

POLLING DISTRICTS, PLACES AND STATIONS REVIEW 2018

Electoral Registration Team



PROJECT INITIATION DOCUMENT

Document Control

Project Title	Polling Districts, Polling Places and Polling Stations Review 2018	Unique Identifier	PID 2 14/09/18
SRO	Tracey Lee	Project Executive	Giles Perritt
Project Manager	Emmanuelle Marshall		

Version History

Version	Date	Author	Reference	Pages Affected
1	04/09/2018	Emmanuelle Marshall	V1	N/A
2	14/09/2018	Emmanuelle Marshall	V2	5 – Project milestones changed 5 - Project scope added

Reviewers

Name	Position	Date
Glenda Favor-Ankersen	Head of Electoral Services	19/09/2018
Giles Perritt	Assistant Chief Executive	19/09/2018
Kate Taylor	Chair of the Audit and Governance Committee	24/09/2018

Sign off

Name	Position	Date
Tracey Lee	Chief Executive, ERO	
Kate Taylor	Chair of the Audit and Governance Committee	

Purpose of Document

The content of this document forms the basis for the management of the project in terms of strategies, controls and resources. It forms the contract between the Project Manager and the Project Board. It is a living document and should always reflect the current status of the project in terms of plans and deliverables.

PROJECT APPROACH

Programme & Project Management Controls

Plymouth City Council approach aligned to Prince2 Methodology will be the standard approach. This document is to be read alongside the following:

- Business Case
- Audit and Governance Committee Information Pack
- Scope of Change and Polling Station Assessment Methodology
- Risk Management Log
- Communication and Engagement Plan
- Project Roles and Steering Group Terms of Reference
- Recommendations Report including Options appraisal for all districts and polling stations
- Project Plan

Project Deliverables

ID	Product Description	Acceptance	Assurance
P1	Individual up to date Assessment Forms for existing and proposed Polling Stations	ERO	Audit and Governance Committee
P2	Maps of existing and proposed Polling Districts and Polling Places	ERO	Audit and Governance Committee
P3	Stakeholder consultation	ERO	Audit and Governance Committee
P4	Analysis of feedback received during consultation	ERO	Audit and Governance Committee
P5	Recommendations for change/no change for all districts and polling stations	ERO	Audit and Governance Committee

Linked Reference Documents

The following links are the dynamic sections of the PID, which are summarised in the following sections as baseline position. Each document should be read separately after that.

Description	Link
1 Business Case	Business Case
2 Audit and Governance Committee Briefing	Audit and Governance Committee Briefing
3 Recommendations Report	Recommendations Report
4 Project Plan	Project Plan
5 Risk Management Log	Risk Management Log
6 Communication and Engagement Plan	Communication and Engagement Plan

PROJECT PLAN

The Project Plan Document contains up to date information but the position of the Project Plan is outlined in the following two sections.

Phase Plan

Phase	Phase or Stage Description	Target Start	Target Completion
Scoping Phase - 1	The Scoping Phase will document all the preparatory work taking place ahead of the formal beginning of the review. This includes the all the Project Control documents listed above, as well as a report on the current status of polling stations. This phase will end with the approval of this Project Initiation Document and signal the beginning of the Consultation Phase.	May 2018	5 November 2018
Engagement Phase - 2	The Consultation Phase is detailed in Appendix A. It will comply with the requirements mandated by the legislation (appendix B). It will begin with a public consultation on our proposed changes to polling station, which will be laid out in a Recommendations Report. The consultation will include stakeholders identified during the scoping phase. This phase will consist of scheduled engagement events laid out in the project's Communication and Engagement Plan. This phase will end with the production of a report on the feedback received during the consultation, and an amended Recommendations Report. The length of this phase is anticipated to vary depending on the feedback received during consultation. During this period, an implementation plan will be produced in anticipation of the delivery phase.	5 November 2018	October 2019
Delivery Phase - 3	The delivery phase will begin with the approval of our Recommendations in Full Council and the end of the cooling off period. It will consist of the statutory publication of the agreed changes, the decommissioning and reallocation of some polling stations. This phase will include the incorporation of the polling places and polling districts into the electoral register enforced from 1 December 2019. It will include a communication strategy in preparation for the 2020 poll, lessons learnt and a review of the project.	October 2019	May 2020

