

Date reviewed: 3 October 2018

Officer initials: JB

## Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier	Council Buildings Catmos Street	
Polling place name	Council Buildings, Catmos Street, Oakham Library	
Polling place address	Oakham Library Catmos Street Oakham LE15 6HW	
Number of electors (If more than one polling station within the polling place, identify split of electors)	4,000	
Building availability for future elections/referendums	Yes	
Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	Foot and road access and bus stops close by.
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	Surrounding roads are quite busy at peaks periods but access still good throughout.
• Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?	√	Yes, large internal floor space capable of housing several polling stations easily.  See pictures: 1 - 4
• Is the building readily available in the event of any unscheduled elections?	√	Yes, as much notice as possible please but can be made available easily. Council run facility.
• Is there any possibility that the building may be demolished as part of a new development?	√	No, recently refurbished and in excellent condition.

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**Identify any complaints/comments received from stakeholders at previous electoral events**

This venue has not been used for elections so far, however it is situated in a central location to the new Ward of Oakham South which combined the previous wards of Oakham South West and Oakham South East.

This new venue is easily identifiable to electors has excellent facilities (parking, toilets, seating) and has sufficient room to house 2 polling stations to cater for the volume of electors in the new ward.

Neither of the polling stations previously used would meet the needs of the larger of electorate. The Martinsley Room of the Council Offices is not large enough on its own and Catmose Primary School have already expressed safeguarding concerns in previous elections. It is therefore recommended to use this new venue in favour of the current ones.

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Excellent transport link, facility in centre of PD and on edge of town centre. Bus stops close.
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes
• Is the building clearly identifiable?	√	Yes. See picture no: 5
• Is additional signage required between street and entrance?	√	Other than normal polling station signage no.
• Is there the facility to put up the required signage for polling day?	√	Yes, library has plenty of easily moveable Notice Boards which can be used. Can also attach signage to widows etc, but avoid newly painted walls – there is no reason to use them.
• Are there parking facilities for disabled people?	√	One specific parking place on road immediately outside polling station plus parking in numerous town centre car parks.
• Are there parking facilities for polling staff?	√	For delivery and collection of polling equipment can park in on street parking outside but for majority of day car would need to be moved to a close-by long stay car park for the day (reimbursed).
• Does the approach to the building have external lighting?	√	Yes, motion-sensor controlled
• Does the building have level access? Yes/No. If no –	√	Yes see picture No: 6

