This will have a significant impact on the electoral arrangements in this area, so additional venues have been considered. Within the new developments it is anticipated that a new community centre will be built, which will be well placed to serve the residents. Therefore, it has been requested that The Returning Officer be kept up to date with the progress of this development, the community centre in particular. If the circumstances arise that a large number of residents move in before the community centre is completed, then the use of The Chelmsford Racecourse or The Leighs Free Church as additional or replacement polling places will be considered in the interim period.</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>There were no complaints reported to The Returning Officer at the recent elections and the member of staff allocated to supervise and assess the venue reported The Leighs Village Hall to be satisfactory and fully accessible.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
<p><b>SD</b></p> <p><b>1323</b></p>	<p>Broomfield North - Chelmer Valley High School</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> No change to current polling arrangements. The polling district code will be changed to SB1 for administrative purposes.</p> <p><b>Evaluation:</b> It is recognised that the use of schools for polling can be disruptive to pupils and the community if they take the decision to close. However, Chelmer Valley High School has been able to remain open on polling day for recent elections. It is The Returning Officer's intention to continue to work with schools to agree the most appropriate arrangements for all parties involved. The current polling place is located centrally within the polling district and is served by a car park for electors and a bus route to the city centre. Further to this, as the school is still able to operate, it will be convenient for electors in the area where their children attend the school.</p> <p>There were no complaints reported to The Returning Officer at the recent elections and the member of staff allocated to supervise and assess the venue reported Chelmer Valley High School to be satisfactory and fully accessible.</p> <p>This polling district is expected to be impacted by the expansion of the Beaulieu Park development and other housing developments. This considered, the current polling arrangements will remain suitable whilst the housing developments are being built, but this should be evaluated again at the next review.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
<p><b>SE</b></p> <p><b>2289</b></p>	<p>Broomfield Village - Broomfield Village Hall</p>	<p><b>Consultee comments:</b></p> <ol style="list-style-type: none"> <li><b>Broomfield Village Hall</b> Suitable. Central in the village, disabled access, car park.</li> </ol> <p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> No change to current polling arrangements. The polling district code will be changed to SB2 for administrative purposes.</p> <p><b>Evaluation:</b> The current polling place is conveniently located for electors in the area as it is located on the main route of access for the area, with a bus stop outside with numerous buses running regularly. It is noted that this venue was not available for the short notice European Parliamentary election in May this year, due to a pre-existing booking on this date. In place of this the Broomfield</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>Methodist Church was used. This venue is also located on Main Road, served well by bus routes. This site is however smaller than the village hall, with a significantly smaller car park available. There were no complaints reported to The Returning Officer at the recent elections and the member of staff allocated to supervise and assess the polling places reported both venues to be satisfactory and fully accessible. It is expected that the electorate within this polling district will increase as a new housing development is to be built in the eastern area, which is currently agricultural/unoccupied land. As a result of this, the possibility of an additional polling place in this area will need to be considered at subsequent reviews, as there is currently no infrastructure in this area.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
<p><b>SF</b> <b>1240</b></p>	<p>Church End - Great Waltham Village Hall</p>	<p><b>Chelmsford Returning Officer Proposal:</b> No change to current polling arrangements. The polling district code will be changed to SB3 for administrative purposes.</p> <p><b>Evaluation:</b> The current polling place is well located within the polling district, a short walk for those living centrally to the village and has a large car park allocated for use on polling day. The most appropriate alternative venue available in this polling district is Great Waltham C of E Primary School which is located on the same road as the village hall. However, it is recognised that the use of schools can be disruptive, and in these circumstances, would not be in the best interest of electors in the area.</p> <p>There were no complaints reported to The Returning Officer at the recent elections. The member of staff allocated to supervise and assess the venue reported The Great Waltham Village Hall to be satisfactory and fully accessible, provided The Returning Officer continues to be able to allocate a ramp to aid disabled access.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
<p><b>SG</b> <b>548</b></p>	<p>Ford End - St. John the Evangelist's Church</p>	<p><b>Consultee Comments</b> <b>1. Ford End Church and Ford End Village Hall</b> Totally suitable for everyone. Centre of village with good parking and access. No changes</p> <p><b>Chelmsford Returning Officer Proposal:</b> No change to current polling arrangements. The polling district code will be changed to SB4 for administrative purposes.</p> <p><b>Evaluation:</b> The most appropriate alternative venue available in this polling</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>district is Ford End C of E Primary School which is located on the main road However, it is recognised that the use of schools can be disruptive, and strategies should be adopted to minimise disruption to the community.</p> <p>The church is well located within the polling district, approx. a 10-minute walk for electors living within the village. Further to this, the venue benefits from good public transport connections and has a large car park allocated for electors to use on polling day.</p> <p>There were no complaints reported to The Returning Officer at the recent elections and the member of staff allocated to supervise and assess the venue reported the St John The Evangelist's church to be satisfactory and fully accessible.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
<p><b>SH</b></p> <p><b>988</b></p>	<p>Little Waltham - Little Waltham Memorial Hall</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> No change to current polling arrangements. The polling district code will be changed to SB5 for administrative purposes.</p> <p><b>Evaluation:</b> The current polling place serves the electors central to the village well. The venue is a well-recognised community hub, with an allocated car park and on a regular bus route from the city centre through the village.</p> <p>It is noted that the allocated polling place was not available for hire for the short notice election in May, due to prior arrangements. In place of this the Little Waltham Sports and Social Club was the only available venue within the polling district. Unfortunately, concerns regarding disabled access were raised, thus meaning this venue cannot be considered until this is resolved.</p> <p>There were no complaints reported to The Returning Officer at the recent Local and Parish Elections and the member of staff allocated to supervise and assess the venue reported the Little Waltham Memorial Hall to be satisfactory and fully accessible.</p> <p>Alongside other polling districts, the outskirts of this polling district are expected to be impacted by new housing developments in the next 5 years. This is a matter that is best considered at the next review, when community and commercial sites have been allocated to the new area.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>SJ</b>  <b>357</b></p>	<p>Chignal - The Chignal and Mashbury Village Hall</p>	<p><b>Chelmsford Returning Officer Proposal:</b> The area of Mashbury will be merged with the current polling district to become Chignal and Mashbury. Extra precautions will be taken to ensure that this has been done for electoral purposes and that Chignal Parish Council and Mashbury Parish Meeting are to remain separate community groups. The polling district code will be change to SC1 for administrative purposes.</p> <p><b>Evaluation:</b> Mashbury is a small village neighbouring Chignal and Good Easter, which is currently combined with Good Easter for electoral purposes. However, it is recommended that the boundaries are redrawn to include this small area in the polling district of Chignal. This is because it is geographically closer, and the communities are better connected. Further to this, the polling place allocated to serve Chignal is on the route that residents of Mashbury pass through to travel to the city centre. The recommendation for each parish to be a separate polling district is understood. However, in these special circumstances, the decision has been made for the electoral areas to be combined. The reasoning for this is because Mashbury has an electorate of approx. 80 and is represented by a parish meeting. With the expansion in mind, there are 2 suitable venues within this polling district that may be used for polling. The Chignal and Mashbury Village Hall and The Chignal Smealey URC. Both venues have been made use of for polling in recent years, as the village hall has undergone refurbishment. The Village Hall is now open to the public again and The Chignal Smealey URC requested that the matter of accommodating polling be passed back to the village hall, and future bookings were mutually agreed. Further to the recent refurbishment, the village hall has very good facilities to accommodate polling and no complaints were reported to the returning officer at the recent elections. The site and hall that are provided is also larger than that of the church, meaning that it will comfortably be able to welcome additional electors from the Mashbury area. It is expected that the electorate within this polling district will increase as a new housing development is to be built in the western area, which is currently agricultural/unoccupied land. As a result of this, the possibility of an additional polling place in this area will need to be considered at subsequent reviews, as there is currently no infrastructure in this area.</p> <p><b>(UDC) Returning Officer Recommendations.</b> To accept the CCC RO's proposal (other than administrative designation in line with CCC).</p>
<p><b>SK</b>  <b>374</b></p>	<p>Good Easter &amp; Mashbury - Good Easter Village Hall</p>	<p><b>Chelmsford Returning Officer Proposal:</b> The village of Mashbury will be removed from the polling district and the polling district will be renamed Good Easter. The polling district code will be change to SC2 for administrative</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>purposes.</p> <p><b>Evaluation:</b>  Mashbury is a small village neighbouring Chignal and Good Easter, which is currently combined with Good Easter for electoral purposes. However, it is recommended that the boundaries are redrawn to include this small area in the polling district of Chignal. This is because it is geographically closer, and the communities are better connected.</p> <p>Further to this, the polling place allocated to serve Chignal is on the route that residents of Mashbury pass through to travel to the city centre.</p> <p>The recommendation for each parish to be a separate polling district is understood. However, in these special circumstances, the decision has been made for the electoral areas to be combined. This has been carefully considered at each review that has been conducted. The reasoning for this is because Mashbury has an electorate of approx. 80 and is represented by a parish meeting. The current polling place is the only suitable venue for this area, as it serves electors central to the village well and has parking available for those who may need to travel by car.</p> <p><b>(UDC) Returning Officer Recommendations.</b> To accept the CCC RO's proposal (and to make administrative designation in line with CCC).</p>
<p><b>SL</b></p> <p><b>555</b></p>	<p>Highwood - Highwood Village Hall</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b>  No change to current polling arrangements. The polling district code will be change to SC3 for administrative purposes.</p> <p><b>Evaluation:</b>  The current polling place is the most suitable venue available within the polling district. The large village hall benefits from an allocated car park and convenient public transport links. Further to this, it is located on a busy road in a densely populated area of the rural village.</p> <p>Although this venue is located approx. a 15-minute walk from other areas of the village, it serves these electors best as practicable as there are no appropriate buildings in this area. The village hall is also located close to the primary school within the village, which is advantageous for parents in the area.</p> <p>There were no complaints reported to The Returning Officer at the recent elections and the member of staff allocated to supervise and assess the venue reported The Highwood Village Hall to be satisfactory and fully accessible.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>SM</b>  <b>843</b></p>	<p>Roxwell - Roxwell Memorial Hall</p>	<p><b>Chelmsford Returning Officer</b>  <b>Proposal:</b>  No change to current polling arrangements. The polling district code will be change to SC4 for administrative purposes.  <b>Evaluation:</b>  There are 2 alternative venues that are conveniently located within this polling district. St Michael and All Angels Church and Roxwell C of E primary school, both of which are located on the same road as the current polling place, centrally within the village. The Roxwell Memorial Hall is well suited to serve as a polling place as it is a well-recognised and reliable community building with a large car park and good public transport connections. Therefore, it would not be beneficial to relocate this polling place to either the school or the church as this would cause disruption and confusion.  There were no complaints reported to The Returning Officer at the recent elections. Further to this, the member of staff allocated to supervise and assess the venue reported The Rowell Memorial Hall to be satisfactory and fully accessible, provided The Returning Officer continues to be able to allocate a ramp to aid disabled access.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
