



Public Document Pack

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Committee Manager Carley Lavender

3 July 2019

Electoral Review Sub-Committee

A meeting of the Electoral Review Sub-Committee will be held in Committee Room 1 (Pink Room) Arun civic Centre on the Tuesday 16th July 2019 **at 6.00 pm** and you are requested to attend.

Members: Councillors Purchase (Chairman), Jones (Vice-Chair), Bower, Cooper, Goodheart, Gunner, Lury and Oppler

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officer should make their declaration by stating :

- a) the application they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest
- d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak to the application

3. MINUTES (Pages 1 - 4)
To approve as a correct record the Minutes of the meeting of the Electoral Review Sub-Committee held on 12 February 2019.
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
To agree the start times for meetings of the Sub-Committee for the remainder of 2018/19
6. REVIEW OF POLLING STATIONS IN THE ARUN DISTRICT 2019 - STAGE 1 (Pages 5 - 18)
This report advises the Electoral Review Sub-committee (ERSC) of the approach to be taken to the 2019 review of polling districts, polling places and polling stations. It confirms the first stage of the formal review process and seeks approval for the timetable to be followed so that the review can be concluded within the statutory period.
7. REVIEW OF DISTRICT AND TOWN/PARISH ELECTIONS 2 MAY 2019 AND EUROPEAN PARLIAMENTARY ELECTION 23 MAY 2019. (Pages 19 - 44)
The report reviews the arrangements for the Arun District and Town/Parish Elections and the European Parliamentary Elections which took place on 2 May and 23 May 2019 respectively. The report provides key facts, figures, information and feedback and considers lessons learnt, as well as seeking support for future improvements.

Note : *Indicates report is attached for all Members of the Council only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager).

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

ELECTORAL REVIEW SUBCOMMITTEE

12 February 2019 at 6.00 pm

Present: Councillors Dendle (Chairman), Wotherspoon (Vice-Chair), Bower, Chapman and Elkins

7. DECLARATIONS OF INTEREST

There were no Declarations of interest made.

8. MINUTES

The Minutes of the meeting held on 1 August 2018 were approved by the Sub-Committee as a correct record and signed by the Chairman.

9. REVIEW OF CANVASS

In the absence of the Chief Executive, the Group Head of Policy presented the report setting out the detail for changes to the process from previous years, inclusive of a full review of 2018 Canvass.

The key points highlighted to the Sub-Committee were:

- The annual canvass for 2018 was successfully completed with a response rate of 96.45% against figures of 95.45% in 2017 and 92.53% in 2016.
- The duties of the Electoral Services Team were revised in 2018 which resulted in clarification of duties with staff retaining some of their new responsibilities in order that the Electoral Services Manager can carry out a broader range of duties.
- Project planning started earlier than previous years which meant a clear plan was communicated to all concerned, with all deadlines met.
- The Electoral Commission published new templates that allowed Councils to customise elements of the Household Enquiry Form (HEF). Arun took advantage of this flexibility to more actively encourage online responses.
- Personal canvassing started earlier in high returning areas, at the first reminder stage. This resulted in positive feedback from canvassers. Lower-responding areas were then canvassed at the second reminder stage. This change meant that Arun was able to use a smaller personal canvassing team, but over a longer period of time.
- Fully utilised the automated data matching process between Arun's software supplier and Council Tax which allowed identification and confirmation of vacant properties quickly and easily.

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- Personal canvasser visits were also completed at 99 care homes in the district which led to an increase in the numbers and accuracy of registrations for these residents and, an important consideration for a District like Arun with its particular demographics.
- A clear focus for the Electoral Registration Team is to decrease the number of people responding by post which would see a decrease in postage costs as well as saving administration time as returns needed to be input by hand into the system. However Arun would still be legally obliged to provide a free postal return service. Arun would need to continue to focus its online service as a multiservice function as the online service allows residents to make additional changes to their details unlike phone or text responses.
- A review took place with Electoral Registration colleagues from elsewhere in West Sussex in early 2018 a number said that they were trying an incentive approach to encourage the use of the online service based on a prize draw of high street vouchers with anyone being entered who had responded online by a given date. Arun may look into this in the future as savings from return postage are likely to far outweigh the cost of purchasing the vouchers.
- There were very few complaints about form deliveries, which were dealt with appropriately
- A thank you to the team for their hard work was given by The Group Head of Policy and the Sub-Committee were in agreement.

Comments from the Sub-Committee were:

- There was some discussion around the idea of using diagrams to clearly display the voting registration and HEF process for members of the public to ensure clarity of the two stage process of which the Group Head of Policy noted.
- It was also suggested when consideration would be given to the possible introduction of an incentive to encourage online registration that it also be considered that if vouchers are used then could these be vouchers for local businesses/ supermarkets allowing them to be spent within the Arun District. Along with this discussion the suggestion of linking up on a campaign to support those with limited computer skills and/ or those without access to a computer/ the internet with local Libraries in the Arun District to ensure that all residents who would like to vote online can.
- A request was made to the Group Head of Policy to ensure that evidence of costing was accurately provided in future reports to allow the Sub-Committee to understand the full impact of savings in this area.
- The Chairman asked if Arun District Council currently worked with housing developers in terms of providing them with cards to leave at newly built properties detailing the HEF and Voting registration process. It was explained that currently this was not something that Arun District Council do, however there had been a suggestion to introduce a

'Welcome Pack' for new developments from a recent meeting of the Electoral Services Team and this would be looked into. Councillor Bower confirmed that Littlehampton Town Council already do this and suggested making contact with them for advice on this.

- The Sub-Committee requested it be noted that the Electoral Services Team should be commended for their hard work.

The Sub-Committee noted the report.

10. PROPOSALS FOR THE REFORM OF THE ANNUAL CANVASS 2020

The Group Head of Policy presented the report setting out the detail for the reform of the annual Canvass process in 2020.

The paper described the current process and summarised the proposals intended to enable local authority Electoral Registration Officers (EROs) to target their resources more effectively.

The key points highlighted to the Sub-Committee were:

- Electoral Registration Officers (EROs) are required to conduct an annual canvass of all residential properties in the area for which they have responsibility.
- 2014 saw the introduction of Individual Electoral Registration (IER) which replaced the household registration system that saw one person in every household being responsible for registering everyone who lived at that address.
- Under the current process ERO's must send every household a Household Enquiry Form (HEF) and this requires a response regardless of whether any changes in the household had taken place and failure to respond is an offence.
- ERO's must follow up any non-responses with up to two reminders and carry out a household visit if required.
- The current process is highly prescriptive and allows ERO's little scope to adapt the process to best fit the needs of current residents and different property types.
- Feedback from ERO's indicated that there had been continued confusion from residents about the new 'two stage' process. Some believed that by completing and returning the HEF that they had registered to vote as was the case under the old household system. This led them to ignore the subsequent Invitation to Register (ITR) and therefore failed to register. Others instead of completing the HEF went online and registered to vote again, however due to there being no response to the HEF the EROS were obliged to continue the chasing cycle. Not only did this increase costs but created a negative impact on the public's experience of electoral registration.
- Online registration was made available in 2014, this made the process quick, easy and more in keeping with the way people increasingly live their lives. This process was extremely successful with over 25 million online applications having been received to date. However there was an unexpected consequence; people are increasingly opting to register outside of the canvass period. This signalled that the canvass itself was becoming less important in registering eligible electors. The canvass is now one of numerous ways that the ERO is able to update their electoral registers.
- The Cabinet Office piloted schemes over the 2016 and 2017 canvass in an attempt to address these issues. Four models were designed and piloted across 24 Local

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Authority areas in England, Scotland and Wales and it was these pilots that informed the proposed model for the annual canvass going forward.

