



2 August 2013

Committee Manager: Jane Fulton (Ext 37611)

## **ELECTORAL REVIEW SUB COMMITTEE**

A meeting of the Electoral Review Sub-Committee will be held in Committee Room 1 at the Arun Civic Centre, Maltravers Road, Littlehampton on **Wednesday, 14 August 2013 at 6.00 pm** and you are requested to attend.

Members: Councillors Gammon (Chairman), L Brown [Vice-Chairman], Bower, Brooks, Mrs Brown, Dendle, Northeast and Oppler.

## **A G E N D A**

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest

You then need to re-declare your prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

3. \*MINUTES

To approve as a correct record the Minutes of the meeting held on 25 March 2013 (as attached).

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES.

5 START TIMES

The Sub-Committee is asked to agree the start time for its meetings for the remainder of the 2013/14 Council year.

6 \*REVIEW OF THE WEST SUSSEX COUNTY COUNCIL ELECTION – 2 MAY 2013

This report reviews the arrangements within the Arun District for the West Sussex County Council Election held on 2 May 2013.

7 \*INDIVIDUAL ELECTOR REGISTRATION - UPDATE

This report provides an update on the introduction of Individual Elector Registration from 2014 and sets out the plans being put in place for the transition to this new system.

8 \*REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS

This report explains the approach to be taken to the 2013-2015 review of polling districts, polling places and polling stations.

9 ELECTORAL REVIEW OF ARUN DISTRICT COUNCIL – UPDATE

The Local Government Boundary Commission for England Review Team has advised that the draft order setting out the final recommendations of the Commission on the electoral review of Arun District Council was laid before Parliament on 18 July 2013. It is anticipated that the order will be made in mid-Autumn 2013 and would then come into force on 15 October 2014 for the purposes of preparing for the local government elections in May 2015.

The Sub-Committee will be kept updated of progress.

10 DATES OF FUTURE MEETINGS

As already planned in the Calendar of Meetings for 2013/14, future meetings will be held on:

Tuesday, 29 October 2013

Thursday, 20 March 2014

(Note: \*Indicates report is attached for all Members of the Council and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager or can be viewed on the Council's web site by visiting [www.arun.gov.uk](http://www.arun.gov.uk)).

(Note: Members are also reminded that if they have any detailed questions, would they please inform the Chairman and/or relevant Lead Officer in advance of the meeting in order that the appropriate Officer/ Cabinet Member can attend the meeting.)

*Subject to approval at the next meeting*

ELECTORAL REVIEW SUB-COMMITTEE

25 March 2013 at 6.00 pm

Present:- Councillors Chapman [Chairman – on Election], Bower, Mrs Brown, (substituting for one of the Conservative Vacancies) and Nash.

7. ELECTION OF CHAIRMAN

The Sub-Committee

RESOLVED

That Councillor Chapman be elected Chairman for the meeting.

8. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Dendle and Gammon. The Sub-Committee noted that Councillors Chapman and Charles were acting as their substitutes.

9. DECLARATIONS OF INTEREST

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the Government's example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions on the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests, so by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Where a member declares a "Prejudicial Interest", this will, in the interests of clarity for the public, be recorded in the minutes as a Prejudicial and Pecuniary Interest.

*Subject to approval at the next meeting*

There were no Declarations of Interest made.

10 MINUTES

The Minutes of the meeting held on 27 September 2012 were approved by the Sub-Committee as a correct record and signed by the Chairman.

11. FINAL RECOMMENDATIONS FROM THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND ON THE ELECTORAL REVIEW OF ARUN DISTRICT COUNCIL

The Local Government Boundary Commission for England published its final recommendations on the review of Arun District Council on 26 February 2013. All Members of the Council had been provided with a copy, including the relevant maps. The recommendations from the Commission had been attached to the agenda.

The Chairman asked the Sub-Committee if it had any views that it wished to express with regard to these final recommendations.

The Sub-Committee agreed that although a reduction in Council size from 56 to 54 Councillors was not massively different the review had been a useful exercise to undertake. Despite this, criticism was made about the consequential parish changes as these created Parish wards that were no longer coterminous with the District wards. The Sub-Committee accepted that although nothing further could be done to change the final recommendations, the concerns expressed over the Town and Parish warding arrangements should be formally placed on record via these minutes. There was also concern that these changes could confuse the electorate.

Further concern was expressed with regard to the recommendations for Littlehampton which saw changes to include 3 new wards. Similarly, the changes for Bognor Regis saw an increase in wards from 4 to 6. Other comments made focused on the belief that the Commission through these recommendations had demonstrated its objective to try and remove single Member wards. The final arrangements for Angmering & Findon and Arundel & Walberton were cited as such examples as they both saw a merger into combined wards.

The Head of Democratic Services confirmed that the next stage for the Commission would be to lay a draft Order with these changes before Parliament which would confirm that the changes would come into force at the next District and Town and Parish Elections in May 2015. She agreed with the views expressed by the Sub-Committee in that there would now be a lack of coterminosity between Parish and District wards which would make the election process a real challenge.