<p><b>SN</b>  <b>222</b></p>	<p>Pleshey - Pleshey Village Hall</p>	<p><b>Chelmsford Returning Officer</b>  <b>Proposal:</b>  No change to current polling arrangements. The polling district code will be change to SC5 for administrative purposes.  <b>Evaluation:</b>  The current polling place suitably serves electors in this area, although it is not central to the area, it is only an approx. 10-minute walk for those living within the most populated area within the polling district.  Use of the village hall also means that parking can be provided for electors and staff on polling day. With appreciation of the geographical size of the polling district, this facility is vital to the allocated polling place. For this reason, the current venue is considered a better option than the alternative option that was explored, the Church of the Holy Trinity.  There were no complaints reported to The Returning Officer at the recent elections. Further to this, the member of staff allocated to supervise and assess the venue reported The Pleshey Village Hall to be satisfactory and fully accessible, provided The Returning Officer continues to be able to allocate a ramp to aid disabled access.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p><b>SP</b></p> <p><b>2035</b></p>	<p>Writtle North - Writtle Village Hall</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> The polling district boundaries in Writtle Ward will be redrawn. The polling district code will be changed to SD1 for administrative purposes.</p> <p><b>Evaluation:</b> The current polling places within the ward of Writtle serve the electors well. However, as the polling place allocated to serve Writtle south currently sits outside of the border, in Writtle North, it causes confusion with electors. Under the current polling district boundaries, some electors in Writtle North are required to walk past the polling place allocated to serve Writtle South when they are travelling to vote. This causes confusion on election day and subsequent complaints.</p> <p><b>(UDC) Returning Officer Recommendations.</b> To accept the CCC RO's proposal (other than administrative designation in line with CCC).</p>
<p><b>SQ</b></p> <p><b>2073</b></p>	<p>Writtle South - Longmeads House</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> The polling district boundaries in Writtle Ward will be redrawn. The polling district code will be changed to SD1 for administrative purposes.</p> <p><b>Evaluation:</b> The current polling places within the ward of Writtle serve the electors well. However, as the polling place allocated to serve Writtle south currently sits outside of the border, in Writtle North, it causes confusion with electors. Under the current polling district boundaries, some electors in Writtle North are required to walk past the polling place allocated to serve Writtle South when they are travelling to vote. This causes confusion on election day and subsequent complaints.</p> <p><b>(UDC) Returning Officer Recommendations.</b> To accept the CCC RO's proposal (other than administrative designation in line with CCC).</p>
<p><b>SR1</b></p> <p><b>150</b></p>	<p>Belsteads - Channels Golf Club (Essex Barn)</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b> No change to current polling arrangements at this stage, any new community buildings will be investigated once complete. The polling district code will be changed to SB7 for administrative purposes.</p> <p><b>Evaluation:</b> Currently, The Channels golf club is used to serve both Belsteads SR1 and Broomfield East SR2. This venue serves the electors Belsteads appropriately, as the only venue currently available for hire in the area. However, this venue is not best located for electors in the neighbouring polling district Broomfield East. The venue does have a large car park allocated for polling and is located approx. 5-minute walk to a bus stop which is part of a city-wide route. The returning officer has explored the option of relocating both polling stations to the Beaulieu Community Centre, currently the</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>polling place for Armistice, CAR. This is a well-recognised community hub in the area, situated amongst shops and schools. However, as this would mean that polling stations serving 3 separate parishes and 2 parliamentary constituencies would all be operating from the same place, it was considered a high risk. As this area continues to develop, there are reports that additional community buildings are to be allocated, which may be considered in future reviews.</p> <p>There were no complaints reported to The Returning Officer at the recent Local and Parish Elections and the member of staff allocated to supervise and assess the venue reported The Channels Golf Club to be to be satisfactory and fully accessible. The only issue that was raised by staff was the risk of stray golf balls as electors pass the golf course. However, it has been reported that this venue will in future only be operating for event hire.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
<p>SR2</p> <p>592</p>	<p>Broomfield East - Channels Golf Club (Essex Barn)</p>	<p><b>Chelmsford Returning Officer</b></p> <p><b>Proposal:</b>  No change to current polling arrangements at this stage, any new community buildings will be investigated once complete.  The polling district code will be changed to SB7 for administrative purposes.</p> <p><b>Evaluation</b></p> <p>Currently, The Channels golf club is used to serve both Belsteads SR1 and Broomfield East SR2. This venue serves the electors Belsteads appropriately, as the only venue currently available for hire in the area. However, this venue is not best located for electors in the neighbouring polling district Broomfield East. The venue does have a large car park allocated for polling and is located approx. 5-minute walk to a bus stop which is part of a city-wide route.</p> <p>The returning officer has explored the option of relocating both polling stations to the Beaulieu Community Centre, currently the polling place for Armistice, CAR. This is a well-recognised community hub in the area, situated amongst shops and schools. However, as this would mean that polling stations serving 3 separate parishes and 2 parliamentary constituencies would all be operating from the same place, it was considered a high risk. As this area continues to develop, there are reports that additional community buildings are to be allocated, which may be considered in future reviews.</p> <p>There were no complaints reported to The Returning Officer at the recent Local and Parish elections and the member of staff allocated to supervise and assess the venue reported The Channels Golf Club to be to be satisfactory and fully accessible. The only issue that was raised by staff was the risk of stray golf balls as electors pass the golf course. However, it has been reported that this venue will in future only be operating for event hire.</p> <p><b>(UDC) Returning Officer Recommendations.</b> Suitable - No changes proposed (other than administrative designation in line with CCC).</p>
		<p><b>Additional Public Responses</b></p> <p>I am writing in my capacity as former democratic and electoral services manager at the Council to give you my observations on the 2019 review of polling districts and polling places in the Uttlesford District.</p> <p>The formal review notice states that the use of schools will be avoided wherever possible. I believe it is unwise to discount potentially suitable locations before the review has even begun. From my long experience, there are a number of polling districts in which a school has been designated where no suitable alternative building is available.</p> <p>Schools are widely used as polling locations across the country. This is for the very good reason that schools often provide ideal facilities for polling use in generally central locations that are convenient for electors. The government has quite deliberately</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>legislated to allow returning officers the automatic right to use publicly funded buildings such as schools. It seems to me ill-advised to reject this option.</p> <p>The Returning Officer's statutory responsibility is to electors and not to parents or children. It is undeniably sensible that if two buildings are equally suitable and one is a school, then the alternative should be used wherever possible. But the sole legal duty of the Council is to designate the most suitable building for polling use, both in terms of suitability of the facilities and convenience of location. That will often be a local school because in many areas there is a lack of community buildings. To rule out designating locations that may be the most suitable option is in my view a mistaken approach and one that I believe no professional electoral officer would consider adopting. If elected councillors choose not to designate schools for polling that is a political decision not necessarily supported by evidence gathered at the review.</p> <p>Prior to the recent European election, a statement was published on the website indicating several changes to polling stations, deviating from the adopted polling scheme. I cannot remember all of the details, and there now appears to be no trace of these changes available to view, but from memory at least six changes were made. However, no reasons were given for any of the changes to the published scheme and the statutory notice of polling stations to be used at that election seems not to have published.</p> <p>I had expected that details of these changes would be published as part of the statutory review but that has not been done. In fact, the review documents seem to consist entirely of the existing polling scheme and the list of polling districts and the number of electors registered in each. A more logical approach would have been to publish a short review paper highlighting polling districts and places where problems have arisen, or where potential changes are being considered. It is difficult to make sensible comments without being aware of the areas where changes are under consideration.</p> <p>Only one of the European election changes made any sense to me although it was difficult to form a judgement without any reasons being given. From memory, one of the changes was to move the location for the Castle West PD from the Community Church in Castle Street to the function room of the Kings Arms. This location certainly seems less convenient for the majority of electors and I believe is not situated within the Castle West polling district. So my immediate reaction is that the location used would not be a suitable long-term arrangement. The community church was identified and designated as part of the interim review I carried out in 2018 and seemed at the time a good alternative location to St Mary's School further along Castle Street.</p> <p>Another change was to move the polling place for Shire South from the Katherine Semar School to a location at the Lord Butler Leisure Centre. Again, this location is considerably less central for electors in the Shire South area and therefore seems to me not a sensible long-term alternative. The school is certainly far more central for the majority of electors residing mainly on the Fairview estate and therefore seems a better polling location. The community hall at Golden Acre has previously been used but I proposed relocating to the school opposite because the Golden Acre building is, in my estimation, too cramped in floor size to locate the two polling</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>stations necessary for major elections.</p> <p>A third change was to move the location for Stansted West from Bentfield Primary School to the football club on Cambridge Road. The football club was used a few times many years ago but the location was changed to the school because the facilities were not then considered of sufficient standard for the location of polling facilities. It is possible that facilities at the football club are now much improved but as no evidence has been produced explaining these changes it is hard to form a proper judgement.</p> <p>I seem to recall that electors at Duton Hill were directed to the Great Easton Village polling station instead of the Three Horseshoes function room. I am unsure why this was done but it seems obvious to me that travelling to a more distant polling location is less convenient for those electors. Duton Hill is a designated polling district so that separate polling facilities are legally required for the convenience of electors living there. In any case, Duton Hill and Great Easton are separated into wards for parish council election purposes and so a continued separation for polling will continue to be necessary.</p> <p>A further change was at Great and Little Sampford where the school was designated for a temporary period until the refurbishment of the Baptist church hall could be completed. In May last year I believe that the polling venue moved to the parish church. I am not sure whether the refurbished Baptist church is yet available but I do know that the head teacher at the Sampfords school was very enthusiastic about the temporary change as he felt it gave the children a real stake in the democratic process.</p> <p>In general terms, I believe the polling scheme I left for my successor was sound and sustainable for electors throughout Uttlesford. The scale of new housing development in Saffron Walden makes it seemingly inevitable that polling district boundaries will have to be reviewed in the longer term but the present scheme will probably remain viable for the immediate future. However, two polling places do seem unsatisfactory and might benefit from review. These are the London Road Offices serving electors in Audley South and the Homebase site for electors in Castle East. Both of these polling places involve the expense and difficulty of locating mobile units in the respective car park areas and I believe finding alternative locations will benefit electors in the longer term, as well as reducing costs.</p> <p>I continue to believe that the County High School site, very carefully researched on at least two occasions, is the best option for the location of a polling place in Audley South, but councillors have twice now decided not to designate this building.</p> <p>The Homebase site has been used since at least 2016 following the decision of the privately run Dame Bradbury School to discontinue the use of a facility at the school. After having at the time made extensive enquiries, I am not aware of any other community building (other than the hospital site) in Castle East and so the designation of the Homebase site was really a last resort. However, it should be changed as soon as a suitable alternative becomes available.</p> <p>I am aware that, for quite understandable reasons, it is intended to relocate the polling venue at Bush End from a private dwelling to the church.</p> <p>Finally, a new polling district had to be created at Woodlands Park</p>