- The proposal would not be looking to abolish the annual canvass as it would still be a crucial means to help ERO's identify additions and changes to the electoral register. The purpose of the annual canvass under the revised model would remain the same as under the current model. However it would be more targeted and efficient to ensure the Council was able to identify more residents who were not currently registered to vote as well as ensuring there would be opportunity to report changes in those residents properties if required.
- The new model will incorporate a 'data discernment step' that will inform the ERO which properties have not had a change to the household composition.
- The ERO would have the choice to follow one of two routes for each property. This would then allow for the process to be streamlined for those households that do not change each year. Enabling the ERO to target their resources to where responses and updates to the register are required.
- ERO's would also have the discretion to match their electoral register against locally held datasets such as Council Tax and housing benefit data.
- The Electoral Services Team included in their response to the Cabinet Office some concerns about the proposed changes inclusive of how 'clean' the data would be on various databases specifically relating to issues matching student households and second homeowners.
- The consultation finished on 30 November 2019 and a response alongside a draft legislation during the second half of 2019 with a view to implement changes from the middle of 2020.

Questions from the sub-committee were:

- Concerns were raised by the Chairman regarding potential abuse of the process, and wanted confirmation that there was a process of strong verification in the new proposal. It was confirmed that this concern was one of those raised by the Electoral Services Team which was highlighted in their report back to the Cabinet Office. However route 3 of this proposal would help Arun District Council to minimise this risk significantly.
- There was a further discussion around the possible introduction of a 'My Arun Account' to help support any campaigns/ incentives encouraging all residents to use online services with a focus on the importance of keeping their account details up to date.

The Sub-Committee noted the report.

(The meeting concluded at 6.46 pm)

ARUN DISTRICT COUNCIL

ELECTORAL REVIEW SUB-COMMITTEE ON 16 July 2019

PART A: REPORT

SUBJECT: Review of Polling Stations in the Arun District 2019 – Stage 1

REPORT AUTHOR: Nigel Lynn, Electoral Registration Officer

DATE: 20 June 2019

EXTN: 37600

PORTFOLIO AREA: Corporate Support

Contact: Jackie Follis, Group Head of Policy 37580

EXECUTIVE SUMMARY:

This report advises the Electoral Review Sub-committee (ERSC) of the approach to be taken to the 2019 review of polling districts, polling places and polling stations. It confirms the first stage of the formal review process and seeks approval for the timetable to be followed so that the review can be concluded within the statutory period.

RECOMMENDATIONS:

1. That the Committee agrees to the timetable and process for the review of polling districts, polling places and polling stations set out in this report.

1. BACKGROUND:

- a) The Council is legally required to conduct a formal review of its polling districts, polling places (building within which polling stations are located, there may be more than one polling station at a polling place) and polling stations, every five years. The review covers the location of the polling station within the polling District and convenience for voters in that polling district, rather than a review of polling district boundaries. The last review was approved at Full Council on 5 November 2014, in time to be incorporated into the Electoral Register on 1 December 2014, prior to the deadline of 31 January 2015. The current review should be completed in time to be incorporated into the Electoral Register on 1 December 2019 and before the deadline of 31 January 2020.
- b) Following the formal review in 2014 the Returning Officer has undertaken informal reviews whenever required based on feedback from polls held in the intervening period. We regularly explore options for new premises, particularly in areas where new housing developments have resulted in new community facilities.

2. CRITERIA FOR THE REVIEW

- a) The Review must focus on polling districts which are areas comprising a number of roads and houses allocated to a polling place/polling station within a ward, and locations and venues used for polling stations. It will not consider ward boundaries.
- b) The aim is to locate polling stations within a convenient distance from the majority of electors homes, with the premises being easy to find and accessible to all.
- c) Appendix 1 sets out the polling stations used for the District and Town/Parish elections held on 2 May 2019 and the European Election held on 23 May 2019. These are the polling stations which will be subject to review. Polling stations which have been subject to change for the May elections in 2019 are highlighted in yellow with an explanation. These may or may not be permanent changes depending on the outcome of the review.

3. TIMETABLE AND PROCESS FOR THE REVIEW:

- a) The length of the review is not prescribed, provided that all the required steps are undertaken. However the time allocated for the consultation must be sufficient to enable interested persons and groups to read and understand the proposals and allow for information gathering. Appendix 2 sets out the proposed timetable for the review which will take a total of 17 weeks from the start of the consultation to approval at Full Council. This includes a consultation period of 6 weeks.
- b) Information will be collected in a number of ways:
 - The Notice of Review, appendix 3, is open to all members of the public will be published on 18 July on the ADC Website and in a number of locations throughout the District including Parish noticeboards, the Notice will include a questionnaire a draft of which is attached as Appendix 4.
 - The Notice of Review will be sent to MPs, Councillors, Electoral Registration Officers of Adur and Worthing and Horsham Councils and disability groups.
 - The Notice of Review will also be sent to all candidates and agents for the May elections.
 - Polling station feedback forms are used by Presiding Officers and Polling Inspectors at elections and we collate and review this information after each election. We therefore have very recent feedback from the major elections held in May 2019.
 - Where necessary we will visit polling stations during and just after the consultation period using our standard evaluation form which is attached as Appendix 5.
- c) Consultation responses will be reviewed during September and a final report produced for the ERSC on 16 October 2019. ERSC will make recommendations to Full Council on 13 November 2019.

4. CONCLUSION

This timetable will allow the Council to meet its statutory obligations and complete the review of polling districts, polling places and polling stations within the required timescale and by 31 January 2020. Although the team has been aware of the timing it is a considerable additional workload on top of the unexpected European Election in May, the normal canvass activity and the preparation for the canvass reform next year. The Elections Team will highlight any particular resource issues to the Returning Officer and Chief Executive as they arise.

3. OPTIONS:

N/A

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) Staff teams involved in canvass, Electoral Registration Officer Members of ERSC at this meeting	X	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

To gain approval for consultation process

7. REASON FOR THE DECISION:

Review of key democratic process

8. BACKGROUND PAPERS:

N/A

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**CONSTITUENCY SCHEDULE
2019**

