

Cabinet Work Programme – Report Tracker

(A Report Tracker **must** be completed and returned to the Senior Committee Clerk (doccampbell@swindon.gov.uk) before any item can be included on the Cabinet Work Programme.

Please note that the tracker will be available as part of the Cabinet Work Programme support information on the website – **DO NOT INCLUDE INFORMATION THAT IS PRIVATE AND CONFIDENTIAL**)

[please over-type any instructions or guidance in blue]

1. **Subject:-** Polling Districts and Places Review
2. **Summary of the Issue:-** The Electoral Administration Act 2006 introduced a duty for all polling districts and polling places to be reviewed at least once every four years. The last full review was completed in 2014.
3. **Key Decision:-** No

(Key Decisions are defined in the Constitution as any decision in relation to a Cabinet (Executive) function that results in the Council incurring spending that is, or the making of a saving that is, significant having regard to the budget for the service or function to which the decision relates; or a decision that is likely to have a significant impact on two or more Borough Council wards.)
4. **Private and Confidential:-** No

* if “yes”, please advise of the relevant paragraph(s) of the Act. The following intranet link advises of the 7 categories of exempt information:

<http://sbcvpwmmgv02:9070/documents/s91898/09Part42AccessToInformationProcedureRulesDCC.doc.pdf>
5. **Date for Consideration by Cabinet:-** 16th October 2019
6. **Author / Report Originator and Responsible Officer:-**
Leader of the Council and The Returning Officer

(NB if you do not provide a job title, the tracker will be returned)
7. **Responsible Cabinet Member:** Leader of the Council

(please note that the Responsible Cabinet Member **must** be advised before an item is submitted for inclusion in the Cabinet Work Programme)
8. **Background Papers:-** Public Notice advertising the proposal
(The Background Papers relating to Agenda Items / Key Decisions that are currently available.)

9. **Full Details of Officer Contact (telephone/e-mail) where representations on the Key Decision / Decision can be made:-**
Name: [Lesley Toogood](#)
Email: ltoogood@swindon.gov.uk
Phone Number: 01793 463543

(NB unless you provide all three pieces of information the tracker will be returned)