PD ref & Electorate Figures	Polling District and Place	Responses (Summary) and Returning Officer's recommendations
		<p>because a parish boundary change has resulted in the sector 4 site being moved from Little Easton to Great Dunmow. However, it has not yet been possible for the necessary order to be made transferring the area to the correct district ward. Once this has been done it will be possible to integrate the area fully into Great Dunmow North but until then it will be necessary to designate a polling place for any registered electors.</p> <p>I shall be grateful if my representations will be considered as part of the review.</p> <p>Yours sincerely Peter Snow</p> <p><b>Returning Officer Comments</b></p> <p>Schools: At the start of the review it was indicated that, as part of the consultation, the RO was particularly keen, where possible, to avoid the use of schools as polling stations and consider suitable alternatives. The intention was not to discount potentially suitable locations before the review had begun but to convey that comments were welcome, even if other options had been discounted previously. The succession of unscheduled elections has had an impact on all venues used as polling stations, but has had a greater impact on schools, pupils, staff and families. Therefore where potentially suitable alternatives are available, these will be carefully considered.</p> <p>Consultation format: To ensure consultees were given the widest opportunity to comment on any aspect of any station currently designated or used at any time, only the list of designated polling places were published. To only publish a list of places where problems had occurred (as experienced by or reported to officers) may have led the public to believe that that was all the RO was interested in hearing about.</p> <p>Polling places changes: Departures from the designated polling place are only made where the designated place is not available for exceptional reasons. This normally arises when maintenance work coincides with scheduled elections; when unscheduled elections are held (or notified late as in the case of the European parliamentary elections), the need to identify alternative locations than the designated place is more frequent. The most suitable and available alternative is always selected but will often result in a compromise of voters' needs.</p> <p>Audley South: The RO considered very carefully the two options available as did the members of the GAP committee. On balance the council offices were designated and this has worked very well for voters on the three occasions it has been used to date.</p> <p>Castle East and Bush End: see specific entry for further details.</p> <p>Great Dunmow North: work is programmed to regularise the polling districts and places, ahead of occupation of any dwellings here.</p>