No.	POLLING DISTRICT	DISTRICT WARD	COUNTY DIVISION	PARISH	PARISH WARDS	USUAL POLLING STATION	POLLING STATION USED FOR 2/23 MAY 2019, IF DIFFERENT	COMMENT
ARUNDEL & SOUTH DOWNS CONSTITUENCY								
1	AALD1	Barnham	Fontwell	Aldingbourne	Aldingbourne & Westergate	Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA		
2	AALD2	Barnham	Fontwell	Aldingbourne	Aldingbourne & Westergate	Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA		
3	AANGBG	Angmering & Findon	Angmering & Findon	Angmering	Angmering Village	Angmering Community Centre, Foxwood Avenue, Angmering, BN16 4FU		
4	AANGN1	Angmering & Findon	Angmering & Findon	Angmering	Angmering Village	St. Margarets Church Hall, Arundel Road, Angmering, BN16 4JS		
5	AANGN2	Angmering & Findon	Angmering & Findon	Angmering	Angmering Village	Angmering Village Hall, Station Road, Angmering, BN16 4HY		
6	AANGS	East Preston	Angmering & Findon	Angmering	South Angmering	East Preston Fire Station, North Lane, East Preston, BN16 1DA		
7	AARU1	Arundel & Walberton	Arundel & Courtwick	Arundel	Arundel	Arundel Lido, Queen Street, Arundel, BN18 9JG		
8	AARU2	Arundel & Walberton	Arundel & Courtwick	Arundel	Arundel	Lounge at Warwick Court, Torton Hill Road, Arundel, BN18 9JQ	02/05/19 - Lounge at Warwick Court, Torton Hill Road, Arundel, BN18 9JQ 23/05/19 - Arundel Baptist Church Hall, Torton Hill Road	After 02/05/19 The Lounge at Warwick Court was no longer available so we have found a suitable alternative very nearby
9	ABAR	Barnham	Fontwell	Barnham & Eastergate	Barnham	Barnham Community Hall, Murrells Field, Yapton Road, Barnham, PO22 0AY		
10	ABUR	Arundel & Walberton	Arundel & Courtwick	Burpham (Meeting)	Burpham (Meeting)	Burpham Village Hall, Burpham, Arundel, BN18 9RR		
11	ACLA	Angmering & Findon	Angmering & Findon	Clapham	Clapham	Clapham and Patching Village Hall, Clapham, BN13 3UT		
12	AEAS	Barnham	Fontwell	Barnham & Eastergate	Eastergate & West Barnham	Eastergate Parish Hall, Barnham Road, Eastergate, PO20 3RP		
13	AFIN	Angmering & Findon	Angmering & Findon	Findon	Findon	Findon Village Hall, High Street, Findon, BN14 0TA		
14	AFONT	Arundel & Walberton	Fontwell	Barnham & Eastergate	Fontwell Village	Eastergate Parish Hall, Barnham Road, Eastergate, PO20 3RP		
15	AHOU	Arundel & Walberton	Arundel & Courtwick	Houghton (Meeting)	Houghton (Meeting)	George & Dragon Public House, Houghton, BN18 9LW		
16	ALYM	Arundel & Walberton	Arundel & Courtwick	Lyminster & Crossbush	Lyminster & Crossbush	The Bell Tower Room, Lyminster Church, Church Lane, Lyminster, BN17 7QJ		
17	AMAD	Arundel & Walberton	Fontwell	Madehurst (Meeting)	Madehurst (Meeting)	Coronation Hall, Slindon, Arundel, BN18 0QT		
18	APAT	Angmering & Findon	Angmering & Findon	Patching	Patching	Clapham and Patching Village Hall, Clapham, BN13 3UT		
19	APOL	Arundel & Walberton	Angmering & Findon	Poling (Meeting)	Poling (Meeting)	Fairplace Barn, Poling Street, Poling, BN18 9PS		
20	ARACE	Arundel & Walberton	Fontwell	Aldingbourne	Racecourse	Westergate Methodist Church, Westergate Street, Westergate, PO20 3RH		
21	ASLI	Arundel & Walberton	Fontwell	Slindon	Slindon	Coronation Hall, Slindon, Arundel, BN18 0QT		
22	ASOU	Arundel & Walberton	Arundel & Courtwick	South Stoke (Meeting)	South Stoke (Meeting)	Arundel Lido, Queen Street, Arundel, BN18 9JG		
23	AWAL1	Arundel & Walberton	Fontwell	Walberton	Walberton & Binsted	Walberton Pavilion, The Playing Field, The Street, Walberton, BN18 0PH		
24	AWAL2	Arundel & Walberton	Fontwell	Walberton	Fontwell	The Weighing Room, Fontwell Park Racecourse, Fontwell Avenue, Walberton, BN18 0SX		
25	AWAR	Arundel & Walberton	Arundel & Courtwick	Warningcamp (Meeting)	Warningcamp (Meeting)	Arundel Lido, Queen Street, Arundel, BN18 9JG		
BOGNOR REGIS & LITTLEHAMPTON CONSTITUENCY								
26	BALDE1	Aldwick East	Bognor Regis West & Aldwick	Aldwick	Aldwick East	The Mosse Hall, St. Richards Way, Aldwick, PO21 3BD		
27	BALDE2	Aldwick East	Bognor Regis West & Aldwick	Aldwick	Aldwick East	West Meads Hall, The Precinct, West Meads, Bognor Regis, PO21 5SB		
28	BALDE3	Aldwick East	Bognor Regis West & Aldwick	Aldwick	Aldwick East	St. Wilfrids Hall, Ellasdale Road, Bognor Regis, PO21 2SG		
29	BALDW1	Aldwick West	Nyetimber	Aldwick	Aldwick West	Willowdale Community Centre, Pryors Lane, Rose Green, Bognor Regis, PO21 4SF		
30	BALDW2	Aldwick West	Nyetimber	Aldwick	Aldwick West	Aldwick Baptist Church, Gossamer Lane, Aldwick, PO21 3DD		
31	BALDW3	Aldwick West	Nyetimber	Aldwick	Aldwick West	Aldwick Baptist Church, Gossamer Lane, Aldwick, PO21 3DD		
32	BBARR	Aldwick East	Bognor Regis East	Aldwick	Barrack Lane	Aldwick Baptist Church, Gossamer Lane, Aldwick, PO21 3DD		
33	BBB1	Bersted	Bognor Regis East	Bersted	Bersted Brooks	Riverside Caravan Centre, Events Room, Shripney Road, Bognor Regis, PO22 9NE		
34	BBB2	Bersted	Bognor Regis East	Bersted	Bersted Brooks	Bersted Green Learning Centre, Hazel Road, Bognor Regis, PO22 9DZ		
35	BBEA1	Beach	Littlehampton East	Littlehampton	Beach	Interactive Room, Littlehampton Swimming Centre, Sea Road, Littlehampton, BN16 2NA	The Multi-Purpose Room, Littlehampton Wave, Sea Road, Littlehampton, BN16 2NA	We have now moved to this venue following the opening of the new Littlehampton Wave
36	BBEA2	Beach	Littlehampton East	Littlehampton	Beach	Parkside Evangelical Church Hall, St. Flora's Road, Littlehampton, BN17 6BD		
37	BBG	Orchard	Bersted	Bersted	Bersted Green	Bersted Green Learning Centre, Hazel Road, Bognor Regis, PO22 9DZ		
38	BBRO1	Brookfield	Littlehampton East	Littlehampton	Brookfield	Southfields Jubilee Centre, Southfields Road, Littlehampton, BN17 6AF		
39	BBRO2	Brookfield	Littlehampton East	Littlehampton	Brookfield	Southfields Jubilee Centre, Southfields Road, Littlehampton, BN17 6AF		
40	BBRO3	Brookfield	Littlehampton East	Littlehampton	Brookfield	Summerlea Junior School, Windsor Drive, Parklands, Rustington, BN16 3SW	02/05/19 - Summerlea Junior School, Windsor Drive, Parklands, Rustington, BN16 3SW 23/05/19 - Woodlands Centre, 34 Woodlands Avenue, Rustington, BN16 3HB	Summerlea School was not available for 23/05/19 as they had already planned in the inset days for 2019
41	BCLI	Yapton	Middleton	Climping	Climping	St. Mary at Clymping Church Hall, Climping, BN17 5RB		