It was outlined to Members that with the current priorities facing the Election team in preparing for the County Election, there had been insufficient

*Subject to approval at the next meeting*

time to look fully at the implications but that little could be progressed about what needed to be done until the final Order was confirmed by Parliament.

Following some further discussion, the Sub-Committee noted the Electoral Commission's final recommendations on Electoral Review for Arun District Council.

12. FEEDBACK ON THE POLICE AND CRIME COMMISSIONER ELECTIONS AND POLLING STATION TRIALS

The Head of Democratic Services firstly provided the Sub-Committee with a verbal report back following the Police and Crime Commissioner Elections held in November 2012.

The main issues for the Sub-Committee to note related to the very low turnout which was 14.8% within Arun, slightly below the 15.1% national figure. The most common reason for not voting, from those surveyed by the Electoral Commission, had been down to a general lack of awareness with 55% of respondents stating that they knew nothing at all or not very much about what the elections were about. Late legislation had also caused issues for the Electoral Services team who only knew how much funding was being provided 3 weeks before the election timetable commenced. Feedback received from candidates nationally outlined that there were difficulties experienced in getting the 100 signatures needed and in raising the £5k deposit required.

No issues had been raised in the Council's arrangements at Arun with the Council meeting the Returning Officer's performance standards in most part. The Head of Democratic Services informed members that there was an outstanding issue about the postal vote statement used which might result in the Council being marked as below performance. This issue was ongoing.

The Head of Democratic Services then verbally reported on the Polling Station trials that had been undertaken and explained that reviews had taken place in instances where premises were no longer available and for others where the Sub-Committee had been keen to amalgamate stations rather than maintain lots of smaller ones. These trials had been undertaken for the November Police and Crime Commissioner Elections and a table illustrating the current position and feedback received was circulated at the meeting.

The Sub-Committee was advised that other than Poling, it was proposed that the trials continue for the County Council Elections on 2 May 2013 and in view of the low turnout experienced in November. The trials in place had been supported from consultation undertaken with Ward and County Councillors but that limited feedback had been received from electors as to whether they felt that the arrangements had worked or not.

The Head of Democratic Services outlined that for Poling it was proposed that a polling station be located in the village in view of the deep concern expressed about only being able to vote in Arundel. With the help of the owners of Fairplace Barn it had been possible to identify a way of making the building accessible through using a previously unavailable entrance. This

*Subject to approval at the next meeting*

arrangement would be trialled at the forthcoming Angmering By-Election to be held on 18 April 2013 and then again for the County Elections in May 2013. The outcome of the assessment of the voting figures would then determine what decision would be made as to whether this arrangement would continue or not.

The Sub-Committee was advised that there were 2 new areas where remedial action had had to be taken for the May elections. These both related to polling stations located in Bognor Regis. The table circulated provided the detail relating to these changes which had both been supported by Ward Councillors.

Finally, Members were advised that there was a new requirement to undertake a full review of Polling Stations starting from 1 October 2013 and so the feedback from the County Elections and from the Sub-Committee would be used to inform this.

The Sub-Committee then noted the contents of the verbal update provided and the feedback table circulated at the meeting.

13. ELECTORAL REGISTRATION – UPDATE

The Head of Democratic Services provided the Sub-Committee with a verbal update on electoral registration.

Firstly, Members received an update on the annual canvass arrangements for 2013, as a different timetable needed to be in place due to the preparations for individual elector registration.

Turning to the introduction of individual elector registration, the Head of Democratic Services circulated an information sheet which had been developed by the Cabinet Office. This set out a timetable that needed to be worked to in preparing for and implementing individual Electoral Registration.

The Head of Democratic Services explained the transition to the new system which would be an extremely labour intensive piece of work. She outlined that the implementation plan circulated aimed to help Members understand how much work had to be completed in planning for the new system. Although grant money would be received from the Cabinet Office for this purpose, the amount to be received was not yet known but it was likely that the Election team would have to grow in terms of staffing numbers to ensure that the large amounts of work that would to be undertaken would be completed in time.

Discussion took place on the intention of the process and that it would be interesting to see how individual Electoral Registration might affect the already poor response rate to the annual canvass. The Sub-Committee was doubtful that this change would increase numbers and suspected that it would have the opposite effect.

*Subject to approval at the next meeting*

Following some discussion, the Sub-Committee received and noted the updates provided.

(The meeting concluded at 6.30 pm)

AGENDA ITEM NO 6ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE – 14 AUGUST 2013

## Information Paper

Subject : Review of the West Sussex County Council Election – 2 May 2013

Report by : Nigel Lynn, Deputy County Returning Officer

Report date : July 2013

EXECUTIVE SUMMARY

This report reviews the arrangements within the Arun District for the West Sussex County Council Election held on 2 May 2013.

RECOMMENDATION

It is recommended that the report be noted.

