

Project Plan Overview – Appendix A

Interim Review of Polling Districts, Places and Stations in Garforth & Swillington and Calverley & Farsley



Stage 1: Proposals Stage

When notice is given of the Interim Review and the authority's initial proposals and advises that representations would be welcome, particularly 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. 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 review by the authority (of districts and places) should be conducted jointly with the Returning Officer's review (of polling stations).

Task	Date	Notes
Report to General Purposes Committee (GPC) outlining how Review is to be conducted	5 January 2012	GPC to agree methodology and role of Elections Working Group
Publication of Notice of Review	6 January 2011	Published on internet including whereabouts of documentation for public inspection and details of representation period

Stage 2: Consultation Stage

To receive representations and comments on the authority's initial proposals for polling districts and places in Garforth & Swillington and Calverley & Farsley. This is in two parts: -

- (i) a compulsory submission from the Returning Officer of the parliamentary constituency; 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 proposals.

Task	Date	Notes
Consultation commences	6 January 2012	
Returning Officer's comments/recommendations published	6 January 2012	RO's comments must be published within 30 days of receipt of proposals ¹ , unless

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

		already published as part of Initial Proposals
Consultation ends	27 January 2012	All representations received are logged on receipt
Inspection of any further representations received	As representations are received during January 2012	Inspections on suitability and availability of any new representations received, including disabled access requirements

Stage 3: Conclusion of the Review

When the authority must produce final proposals for Garforth & Swillington and Calverley & Farsley, taking into consideration the representations made.

Task	Date	Notes
EWG consider representations received during Stage 3	Early February (date to be arranged)	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

Stage 4: The Decision of the Council

Final decision is made, Review documentation published, and Revised Register published.

Task	Date	Notes
Final Proposals go to GPC for decision	16 February 2012	
Final Notice of Review is published	23 February 2012	Details of whereabouts of Review Documentation for public inspection is given
Revised Register is published	By 1 April 2012	Revised Register is published taking account of results of Review