42	BCWT1	Courtwick with Toddington	Arundel & Courtwick	Littlehampton	Courtwick with Toddington	Wick Church Hall, All Saints, Wick Street, Littlehampton, BN17 7JJ		
43	BCWT2	Courtwick with Toddington	Arundel & Courtwick	Littlehampton	Courtwick with Toddington	Six Bells Public House, Lyminster Road, Littlehampton, BN17 7PS		
44	BCWT3	Courtwick with Toddington	Arundel & Courtwick	Littlehampton	Courtwick with Toddington	The Loft, The Body Shop, Watersmead, Littlehampton, BN17 6LS		
45	BFELE1	Felpham East	Felpham	Felpham	Felpham East	Methodist Church Hall, Felpham Way, Felpham, PO22 8QL		
46	BFELE2	Felpham East	Felpham	Felpham	Felpham East	Methodist Church Hall, Felpham Way, Felpham, PO22 8QL		
47	BFELE3	Felpham East	Felpham	Felpham	Felpham East	Methodist Church Hall, Felpham Way, Felpham, PO22 8QL	02/05/19 - Felpham Community Hall, Meaden Way, Felpham, PO22 8FA 23/05/19 - Methodist Church Hall, Felpham Way, Felpham, PO22 8QL	We trialled the new Felpham Community Hall for the 02/05/19 elections but following comments reverted back to the Methodist Church. We will be reviewing the area to see if we need to change the polling districts as some voters would like to vote at the Community Hall.
48	BFELW1	Felpham West	Felpham	Felpham	Felpham West	St. Marys Centre, Off Grassmere Parade, Felpham Road, Felpham, PO22 7NU		
49	BFELW2	Felpham West	Felpham	Felpham	Felpham West	St. Marys Centre, Off Grassmere Parade, Felpham Road, Felpham, PO22 7NU		
50	BFOR	Yapton	Middleton	Ford	Ford	Club Room, Yapton and Ford Village Hall, Main Road, Yapton, BN18 0ET	02/05/19 - Club Room, Yapton and Ford Village Hall, Main Road, Yapton, BN18 0ET 23/05/19 - Main Hall, Yapton and Ford Village Hall, Main Road, Yapton, BN18 0ET	There are three stations at this polling place, the Presiding Officers felt that it would be better to have all 3 in the main hall. This was trialled for the 23/05/19 election and worked well.
51	BHATH	Pevensy	Bognor Regis East	Bognor Regis	Hatherleigh	Bognor Regis Youth Club, Westloats Lane, Bognor Regis, PO21 5JZ		
52	BHOE	Felpham East	Felpham	Yapton	Hoe Lane	Methodist Church Hall, Felpham Way, Felpham, PO22 8QL		
53	BHOT1	Hotham	Bognor Regis East	Bognor Regis	Hotham	The Laburnum Centre, Lyon Street, Bognor Regis, PO21 1UX		
54	BHOT2	Hotham	Bognor Regis East	Bognor Regis	Hotham	The John Parry Lecture Theatre, University of Chichester, Upper Bognor Road, Bognor Regis, PO21 1HR	02/05/19 - The John Parry Lecture Theatre, University of Chichester, Upper Bognor Road, Bognor Regis, PO21 1HR 23/05/19 - The Dome, University of Chichester, Upper Bognor Road, Bognor Regis, PO21 1HR	The John Parry Lecture Theatre was not available for the 23/05/19 so the University found us an alternative at The Dome.
55	BMAR1	Marine	Bognor Regis West & Aldwick	Bognor Regis	Marine	St. Wilfrids Hall, Ellasdale Road, Bognor Regis, PO21 2SG		
56	BMAR2	Marine	Bognor Regis West & Aldwick	Bognor Regis	Marine	Methodist Church Hall, High Street, Bognor Regis, PO21 1ST		
57	BMAR3	Marine	Bognor Regis West & Aldwick	Bognor Regis	Marine	Jeneses (Community Arts Centre) Linden Road, Bognor Regis, PO21 2AS		
58	BMID1	Middleton On Sea	Middleton	Middleton On Sea	Middleton On Sea	Scout Headquarters, Shrubbs Field, Shrubbs Drive, Middleton-on-Sea, PO22 6EH		
59	BMID2	Middleton On Sea	Middleton	Middleton On Sea	Middleton On Sea	St. Nicholas Church Hall, Elmer Road, Middleton-on-Sea, PO22 7SX		
60	BNB1	Bersted	Bersted	Bersted	Bersted North	Community Centre, Chalcraft Lane, North Bersted, Bognor Regis, PO21 5TU	02/05/19 - Community Centre, Chalcraft Lane, North Bersted, Bognor Regis, PO21 5TU 23/05/19 - New Town Social Club, 16A Greencourt Drive, Bognor Regis, PO21 5EU	The community centre was not available for 23/05/19 and so we found a suitable alternative for this election.
61	BNB2	Bersted	Bersted	Bersted	Bersted North	Bersted Park Community Centre, Lakeland Avenue, Bognor Regis, PO21 5FF		
62	BNB3	Bersted	Bersted	Bersted	Bersted North	Community Centre, Chalcraft Lane, North Bersted, Bognor Regis, PO21 5TU	02/05/19 - Community Centre, Chalcraft Lane, North Bersted, Bognor Regis, PO21 5TU 23/05/19 - New Town Social Club, 16A Greencourt Drive, Bognor Regis, PO21 5EU	The community centre was not available for 23/05/19 and so we found a suitable alternative for this election.
63	BORC1	Orchard	Bognor Regis East	Bognor Regis	Orchard	Bognor Regis Youth Club, Westloats Lane, Bognor Regis, PO21 5JZ		
64	BORC2	Orchard	Bognor Regis East	Bognor Regis	Orchard	South Bersted Church Hall, Bersted Street, Bognor Regis, PO22 9QZ		
65	BORC3	Orchard	Bognor Regis East	Bognor Regis	Orchard	Jeneses (Community Arts Centre) Linden Road, Bognor Regis, PO21 2AS		
66	BPAG1	Pagham	Nyetimber	Pagham	Pagham	Pagham UTD Reformed Church Hall, Pagham Road, Pagham, Bognor Regis, PO21 4NJ		
67	BPAG2	Pagham	Nyetimber	Pagham	Pagham	Pagham Church Centre, Nyetimber Lane, Pagham, Bognor Regis, PO21 2JT		
68	BPEV1	Pevensy	Bersted	Bognor Regis	Pevensy	Baptist Church Hall, Victoria Drive, Bognor Regis, PO21 2TD		
69	BPEV2	Pevensy	Bersted	Bognor Regis	Pevensy	The Arena, Westloats Lane, Bognor Regis, PO21 5JD		
70	BRIV1	River	Littlehampton Town	Littlehampton	River	St. Catherines Church Hall, Beach Road, Littlehampton, BN17 5JH		
71	BRIV2	River	Littlehampton Town	Littlehampton	River	Flintstone Centre, East Street, Littlehampton, BN17 6AW	Parkside Evangelical Church Hall, St. Flora's Road, Littlehampton, BN17 6BD	The Flintstone Centre was not available again for 2019, we will be reviewing this to see if we can find a suitable permanent alternative.
72	BRIV3A	River	Littlehampton Town	Littlehampton	River	St. James Parochial Church Hall, East Ham Road, Littlehampton, BN17 7AN		
73	BSHR	Bersted	Bersted	Bersted	Bersted North	The Lavender Room, Rear of the Robin Hood, Shripney Road, Shripney, PO22 9PA		
74	BSTRIC	Aldwick West	Bognor Regis West & Aldwick	Aldwick	St Richards	The Mosse Hall, St. Richards Way, Aldwick, PO21 3BD		
75	BWICB1	Courtwick with Toddington	Littlehampton Town	Littlehampton	Wickbourne	St. James Parochial Church Hall, East Ham Road, Littlehampton, BN17 7AN		
76	BWICB2	Courtwick with Toddington	Littlehampton Town	Littlehampton	Wickbourne	Keystone Centre, Eldon Way, Littlehampton, BN17 7HE		