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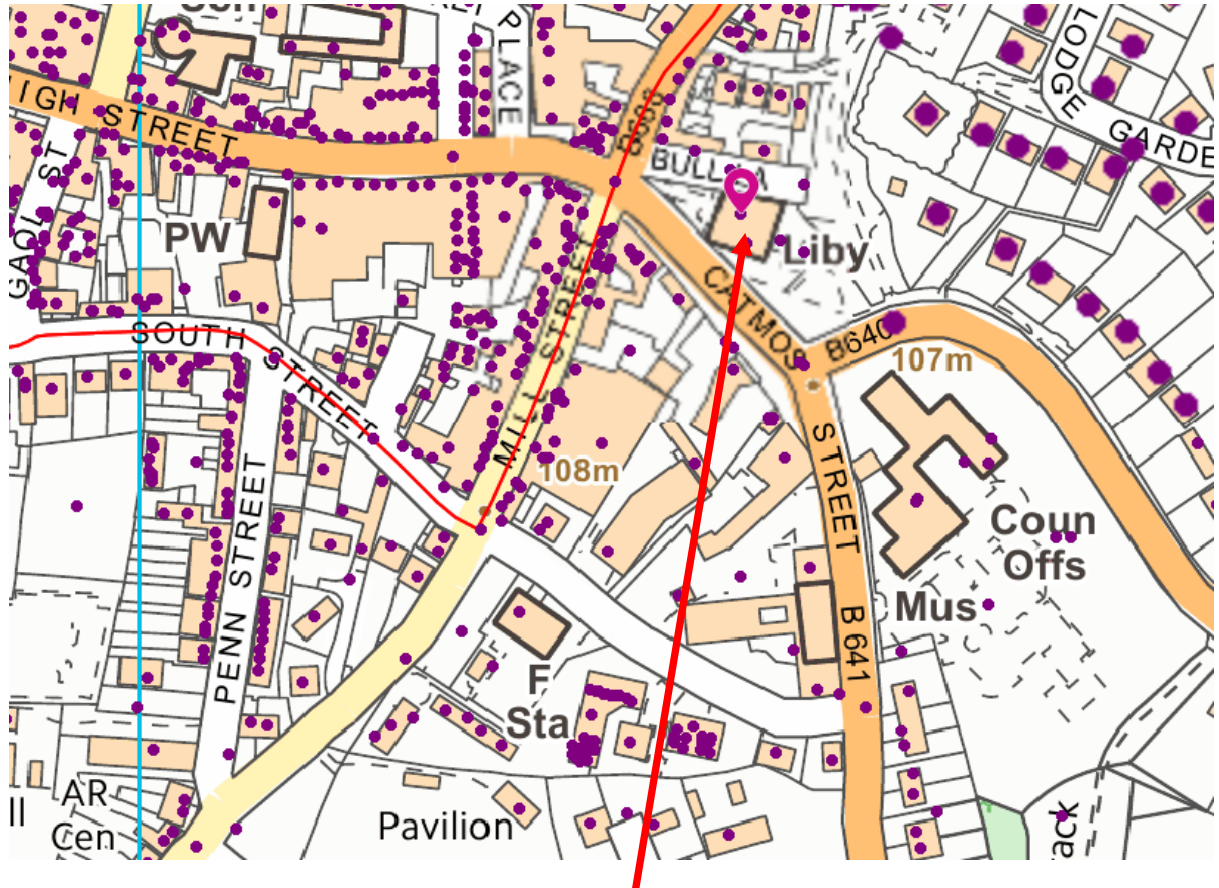
<ul style="list-style-type: none"><li>• Has a purpose built ramp been installed?</li><li>• If so, does it have a handrail?</li><li>• Does the ramp have a gentle slope?</li><li>• Does the building require a temporary ramp or is there an alternative disabled access?</li></ul>		
<ul style="list-style-type: none"><li>• Is the entrance door wide enough for a disabled person using a motorised wheelchair?</li></ul>	√	Yes, purpose built to enable good access. Picture 6.
<ul style="list-style-type: none"><li>• Are the doors light enough for frail/elderly voters to open?</li></ul>	√	Disabled access doors on entrance with opening button. Picture 6.
<ul style="list-style-type: none"><li>• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>• Are there any external security concerns?</li></ul>	√	None.
<ul style="list-style-type: none"><li>• Can tellers be accommodated outside the building?</li></ul>	√	Yes, covered area outside. See picture 7.