## Consultees

As well as consulting all Uttlesford District Councillors, Essex County Councillors within the Saffron Walden Constituency, Town and Parish Council Clerks, and owners and operators of the current polling stations, we have also invited response from the following Community Groups / Charities / organisations and bodies:

Accuro  
Acting Returning Officer for the Saffron Walden Constituency  
Age UK Essex  
Alzheimer's Society  
CAB Citizens Advice  
Carers First  
CVSU  
Green Party  
Hearing Help Essex  
Home-Start Essex (Uttlesford)  
League of Friends Saffron Walden Community Hospital  
Liberal Democrats  
Lioness Club  
Member of Parliament for Saffron Walden  
MEPs for the Eastern Region  
Mind in West Essex  
Polling Station Inspectors  
Royal British Legion  
Saffron Walden Dementia Alliance  
Saffron Walden Mencap  
Saffron Walden Teenage Cancer Trust Association  
Saffron Walden Youth Outreach Project  
St Claires Hospice  
Support 4 Sight  
Thaxted centre for the disabled  
The Acting Returning Officer for Braintree  
The Acting Returning Officer for Chelmsford  
The Brexit Party  
The Conservative and Unionist Party  
The Labour Party  
United Kingdom Independence Party (UKIP)  
Uttlesford Community Travel  
Uttlesford Dementia Action Alliance  
Uttlesford Foodbank  
Uttlesford Frontline

## Notes

1. Responses are from consultees.
2. Individuals have not been personally identified unless they have requested.
3. Where a response is on behalf a body or organisation it has been identified in **Bold**
4. Polling Station Inspector comments are identified
5. Public responses on the review as whole are set out at the end



<b>Committee:</b>	Governance, Audit and Performance Committee	<b>Date:</b>	Monday 13 January 2020
<b>Title:</b>	Public Participation at Planning Committee Meetings		
<b>Report Author:</b>	Simon Pugh, Assistant Director - Governance and Legal spugh@uttlesford.gov.uk		

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## Summary

1. The Planning Committee set up a working group with a view to identifying improvements. One of the Working Group's first recommendations was a range of steps to enhance public participation. The Planning Committee has been trialling the changes since 21 August 2019. On 16 October it decided it wished to implement the changes on a permanent basis.
2. Public participation rights form part of the Council's Constitution. Changes to the Constitution are reserved for full Council on recommendation of this committee.
3. The report asks the Committee to recommend that Council implements the changes on a permanent basis.

## Recommendations

4. That the Committee recommends full Council to:
  - a. Adopt the changes to Planning Committee procedure identified in paragraph 8 of this report.
  - b. Authorise the Assistant Director, Governance and Legal to amend the text of the Constitution to reflect the changes agreed.

## Financial Implications

5. None.

## Background Papers

6. There are no background papers to this report. The Council's Constitution is published on its website at <https://www.uttlesford.gov.uk/article/5028/Constitution>. The minutes of a Planning Committee Working Group meeting of 11 July 2019 are annexed to this report.

## Impact

- 7.

Communication/Consultation	The steps proposed are intended to improve communication with town and parish councils and with members of the public and should have a positive impact on communication and consultation..
Community Safety	There are no direct implications but improved public participation may help to identify issues relating to community safety.
Equalities	As for community safety.
Health and Safety	As for community safety.
Human Rights/Legal Implications	The proposed changes are lawful and may improve the quality of decision-making.
Sustainability	As for community safety.
Ward-specific impacts	As for community safety.
Workforce/Workplace	The extended speaking rights may mean that Planning Committee meetings take longer, with a consequent increase in the time taken in officer and member attendance. .

## Situation

8. The Planning Committee is proposing these changes:

**a. *Extension of maximum period of time allowed for town / parish council representatives to speak.***

Currently town/parish council representatives are permitted to speak for up to three minutes. The proposal is to increase this limit to five minutes.

**b. *Extension of maximum period of time allowed for public speakers.***

Currently public speakers are permitted to speak for up to three minutes. The proposal is to increase this to four minutes.

**c. *Removal of limit on number of public speakers***

The current scheme provides for a maximum of ten public speakers divided equally between supporters and objectors. The proposal is to keep the maximum of ten speakers but not to distinguish between supporters and objectors.

If this is approved, there may be occasions on which the Chair would need to exercise discretion to ensure fairness; e.g. if all ten speaking slots were

reserved by supporters or objectors, to the exclusion of others with different views who wished to speak.

**d. *Maximum period of time allowed for applicants/ agents/developers to speak***

There is no explicit limit in the current rules but the proposal is to limit the “right of reply” of applicants and their representatives to fifteen minutes.

Again, there may be occasions on which it is appropriate to exercise discretion, particularly for major applications.

**e. *Allowing town/parish council representatives to comment on statements made by applicants / agents.***

There is currently no provision for town/parish council representatives to comment on statements of fact made by applicants and their representatives. The proposal is for the Planning Committee chair to invite town and parish council representatives to make any factual clarification (not statements) before committee goes into discussion.

Some care needs to be taken when there is a dispute over material statements of fact. It may be necessary to obtain officer clarification or to initiate further investigation in some cases.

**f. *Allowing a limited number of town / parish council representatives to attend, and participate in site visits.***

Currently one town or parish council representative may attend site visits. The proposal is to increase the number of representatives to two and to permit them to participate in the same way as Planning Committee members. The Council’s procedure for site visits states that:

*“The purpose of the site visit is to acquaint members with the site, not to hold a debate or take a decision, other than at the Committee meeting.”*

The procedure makes it clear that site visits are not an occasion for making representations regarding planning applications.

9. The Working Group considered other options for the conduct of Planning Committee meetings but decided not to take them forward, at least for the present. The Working Group suggested that the Planning Committee could meet in Great Dunmow to consider major applications in the Dunmow area. Presumably this would be a consideration in respect of major applications affecting other parts of the district; e.g. the Stansted area. This would not require any changes to the Council’s rules, although there may be practical issues, such as the availability of a suitable venue.