1.0 INTRODUCTION

1.1 Elections were held for all 71 electoral divisions of West Sussex County Council [WSCC] on 2 May 2013. Within Arun, we were responsible for managing arrangements for the 13 electoral divisions of:

- Angmering & Findon
- Arundel & Wick
- Bersted
- Bognor Regis East
- Bognor Regis West & Aldwick
- East Preston & Ferring
- Felpham
- Fontwell
- Littlehampton East
- Littlehampton Town
- Middleton
- Nyetimber
- Rustington



- 1.2 Since the election, a review has been undertaken of our project management approach, how things went on polling day itself, and the arrangements for the verification/count to help with future election planning. Feedback has been sought from the County Returning Officer's Team at WSCC, internal teams involved in all elements of the election arrangements, Corporate Management Team and from candidates and election agents.
- 1.3 No significant issues of concern have been raised and generally the feedback has been positive from all those consulted. 1 complaint was received from a voter which has been investigated and responded to. This positive view reflects the Electoral Commission's recently published report on local elections held in England and Anglesey on 2 May 2013. Their research with voters shows very high levels of confidence with 97% of polling station voters and 96% of postal voters saying they were satisfied with their experience of voting.

## 2.0 ELECTION PLANNING

- 2.1 This was the first time for some years that the West Sussex County Council election had been managed as a single election, so there was less complexity. We were working to the direction of the County Returning Officer, Tony Kershaw and arrangements were coordinated across West Sussex with the aim of providing a consistent approach to all candidates; and standardising election notices published.
- 2.2 As in previous years, we followed a detailed project plan process to minimise risk and ensure that the key deadlines in the election timetable were met. This included trialling some new arrangements with postal votes and at the count as part of our planning for the May 2015 elections when we will be managing a combined Parliamentary, District and Parish election. We were also working to ensure that we met the performance standards set by the Electoral Commission which now involve regular checks of progress.
- 2.3 Our plans were extended following a request for a parish by-election in the Rustington East Ward of Rustington Parish Council. This had minimal impact on our planning arrangements.

## 3.0 RAISING ELECTOR AWARENESS

- 3.1 As in previous years, we adopted a public awareness campaign using the local media and Council's website to highlight the key stages in the election timetable. This aimed to raise awareness with prospective candidates of the process to be followed in standing for election; and to encourage electors to register to vote or choose to vote by post or proxy.
- 3.2 All the relevant statutory notices were also published on the Council's website, at the two Receptions at the Arun Civic Centre and Bognor Regis Town Hall and on the relevant Parish noticeboard. We also published the results live to the website throughout the count.

#### 4.0 FACTS AND FIGURES

- 4.1 To promote information on standing for election, we held a briefing in February 2013 for prospective candidates and election agents. We had 27 attendees at this session.
- 4.2 There were 56 candidates for the 13 electoral divisions, compared with 51 in 2009. Across West Sussex, 317 candidates stood for the 71 electoral divisions, compared with 282 in 2009.
- 4.3 The number of voters and postal voters was similar to 2009. Turnout was lower this year to 2009. Comparisons are shown below:

	<b>2013</b>	<b>2009</b>
Total eligible voters	114,292	113,276
Postal & Proxy Postal voters	14,410 [12.6%]	14,974 [13.2%]
Turnout	31.58%	39.12%

- 4.4 The percentage return of postal votes within Arun was 64.9%. This is similar to the postal vote turnout for England at 67%.
- 4.5 The overall lower turnout may have been due to this being a single election. In 2009 the WSCC election was combined with the European Parliamentary election. Comparing the highest and lowest figures [which are the same divisions as in 2009]:
- **Highest** – East Preston & Ferring at 36.64% [compared with 46.08% in 2009]
  - **Lowest** – Bognor Regis East at 24.43% [compared with 30.19% in 2009]
- 4.6 The turnout across West Sussex was 29.96% compared with 38.72% in 2009. The 2013 figure compares with the turnout across England of 30.9%.

#### 5.0 FEEDBACK

- 5.1 To assist in the review, meetings have been held with the key staff involved to consider our processes and systems; and the reports made by Presiding Officers from polling day have been reviewed and actioned where required. The analysis has been considered by the Corporate Management Team and no issues of significance have been raised. Where areas for improvement have been identified, these have been included in future project plans.
- 5.2 We also sought feedback from the candidates and agents involved in this election. This sought comments on:
- the Nomination Process
  - Polling Day
  - Polling Stations
  - arrangements for the Verification and Count