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## External plan – B1

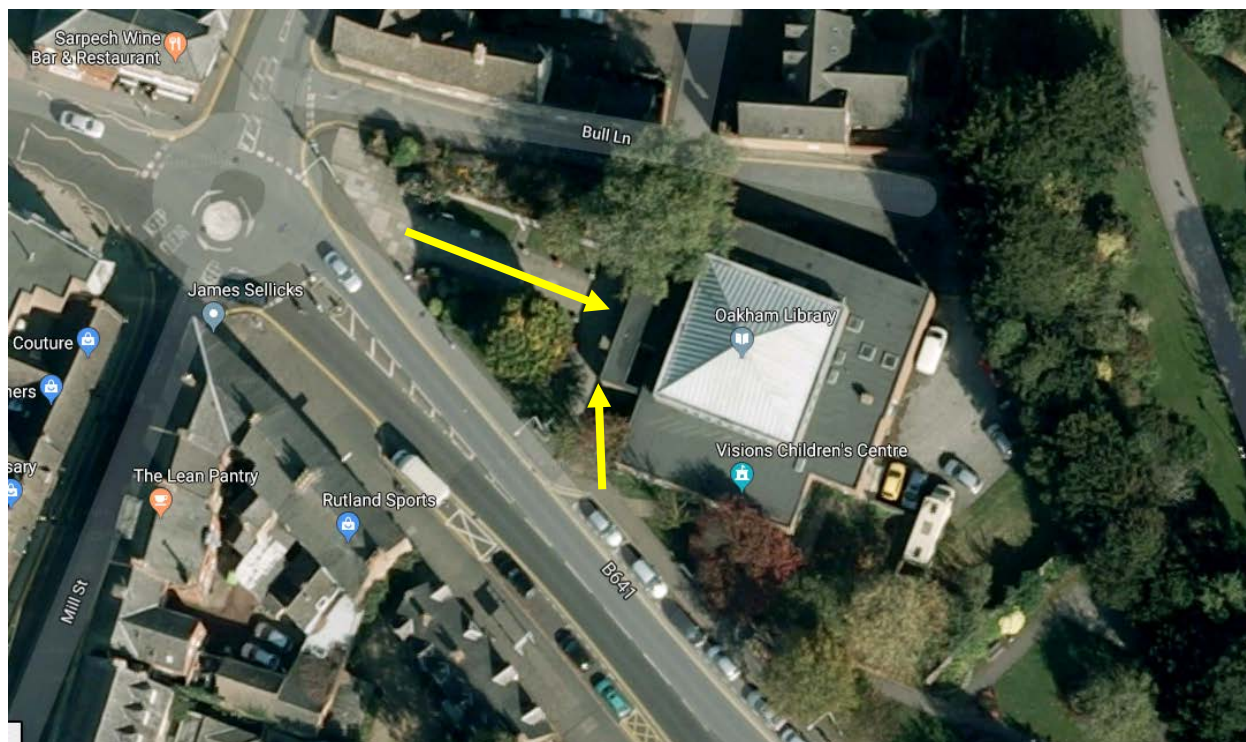
Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.



Street Map showing location of Oakham Library.

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Satellite view of library building. Access points shown in yellow.

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Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Electronic disabled access doors installed.
• Are there any internal steps or obstructions/hazards?	√	No.
• Are any doormats level with the floor?	√	Yes.
• Is the floor covering non-slip (including in wet weather)?	√	Yes.
• Are there any corridors that may cause access problems?	√	No.
• Is there adequate lighting in the corridors?	√	Yes.
• Are there toilet facilities?	√	Yes. See picture 8.
• Is there a kitchen that staff can use?	√	Yes, see picture 9.
• Is the area adequately lit for day and night time?	√	Yes.
• Is there adequate space for signage?	√	Yes.
• How many polling stations can the building accommodate?	√	Two comfortably, more if required.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	Yes, linked to Council network and has external dialling.



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Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none"><li>Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?</li></ul>	√	Open plan but using dividing walls this can be achieved quite easily.
<ul style="list-style-type: none"><li>Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?</li></ul>	√	Yes – Presiding Officers will need to ensure polling booths are correctly positioned facing in from the windows.
<ul style="list-style-type: none"><li>Is there adequate lighting for day and night time?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>Could motorised wheelchairs be accommodated?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?</li></ul>	√	Yes.



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**Pictures:**



Picture 1 – Available space for Polling station



Picture 2 – Available space for Polling station



Picture 3 – Available space for Polling station



Picture 4 – Available space for Polling station

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Picture 5 – External Library Sign



Picture 6 – Main showing disabled access



Picture 7 – Sheltered area to right of entrance



Picture 8 – toilet facilities



Picture 9 – kitchen facility

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

***Additional comments from (A)RO***