



# RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

**DELEGATED OFFICER DECISION TAKEN BY:** Paul Fleming  
**PORTFOLIO AREA:** Digital & Customer Services

**SUBJECT:** Replacement of Election Scanners

## 1. DECISION

In consultation with the Director of Finance and Customer Services to reallocate £21,000 from the earmarked ICT Capital Reserve to replace the existing scanners for registrations and elections.

## 2. REASON FOR DECISION

The existing scanners for elections were purchased seven years ago and are now outdated. Due to the age of these devices there is no support for these and therefore they would be cost prohibitive to repair.

A tender exercise was undertaken on the Chest Portal for the provision of the new scanners with associated scanning software. Responses were received from three suppliers with the proposal to award the contract to the cheapest supplier.

## 3. BACKGROUND

The Registrations and Elections function of the Council is conducted within the Governance Team. The team has the use of six desktop Cannon scanners with two scanners being used throughout the year for registration documents and a further four are then used during elections in the postal vote room.

The elections team have previously tested one of the proposed scanners and are happy to proceed with the proposed replacement model which is widely used across multiple local authorities.

## 4. KEY ISSUES AND RISKS

- The current scanner are over seven years old and have a tendency to jam and are not efficient due to their age.
- One scanner is currently out of operation due to faults.
- Failure of more scanners would cause issues to the Council for the function of registration as well as elections.
- Due to the age of the devices they are not efficient and need replacing with modern technology.

**5. OPTIONS CONSIDERED AND REJECTED**

Do Nothing – Due to the risk of more scanners failing during the election process this option was rejected.

*Further information is available from the report author*

**6. DECLARATION OF INTEREST**

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Peter Hughes</b>
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<b>DATE:</b>	<b>05/02/2021</b>
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<b>BACKGROUND DOCUMENTS:</b>	<b>None</b>
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Signed:



<b>Director : Paul Fleming</b>	<b>Date: 08/02/2021</b>
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