## **Risk Analysis**

10.

Risk	Likelihood	Impact	Mitigating actions
That the duration of meetings is extended unduly, leading to late sittings or the need for additional meetings. Unduly long meetings might put at risk the quality of decisions and additional meetings would have resource implications and be an additional commitment for members and officers.	3	2	Keep the operation of the proposed changes under review and make adjustments if there are significant problems.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

## APPENDIX

### Planning Committee Working Group

#### Working to make the Planning Committee operation more user friendly

11<sup>th</sup> July 2019

Meeting 1 notes & decisions

**Present: Cllr Merifield; Cllr Storah; Cllr Lemon; Cllr Pavitt; Cllr Loughlin; Nigel Brown; Gordon Glenday**

**Apologies: Cllr Gerard**

**1. Extension of maximum period of time allowed for town / parish council representatives.**

It was felt that it was important that Town and Parish Councillors were given the same length of time to speak as District Councillors are.

Therefore, from the **August** Planning Committee Meeting they will be allotted **five minutes** to make their comments / representations

See **Action 2 below** re timing mechanism

**2. Extension of maximum period of time allowed for public speakers.**

The discussion centred round giving public speakers some more time to make their representations. It was felt that there must still be a little leeway 10 -15 secs to finish their sentence. However, it was decided that either or both the timer to be on show or sound or light indicators to let speakers know they were close to end of their allotted time.

Therefore, from the **August** Planning Committee Meeting public speakers will be allotted **four minutes** to make comments / representations

**Action:** Nigel Brown / Gordon Glenday /Cllr Merifield – to explore and bring the most efficient and user friendly timing mechanism for **all speakers**

**3. Removal of limit on number of public speakers**

At present there is a cap of 10 speakers, 5 for and 5 against generally I believe, plus of course developer/agent/applicant. Those wanting to make representation at present must contact democratic services stating whether they are for or against. Therefore from perhaps return to when there was no maximum number, there was concern that there could be too many and committee times could be extended beyond practicable times. There was also a discussion about the accumulative time given to applicant/agent/developer to speak.

Therefore, from the **August** Planning Committee meeting there will be 10 speakers but Democratic Services will not have to allot to for and against.

Also the **maximum** time for applicants/ agents/developers will be **fifteen minutes**.

(suggest this may be less if number of speakers e.g. 3 public speakers)

N.B. Major applications or controversial ones will be considered on an individual basis

**Please Note** in relation to **discussion point 6** it was felt that **written representations should be included for those who cannot be present.**

**Action: Nigel Brown; Gordon Glenday; Democratic Services; Cllr Merifield**

**4. Allowing town/parish council representatives to comment on statements made by applicants / agents.**

Therefore, from this **August's** Planning Committee the chair will invite any factual clarification (not statements) before committee goes into discussion.

**5. Allowing limited number of town / parish council representatives to attend, and participate in site visits.**

It was felt by those present after a discussion of possibilities and possible problems that it would be appropriate for two representatives of either a town or parish council to be informed of, invited to attend and participate in site visits.

Therefore, for the **visits** for the **August Planning Committee** the relevant town or parish council will be informed that they can have two representatives, should they wish to attend and participate in the site visit. Initially the representatives to approach Nigel Brown as it was felt that this would appear more appropriate and could not be misinterpreted. This will be reviewed.

**Action: Nigel Brown; (Democratic Services?); Cllr Merifield**

**6. Changing meetings from afternoons to evenings.**

The idea of this was related to allow more residents/ members of the community that work to attend planning meetings. It was felt that we as a responsible council have a duty of care to the officers and the councillors who could be driving some distances especially in the winter. To be fair to those that work the meeting would have to start at 7pm or more likely 7.30pm therefore a meeting might not finish until 10 – 10.30pm or perhaps even later. This was felt unacceptable for safety and that officers and councillors might not be able to give full and proper attention to applications.

Therefore, at present this suggestion is not going forward to be actioned. However, see **discussion point 3** for the addition of the reading out of submitted written comments.

**7. Introduction of 'area committees' to be held at appropriate venues in the district.**

It was decided to keep the committee in Saffron Walden as it is at present. It was however suggested that major applications in the Dunmow area could be taken to committee in |Great Dunmow.

**Action: Nigel Brown; Gordon Glenday; Cllr Merifield** to find the most appropriate venue; **Working Group:** definition of a major application (size)

**8. Restructuring of committee reports to reflect the decision making process.**

The officers have already been thinking that the structure of officers reports needs changed. Cllr Storah explained that he feels the reports e.g. are not balanced and that for ease of reading and understanding the recommendation should come first and then the explanation of how it was reached. It was agreed that this is an ongoing piece of work to be brought back to the next working group for an update.

**Action: Cllr Storah** to give exemplar reports of the type he suggests so that N Brown and G Glenday can work on a template format. (ongoing)

This is a very positive start to this process, the above decisions or actions will be monitored and reviewed to see how they are working or progressing.

Thank you all for being so positive and contributing to improving the experience of and functioning of the Planning Committee.

The next working group date will be confirmed.

Cllr Sandi Merifield

Chair of Planning Committee

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# Agenda Item 9

**Committee:** Governance, Audit & Performance

**Date:** 13th January 2020

**Title:** Quarter 2 2019/20 Performance Indicator Report

**Report Author:** Oliver Knight, PFI & Performance Officer  
[oknight@uttlesford.gov.uk](mailto:oknight@uttlesford.gov.uk)  
01799 510440

**Item for decision:**  
No

## Summary

1. This report presents the Quarter 2 2019/20 outturn and data analysis for all Key Performance Indicators (KPIs) and Performance Indicators (PIs).

## Recommendations

2. None

## Financial Implications

3. There are no financial implications associated with this report.

## Background Papers

4. None

## Impact

- 5.

Communication/Consultation	None
Community Safety	None
Equalities	None beyond service improvement on the equalities performance indicator
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

## Situation

6. Appendix A presents the data for Quarter 2 2019/20 (1<sup>st</sup> July 2019 to 30<sup>th</sup> September 2019) for all key performance indicators (KPI) and performance indicators (PI) that are monitored on a quarterly basis.
7. Performance is monitored against all targets agreed at Governance, Audit and Performance Committee in May 2019.
8. For comparison purposes, the report contains outturn data for Quarter 2 2019/20, and the previous four quarters. All outturn data for Quarter 2 2019/20 is shown in bold.
9. All data and performance notes have been reviewed by the Corporate Management Team and the Joint Executive Board.
10. Overall performance of KPIs and PIs can be summarised as follows, with the majority of indicators meeting target:

### **Q2 2019/20** (31 indicators)

<b>TOTAL Q2 2019/20</b>		
	<b>21</b>	<b>68%</b>
	<b>7</b>	<b>22%</b>
	<b>3</b>	<b>10%</b>
<b>Total</b>	<b>31</b>	<b>100%</b>

11. There are five KPIs that have not met their target but are within the 10% threshold and have an 'amber' status:
  - KPI 03      Percentage of Non-Domestic Rates Collected (Max) \*
  - KPI 05      Percentage of Council Tax Collected (Max) \*
  - KPI 17      Local Council Tax Support Collection Rate (Max) \*
  - KPI 12      Processing of Planning Applications: Minor Applications (within 8 weeks or including any agreed extension of time) (Max)
  - KPI 13      Processing of Planning Applications: Other Applications (within 8 weeks or including any agreed extension of time) (Max)
12. There are two KPIs that have exceeded the 10% performance threshold and have therefore attained a 'red' status:

### **KPI 08 (a)**

**Average re-let time in days (all re-lets including time spent in works)(Min)**

Despite being below target, attainment for this indicator shows a short-term improvement in comparison to Quarter 1 2019/20. Officers are continuing to monitor this indicator, and working proactively to improve performance.