**CONSTITUENCY SCHEDULE
2019**

77	BWICK	River	Littlehampton Town	Littlehampton	Wick	Wick Church Hall, All Saints, Wick Street, Littlehampton, BN17 7JJ		
78	BYAP1	Yapton	Middleton	Yapton	Yapton Village	Main Hall, Yapton and Ford Village Hall, Main Road, Yapton, BN18 0ET		
79	BYAP2	Yapton	Middleton	Yapton	Yapton Village	Main Hall, Yapton and Ford Village Hall, Main Road, Yapton, BN18 0ET		
WORTHING WEST CONSTITUENCY								
80	WEP1	East Preston	East Preston & Ferring	East Preston	East Preston	The Miller Barn, East Preston Village Hall, Sea Road, East Preston, BN16 1LP		
81	WEP2	East Preston	East Preston & Ferring	East Preston	East Preston	The Miller Barn, East Preston Village Hall, Sea Road, East Preston, BN16 1LP		
82	WFER1	Ferring	East Preston & Ferring	Ferring	Ferring	Glebelands Community Centre, Greystoke Road, Ferring, BN12 5JL		
83	WFER2	Ferring	East Preston & Ferring	Ferring	Ferring	Glebelands Community Centre, Greystoke Road, Ferring, BN12 5JL		
84	WKIN	East Preston	East Preston & Ferring	Kingston	Kingston	The Miller Barn, East Preston Village Hall, Sea Road, East Preston, BN16 1LP		
85	WRUSE1	Rustington East	Rustington	Rustington	Rustington East	St. Joseph's Church Hall, Station Road, Rustington, BN16 3BE	Samuel Wickens Centre (Behind Waitrose), Broadmark Lane, Rustington, BN16 2NW	We have moved this polling station back to a more central location within the polling district following the opening of the new Samuel Wickens Centre.
86	WRUSE2	Rustington East	Rustington	Rustington	Rustington East	Georgian Gardens CP School, Guildford Road, Rustington, BN16 3JB	St. Joseph's Church Hall, Station Road, Rustington, BN16 3BE	The school have asked to find a permanent alternative so we have moved the polling station to St. Joseph's which is now available after moving the previous polling station to the Samuel Wickens Centre.
87	WRUSW1	Rustington West	Rustington	Rustington	Rustington West	Methodist Church Hall, Claignar Road, Rustington, BN16 2NL		
88	WRUSW2	Rustington West	Rustington	Rustington	Rustington West	St. Andrews Church Hall, Holmes Lane, Rustington, BN16 2PY		
89	WRUSW3	Rustington West	Rustington	Rustington	Rustington West	The Woodlands Centre, 34 Woodlands Avenue, Rustington, BN16 3HB		
90	WRUSWN	Rustington West	Littlehampton East	Rustington	Rustington North	Summerlea Junior School, Windsor Drive, Parklands, Rustington, BN16 3SW	02/05/19 - Summerlea Junior School, Windsor Drive, Parklands, Rustington, BN16 3SW 23/05/19 - Woodlands Centre, 34 Woodlands Avenue, Rustington, BN16 3HB	Summerlea School was not available for 23/05/19 as they had already planned in the inset days for 2019
91	WWP	East Preston	East Preston & Ferring	Rustington	West Preston	Booker Hall, Rustington Nursing Home, Station Road, Rustington, BN16 3AY		

APPENDIX 2

Review of Polling District, Polling Places and Polling Stations 2019-20		
Task	Action By	Completed On
1. Publish Notice of Review		
Publish Notice of Review to ADC Website, Council Offices, Library and Post Offices and Parish Council Noticeboards.		18 July 2019
Send Review Notice to MP's , Cllrs, EROs of Worthing & Adur & Horsham Councils, Disability Groups.		18 July 2019
2. First Stage Report		
First Stage report for Electoral Review Sub Committee	deadline 28 June for 16 July meeting	
3. Consultation		
Collate feedback from District and Town/Parish Elections on 2 May 2019 and European Parliamentary election on 23 May 2019		June/July 2019
Consultation - Seek views of MP's , Cllrs, EROs of Worthing & Adur & Horsham Councils, Disability Groups and residents		18 July - 28 August 2019
Visit Polling stations when necessary using Evaluation Checklist		18 July - mid September 2019
Write to all candidates and agents for the May elections and include polling station feedback form		18 July - 28 August 2019
4. Concluding the Review		
All consultation material produced and reviewed		29 August - 30 September 2019
4.1 Second Stage Reports		
Report proposals to Electoral Sub Committee	deadline 30 September for 16 October meeting	
Report proposals from Electoral Sub Committee to Full Council		13 November 2019
5. Conclusion - Publish Results of Review		
Details of agreed proposals be made available to the public		1 December 2019 in line with publication of new electoral register

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NOTICE OF REVIEW POLLING DISTRICTS, POLLING PLACES and POLLING STATIONS 2018-2019

In accordance with Section 17 of the Electoral Registration and Administration Act 2013, Arun District Council gives notice that a review of all polling districts and polling places in Arun is to be conducted.

The Returning Officer will comment on the suitability of polling stations within each polling district. These will be available for viewing on the council website www.arun.gov.uk/notice-of-polling-review and at the Electoral Services Office, address below.

Electors within the authority or within a UK Parliamentary constituency which has any part in the authority may make a representation.

The authority would welcome the views of all residents, particularly disabled residents, on the authority's proposals, the Returning Officer's representation or any other related matters.

The authority would welcome any person or body with expertise in access for persons with any type of disability to make a representation or to comment on the authority's proposals, the Returning Officer's representation or any other related matter.

Persons or bodies making representations should, if possible, give alternative places that may be used as polling places.

To make a representation please use the following link to a short questionnaire on our website:

The postal address, e-mail address and website address at which relevant information and documents can be inspected and representations made are as follows:

Website: www.arun.gov.uk/notice-of-polling-review

Email: elections@arun.gov.uk

In person: Electoral Services, Arun District Council, Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF

The final date for submission of representations is Wednesday 28 August 2019

Timetable for Review

Publication of notice and consultation document	Thursday 18 July 2019
Closing date for representations	Wednesday 28 August 2019
Consideration of all representations	Thursday 29 August 2019 – Monday 30 September 2019
Report proposals to Electoral Review Sub Committee	Wednesday 16 October 2019
Report proposals from Electoral Review Sub Committee to Full Council	Wednesday 13 November 2019
2019 Register of Electors published in accordance with the new scheme	Sunday 1 December 2019

Nigel Lynn
Returning Officer
18 July 2019

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Questions for Polling Review Questionnaire

- 1. Please detail the polling station that you are commenting about:**
Comment box

- 2. Overall are you happy with this polling station and its location?**
Yes
No (please comment in the box below)
Comment box

- 3. In your opinion is the polling station suitable for electors with disabilities?**
Yes
No (please comment in the box below)
Comment box

- 4. Does the polling station offer suitable facilities for an elector to be able to cast their vote in a private and straightforward manner?**
Yes
No (please comment in the box below)
Comment box

- 5. Is the polling station well located in the area?**
Yes
No (please comment in the box below)
Comment box

- 6. If the polling station is not well located do you have any suggestions for an alternative premises that we can explore?**
Yes
No (please comment in the box below)
Comment box

- 7. Please use the box below if you would like to add any further comments**
Comment box

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APPENDIX 5

REPORT ON POLLING STATION

NAME:

Room & Kitchen Facilities: Telephone:	
Tables & Chairs: Adequate Lighting:	
Toilets (including disabled)	
Other Disabled Facilities:	
Parking Facilities:	
Date of Next Election: (can they accommodate)	
Easy access for electors:	
Any disadvantages	

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF ELECTORAL REVIEW SUB-COMMITTEE ON 16 July 2019

SUBJECT: Review of the Arun District and Town/Parish Elections held on 2 May 2019 and the European Parliamentary Election held on 23 May 2019

REPORT AUTHOR: Nigel Lynn – Chief Executive & Returning Officer

DATE: June 2019

EXTN: 01903 737707

CONTACT: Jackie Follis 01903 737580

EXECUTIVE SUMMARY:

The report reviews the arrangements for the Arun District and Town/Parish Elections and the European Parliamentary Elections which took place on 2 May and 23 May 2019 respectively. The report provides key facts, figures, information and feedback and considers lessons learnt, as well as seeking support for future improvements.

