

Polling District and Polling Places Review 2024

Terms of Reference

Table of Contents

1	Introduction.....	3
2.	What will the Review consider?	3
3.	What issues will not be considered as part of the Review?	3
4.	What is the area under review?	4
5.	Why is the Council carrying out a polling district review?.....	4
7.	How will the review work?	4
8.	Who will we consult?.....	5
9.	Timetable for the review.....	5
10.	How to submit your views	5
	Definition of terms	7

Terms of Reference for the Polling District and Polling Places Review to be undertaken by the London Borough of Newham.

1 Introduction

- 1.1 The London Borough of Newham is carrying out a Polling District and Polling Places Review pursuant to the provisions of Schedule A1 of the Representation of the People Act 1983 (as amended) and the Electoral Registration and Administration Act 2013. This introduced a change to the timing of compulsory reviews of UK Parliamentary polling districts and polling places.
- 1.2 Consequently, this review must be completed within a period of 16 months between 1 October 2023 and 31 January 2025 (inclusive).
- 1.3 The length of the review process is not prescribed, provided all the steps required by the legislation can be undertaken within it. However, the time allowed for the review should be sufficient to enable interested persons and groups to read and understand the proposals, gather comments, and respond with any alternative arrangements that they may wish to submit.
- 1.4 The Review will have regard to the guidance issued by the [Electoral Commission on "Reviews of polling districts, polling places and polling stations"](#).
- 1.5 The aim of the review is to ensure that the arrangements of polling districts, polling places and polling stations allow electors to cast their votes as easily and conveniently as is reasonably practicable, taking account of the boundaries of the borough wards and Parliamentary Constituencies.
- 1.6 The Review will be conducted in accordance with the terms of reference contained in this document.
- 1.7 Documents referred to, and other useful information, are available on [Review of polling districts and polling places 2024 – Newham Council](#)

2. What will the Review consider?

2.1 The Review will look at:

- The boundary, name, and references of existing polling districts.
- The scope for merging polling districts, retain/create new polling districts and/or delete polling districts if considered necessary.
- The polling places for each polling district.
- The suitability of existing polling places and stations used for each polling district (including access and suitability for use by disabled electors)
- Possible alternative polling places which may be more suitable or more convenient than existing polling places.

3. What issues will not be considered as part of the Review?

- 3.1 Representations on matters such as changes to Borough Ward boundaries and Parliamentary Constituency boundaries cannot be dealt with under this Review.

4. What is the area under review?

- 4.1 The whole of the London Borough of Newham is included in the scope of the Review.

5. Why is the Council carrying out a polling district review?

- 5.1 Pursuant to changes brought in by the Electoral Registration and Administration Act 2013, the council is statutorily required to carry out a review of polling districts and polling places which must be completed within a period of 16 months between 1 October 2023 and 31 January 2025 (inclusive).
- 5.2 The representations received will be considered by full Council Monday 16 December 2024 with a publication of review of conclusions Wednesday 18 December 2024 as to the final arrangements

6. What is the present structure of polling districts?

- 6.1 Newham has 93 polling districts of varying sizes. Maps showing the geographical extent of each district are available on the Council's webpage with hard copies available for inspection at Newham Dockside.

Electoral Services
Newham Dockside
1000 Dockside Road
London
E16 2QU

- 6.2 Details of the name and reference, each polling district are also detailed on the website.

7. How will the review work?

- 7.1 A formal Notice of the Review will be published on Tuesday 13 August 2024.
- 7.2 Copies of the Notice will also be displayed at the Council's offices and in at least one other conspicuous location within the authority.
- 7.3 Notice of the review will be sent to interested parties, including elected representatives, political parties, known disability groups and other stakeholders.
- 7.4 A press release will be issued, and the Council will use its social media feeds to draw attention to the review and the process.
- 7.5 The review will run from Tuesday 13 August 2024 for eight weeks until Friday 4 October 2024.

This stage will involve:

- Submissions from electors and other interested persons and bodies, including elected representatives and those with expertise in relation to access to premises or facilities for disabled people.

- 7.6 Responses received before the end of the consultation period will be considered as part of a report to Council where it will decide on the most appropriate polling districts and polling places.
- 7.7 If the review results in the alteration of one or more polling districts the Electoral Registration Officer will make the necessary alterations to the electoral register.
- 7.8 Once the Council has agreed the proposals it will publish its conclusions along with all that documents that it is required to publish as set out in guidance from the Electoral Commission.
- 7.9 Electors will be made aware of any changes made to the place they must attend to vote.
- 7.10 Following the conclusion of the review the appeals process for any decision made by the Council is set out in guidance from the Electoral Commission. This can be found on their website at www.electoralcommission.org.uk.

8. Who will we consult?

- 8.1 Electors within the authority and the UK Parliamentary constituencies may make representation and the authority welcomes the views of all residents, particularly disabled residents, on the authority’s proposals, the (Acting) Returning Officer’s representation or any other matters.
- 8.2 The authority would also welcome any person or body with expertise in access for persons with any type of disability to comment on the authority’s proposals, the (Acting) Returning Officer’s representation or any other matters.
- 8.3 The Council is also consulting with elected representatives, Borough Council Members, political parties, disabled groups, and other parties deemed to have expertise in the process.

9. Timetable for the review

- 9.1 The Polling District Review formally begins when the Notice of Review is published.
- 9.2 The timetable below outlines the main stages of the review (please note that these dates may be subject to slight alteration).

Publication of notice and terms of reference (Official start of Review)	Tuesday 13 August 2024
Review Period	8 weeks
Close of review period	Friday 4 October 2024
Report to Full Council	Monday 16 December 2024
Publication of Council’s conclusions and decisions	No later than Wednesday 18 December 2024
Publication of electoral register based on any revised polling districts/places	1 February 2024

10. How to submit your views

You can respond to the consultation in the following ways:

By email: PDReview@newham.gov.uk

By E-Form: By E-Form: <https://forms.office.com/e/4kQ7w92XpL>

By post to:

Polling Places and Districts Review 2024
Newham Dockside
Electoral Services
1000 Dockside Road
London
E16 2QU

If you have any questions about the review, please contact the team at PDReview@newham.gov.uk or call the office on 020 8430 2000.

Definition of terms

UK Parliamentary constituencies

The Parliamentary Constituencies Act 1986 states:

‘There shall for the purpose of parliamentary elections be constituencies each returning a single member.....’ Constituency means an area having separate representation in the House of Commons.’

UK Parliamentary constituency boundaries cannot be changed by this review.

Polling district

A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election.

Polling place

A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.

Section 18B (4) (e) of the RPA 1983 states ‘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’. The Electoral Commission consider that polling places should always be defined more specifically than simply the polling district - for example, by designating the name of the polling place (normally a particular building or area and its environs).

Polling station

A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.