#### KPI 11

#### Processing of Planning Applications: Major Applications (within 13 weeks or including any agreed extension of time) (Max)

Officers are now monitoring this indicator on a monthly basis to further analyse performance and proactively implementing relevant measures to improve attainment.

13. When reviewing Quarter 2 2019/20 KPI & PI attainment by directorate, Corporate Services & the Chief Executive Office have performed better than Public Services:

Status	Corporate Services		Public Services		Chief Executive Office	
	11	73%	8	58%	2	100%
	4	27%	3	21%	0	0%
	0	0%	3	21%	0	0%
<b>Total</b>	<b>15</b>	<b>100%</b>	<b>14</b>	<b>100%</b>	<b>2</b>	<b>100%</b>

14. When reviewing the short term performance trend by comparing Q2 2019/20 against Q1 2019/20, it is evident that there has been a positive increase across all statuses. It should be noted that three more performance measures have attained their target in Quarter 2 2019/20 than in Quarter 1 2019/20; for example - KPI 07 (b) *Average number of days lost per employee through long-term sickness absence (Min)* \*

#### Q1 2019/20 & Q2 2019/20 (31 indicators)

Status	Q1 2019/20		Q2 2019/20	
	18	58%	21	68%
	4	13%	7	22%
	9	29%	3	10%
<b>Total</b>	<b>31</b>	<b>100%</b>	<b>31</b>	<b>100%</b>

15. When considering the long-term performance trend through comparing Quarter 2 2019/20 with Quarter 2 2018/19, there has been an improvement in performance, with positive movement showing across all statuses:

#### Q2 2018/19 & Q2 2019/20 (26 indicators\*)

Status	Q2 2018/19		Q2 2019/20	
		17	65%	18
	5	19%	6	23%
	4	16%	2	8%
<b>Total</b>	<b>26</b>	<b>100%</b>	<b>26</b>	<b>100%</b>

*\*Data for PI 49, PI 07, PI 46, PI 47 & PI 48 is not comparable as these measures were newly introduced for the 2019/20 year.*

16. Page 14 of Appendix A also presents confirmed 2018/19 outturn data for PI 28 *CO<sub>2</sub> reduction from local authority operations – percentage reduction (Years)*. Whilst 2018/19 attainment was below target, the performance notes accompanying data in Appendix A highlights that options for reduction in carbon dioxide emissions are being investigated during the 2019/20 year.

17. If members have any questions regarding the data, or would like to see a more detailed analysis on a particular indicator, then please do not hesitate to contact the report author.

## Risk Analysis

18.

Risk	Likelihood	Impact	Mitigating actions
If performance indicators do not meet quarterly/annual targets then areas such as customer satisfaction and statutory adherence to government led requirements could be affected leading to a loss in reputation for the Council.	2 – The majority of performance measures perform on or above target. Where necessary, accompanying notes to individual performance indicators detail improvement plans.	3 – The majority of service areas in the council are customer-facing.	Performance is monitored by CMT and the Governance, Audit & Performance Committee on a quarterly basis. The inclusion of five quarters of data helps to identify trends. Where necessary, the Performance Team provide trend analysis to support CMT and Service Managers in improving performance.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



## Quarter 2 2019/20 Performance Report: KPIs & PIs

Key: \* Cumulatively monitored    Max    Aim to maximise performance  
# Quarterly targets profiled    Min    Aim to minimise performance

### Status Symbols



Target achieved



Target not achieved but within 10% of achieving target



Target not achieved by over 10%

### Trend Arrows

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Short Term

Assesses performance in Q2 2019/20 in comparison to Q1 2019/20

Long Term

Assesses performance in Q2 2019/20 in comparison to Q2 2018/19

**Directorate: CHIEF EXECUTIVE**

Democratic & Electoral Services								
PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 21</b> Percentage of minutes from meetings within 10 working days (Max)	96%	92%	80%	69%	95%	↑	↓	<b>Quarter 2 2019/20</b> <b>Numerator: 19 Denominator: 20</b> Of 20 meetings in this quarter, the minutes of one meeting were not published within the 10 working day deadline, due to the absence of an officer from the office.
								
	95%	95%	95%	95%	95%			

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Legal Services								
PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 06</b> Percentage of standard searches carried out in 10 working days (Max)	100%	100%	100%	100%	100%	-	-	<b>Quarter 2 2019/20</b> <b>Numerator: 399</b> (Completed searches) <b>Denominator: 399</b> (Total number of searches)  100% carried out in 10 working days. The average turnaround is 4 working days, the figure is 1 day worse than the last quarter due to severe mapping issues and a colleague being off on long-term sickness absence.
								
	100%	100%	100%	100%	100%			

## Directorate: CORPORATE SERVICES

Benefits								
PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>KPI 04</b> Accuracy of processing – HB/CTB Claims (Max)	99.50%	98.24%	98.69%	99.35%	<b>98.00%</b>	↓	↓	<b>Quarter 2 2019/20</b> <b>Numerator:149 Denominator:152</b> 117 New claims and 35 Change of circumstances checked in Quarter 2 of 2019/20, and only 3 financial errors have been identified, giving an accuracy rate of 98%. We continue to achieve our target of 98% due to our proactive checking arrangements which identify any potential training issues quickly and allow us to give prompt and appropriate training.
	98%	98%	98%	98%	<b>98%</b>			
<b>KPI 06 (a)</b> Time taken to process Housing Benefit/Council Tax Benefit new Claims (Days) (Min)	23.9	19.2	18.0	19.9	<b>16.1</b>	↑	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 4,012 Denominator: 249</b> 44 new claims to Housing Benefit (HB) were processed taking a total of 522 days. 205 new claims to Local Council Tax Support (LCTS) were processed taking 3,490 days. This is a combined total of 249 new claims taking 4,012 days; an average of 16.11 days.
	22.0	22.0	22.0	22.0	<b>22.0</b>			
<b>KPI 06 (b)</b> Time taken to process Housing Benefit/Council Tax Benefit Change Events (Days) (Min)	6.0	7.6	4.6	7.3	<b>5.6</b>	↑	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 26,869 Denominator:4,829</b> 1,970 changes in circumstance to Housing Benefit (HB) were processed taking a total of 10,056 days. 2,859 changes in circumstance to Local Council Tax Support (LCTS) were processed taking 16,813 days. This is a combined total of 4,829 changes taking 26,869 days; an average of 5.56 days.
	7.0	7.0	7.0	7.0	<b>7.0</b>			

## Customer Services

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 44</b> Percentage of customer enquiries resolved at first point of contact (Max)	86%	88%	88%	88%	<b>86%</b>	↓	-	<b>Quarter 2 2019/20</b> <b>Numerator: 29,769 Denominator: 34,665</b> A good solid performance from the Customer Service Centre this quarter resulted in 86% of all calls, enquiries and emails received directly into the Centre being resolved at first point of contact.
	80%	80%	80%	85%	<b>85%</b>			

