

# DRAFT COMMS PLAN

Polling district and polling place review - Electoral services



## I BACKGROUND AND SCOPE

The council is statutorily required to undertake a Polling District and Polling Place Review every five years. The next compulsory review must be undertaken and completed between 1 October 2018 and 31 January 2020. The Electoral Services team will review our parliamentary polling districts and polling places and also review polling stations at the same time.

The polling districts, polling places and polling stations decided upon will be used for the May 2019 local elections.

### What the review entails

A full polling place and polling district review will be conducted over the next 16 months.

The review will consider any representations from local residents and stakeholders, including any issues regarding access to premises or facilities for people with disabilities. Any elector can make their views known and the process for doing so will be publicised. In addition, the review will consider the impact of the next four years' worth of planned residential developments on existing electoral arrangements.

The availability of suitable polling places is the main determining factor in the makeup of polling districts. Therefore, in asking for comments, we will request that alternative proposals should include suggestions for polling station locations. In extreme circumstances where there is no local alternative available, the polling station can be placed outside the polling district, but this is not recommended in order to avoid confusion for electors. The type of situation where this might arise is in cases where the only possible location would be a building with unsatisfactory access or where it would otherwise be necessary to install a temporary station.

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 Council.

## 2 KEY DATES

Date	Milestone
24 September 2018	Information meeting with Audit and Governance Committee
1 October 2018	Audit and Governance Committee meeting to consider initial PDPR information pack and business case
5 November 2018	Publish notice of review and PDPR recommendations report
5 November 2018	Open public consultation
14 December 2018	Close public consultation
11 March 2019	Audit and Governance Committee meeting to consider recommendations after consultation report
May 2019	Circulate final report to Audit and Governance Committee (specific date TBC)
June 2019	Audit and Governance Committee meeting to agree final report
July 2019	Peer review group (specific date TBC)
TBC	Cabinet briefing
TBC	Cabinet decision
16 September 2019	Full council
17 September 2019	Publish new polling districts and polling places

### 3 COMMUNICATION OBJECTIVES

- Promote the consultation process
- Ensure messaging is correct and clear for all stakeholders

### 4 KEY MESSAGES

- Define PD/PP/PS – EC definition
- Every five years we review polling districts and polling places and the time is coming to do this again. We want to know if you have any thoughts about where you go to vote.
- Remapping of the districts and some new polling stations: feed back
- The consultation is open from 5 November, this is how you can take part: **xxxx**
- The consultation will close this week
- The consultation is now closed.

## 5 STAKEHOLDERS AND CHANNELS

STAKEHOLDER	CHANNEL	Managed by
<b>INTERNAL</b>		
Politicians (Cabinet Member/ Leader/Members/Parties/ MPs/MEPs)	Direct comms directing to portal. Article in Councillor News	Elections service
Customer Services	Briefing FAQs	Elections service
Staff	The review is ongoing and if you are a Plymouth resident please go to the portal to take part. Staff news, staff room	Comms
POs/PSOs/PCs	Email	Elections service
<b>EXTERNAL</b>		
Residents	Social media	Comms
Polling station locations	Email/letter	Elections service
Disability groups: PADAN/Pluss	Email	Elections and Darin Halifax

## 6 EVALUATION

We will use this year to benchmark our response rates to PD reviews for the future.

**7 COMMUNICATIONS ACTIVITY PLANNER**

<b>AUDIENCE</b>	<b>ACTIVITY</b>	<b>WHEN</b>	<b>WHO</b>	<b>MESSAGE</b>	<b>COMPLETE?</b>
Customer Services	FAQs	w/b 15 October 2018	ES		
Staff	Staff News - video Staff Room - video	w/b 15 October 2018	Comms Comms	Staff are working hard behind the scenes to prep for review and consultation	
POs/PSOs/PCs	Email/letter	w/b 15 October 2018	ES	We are opening a consultation	
Polling station locations	Email/letter	w/b 15 October 2018	ES	We are opening a consultation	
Disability groups: PADAN/Pluss	Email/letter	w/b 15 October 2018	ES	We are opening a consultation	
Politicians	Email Councillor news	w/b 1 October 2018 w/b 8 October 2018	ES ES	We are opening a consultation We are opening a consultation	
Residents	PR/SM/Web	Monday 5 November 2018	Comms	Consultation is open	
Residents	SM	Weekly reminders	Comms	Consultation is open	
Residents	PR/SM/Web	Friday 14 December 2018	Comms	Consultation is closed	
<b>WORK UNDERTAKEN</b>					
All	PR/SM/Web	Tuesday 17 September 2019		Publish new polling districts and polling places	