- 5.3 11 responses were received from over 60 enquiries sent out. The feedback received is set out in Appendix 1. We will be taking on board the comments made about the acoustics at the Arun Leisure Centre in future planning and I can confirm that the floral display was provided at no cost to Arun.
- 5.4 In relation to the comments made about tellers, we followed the Electoral Commission's advice on "do's and don'ts" for Tellers which makes it clear that tellers must be outside of the polling station. All the premises used for polling stations within the Arun District class the whole building as the polling station and, therefore, the tellers were advised that they must remain outside. This was covered in our briefing to candidates and agents; and in subsequent information sent to candidates/agents. I am not aware of any specific complaints that chairs were not provided or toilet facilities not made available, as we instructed our polling staff to allow such facilities.
- 5.5 Where feedback has been received on polling stations, this will be fed into the next statutory Review of Polling Districts, Polling Places and Polling Stations which must be started after 1 October 2013 and concluded ahead of the next Parliamentary election in May 2015.
- 6.0 PERFORMANCE MONITORING
- 6.1 We have responded to the Electoral Commission's performance standards submitting the electoral data as requested.
- 7.0 CONCLUSIONS
- 7.1 The arrangements for this poll ran smoothly and demonstrate the benefits of following a project management approach. They also highlight how important the whole team is to the process - not just those in the Democratic Services Team who take the lead and give their considerable commitment to drive the project, but also from the support teams and staff we employ specifically to help on polling day and the count.
- 7.2 It must be accepted that the level of resources required to manage major elections is considerable and growing, and that this does impact on the organisation, particularly over polling day and the count. We have managed this by regular reports to Corporate Management Team so that resource and capacity issues can be reviewed corporately and actions taken where necessary. We are also exploring how to widen our recruitment arrangements by promoting vacancies in future through the Council's website.
- 7.3 The positive feedback we have received will inform our project plan for the next planned election – the European Parliamentary Election. The date of the poll for this election has now been confirmed for Thursday, 22 May 2014 within the UK, with the Euro-wide count to be held on Sunday, 25 May 2014. The draft Regulations indicate changes to a postal vote processes that will require a review of our current procedures and additional planning.

**Background Papers:** Verification of Results Statements  
Electoral Commission “Local Elections May 2013 – a report on the administration of elections held in England and Anglesey on 2 May 2013”  
[http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0007/156148/2013-England-elections-report.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0007/156148/2013-England-elections-report.pdf)

**Contact:** Liz Fatcher ext. 37610

## West Sussex County Council Election - 2 May 2013

### Survey of arrangements within the Arun District - Summary Report

11 responses received

#### Arrangements prior to the Election

**Q1** Were you aware of the Election Briefing for Candidates/Agents on Monday 25th February?

Yes ..... 9 (82%) No ..... 2 (18%)

**Q2** Did you attend?

Yes ..... 2 (22%) No ..... 7 (78%)

**Q3** Did you have any issues with the arrangements we put in place to receive nomination papers?

Yes ..... 0 (0%) No ..... 11 (100%)

What were these?

0

**Q4** Did you have any issues with the postal vote arrangements for this election?

Yes ..... 0 (0%) No ..... 11 (100%)

What were these?

0

#### The polling stations used in the Arun District

**Q5** Do you feel that the polling stations used in the Arun District were conveniently located for the majority of electors?

Yes ..... 10 (91%) No ..... 1 (9%)

Do you have suggestions for alternative suitable premises that we could explore?

1 comment

*"There are major issues in the north-east area of Ham ward. Many long-term residents remember voting at Wick Hall when the area was in Wick and are still cross at being asked to vote at the Keystone Centre."*

**Q6** Are there any accessibility issues for electors using the premises that we need to try to address?

Yes ..... 1 (9%) No ..... 10 (91%)

What were these?

1 comment

*"Flintstone - parking and general disabled access was sometimes poor."*

**Q7 Are there any other concerns about the premises that you wish to raise?**

Yes ..... 1 (9%)

No ..... 10 (91%)

**What are these?**

1 comment

*“Some (e.g. Flintstone Centre) could have better provision for party helpers taking numbers from electors during inclement weather.”*

**The Election Day and Count****Q8 Do you have any comments on the arrangements for polling day itself?**

Yes ..... 1 (10%)

No ..... 9 (90%)

**What are these?**

1 comment

*“Overall, the organisation was excellent in every respect - a real credit to the officers of ADC.”*

**Q9 Did your Tellers raise any issues we should be aware of?**

Yes ..... 1 (9%)

No ..... 10 (91%)

**What are these?**

1 comment

*“As telling plays a large part of the democratic process they should be treated better at the polling stations. It really wouldn't hurt to provide a few chairs, if there is the possibility to let them shelter out of the rain and also to let them use toilet facilities. It is the tellers' involvement that has a positive effect on turn out, that is what we all want, isn't it, so let's treat them better.”*

**Q10 Do you have any comments on the organisation of the Verification & Count?**

Yes ..... 1 (9%)

No ..... 10 (91%)

**What are these?**

1 comment

*“Superbly done, with friendly staff and a professional attitude throughout. Very fair in dealing with questionable papers etc.”*

**Q11 Are there any other issues you would like to raise?**

Yes ..... 2 (18%)

No ..... 9 (82%)

**What are these?**

2 comments

*“Acoustics at The Arun Leisure Centre were bad and some people commented that they could not hear details when results were declared or other announcements made. Sound system fault?”*

*“I did wonder who financed the large bank of flowers on the stage/dias?”*

**Q12 Your name and contact details (we will only contact you if we need more information)****Name:** 11 supplied**Address:** 10 supplied**Email:** 10 supplied

AGENDA ITEM NO 7ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE – 14 AUGUST 2013

## Information Paper

Subject : Individual Elector Registration - Update  
Report by : Liz Futchter, Head of Democratic Services  
Report date : July 2013

EXECUTIVE SUMMARY

This report provides an update on the introduction of Individual Elector Registration from 2014 and sets out the plans being put in place for the transition to this new system.

RECOMMENDATION

It is recommended that the report be noted.