Stakeholders

Stakeholder	Consulted	Informed
All Plymouth City councillors	x	
All MEPs for the authority area	x	
All MPs for the authority area	x	
Plymouth City Council Party Group Offices	x	
The Police and Crime Commissioner	x	
Political Parties Active in the area	x	
Acting Returning Officer (ARO) for all 3 constituencies	x	
Equality Organisations	x	
Plymouth City Council - Neighbourhood Partnerships	x	
Plymouth City Council - Equalities and Social Inclusion team	x	
Disability Support Charities active in Plymouth	x	
Residents Association	x	
Faith Groups	x	
Youth Groups	x	
Navy and Marine personnel	x	

Resource Requirements by role and source

Role	Cost	Source	Commitment (Days)
Project Manager	Full Time Grade E	Electoral Registration Team	9 months
Electoral Team	N/A	Electoral Registration Team	Ad hoc
IT Training	£ 420	Electoral Registration Team	1 day
Comms Support	TBC	Communication Team – Production and delivery of Communication Plan	Ad hoc
Planning Support	TBC	Planning Department Production and update of district maps	Ad hoc
Accessibility improvements?	TBC	Purchase of access ramps, or contribution to repair work for an otherwise suitable polling station	Ad hoc

Milestone Plan

Milestone Reference	Milestone Description	Phase	Target Date
M1	Approval of the PID by CEO and SEB	1	10 September 2018
M2a	Pre-meeting of the A&G committee	1	24 September 2018
M2b	Audit and Governance Meeting to consider PDPR Information Pack and Business Case	1	1 October 2018
M3	Official publication of Notice of Review and PDPR Recommendations Report	2	5 November 2018
M4	Opening of consultation	2	5 November 2018
M5	Closure of consultation	2	14 December 2018
M6a	Pre-meeting of the A&G committee		11 February 2019
M6b	Audit and Governance Meeting to consider Recommendations after consultation Report	2	11 March 2019
M7a	Pre-meeting of the A&G committee	2	May 2019
M7b	Audit and Governance meeting to agree report	2	June 2019
M8	Peer Review Group	2	TBC
M9	Cabinet Briefing	2	TBC
M10	Cabinet Decision	2	TBC
M11	City Council	2	16 September 2019
M12	Publish new polling districts and polling places	3	17 September 2019
M13	Local and Police and Crime Commissioner Elections	3	May 2020

Project Scope

Plymouth is divided into 116 Polling Districts each associated with one of 114 Polling Places (currently two of those Polling Places host two Polling Stations).

The review will make recommendations for change or no change for each of those Polling Districts or Polling Places.

Polling District - A polling district is a geographical sub-division of an electoral area (constituency or ward).

Polling Place - A polling place is the area in which the Returning Officer selects the polling station. In Plymouth polling places represent the same area as the polling district to allow a greater degree of flexibility in deciding where a polling station should be located.

Polling Station - The polling station is the room or building where the poll takes place.

Not in scope

Ward boundaries are not in scope of this review. The review will not be able to consider comments regarding neighbouring parliamentary constituencies, local authority boundaries, the names of local authorities or other electoral areas within or bordering Plymouth City.

APPENDIX A – ELECTORAL COMMISSION GUIDANCE ON THE IMPLEMENTATION OF THE REVIEW PROCESS

Deliverables	Subject / Sub-deliverables	Tasks
Start the review	<i>Give notice of the review</i>	The notice has to comply with statutory requirements and will be written by the electoral team.
	<i>Display of notice</i>	Meet legal requirements for display: i.e. display within the council's office and in at least one conspicuous place within the authority and on the council website.
		Display via other channels such as in other public buildings, on parish noticeboards, etc.
	<i>Notification sent to interested parties</i>	Notify elected representatives, disability groups, parish councils, other stakeholders, etc.
	<i>General notification</i>	Issue press release to draw attention to the review and let people know how to participate.
Consultation	<i>(Acting) Returning Officer representations</i>	The UK Parliamentary (Acting) Returning Officer for each constituency which is wholly or partly in the area must make representations to the authority. The (Acting) Returning Officer's submission must comment on both existing and proposed polling stations.
		Publication of representations: the representations must be published within 30 calendar days of receipt at the local authority offices and in at least one conspicuous place within each UK Parliamentary constituency. They must also be published on the council website.
		Publication of representations: the representations could additionally be made available within council offices, libraries, community centres, etc.
	<i>General consultation</i>	Identify who will need to be consulted. Seek out the views of interested groups or bodies (such as those with special interest/expertise in disabled access), electors, candidates and agents, political parties and members of the council.
		Prepare the consultation paper. Consultees should be asked for general comments as well as any on relevant specific buildings or areas. Invite suggestions for alternative polling places and reasons for

