

Review of polling districts, polling places and polling stations 2018/19

Appendix A



Timetable

Revised 21 November 2018

Explanatory notes - Stage 1

At this stage notice is given of the review advising that representations would be welcome, particularly (with regard to polling stations) from those with expertise in access for persons with any type of disability.

This is the first public consultation period and lasts 6 weeks. The Council considers representations received as a result of this consultation and forms Initial Proposals for further consultation.

Task	Date	Notes
Report to General Purposes Committee (GPC) outlining how the review is to be conducted	1 October 2018	Purpose of this report is for GPC to agree methodology and role of Electoral Working Group (EWG).
Publication of notice of review	2 October 2018	This is published in local press and online.
Representation period	2 October to 6 November 2018	6 week consultation period. All representations received are logged by Electoral Services.
Inspection of changes proposed in representations	7 November to 16 November 2018	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements.

Explanatory notes – Stage 2

At this stage the Council considers representations received and forms its Initial Proposals. This is initially undertaken by EWG and then finalised at GPC.

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.

Task	Date	Notes
EWG to consider representations received in Stage 1 and details of any inspections	19 November to 23 November 2018	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial proposals go to GPC for approval	12 December 2018	
Initial proposals published after approval by GPC	13 December 2018	Further Notice published in local press and online also detailing Stage 3 consultation period.

Explanatory notes – Stage 3

At this stage the Council will receive representations and comments on the Council's Initial

Proposals. This is the second consultation period and will last 7 weeks (a week longer than the initial consultation period as it falls over the Christmas and New Year period. This stage will be in two parts:-

A compulsory submission from the Returning Officer of the parliamentary constituencies 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	13 December 2018	7 week consultation period.
Returning Officers comments/recommendations published	By 13 December 2018	RO's comments must be published within 30 days of receipt of proposals, unless already published as part of Initial proposals.
Consultation ends	31 January 2019	All representations received are logged.
Inspection of any further changes proposed in representations received	Not later than 1 February 2019	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements.

Explanatory notes – Stage 4

At this stage the authority must produce Final Proposals, taking into consideration any further representations made.

Task	Date	Notes
EWG consider further representations received during Stage 3	During week commencing 4 February 2019	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

Explanatory notes – Stage 5

GPC will decide the Final Proposals of the Review of Polling Districts, Places and Stations.

Task	Date	Notes
Final Proposals go to GPC to agree	February 2019	GPC agrees Final Proposals for Review of Polling Districts, Places and Stations
Final Notice of Review is published	February 2019	Details of whereabouts of Review Documentation for public inspection is given.

All changes will be implemented in time for the Local and Parish/Town Council Elections on Thursday 2 May 2019, and any other elections or referendums which should take place on that date.