

Review of polling districts and polling places: proposed terms of reference

Statutory requirements

Under Schedule 1A of the Representation of the People Act 1983 (as amended), there is a requirement for a full review of polling districts and places to be undertaken for all parliamentary constituencies within 16 months of every fifth year, commencing with 1 October 2013.

Polling districts

The review will consider and propose polling districts with the aim of ensuring that:

- the borough is divided into polling districts;
- each polling district offers reasonable facilities for voting for all its electors, as far as is practicable in the circumstances;
- each parish is contained within one polling district.

Polling places

The review will consider and propose polling places with the aim of ensuring that:

- all electors in a constituency within the borough have such reasonable facilities for voting as are practicable in the circumstances;
- polling places can provide polling stations which are suitable for use by all sections of the community, with appropriate access for disabled voters;
- polling places are located in an area of the polling district unless special circumstances make it necessary to designate an area that is wholly or partly outside the polling district;
- polling places are not so large that it is not clear to electors how they will be able to gain access to the polling station.

Review of polling districts and polling places: process

1. Report to Resources Committee with information in respect of draft polling district/polling place proposals and electorate information
2. Publish notice of the intention to hold a review
3. Invite consultation with local groups and interested parties
4. Report to Resources Committee with recommendations following consultation
5. Final proposals published, together with all representations received*
6. Restructured register of electors published

* On completion of the review, the council is required to give reasons for its decisions in respect of the designation of both polling districts and polling places, and must publish:

- all correspondence sent to the Acting Returning Officer in connection with the review
- all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
- all representations made by any person in connection with the review
- the minutes of any meetings held
- details of the agreed designation of polling places and polling districts
- details of where the results of the review have been published.

Timetable for review

Action	Timetable	Date
Report to Resources Committee	Approval by Resources Committee	13 December 2017
Minutes of Resources to Council	Adopted by Council	16 January 2018
Terms of Reference and draft proposals published	Consultation period begins	18 January 2018
Submissions invited	Two month consultation	19 March 2018
Representations published		20 March 2018
Reviewed proposals	Submitted to Resources Committee	13 June 2018
Agreed by Council	Council meeting May 2018	17 July 2018
	Published	18 July 2018