1.0 INTRODUCTION

- 1.1 The Sub-Committee was briefed at its last meeting on the proposed introduction of Individual Elector Registration [IER], a major change to current registration arrangements. This change allows people to take individual responsibility for their right to register, replacing the existing household registration system. It will be introduced in England from June 2014 following the European Parliamentary Election.
- 1.2 The Cabinet Office is leading on the project and is funding the net costs of the transition to this new registration system. Electoral Registration Officers have received an initial grant in 2013/14 to support the transition and further funding is to be allocated for 2014/15. Arun's grant for this year is £7,895 and we are using this to support our project management of the transition programme and training of key staff. The funding received for the next financial year is likely to be needed to support additional resources in the team both in terms of staffing and printing/postage costs.
- 1.3 Under the Electoral Registration Officer [ERO], Nigel Lynn, we have created a project team comprising representatives of the Democratic Services and Technology Teams to work to the Cabinet Office's project plan.

## 2.0 WHAT IER MEANS FOR ELECTORS

- 2.1 Registering to vote under the new system will be straightforward. Each person will be asked to give their name, national insurance number and date of birth. This information will be checked to verify that they are eligible to vote. A key change will be that on-line registration will be possible. A digital service has been created by the Cabinet Office to support on-line applications and to allow checking of applications. The checks will primarily be with the Department of Works and Pensions [DWP], with the Electoral Registration Officer establishing mechanisms for local checks as well, such as Council Tax and Housing records.
- 2.2 To simplify the transition to IER, Electoral Registration Officers will match their existing Register of Electors against the DWPs database. Those people whose entries can be matched will be automatically transferred to the electoral register and do not need to do anything else. Those people who cannot be matched will be invited to apply. This is when they will need to provide the additional information of their date of birth and national insurance number to support their application. For those unable to provide a national insurance number, other forms of identification will be considered.
- 2.3 All new applications to register from June 2014 will be based on the new IER arrangements.
- 2.4 The Electoral Commission will be responsible for raising awareness and publicising IER nationally and we intend to work with the Communications Team to promote this locally. The Commission are already drafting the new registration forms to be used and we hope to learn more about these over the coming months.

## 3.0 TIMETABLE

- 3.1 The table below shows the key stages over the next 2 years that we are currently working to based on the Cabinet Office's project plan:

<b>When</b>	<b>What will happen</b>
June – July 2013	<ul style="list-style-type: none"> <li>• Confirmation dry run – checking the likely level of data matching on the existing register</li> <li>• Review of local matching methods by EROs</li> </ul>
Oct 2013 – Feb 2014	<ul style="list-style-type: none"> <li>• Last household registration canvass</li> <li>• Planning to send up to 3 forms to non-responding properties</li> <li>• Register published on 17 February 2014</li> </ul>
June – July 2014	<ul style="list-style-type: none"> <li>• Information gained from 2013/14 canvass and rolling registration matched against DWP records               <ul style="list-style-type: none"> <li>○ Match – elector automatically added to new register</li> <li>○ No Match – elector asked to apply to register and to provide date of birth and national insurance number for verification before being added to register</li> </ul> </li> </ul>



July 2014 onwards	<ul style="list-style-type: none"> <li>• IER application process in place for all new applications</li> </ul>
Autumn 2015	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> canvass under IER</li> <li>• Every household will receive a form confirming who is registered <ul style="list-style-type: none"> <li>○ No change – no further action needed</li> <li>○ Change – will need to complete an individual registration form either on-line or hard copy</li> </ul> </li> </ul>

#### 4.0 HOW WE ARE MANAGING THE CHANGE

4.1 The project team is meeting regularly to monitor progress against the Project Plan and we are also working with the Cabinet Office's Regional Delivery Manager for the South East to ensure that we meet their key milestones. It is an ambitious project plan and relies on changes to our software that the Cabinet Office are developing [and funding] with software suppliers.

4.2 We have identified the need for the 2013 household canvass to be as comprehensive as possible to help our electorate through the transition to IER in June/July 2014. The more electors we can get onto the register in the 2013 canvass who will then be subject to the automatic check against DWP records, the fewer follow-up enquiries we will need to do. Based on recent canvass response rates, the existing budget is unlikely to enable to this happen and so a request for a supplementary estimate is being made to the meeting of Cabinet on 27 August 2013. We are seeking additional funding up to £20,000 to cover:

- § Reintroducing the 1<sup>st</sup> reminder form – delivery by Royal Mail rather than canvasser to see if this brings a better response
- § House to house enquiries to non-responding properties using a new canvasser team

4.3 We would ask the Sub-Committee to support this request.

4.4 Based on the outcomes of the 1st reminder phase of the canvass, we intend to develop an application for further grant from the Cabinet Office to maximise registration through targeted work to:

- § Non responding properties
- § Students, particularly those from Chichester University
- § Lowest responding areas following the house to house canvass

4.5 This will need to be made by 1 December 2013. The Cabinet Office have £4.2M available for maximising registration projects.

4.6 Once we receive more information on the Electoral Commission's public awareness campaign and the timing for this, then we will bring a representative of the Communications Team into our project team to explore how we can promote the new arrangements locally.