RECOMMENDATIONS:

1. The Report be noted.
2. Support to be given to the Returning Officer to implement suggested improvements to the Elections process.

1.0 BACKGROUND

- a) The planned local elections (Arun District Council and Town/Parish) were held on 2 May 2019. Prior to Polling Day and following months of uncertainty, an order came into force on 10 April 2019 confirming that as the UK would still be a member of the European Union on 23 May 2019, elections to the European Parliament would be held on that date. This was just 5 days before local authorities were required to publish the Notice of Election and meant that there would be just 14 working days between this and the local election count. Prior to the confirmation of 23 May election authorities had been instructed that the Government would not refund any expenses incurred in preparation for this date as it would not be taking place. This was obviously the 'official' line, but was not helpful. In fact Arun made the decision to contact all polling stations on 14 March to ask them to 'hold the date'. This had the added advantage of giving us information about where we would have to find alternatives if our normal venues were not available.
- b) Members may not be aware that the local elections are the most complicated elections to organise by some way as they are effectively a number of mini-elections. Whilst the infrastructure such as polling stations, staffing and public awareness covers each mini-election without additional work, the Elections Team had to manage much more complex

administration and an extended nomination period from 19 March to 3 April 2019 during which we received and processed 419 nominations from candidates and arranged for printing and delivery of poll cards, ballot papers and postal votes for each electoral ward. We offer informal checks of paperwork to candidates during the nomination period which is best practice. This is always helpful, but was of particular value this year given the introduction of the new Home Address Form. A very large number of these needed correcting, despite briefing sessions and additional instructions to agents and town and parish clerks. Difficulties with the form were reported to the Electoral Commission by many authorities. Overall numbers for elections at a local level are:

District Council Elections:

- 23 District wards
- 54 seats to be elected
- all contested

Appendix 1 shows nominations and numbers elected for District Council wards

Town and Parish Council Elections:

- 24 councils holding elections
- 46 wards, 15 contested
- 237 seats to be elected

Appendix 2 shows nominations and numbers elected for Town/Parish wards

c) Turnout

- Appendix 3 sets out the electorate, the overall turnout and the number of postal votes issued and verified for all elections. The turnout for the European Elections in 2014 was 37.8%, almost identical to the 37.5% in 2019. The turnout for the Local Elections in 2015 was 67.7% (but these were held at the same time as the General Election) and the West Sussex Elections in 2017 had a turnout of 33.8%.
- The number of proxy votes requested was 112 for the District and Town/Parish elections and 336 for the European Elections.
- The turnout by ward was very variable, examples being that for the District Council elections the highest turnout was 45.27% in Pagham and lowest 22.19% in Courtwick and Toddington. For the Town/Parish Elections the highest was Beach at 38.78% and the lowest Hatherleigh at 19.22 %.

d) There are significant reasons why the election period was a challenge for Elections staff; however there were also some reasons why running two elections close together proved to be helpful, such as only having to train brand new polling staff for the European Election as other staff had been trained prior to elections on 2 May. Because many of the organisational

issues were closely related this report will review the general issues which applied to both elections, whilst identifying specific issues which applied to each one.

- e) The review covers all stages from planning, which took into account lessons learned from 2015 and 2017, through to practical arrangements on polling day itself and the count, although the particular combination of elections and timing will always be unique.
- f) The Returning Officer (the Chief Executive) expresses his thanks to all those staff and in particular the Elections Team, who despite being tired and frustrated that the European Election had been called with so little notice, managed to deliver two major elections efficiently and with a minimum of issues. As always this was very much about teamwork and a shared desire to 'get it right.' In effect the Council managed two elections in a very short space of time superbly, largely due to the dedication of Arun District Council staff.

2.0 ELECTION PLANNING

a) Risk

- A key element of planning elections is managing risk. As in previous years, we followed a detailed project planning process to minimise risk and ensure that the deadlines in the statutory election timetable were met. A detailed risk register was completed, no significant additional risks were identified to us by the Police. The planning took account of previous lessons learnt from the 2017 elections. A key issue was whether or not the venue which has previously been identified as our contingency venue if we are unable to use the Arun Leisure Centre, was suitable, that is the Bersted Park Community Centre. In discussion with the manager for both venues it was agreed that whilst Bersted might be practical for a more straightforward election with smaller turnout, it would not work for complex local elections with a large number of attendees at the count. We will investigate options for the future with Freedom Leisure. There are limited venues around the Arun District which are large enough and secure enough to host an election count.

b) Staffing

- There had been a review of staffing within the elections team during the year which resulted in a slightly changed structure which I believe has supported a change in allocation of work, allowing experienced staff to focus more on their specialist areas. However the absence of a key member of staff for a number of months did place additional pressure on the team, despite cover being planned in advance, particularly for the European Election.
- Staffing was very challenging this year. We need up to 320 staff (85 Presiding Officers, 175 Poll Clerks and 60 Count Assistants to provide full cover). There was sufficient time to arrange this for the local elections as we started to contact staff a number of months in advance and we do have a regular cohort of staff who would have set the date aside in anticipation of working on 2 May. This was much more difficult for 23 May and we had staff dropping out (including Presiding Officers) and needing to be replaced right up to the day before the election.
- All polling and count staff attended training sessions and additional sessions were arranged for new Presiding Officers.

c) Briefings

- Agents and Candidates briefings were held prior to the nominations period for the local elections. (Nominations for the European Election were managed by the Regional Returning Officer in Southampton.) An additional briefing was held for agents only to give an informal opportunity to discuss any issues with the Returning Officer and to demonstrate the new counting method which was to be used for local elections.

d) Timetable

- A further detailed plan and timetable was produced for the European Election as soon as it was announced, which enabled the Team to manage two complicated processes in parallel. Normal processes for local elections eg. poll card delivery in person, were not possible for the European election due to timescales. Copies of timetables for the local elections are attached at Appendix 4 and the European election at Appendix 5.
- Timetables running into each other was more challenging than in 2017 as there was a much greater overlap between the two elections. A particular issue was that many voters were confused by the delivery of European poll cards before the local elections on 2 May, compounded by the fact that we had to move some polling stations for 23 May as they were not available at such short notice.
- There are a number of time consuming issues that need to be dealt with after any election, including pack up, staff payments, candidate expenses etc. which needed to be done whilst preparing for the next election.

e) Complaints

- We had minimal complaints that were dealt with quickly as soon as they arose. The majority of complaints were about issues over which we had no control

f) Royal Mail

- We had a number of problems with Royal Mail which did seem to be worse than in previous years:
- Some electors complained that they did not receive poll cards for the local elections, we will be keeping an eye on this in the future to make sure that it is not specific areas – whilst the majority of poll cards were delivered by our personal canvassers a number of them had to be sent by Royal Mail, eg more rural areas or blocks of flats that canvassers did not have access to.
- Poll cards were not all delivered on or around the agreed date. We understand that this is due to practical difficulties around how long it takes the postmen/women to actually deliver them due to weight and the fact that poll cards normally require a visit to every property, which would not be the case with normal mail
- The poll cards for the European elections were sent out very late by Royal Mail (due in part to the bank holiday on 6 May) and we believe in batches rather than all at the same time, which also caused confusion amongst voters.

