

## Timetable

**Stage 1 – Preliminary stage** When notice is given of the Joint 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 6 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 the joint review is to be conducted	10 May 2017	Purpose of this report. GPC to agree methodology and role of Electoral Working Group.
Publication of notice of joint review	11 May 2017	Published in local press including whereabouts of documentation for public inspection and details of representation period. Also includes publication of terms of reference for community governance review.
Representation period	11 May 2017 to 22 June 2017	6 weeks consultation period. All representations received are logged and cross-referenced to applicable Ward or Parish/Town Council on receipt.
Inspection of changes proposed in representations	11 May 2017 to 26 June 2017	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). The Initial Proposals would also include proposals for Parish and Town Council matters for the Community Governance Review.

Task	Date	Notes
EWG to consider representations received in Stage 1 and details of any inspections	27 June 2017 to 11 July 2017	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial proposals go to GPC for approval	25 July 2017	
Initial proposals published after approval by GPC	26 July 2017	Further Notice published in local press also detailing Stage 3 consultation period.

**Stage 3 – Consultation stage** To receive representations and comments on the Council's Initial Proposals for both the Polling District Review and Community Governance Review. This would be the second consultation period and will last 8 weeks. For the Polling District Review this needs to be in two parts:-

A compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated polling stations; and

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	26 July 2017	8 week consultation period.
Returning Officers comments/recommendations published	By 23 August 2017	RO's comments must be published within 30 days of receipt of proposals, unless already published as part of Initial proposals.
Consultation ends	2 October 2017	All representations received are logged and cross-referenced to applicable Ward or Parish/Town Council on receipt.
Inspection of any further changes proposed in representations received	26 July to 6 October 2017	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
Electoral Working Group consider further representations received during Stage 3	9 October to 23 October 2017	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

## Stage 5 – The Decision of the Council

General Purposes Committee will decide the Final Proposals of the Review of Polling Districts, Places and Stations; and will make recommendations to Full Council on the Final Proposals to be adopted for the Community Governance Review.

Task	Date	Notes
Final Proposals go to GPC to agree	11 December 2017	Date of GPC meeting tbc. GPC agrees Final Proposals for Review of Polling Districts, Places and Stations; and recommend Final Proposals for the Community Governance Review to Full Council.

Final Proposals for Community Governance Review go to Full Council for decision	January 2018	Date of Full Council meeting to be confirmed. Full Council agrees Final Proposals for Community Governance Review.
Final Notice of Joint Review is published	January 2018	Details of whereabouts of Joint Review Documentation for public inspection is given.