Review of Polling Districts and Polling Places 2019

Terms of Reference

Background

Schedule 1A of the Representation of the Peoples Act 1983 requires periodic reviews of polling districts and polling places in UK Parliamentary constituencies. The period in which these reviews must be carried out is provided by the Electoral Registration and Administration Act 2013.

The next statutory review must be started and completed within the 16 month period beginning 1 October 2018.

A review of polling stations will be carried out alongside the review of polling districts and polling places.

Information relating to the reviews will be available on the council’s website at http://www.wakefield.gov.uk/elections/polling-places-electoral-boundaries and will be available as paper copies at the Electoral Services office in Room 45, County Hall, Wakefield.

Definitions

A number of terms are used throughout the Terms of Reference and through the process as a whole which are defined below:

- Polling district – a geographical area created by the division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election. In practice, polling districts are the same for all statutory elections held
- Polling place – the defined area within a UK Parliamentary constituency in which the polling station is situated
- Polling station – the area (usually a room or building) within the polling place where voting takes place

The polling districts and polling places are determined by the local authority (‘the council’) the polling stations are determined by the (Acting) Returning Officer (‘the ARO’).

Scope of the review

The review will consider:

- the boundaries of existing polling districts;
- the need for the creation of new polling districts;
- possible merger of existing polling districts;
- the polling places designated for those polling districts;
- the polling stations assigned to each polling district.

The review cannot consider the following:
• District or Parish (or Town) council boundaries
• District or Parish (or Town) warding arrangements

Requirements of the review

The council must comply with certain conditions when determining polling districts and polling places:
• Each Parish must be in a separate polling district (but Parishes can contain more than one polling district)
• A polling place must be designated for every polling district
• The polling place must be within the district unless special circumstances apply (for example there are no accessible premises within the district)
• The polling place must be small enough to indicate to electors from different parts of the district how they can reach the polling station

Accessibility must also be considered and the council must:
• Try to ensure that all electors have such reasonable facilities for voting as are practicable
• Seek to ensure as far as is reasonable and practicable that every polling place in the district is accessible to electors who are disabled
• Have regard to the accessibility to disabled persons of potential polling stations in any place it considers designating as a polling place or is reviewing as an existing polling place

The steps which will be taken during the review

The following steps will be carried out by the council:
• Publication of the Notice of Review
• Consultation with the ARO for every constituency within the district
• Publication of the representations received from each ARO
• Seeking representations from any person it believes has particular expertise in relation to access to premises or facilities for persons with different forms of disability. Those persons must have the opportunity to make representations and comment on the representations made by the ARO

Publication of documents

When the review has been completed, reasons for decisions will be given and the following will be published:
• All correspondence sent to the ARO in connection with the review
• All correspondence sent to any person whom the council believes 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 meeting held by the council to consider any revision to the designation of polling districts or polling places as a result of the review
• Details of the designation of polling districts and polling places within the district as a result of the review
• Details of the places where the results of the review have been published
Review timetable

The main stages of the process are set out in the table below.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Launch of review / initial consultation period begins</td>
<td>26 July 2019</td>
</tr>
<tr>
<td>Initial consultation period ends / Preparation of initial recommendations begins</td>
<td>6 September 2019</td>
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<tr>
<td>Publication of initial recommendations / Second consultation period begins</td>
<td>27 September 2019</td>
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<tr>
<td>Second consultation period ends / preparation of final recommendations begins</td>
<td>18 October 2019</td>
</tr>
<tr>
<td>Final recommendations are published</td>
<td>1 November 2019</td>
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<tr>
<td>Final recommendations approved by Full Council</td>
<td>13 November 2019</td>
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<tr>
<td>Revised Register of electors published on boundaries as set out in final recommendations</td>
<td>By 1 December 2019</td>
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Representations to the review

All written representations can be submitted to:

Electoral Services
Room 45
County Hall
Wakefield
WF1 2QW

Or by email to register@wakefield.gov.uk

Transparency notice

As set out above, any representations made to the council or ARO as part of the review must be published.

No personal details will be included in the published representations.

Representations by individuals will be anonymised before publication save for those made by an ARO. Published representations made on behalf of an organisation or group will include the name and address of that organisation or group but not the name of the individual.
Any personal details including contact details provided by any person in the period of the review will be retained for 12 months following the review and will only be used for the purposes of contacting that person in connection with the review.

The full Electoral Services transparency notice can be found at www.wakefield.gov.uk/elections.