

SOUTH BUCKS DISTRICT COUNCIL

MINUTES of the meeting of the **GOVERNANCE AND ELECTORAL ARRANGEMENTS COMMITTEE** held on **10 October 2019**

Present: P Hogan (Chairman)
D Anthony, D Pepler and D Smith

Apologies for Dr W Matthews and J Lowen-Cooper
absence:

3. MINUTES

The minutes of the Governance and Electoral Arrangements Committee meetings held on 16 January 2019 and 14 May 2019 were approved and signed by the Chairman as a correct record.

4. DECLARATIONS OF INTEREST

No declarations of interest were made.

5. PREPARATION FOR POSSIBLE SNAP ELECTION

Following a request from the Chairman, the Committee received a verbal update on the preparations being made for an unscheduled election. The Democratic and Electoral Services Team had drafted an election project plan and risk register which had been informed by Electoral Commission guidance. Despite the uncertainty around a possible election date the project plan set out key election activities that would need to be carried out in the lead up to an election. Regular meetings were taking place between the Democratic and Electoral Services Manager, Returning Officer, Acting Chief Executive and Head of Paid Service to review the draft project plan, risk register and discuss preparations. The timing of an unscheduled election also had implications on the Annual Canvass which was currently being carried out prior to the publication of the revised register on 1 December 2019. Activities to mitigate this were noted. Officers were also working closely with electoral colleagues in other councils, in particular neighbouring authorities, and regularly reviewing available guidance.

6. **POLLING DISTRICT AND POLLING PLACES REVIEW FINAL RECOMMENDATIONS**

As required by the Electoral Registration and Administration Act 2013 a review of polling districts and polling places commenced on 8 February 2019. Public comments and submissions were invited until 15 March. The Acting Returning Officer's (ARO) recommendations were published on 21 June with public representations sought by 12 August 2019.

The Committee considered the ARO's recommendations and the representations received during the public consultations.

It was **RESOLVED** that the designations of polling districts and polling places as set out in the appendix be agreed.

The meeting ended at 6.20 pm