- We still find that voters hav trouble completing their postal votes, in particular not returning everything they need to or by writing today's date instead of their date of birth. We will look at how we can manage this in the future although we already provide extensive instructions as well as instruction videos on our website.
- The European postal votes going overseas were not dealt with very quickly by Royal Mail and we had a number of complaints to say that the electors postal pack was only received 1 or 2 days before the election. Where we were informed of this we allowed the electors to cancel their postal vote and have a proxy vote; as the timing around this election meant that the overseas electors could have been disenfranchised.

g) Printing

- We had a number of issues with the printing for both elections. We believe that the majority of these were due to the short timeframes between each election. This would have had a major impact on all printers dealing with election materials around the country. But overall are happy with the quality and delivery of the printing that we received.
- We will be meeting with our printers to discuss these issues to see how they can be mitigated in the future, but also take into account that these were exceptional circumstances that we hope would not happen again.

h) Software

- The Xpress system worked well with elections staff more familiar with the software than in 2017. The new online Staffing module (MEA) was used for the first time for the local elections. It did not work well because of a combination of staff not completing information when asked repeatedly and the system not being user friendly and working how we would like it to, so a system that should have saved us time actually made more work. Due to the general frustration we did not use this for the European Election and will be having further discussions with Xpress, the software suppliers.

i) European Parliamentary Election and UC1s

- The planning for the European Parliamentary Election needed to take account of arrangements for European electors. European electors resident in the UK can register and go onto the Electoral Register as do other electors. Their voting status is however more complicated and they must complete a UC1 form telling us whether they want to vote here in a European Parliamentary Election, or in their country of origin. Normally we would send these forms out in January in a year when a European Election is to be held, followed by a reminder. This was a major issue nationally with UC1s only able to be printed and despatched after it was confirmed that the election would be held, with a return date of 7 May. We recognise that this was difficult for many people and we did not have time to send out reminders which we think would have helped. Comparative figures for 2014 are shown below.

	2019	2014
European Electors	5,681	3,889
UC1s returned	1,034 (18%)	981 (25%)

j) Website and Contact Centre

- The numbers of people accessing the elections pages on the website for the period 18 March to 31 May are as follows, compared to last year:

	2019	2018 (no elections)
Customers	37,708	8,144
Page hits	135,708	19,236

- That is a considerable increase on a year with no elections, and demonstrates the value for both ourselves and customers in using the website for elections information. Our preference will always be for customers to find the information they require online rather than making a telephone call. The most popular elections pages were:
 - ADC election results (62,812)
 - Town/Parish results (19,165)
 - Elections landing page (12,754)
- The fact that the landing page had a lot fewer views than the election results shows that people were going directly to the results rather than navigating, this could be by using a search or by having bookmarked these pages.
- For the period 18 March to 31 May 2019 there were 2,378 elections calls answered by Arun Direct, against 413 calls for the same dates in 2018, an increase of. The vast majority of calls concerned registrations before deadlines and issues with postal votes and polling stations on the day. My thanks to the Arun Direct Team who dealt with all the first line calls from the public throughout the period and also dealt with the majority of queries from Presiding Officers (normally around registration status) on both election days.

4.0 ELECTORAL REGISTRATION:

- a) There continues to be a lack of understanding of the registration process by Electors, despite the fact that the current Individual Electoral Registration process has been in place for some time. Despite this the Elections Team worked hard to process everything that came in and between 18 March and 23 May 4,367 new electors were registered. This was a remarkable feat by the Team, (including Arun Direct who agreed to help with this). Between 10 April (when it was confirmed that the European Election would take place) and 23 May only an additional 24 overseas voters were registered. We believe this is because electors have been registering throughout the year in anticipation of a General Election or Referendum.

5.0 POLLING STATIONS:

- a) As Returning Officer, the Chief Executive keeps the provision of appropriately located and accessible polling stations under continuous review, with formal reviews taking place every few years. The next full review of Polling Stations is about to start and any recommendations will be reported to this Sub-Committee in October 2019. Overall, the feedback from the Presiding Officers and Polling Inspectors was good. There were a few minor issues and despite being written to in advance of polling day a number of electors were very unhappy that we had changed their polling station.
- b) Where we were using the same polling stations for each election we were able to store the equipment (polling booths etc) at the polling stations, avoiding a second round of deliveries.

6.0 POLLING DAY:

- a) The Election control cover was provided throughout the day for both Elections using a back office team (on a shift system), Arun Direct and six Polling Inspectors each with designated areas, ensuring that sufficient advice and expertise was always available. This worked well.
- b) We had a number of minor issues with tellers at the local elections, but no more than we expected. The Presiding Officers were able to deal with them. In one instance we were not told about the incident at the time so when a complaint was made afterwards it was not possible to deal with it. This needs to be part of the briefing for agents and candidates, as well as polling stations staff for the next major election. There were no issues with Tellers at the European Election
- c) We did have issues with fly posting during the campaign period. To a large extent this seemed to be as a result of suggestions to Electors that they display elections leaflets as posters during the campaign period. The publicity material was not specific about the rules around this which resulted in our Greenspace Team having to remove a number of posters from mainly Highways locations. When it became obvious that this was happening we agreed with West Sussex County Council that we could remove such material without asking for their authority each time, so long as we ensured that the location was genuinely WSCC land.

7.0 VERIFICATION AND COUNT:

a) Venue and Parking arrangements

- The Arun Leisure Centre (ALC) was a good venue and catering arrangements worked well with ALC providing a dedicated member of staff for the staff rest area throughout the day for both counts, which worked well.
- We were concerned that parking would be an issue for both election counts. The count for the local elections was held on Friday 3 May. This was a normal day for ALC, and the School, which also had building work taking place. In addition to this a large number of observers were expected for the count. ALC agreed to nominate parking behind their building for count staff only and we were able to agree with the University that up to 50 nominated staff would be able to park at the new Technology Park just along the road from ALC.
- The issue for the European Count was different as the count was held on Sunday 26 May, on which date ALC was hosting a swimming gala which meant that they were very busy through until mid-late afternoon. We used the same strategy and there were no problems. ALC responded really well to both Elections, but particularly to the short notice they were given of the European Elections.

b) Local Elections

- Thorough briefing and training in advance helped to ensure a really good shared understanding of the process and the new count method for the local elections, 'Kangaroo boards' rather than 'grass skirts'. The feedback from most observers was that this was more transparent and that the whole process felt a lot calmer.
- The District Election Count finished at approximately 4pm, at which point counting tables moved on to counting Town/District wards as soon as they were free. The overall count finished at 9pm approximately.

c) European Election

- The verification and count stage for this was relatively straightforward, but did involve close contact with the Regional Returning Officer (RRO), Mark Heath throughout the process. The South East Region, consisting of 67 authorities was electing 10 MEPs. This was a complex process and depended on us following instructions very carefully on what to report when and how this would be verified. We reported our count results by e-mail to the RRO at 7.45pm. We were told that the staff could leave the count venue at 10.30pm once the RRO was satisfied that there was no reason for a recount at Arun. The final results for the South East were announced at 01.40am.