## Finance

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
Page 98 <b>KPI 01</b> Percentage of supplier invoices paid within 30 days of receipt (Max)	99.63%	100.00%	99.62%	99.72%	<b>100.00%</b>	↑	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 2,244 Denominator: 2,244</b> 100% of invoices received have been paid within 30 days of receipt by the Council, with an average payment being made within 7.43 days. The electronic processes implemented earlier in the year for receiving and processing invoices has supported this positive outcome, despite an increase of approximately 400 invoices this quarter compared to Quarter 1.
	98.00%	98.00%	98.00%	98.00%	<b>98.00%</b>			
<b>PI 02</b> Average time (Days) to pay supplier invoices (Min)	7.0	7.0	6.5	6.1	<b>7.4</b>	↓	↓	<b>Quarter 2 2019/20</b> <b>Numerator: 16,680 Denominator: 2,244</b> Invoices were paid on an average of 7.43 days from the date of issue to when the supplier was paid, with an average of 3.09 days from receipt by the finance team. The reduction in payment time from last quarter is due to an increase of 400 invoices and reduced staffing in the Creditor's Team.
	11.0	11.0	11.0	11.0	<b>11.0</b>			

## Human Resources

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>KPI 07 (a)</b> Average number of days lost per employee through short-term sickness absence (Min) *	2.13	3.31	4.75	0.85	<b>1.86</b>	↑	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 374 Denominator: 375</b> = 1 days lost due to sickness for this quarter. <b>Cumulative Numerator: 686.5 Denominator: 369.5</b> = 1.86 days per member of staff for the year to date.
	3.50	5.25	7.00	1.75	<b>3.50</b>			
<b>KPI 07 (b)</b> Average number of days lost per employee through long-term sickness absence (Min)	33.50	39.00	38.00	49.00	<b>32.30</b>	↑	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 387.5 Denominator: 12</b> = average of 32 days off work for the twelve long term sick cases this quarter. Three have now returned to work and one resignation the other eight still remaining off work under a fit note.
	44.0	44.0	44.0	44.0	<b>44.00</b>			

## Information Communication Technology

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 20</b> Percentage of IT help desk calls resolved within target (Max)	98.30%	98.72%	99.12%	99.03%	<b>98.14%</b>	↓	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 1,586</b> (Number of calls resolved within target) <b>Denominator: 1,616</b> (Total calls raised)
	97.00%	97.00%	97.00%	96.00%	<b>96.00%</b>			

## Museum

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 49</b> Users of the Museum Service (Max) #	New PI for 2019/20			4,229	<b>3,387</b>		N/A	<b>Quarter 2 2019/20</b> <b>Count:3,387</b> Slightly below target by 6%, despite a busy quarter with holiday activities and good local publicity. This total includes 2,907 visits to the Museum. We remain on target overall due to user numbers in Quarter 1 exceeding target (our biggest events was in Quarter 1 this year). Cumulative: 7,616.
				3,400	<b>3,600</b>			

## Revenues

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
Page 100 <b>KPI 03</b> Percentage of Non-domestic Rates Collected (Max) *	60.35%	87.78%	98.85%	29.44%	<b>56.73%</b>			<b>Quarter 2 2019/20</b> <b>Numerator:£25,769,691.14</b> <b>Denominator: £45,424,880.22</b> = 56.73% collected. The larger businesses in the district make irregular payments and this results in fluctuations in the profiled collection rates. By the end of the year, we expect to meet the collection target.
	59.50%	87.80%	98.80%	29.60%	<b>59.50%</b>			
<b>KPI 05</b> Percentage of Council Tax collected (Max) *	58.16%	86.37%	99.17%	29.74%	<b>57.75%</b>			<b>Quarter 2 2019/20</b> <b>Numerator: £38,539,112.40</b> <b>Denominator: £66,735,693.00</b> = 57.75% The instalment profiles have been changing from 10 to 12 instalments year-on-year. At the end of the year we expect to meet the collection target.
	59.50%	87.80%	98.80%	29.80%	<b>58.40%</b>			

<b>KPI 16</b> Rent collected as a percentage of rent owed (including arrears b/f) (Max) *	95.97%	97.41%	98.57%	93.44%	<b>96.75%</b>			<b>Quarter 2 2019/20</b> <b>Numerator:</b> £3,826,354.55 <b>Denominator:</b> £4,101,746.56 (93.29%) <b>Cumulative, Numerator:</b> £7,619,050.78 <b>Denominator:</b> £7,874,769.82 (96.75%) This PI continues to exceed the target due to the rigorous approach to rent collection and regular checking and support by the Arrears Officer to the tenant in arrears to assist them in maintaining their payment agreements, especially those tenants in receipt of housing costs through their Universal Credit payments.
								
	94.65%	95.65%	97.60%	89.60%	<b>94.65%</b>			
<b>KPI 17</b> Local Council Tax Support Collection Rate (Max) *	53.53%	75.98%	89.44%	25.68%	<b>48.92%</b>			<b>Quarter 2 2019/20</b> <b>Numerator:</b> £357,159.97 (Net Receipts) <b>Denominator:</b> £730,136.18 (Total Liability) The introduction of Universal Credit has put additional pressure on residents claiming LCTS. The issue is affecting many Local Authorities across Essex, but Uttlesford's reduction in collection is the smallest in the county.
								
	50.00%	69.00%	89.44%	25.00%	<b>50.00%</b>			
<b>PI 03</b> Percentage of sundry debtor income overdue (debts over 90 days old not subject to a payment arrangement) (Min)	6.6%	2.4%	2.6%	1.4%	<b>1.1%</b>			<b>Quarter 2 2019/20</b> <b>Numerator:</b> £5,574.16 (Debt over 90 days old) <b>Denominator:</b> £505,587.11 (Total outstanding debt) = 1.10 % uncollected
								
	4.0%	4.0%	4.0%	4.0%	<b>4.0%</b>			

## Directorate: PUBLIC SERVICES

### Communities

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 07</b> The Level of Achievement attained under the Equality Framework for Local Government (Years) (Max)	Not measured for 2018/19			Developing	<b>Developing</b>	-	N/A	<b>Quarter 2 2019/20</b> <b>'Developing'</b> <ul style="list-style-type: none"> <li>➤ EQIA updated and currently being piloted.</li> <li>➤ Further work on the Equalities policy has taken place with the aim of being finalised by end of the year.</li> <li>➤ Training has been identified; budgets being sought.</li> <li>➤ Linked into ECC equalities meetings</li> </ul>
								
				Achieving	<b>Achieving</b>			

### Environmental Health (Commercial)

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 41</b> Percentage of routine food hygiene premises inspections completed within the quarter (Max)	83%	77%	100%	98%	<b>100%</b>	↑	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 85 Denominator: 85</b> PI target achieved.
								
	98%	98%	98%	98%	<b>98%</b>			

## Housing Strategy & Operations

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>PI 16</b> Number of households living in temporary accommodation (Min)	15	15	18	18	15	↑	-	<b>Quarter 2 2019/20</b> <b>Count:15</b> (Bed and Breakfast: 4 Uttlesford District Council: 11) Snapshot 30 July 2019. There has been a significant decrease in the use of bed and breakfast this quarter. This is because we are working with households much earlier to prevent and relieve their homelessness, so we can avoid some emergency bed and breakfast placements.
								
