

Joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements



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 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 Joint Review is to be conducted	12 February 2013	Purpose of this report. GPC to agree methodology and role of Elections Working Group
Publication of Notice of Joint Review	18 February 2013	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	18 February 2013 to 15 April 2013	Eight 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	18 February 2013 to 19 April 2013	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	22 April 2013 to 31 May 2013	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial Proposals go to GPC for approval	June 2013	Date of GPC meeting to be confirmed
Initial Proposals published after approval by GPC	24 June 2013	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 both the Polling District Review and Community Governance Review. This would be the second consultation period and will last 12 weeks. For the Polling District Review 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	24 June 2013	Twelve weeks consultation period
Returning Officer's comments/recommendations published	By 22 July 2013	RO's comments must be published within 30 days of receipt of proposals ¹ , unless already published as part of Initial Proposals
Consultation ends	16 September 2013	All representations received are logged and cross-referenced to applicable Ward or Parish/Town Council on receipt

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

Inspection of any further changes proposed in representations received.	24 June 2013 to 20 September 2013	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements
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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	23 September 2013 to 14 October 2013	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. 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	October 2013	Date of GPC meeting to be confirmed. 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	November 2013	Date of Full Council meeting to be confirmed. Full Council agrees Final Proposals for Community Governance Review
Final Notice of Joint Review is published	25 November 2013	Details of whereabouts of Joint Review Documentation for public inspection is given