## 5.0 CONCLUSIONS

- 5.1 Although we are on track in meeting the Cabinet Office's project plan, we have little information on which to fully comprehend what the introduction of IER will mean to Arun's electorate and how this will need to be resourced. The Cabinet Office fully understand this predicament and hope that pilot work they are undertaking will continue to inform EROs.
- 5.2 The representatives of the project team are to be commended for their efforts to date as it has been a learning curve, which will only continue.
- 5.3 The Cabinet Office are aware of the value that elected Councillors could bring in promoting and encouraging registration in their wards and we will supply any information they provide to help as this is received.

**Background Papers:** None

**Contact:** Liz Futcher ext. 37610

AGENDA ITEM NO 8ARUN DISTRICT COUNCILELECTORAL REVIEW SUB-COMMITTEE – 14 AUGUST 2013

## Information Paper

Subject : Review of Polling Districts, Polling Places and Polling Stations

Report by : Liz Futch, Head of Democratic Services

Report date : July 2013

EXECUTIVE SUMMARY

This report explains the approach to be taken to the 2013-2015 review of polling districts, polling places and polling stations.

RECOMMENDATION

It is recommended that the report be noted.

1.0 INTRODUCTION

1.1 The Council is required under legislation to conduct a regular formal review of its polling districts, polling places and polling stations. Previously this was on a 4 yearly basis, however, the Electoral Registration and Administration Act 2013 has revised these arrangements. The new legislation requires that the next review period begins on 1 October 2013 and must be concluded within 16 months ahead of the Parliamentary election in May 2015. Reviews will then need to be undertaken every fifth year after that, beginning on 1 October.

1.2 The last formal review was concluded in October 2011, and the Returning Officer, Nigel Lynn, has continued the ongoing review that we have had in place for some years, using feedback from elections and by-elections held.

2.0 CURRENT POLLING STATIONS

2.1 Appendix 1 sets out the polling stations used for the West Sussex County Council election held on 2 May 2013. The premises trialled at this election are highlighted in bold.

2.2 We have reviewed the feedback received on the trialled premises and the only negative point was that the room used within Jeneses [Community Arts Centre in

Linden Road, Bognor Regis] was not ideal and needed to be closer to the front of the building. This has since been discussed with the keyholder and resolved.

- 2.3 We have already identified some premises where further investigation of their suitability is required. This is based on feedback from candidates/agents and polling staff from the review of the County Council election. These premises include:

<b>Polling District</b>	<b>Current Polling Station</b>	<b>Issue</b>	<b>Alternative explored</b>
BHAM1	Keystone Centre Eldon Way Littlehampton BN17 7HE	Poor lighting which makes polling station set up difficult and of concern. We also had an issue with the electricity supply on 2 May	Scout Hut [Gordon Hall] Lineside Way Littlehampton BN17 7EH
BHOT1	Edward Bryant School London Road Bognor Regis PO21 1BG	School Governors have made a formal request that we explore an alternative premises due to the disruption closure for polling day has on their term timetable	Laburnam Centre Lyon Street Bognor Regis PO21 1UX
BORC3	Jeneses [Community Arts Centre] Linden Road Bognor Regis PO21 2AS	This premises was trialed for 2013 following the closure of the Royal British Legion. Positive feedback to location; issue with room used and suitability of access.	Existing premises to be continued and agreed with keyholder that the church will be used for next planned election and usage reviewed based on feedback received
BNB1	North Bersted Youth & Community Centre North Bersted Street Bognor Regis PO22 9AD	The premises are in a poor condition and do not have good access. Expensive to hire too. They are now managed by a new organisation and ability to confirm bookings looks to be a possible issue in future.	Holy Cross Parish Church Chichester Road North Bersted Bognor Regis PO21 5AU
BRIV1	St Catherines Church Hall Beach Road Littlehampton BN17 5JH	We were not aware until just before the day of the poll that a different room had been allocated as the polling station. This had accessibility issues that we were able to resolve but the entrance to the room was not ideal.	Existing premises to be continued and keyholder has been asked to ensure that the main hall is made available for future planned elections.

- 2.4 Where an alternative location is being proposed, we have consulted with relevant Ward and County Councillors. Feedback from these consultations will be reported at the meeting so trial arrangements can be put in place for the European Parliamentary election in 2014.

- 2.5 We would welcome the Sub-Committee's views on any other premises that they believe require further investigation as part of the planned review.

### 3.0 APPROACH TO THE REVIEW

- 3.1 The formal Review of Polling Districts, Polling Places and Polling Stations needs to start after 1 October this year and be concluded by February 2015, ahead of the Parliamentary election to be held in May that year. We intend to bring a report to

the next meeting proposing the timetable for the review to meet these statutory deadlines and also to address any changes to polling stations that need to be made ahead of the poll for the European Parliamentary Election to be held on 22 May 2014.

- 3.2 The timetable will take account of the work required in response to the proposed changes to warding arrangements for Arun District Council [and consequential parish warding changes] as a consequence of the electoral review. The order that will come into force confirming the new electoral arrangements is due to be implemented from 1 October 2014 so the review cannot be concluded until after this date.
- 3.3 We will also plan to use any feedback received from the outcomes of the European Parliamentary Election to inform this review.