	14	14	14	14	14			
Page 103 <b>KPI 08 (a)</b> Average re-let time in days (all re-lets including time spent in works) (Min)*	53	53	54	59.5	56	↑	↓	<b>Quarter 2 2019/20</b> <b>Numerator: 4,951 Denominator: 89</b> April 2019 to September 2019 (quarters 1 & 2 combined) 4951 days void divided by 89 voids= 56 days average  During Quarter 2, 39 properties were re-let at an average of 52 days. The split between void works and lettings for Quarter 2 was an average of 40.5 days for the void works to be completed and 11.5 days on average for the letting of properties. During Quarter 2 there were 3 flats and 1 sheltered bedsit that were difficult to let. The average letting time for Quarter 2 was 5 days with these four void properties deducted.  <b>Note: Both Housing Strategy &amp; Operations &amp; Property Services are responsible for the performance of KPI 08(a)</b>
								
	42	42	42	42	42			

## Planning: Development Management

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>KPI 11</b> Processing of Planning Applications: Major Applications (within 13 weeks or including any agreed extension of time) (Max)	80.00%	90.00%	60.00%	72.73%	<b>36.36%</b>	↓	↓	<b>Quarter 2 2019/20</b> <b>Numerator: 4 Denominator: 11</b> <b>Cumulative, Numerator: 12 Denominator: 22</b>  Cumulative; Numerator = 12, Denominator = 22 (54.55%) Relatively small quantum can skew performance data. Officers are closely monitoring this indicator, and working proactively to improve performance.
	60.00%	60.00%	60.00%	60.00%	<b>60.00%</b>			
<b>KPI 12</b> Processing of Planning applications: Minor applications (within 8 weeks or including any agreed extension of time) (Max)	65.69%	49.02%	50.54%	61.33%	<b>70.80%</b>	↑	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 97 Denominator: 137</b> = 70.80%  Cumulative; Numerator = 189, Denominator = 287 (65.85%). Overall performance for Quarter 2 is below target but improvement on Quarter 1 as the backlog has been cleared. The overall performance trajectory is up in terms of cumulative performance for the year.
	75.00%	75.00%	75.00%	75.00%	<b>75.00%</b>			
<b>KPI 13</b> Processing of planning applications: Other applications (within 8 weeks or including any agreed extension of time) (Max)	84.72%	71.48%	55.91%	84.95%	<b>78.91%</b>	↑	↓	<b>Quarter 2 2019/20</b> <b>Numerator: 232 Denominator: 294</b> = 78.91%  Cumulative; Numerator = 503, Denominator = 613 (82.05%) Cumulative on target for the year, although drop in performance in Quarter 2. Need to gauge reasons for drop in performance to ensure that cumulative performance is back on track. Local PIs being monitored are helping towards this.
	82.00%	82.00%	82.00%	82.00%	<b>82.00%</b>			

<b>PI 30</b> Percentage of planning applications validated within 5 working days (Max)	99%	99%	100%	100%	<b>100%</b>	-	↑	<b>Quarter 2 2019/20</b> <b>Numerator: 406 Denominator: 406</b> Despite some real pressures with an update to the IT system the team have maintained their 100% validation rate. The update changed Microsoft Word and PDF to using an IDOX equivalent. This opens up slower and initially there were compatibility problems. There were a few adjustments to be implemented, and we now have improved the system as much as possible in alignment with working procedures.
	95%	95%	95%	95%	<b>95%</b>			
<b>PI 24 (d)</b> Quality of Decisions: Percentage of Appeals Upheld for Enforcement Notices (Min)	0.00%	0.00%	0.00%	0.00%	<b>0.00%</b>	-	-	<b>Quarter 2 2019/20</b> <b>Numerator: 0 Denominator: 0</b> Zero decisions have been issued; nil return.
	30.00%	30.00%	30.00%	30.00%	<b>30.00%</b>			
<b>PI 46</b> Quality of Decisions: Percentage of Appeals Upheld for Major Planning Applications as a proportion of Appeals Raised (Min) #	New PI for 2019/20			100%	<b>0.00%</b>	↑	N/A	<b>Quarter 2 2019/20</b> <b>Numerator: 0</b> (Total Number of Appeals Upheld) <b>Denominator: 5</b> (Total Number of Appeals Raised)  Cumulative; Numerator = 2, Denominator= 7 (28.57%) All major application appeals were dismissed in Quarter 2. The cumulative annual PI is now meeting target.
				30.00%	<b>30.00%</b>			
<b>PI 47</b> Quality of Decisions: Percentage of Appeals Upheld for Non-Major Planning Applications as a proportion of Appeals Raised (Min) #	New PI for 2019/20			47.00%	<b>28.00%</b>	↑	N/A	<b>Quarter 2 2019/20</b> <b>Numerator: 7</b> (Total Number of Appeals Upheld) <b>Denominator: 25</b> (Total Number of Appeals Raised) =28% Cumulative; Numerator = 23, Denominator = 59 (38.98%) Non-major application appeal decisions for Quarter 2 were within KPI target. The cumulative annual for allowed appeals however still exceeding target. This may be due to a spike in appeal decisions currently being determined. Review of the process for the analysis of appeal decisions is being developed within the team.
				30.00%	<b>30.00%</b>			

## Street Services

PI Code & Name	Q2 2018/19	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Short Term Trend	Long Term Trend	Performance Note
<b>KPI 14</b> Percentage of household waste sent for reuse, recycling and composting (LAA) (Max) #	52.89%	49.17%	43.87%	50.67%	<b>52.76%</b>			<b>Quarter 2 2019/20</b> <b>Numerator: 3,976.13 tonnes</b> (recycling and composted) <b>Denominator: 7,535.92 tonnes</b> (total domestic waste arising) The waste tonnages are estimated as we are awaiting verified figures from Essex County Council.
								
	55.00%	51.00%	50.00%	51.00%	<b>51.00%</b>			
Page 106 <b>KPI 15 (b)</b> Percentage of collections of waste and recyclables successfully made on first visit (Max)	99.89%	99.94%	99.94%	99.95%	<b>99.96%</b>			<b>Quarter 2 2019/20</b> <b>Numerator: 935,635</b> (Number of successful collections) <b>Denominator: 936,000</b> (Total number of scheduled collections) =99.96% Good performance by the team and above target.
								
	99.90%	99.90%	99.90%	99.95%	<b>99.95%</b>			
<b>PI 48</b> Attainment of 'Green' for Operator Compliance Risk Score (Yes or No)	New PI for 2019/20			Yes	<b>Yes</b>			<b>Quarter 2 2019/20</b> UDC continue to retain "Green" for the Operator Compliance Risk Score and we are also now working towards achieving "FORS" which is a Fleet Operator Recognition Scheme. This is an accreditation awarded to operators who demonstrate exemplary levels of best practice in safety, efficiency and environmental protection.
								
				Yes	<b>Yes</b>			

**Update: Year End 2018/19 PI data**

Planning Specialists									
PI Code & Short Name	Q4 2017/18	Q1 2018/19	Q2 2018/19	Q3 2018/19	Q4 2018/19	Short Term Trend	Long Term Trend	2017/18 Outturn	2018/19 Outturn
<b>PI 28</b> CO2 reduction from local authority operations - percentage reduction (Years)	<b>ANNUAL PI</b>					N/A	↑	-3.5%	<b>0.7%</b>
									
								2.0%	<b>2.0%</b>

**Performance Comments on 2018/19 Outturn Data**

Uttlesford District Council's Carbon Dioxide emissions have decreased by 30% since the baseline year (2005/2006 year). During the 2018/19, the council's carbon dioxide emissions decreased by 0.74% in comparison to the 2017/18 year. The fuel usage by the Council's fleet has reduced by 23 tonnes compared to the previous year and business travel has also seen a decrease of 39.4%. Electricity and gas consumption have increased by 4.3% and 15.87% respectively. We have found that Saffron Walden Museum gas usage is showing an increase in usage by 80,000 Kwh/year which has had an impact on the total figures. This increase is currently being investigated to highlight improvements which could be made in reducing this usage.

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