		alternative proposals. Give consultees the opportunity to comment on the (Acting) Returning Officer's representations.
Concluding the review	<i>Consideration of representations</i>	Log and consider all comments received.
		Pull together responses to the consultation and prepare paper for the council's consideration, including any provisional decisions.
	<i>Alteration of the electoral register</i>	ERO to make alterations to the electoral register if the review results in any alterations to polling districts. Alterations can be made by the publication of a revised register or on a notice of alteration.
		If, after the publication of the revised register, the ERO needs to re-publish a register to incorporate changes, a notice needs to be published 14 calendar days before publication in a local newspaper, at the ERO's office and some other conspicuous place or places in the area.
	<i>Publishing conclusions of the review</i>	Publish paperwork relating to the review at the local authority offices, in at least one conspicuous place in each constituency, and on the council website.
		The following must be published:
		All correspondence sent to the (A)RO in connection with the review
		All correspondence sent to any person whom the authority contacted because they had particular expertise in relation to access to premises or facilities for disabled people
		All representations made by any person in connection with the review
		The minutes of any meeting held by the authority to consider any revision to the designation of polling districts or polling places within its area as a result of the review
Details of the designation of polling districts or polling places within its area as a result of the review, including the reasons for decisions (including where no changes have been made)		
Details of the places where the results of the review have been published		

APPENDIX B – ELECTORAL COMMISSION GUIDANCE ON THE LEGISLATIVE REQUIREMENTS OF A POLLING DISTRICT/POLLING PLACE REVIEW

Designation of polling districts and polling places	Done
Local authorities must comply with the following legislative requirements regarding the designation of polling districts and polling places:	
<ul style="list-style-type: none"> ▪ Each parish in England and community in Wales is to be a separate polling district 	
<ul style="list-style-type: none"> ▪ In Scotland, each electoral ward must be divided into two or more separate polling districts 	
<ul style="list-style-type: none"> ▪ The council must designate a polling place for each polling district, unless the size or other circumstances of a polling district are such that the situation of the polling stations does not materially affect the convenience of the electors 	
<ul style="list-style-type: none"> ▪ The polling place must be an area in the district, unless special circumstances make it desirable to designate an area wholly or partly outside the district (for example, if no accessible polling place can be identified in the district) 	
<ul style="list-style-type: none"> ▪ The polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling station 	

Accessibility	Done
Local authorities must also comply with the following access requirements. As part of the review, they must:	
<ul style="list-style-type: none"> ▪ Seek to ensure that all electors in a constituency in its area have such reasonable facilities for voting as are practicable in the circumstances 	
<ul style="list-style-type: none"> ▪ Seek to ensure that so far as is reasonable and practicable every polling place for which it is responsible is accessible to electors who are disabled 	
<ul style="list-style-type: none"> ▪ Have regard to the accessibility to disabled persons of potential polling stations in any place which it is considering designating as a polling place or the designation of which as a polling place it is reviewing 	

Formal review process (Schedule A1 steps)	Done
When carrying out the review, local authorities must:	
<ul style="list-style-type: none"> ▪ Publish a notice of the holding of a review 	
<ul style="list-style-type: none"> ▪ Consult the UK Parliamentary (Acting) Returning Officer for each constituency which is wholly or partly in its area 	
<ul style="list-style-type: none"> ▪ Publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the council's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website 	
<ul style="list-style-type: none"> ▪ Seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s). 	

<ul style="list-style-type: none"> ▪ On completion of a review, give reasons for its decisions and publish: 	
1. All correspondence sent to an (Acting) Returning Officer in connection with the review	
2. 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	
3. All representations made by any person in connection with the review	
4. The minutes of any meeting held by the authority to consider any revision to the designation of polling districts or polling places within its area as a result of the review	
5. Details of the designation of polling districts or polling places within its area as a result of the review	
6. Details of the places where the results of the review have been published	