#### 4.0 CONCLUSIONS

- 4.1 We are on track to undertake this formal review within the statutory timescales. The work required as a consequence of the electoral review does add considerably to this task and we will be highlighting any concerns about resourcing implications with the Chief Executive and Corporate Management Team.

**Background Papers:** None

**Contact:** Liz Fatcher ext. 37610

**West Sussex County Council Elections - 2 May 2013**  
**Schedule of Electoral Divisions and Polling Stations**

NO.	POLLING DISTRICT	ELECTORAL DIVISION	POLLING STATION
1	APOL	Angmering & Findon	Fairplace Barn, Poling Street, Poling, BN18 9PS
2	AANGN1	Angmering & Findon	St. Margarets Church Hall, Arundel Road, Angmering, BN16 4JS
3	AANGN2	Angmering & Findon	Angmering Village Hall, Station Road, Angmering, BN16 4HY
4	AANGS	Angmering & Findon	East Preston Fire Station, North Lane, East Preston, BN16 1DA
5	AANGBG	Angmering & Findon	Angmering Community Centre, Foxwood Avenue, Angmering, BN16 4FU
6	APAT AND ACLA	Angmering & Findon	Clapham and Patching Village Hall, Clapham, BN13 3UT
7	AFIN	Angmering & Findon	Findon Village Hall, High Street, Findon, BN14 0TA
8	AARU1 , ASOU & AWAR	Arundel & Wick	Arundel Lido, Queen Street, Arundel, BN18 9JG
9	AARU2	Arundel & Wick	Lounge at Warwick Court, Torton Hill Road, Arundel, BN18 9JQ
10	ABUR	Arundel & Wick	Burpham Village Hall, Burpham, Arundel, BN18 9RR
11	AHOU	Arundel & Wick	<b>George &amp; Dragon Public House, Houghton, BN18 9LW</b>
12	ALYM	Arundel & Wick	The Bell Tower Room, Lyminster Church, Church Lane, Lyminster, BN17 7QJ
13	BWIC1	Arundel & Wick	Wick Church Hall, All Saints, Wick Street, Littlehampton, BN17 7JJ
14	BWIC2	Arundel & Wick	<b>The Six Bells Pub, Lyminster Road, Wick, Littlehampton, BN17 7PS</b>
15	BWIC3	Arundel & Wick	Wick Church Hall, All Saints, Wick Street, Littlehampton, BN17 7JJ
16	BWIC4	Arundel & Wick	The Body Shop Trading Post, Watersmead, Littlehampton, BN17 6LS
17	BNB1	Bersted	Community Centre, Chalcraft Lane, North Bersted, Bognor Regis, PO21 5TU
18	BNB2	Bersted	North Bersted Youth and Community Centre, North Bersted Street, Bognor Regis, PO22 9AD
19	BNB3	Bersted	Bartons Infant School, Romney Broad Walk, Bognor Regis, PO22 9BH
20	BSHR	Bersted	The Lavender Room, Rear of the Robin Hood, Shripney Road, Shripney, PO22 9PA
21	BPEV1	Bersted	Baptist Church Hall, Victoria Drive, Bognor Regis, PO21 2TD
22	BPEV2	Bersted	<b>The Arena, Westloats Lane, Bognor Regis, PO21 5JD</b>
23	BBB1	Bognor Regis East	Riverside Caravan Centre, Events Room, Shripney Road, Bognor Regis, PO22 9NE
24	BBB2	Bognor Regis East	Bersted Green Learning Centre, Hazel Road, Bognor Regis, PO22 9DZ
25	BHOT1	Bognor Regis East	Edward Bryant CP School, London Road, Bognor Regis, PO21 1BG
26	BHOT2	Bognor Regis East	<b>The John Parry Lecture Theatre, Chichester University, Upper Bognor Road, Bognor Regis, PO21 1HR</b>
27	BORC1	Bognor Regis East	Bognor Regis Youth Club, Westloats Lane, Bognor Regis, PO21 5JZ
28	BORC2	Bognor Regis East	South Bersted Church Hall, Bersted Street, Bognor Regis, PO22 9QZ
29	BORC3	Bognor Regis East	<b>Jeneses (Community Arts Centre) Linden Road, Bognor Regis, PO21 2AS</b>
30	BALDE1	Bognor Regis West & Aldwick	The Mosse Hall, St. Richards Way, Aldwick, PO21 3BD
31	BALDE2	Bognor Regis West & Aldwick	West Meads Hall, The Precinct, West Meads, Bognor Regis, PO21 5SB
32	BALDE3	Bognor Regis West & Aldwick	St. Wilfrids Hall, Ellasdale Road, Bognor Regis, PO21 2SG
33	BALDST	Bognor Regis West & Aldwick	The Mosse Hall, St. Richards Way, Aldwick, PO21 3BD
34	BMAR1	Bognor Regis West & Aldwick	St. Wilfrids Hall, Ellasdale Road, Bognor Regis, PO21 2SG
35	BMAR2	Bognor Regis West & Aldwick	Methodist Church Hall, High Street, Bognor Regis, PO21 1ST
