



Stage 1: Preliminary Stage

When notice is given of the Review and advises that representations would be welcome, particularly (with regard to polling stations) from those with expertise in access for persons with any type of disability. It also sets out the reference documents which should be made available. This would be the first public consultation period and would last 8 weeks. The council would consider representations received and form Initial Proposals for further consultation.

Task	Date	Notes
Report to General Purposes Committee (GPC) outlining how Review is to be conducted	28 May 2014	Purpose of this report. GPC to agree methodology and role of Elections Working Group
Publication of Notice of Review	30 May 2014	Published in local press including whereabouts of documentation for public inspection and details of representation period.
Representation Period	30 May 2014 to 27 June 2014	Four weeks consultation period. All representations received are logged and cross-referenced to applicable Ward on receipt
Inspection of changes proposed in representations	30 May 2013 to 4 July 2014	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements

Stage 2: Proposals Stage

When the council considers representations received and forms its Initial Proposals. The Returning Officer must comment, at this stage, on all existing polling stations used and any new polling stations which would probably be chosen if the new proposals were accepted by the authority. The Guidance suggests that the polling district review by the authority (of districts and places) should be conducted jointly with the Returning Officer's review (of polling stations).

Task	Date	Notes
EWG to consider representations received in Stage 1 and details of any inspections	14 July 2014 to 28 July 2014	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial Proposals go to GPC for approval	August 2014	Date of GPC meeting to be confirmed
Initial Proposals published after approval by GPC	29 August 2014	Further Notice published in local press also detailing Stage 3 consultation period

Stage 3: Consultation Stage

To receive representations and comments on the authority's Initial Proposals for the Review. This would be the second consultation period and will last 4 weeks. This needs to be in two parts: -

- i. a compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated polling stations; and
- ii. submissions from other persons and bodies which can be referenced to the Returning Officer's proposed polling stations as well as the authority's Initial Proposals.

Task	Date	Notes
Consultation commences	5 September 2014	Four weeks consultation period
Returning Officer's comments/recommendations published	By 3 October 2014	RO's comments must be published within 30 days of receipt of proposals ¹ , unless already published as part of Initial Proposals. For past reviews, the Returning Officer has always published any comments as part of the Initial Proposals.
Consultation ends	3 October 2014	All representations received are logged and cross-referenced to applicable Ward on receipt
Inspection of any further changes proposed in representations received.	6 – 10 October 2014	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements

Stage 4: Conclusion of the Joint Review

When the authority must produce Final Proposals, taking into consideration any further representations made.

Task	Date	Notes
EWG consider further representations received during Stage 3	13 October 2014 to 27 October 2014	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

¹ In accordance with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 Regulation 3.

Stage 5: The Decision of the Council

General Purposes Committee will decide the Final Proposals of the Review of Polling Districts, Places and Stations. Once the final decisions are made, the Review documentation must be published before 31st December 2013.

Task	Date	Notes
Final Proposals go to GPC to agree	November 2014	Date of GPC meeting to be confirmed. GPC agrees Final Proposals for Review of Polling Districts, Places and Stations
Final Notice of Review is published	28 November 2014	Details of whereabouts of Review Documentation for public inspection is given