36	WEP1	East Preston & Ferring	The Warren Room, East Preston Village Hall, Sea Road, East Preston, BN16 1LP
37	WEP2 AND WKIN	East Preston & Ferring	East Preston Childrens and Family Centre, St. Mary's Drive, East Preston, BN16 1JB
38	WWP	East Preston & Ferring	Booker Hall, Rustington Nursing Home, Station Road, Rustington, BN16 3AY
39	WFER1	East Preston & Ferring	Glebelands Community Centre, Greystoke Road, Ferring, BN12 5JL
40	WFER2	East Preston & Ferring	Glebelands Community Centre, Greystoke Road, Ferring, BN12 5JL
41	BFELE1 AND BHOE	Felpham	Methodist Church Hall, Felpham Way, Felpham, PO22 8QL
42	BFELE2	Felpham	Methodist Church Hall, Felpham Way, Felpham, PO22 8QL
43	BFELW1	Felpham	St. Marys Centre, Off Grassmere Parade, Felpham Road, Felpham, PO22 7NU
44	BFELW2	Felpham	Downview Primary School, Wroxham Way, Felpham, PO22 8ER
45	AALD	Fontwell	Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA
46	AALD	Fontwell	Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA
47	ABAR	Fontwell	Barnham Parish Hall, Yapton Road, Barnham, PO22 0AX
48	AEAS	Fontwell	Eastergate Parish Hall, Barnham Road, Eastergate, PO20 3RP
49	AMAD AND ASLI	Fontwell	Coronation Hall, Slindon, Arundel, BN18 0QT
50	AWAL1	Fontwell	Walberton Pavilion, The Playing Field, The Street, Walberton, BN18 0PH
51	AWAL2	Fontwell	The Weighing Room, Fontwell Park Racecourse, Fontwell Avenue, Walberton, BN18 0SX
52	BBEA1	Littlehampton East	Sportsdome, Littlehampton Swimming Centre, Sea Road, Littlehampton, BN16 2NA
53	BBEA2	Littlehampton East	Parkside Evangelical Church Hall, St. Flora's Road, Littlehampton, BN17 6BD
54	BBRO1	Littlehampton East	Southfields Jubilee Centre, Southfields Road, Littlehampton, BN17 6AF
55	BBRO2	Littlehampton East	Southfields Jubilee Centre, Southfields Road, Littlehampton, BN17 6AF
56	BBRO3	Littlehampton East	Summerlea Junior School, Windsor Drive, Parklands, Rustington, BN16 3SW
57	WRUSW4	Littlehampton East	Summerlea Junior School, Windsor Drive, Parklands, Rustington, BN16 3SW
58	BHAM1	Littlehampton Town	St. James Parochial Church Hall, East Ham Road, Littlehampton, BN17 7AN
59	BHAM2	Littlehampton Town	Keystone Centre, Eldon Way, Littlehampton, BN17 7HE
60	BRIV1	Littlehampton Town	St. Catherines Church Hall, Beach Road, Littlehampton, BN17 5JH
61	BRIV2	Littlehampton Town	Flintstone Centre, East Street, Littlehampton, BN17 6AW
62	BRIV3	Littlehampton Town	Southfields Jubilee Centre, Southfields Road, Littlehampton, BN17 6AF
63	BMID1	Middleton	Scout Headquarters, Shrubbs Field, Shrubbs Drive, Middleton-on-Sea, PO22 7SX
64	BMID2	Middleton	St. Nicholas Church Hall, Elmer Road, Middleton-on-Sea, PO22 7SX
65	BYAP	Middleton	Yapton and Ford Village Hall, Main Road, Yapton, BN18 0ET
66	BFOR	Middleton	Yapton and Ford Village Hall, Main Road, Yapton, BN18 0ET
67	BCLI	Middleton	St. Mary at Clymping Church Hall, Climping, BN17 5RB
68	BALDW1	Nyetimber	Willowdale Community Centre, Pryors lane, Rose Green , Bognor Regis, PO21 4SF
69	BALDW2	Nyetimber	Aldwick Free Church, Gossamer Lane, Aldwick, PO21 3DD
70	BPAG1	Nyetimber	The Pagham Utd Reformed Church Hall, Pagham Road, Pagham, Bognor Regis, PO21 4NJ
71	BPAG2	Nyetimber	Pagham Church Centre, Nyetimber Lane, Pagham, Bognor Regis, PO21 2JT
72	BROS	Nyetimber	Aldwick Free Church, Gossamer Lane, Aldwick, PO21 3DD
73	WRUSE1	Rustington	WRVS Centre, Off Broadmark Lane, Rustington, BN16 2NW
74	WRUSE2	Rustington	Georgian Primary School, Oxford Road, Rustington, BN16 3JB
75	WRUSW1	Rustington	Methodist Church Hall, Clagmar Road, Rustington, BN16 2NL
76	WRUSW2	Rustington	The Welcome Lounge, St Andrews Church, Holmes Lane, Rustington, BN16 2PY
77	WRUSW3	Rustington	The Woodlands Centre, 34 Woodlands Avenue, Rustington, BN16 3HB