8.0 CONCLUSION:

- a) I am pleased with how our arrangements for these elections ran in practice and believe that we achieved a number of objectives:
- Avoiding challenge to the election
 - Compliance with legislation and Electoral Commission Guidance
 - Ensuring a transparent and fair process for electors, both in terms of registration and voting

- Maximised voter turnout so far as was possible given the timing
- Ensuring a transparent and fair process for anyone wishing to stand as a candidate
- Accurate verification and results
- Professional delivery and consistency

- b) Our project management approach is robust and we assessed the risks well ahead of the local elections. We had not planned for the European Election and it is due to a massive team effort from the whole of Arun's staff, who provided both front and back office support that we were able to successfully deliver both Elections.
- c) I would also like to thank our partners, in particular Freedom Leisure, the University and all those responsible for the venues which we use as polling stations for their co-operation and support.
- d) The impact on the Elections Team in particular has to be recognised and I continue to review the resources needed to deliver the annual canvass, major elections and by-elections and Neighbourhood Plan referenda, alongside other commitments such as the five-yearly review of polling stations.
- e) I would like to record my thanks to all involved for the commitment, hard work and support which has enabled me as Returning Officer to deliver these elections.

9.0 RECOMMENDATIONS:

1. The Report be noted.
2. Support to be given to the Returning Officer to implement suggested improvements to the Elections process.

10.0 CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) <ul style="list-style-type: none"> • Wider elections team across the Council 	X	
10.0 ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X

11.0 IMPLICATIONS:

12.0 REASON FOR THE DECISION:

To inform Members about the operation of the Arun District Council and Town/Parish Council Elections and the European Parliamentary Elections in May 2019.

13.0 BACKGROUND PAPERS:

None

APPENDIX 1

ARUN DISTRICT COUNCIL
District Wards and Number of Seats up for Election
2 May 2019

District Ward	No. of seats	Nominations	Elected
Aldwick East	2	4	2
Aldwick West	2	8	2
Angmering & Findon	3	7	3
Arundel & Walberton	3	8	3
Barnham	3	7	3
Beach <i>[Littlehampton]</i>	2	6	2
Bersted	3	10	3
Brookfield <i>[Littlehampton]</i>	2	6	2
Courtwick with Toddington <i>[Littlehampton]</i>	3	7	2
East Preston	3	6	2
Felpham East	2	3	2
Felpham West	2	6	2
Ferring	2	5	2
Hotham <i>[Bognor Regis]</i>	2	8	2
Marine <i>[Bognor Regis]</i>	2	5	2
Middleton-on-Sea	2	8	2
Orchard <i>[Bognor Regis]</i>	2	7	2
Pagham	2	8	2
Pevensy <i>[Bognor Regis]</i>	2	6	2
River <i>[Littlehampton]</i>	3	10	3
Rustington East	2	5	2
Rustington West	3	8	3
Yapton	2	6	2
Total	54	154	54

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APPENDIX 2
TOWN & PARISH COUNCILS IN THE ARUN DISTRICT
Parishes and Number of Seats up for Election
2 May 2019

Town/Parish Council	No. of seats	nominations	Elected
Aldingbourne – Wards of <ul style="list-style-type: none"> ▪ Aldingbourne & Westergate ▪ Racecourse 	9 1	5 0	5 0
Aldwick – Wards of <ul style="list-style-type: none"> ▪ Aldwick East ▪ Aldwick West ▪ Barrack Lane ▪ St Richards 	6 5 1 2	4 6 0 1	4 5 0 1
Angmering – Wards of <ul style="list-style-type: none"> ▪ Angmering Village ▪ South Angmering 	11 2	13 0	
Arundel	12	9	9
Barnham and Eastergate Parish Council <ul style="list-style-type: none"> ▪ Barnham and Eastergate ▪ Fontwell Village 	12 1	9 0	9 0
Bersted – Wards of <ul style="list-style-type: none"> ▪ Bersted Brooks ▪ Bersted Green ▪ Bersted North 	2 1 11	1 0 9	1 0 9
Bognor Regis – Wards of <ul style="list-style-type: none"> ▪ Hatherleigh ▪ Hotham ▪ Marine ▪ Orchard ▪ Pevensey 	1 4 4 4 3	2 9 6 10 7	1 4 4 4 3
Clapham	5	4	4
Climping	7	4	7
East Preston	13	10	10
Felpham – Wards of <ul style="list-style-type: none"> ▪ Felpham East ▪ Felpham West 	8 8	6 7	6 7
Ferring	12	8	8
Findon	11	7	7
Ford	7	4	4
Kingston	7	7	7
Littlehampton – Wards of <ul style="list-style-type: none"> ▪ Beach ▪ Brookfield ▪ Courtwick with Toddington ▪ River ▪ Wick ▪ Wickbourne 	3 3 3 3 1 2	7 7 6 10 2 3	3 3 3 3 1 2
Lyminster & Crossbush	7	4	4
Middleton-on-Sea	12	18	12
Pagham	12	8	8
Patching	5	6	5
Rustington – Wards of <ul style="list-style-type: none"> ▪ Rustington East ▪ Rustington North ▪ Rustington West ▪ West Preston 	6 2 7 1	6 2 7 1	6 2 7 1

APPENDIX 2
TOWN & PARISH COUNCILS IN THE ARUN DISTRICT
Parishes and Number of Seats up for Election
2 May 2019

Slindon	9	5	5
Walberton – Wards of			
▪ Fontwell	2	2	2
▪ Walberton & Binsted	7	5	5
Yapton – Wards of			
▪ Hoe Lane	1	0	0
▪ Yapton Village	9	7	7
TOTAL	265	254	198

APPENDIX 2
TOWN & PARISH COUNCILS IN THE ARUN DISTRICT
Parishes and Number of Seats up for Election
2 May 2019

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Election	Total Electorate	Total Verified Votes	Overall Turnout	Postal Votes Issued	Total Verified Postal Votes	Postal Vote Turnout	% of Postal Votes Issued overall
District Council	124,296	40,056	32.22%	17,842	11,512	64.52%	14.35%
Town/Parish (contested wards only)	54,213	15,429	28.46%	7,098	4,118	58.02%	13.09%
European South East - Arun District	120,336	45,114	37.49%	17,904	11,399	63.66%	14.88%

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APPENDIX 4

ARUN DISTRICT COUNCIL
DISTRICT & TOWN/PARISH ELECTIONS – 2 MAY 2019
ELECTION TIMETABLE – WORK PROGRAMME VERSION
[Shaded boxes are part of the statutory timetable]

Date	Note/Deadline	Electoral Event
Tuesday 12 February 2019	2pm	1 st Election Control Meeting (Committee Room 1)
Tuesday 26 February 2019		Candidate and Election Agent Briefing ✓ Start time – 4pm for Trevor Leggo (ADALC) Presentation (for Parish Clerks only) ✓ Venue – Council Chamber, Arun Civic Centre, Littlehampton ✓ Start time – 6pm for ADC Presentation ✓ Venue – Council Chamber, Arun Civic Centre
Wednesday 27 February 2019		Candidate and Election Agent Briefing ✓ Start time – 4pm ✓ Venue – Bognor Regis Library, London Road ✓ Start time – 6pm ✓ Venue – Council Chamber, Bognor Regis Town Hall
Friday 15 March 2019		Delivery of poll cards to the Civic Centre (Council Chamber booked from Friday 15 – Tuesday 19 March for sorting)
Monday 18 March 2019	<i>Extended nomination period within Arun</i>	Publication of Notice of Election
Tuesday 19 March 2019	Nominations must be delivered by hand within normal office hours	1 st date to deliver nomination papers to the Returning Officer at Arun District Council
Monday 18 March – Wednesday 3 April 2019		Poll Card hand delivery
Wednesday 3 April 2019	<i>Not later than 4pm</i>	Deadline for the delivery of nomination papers to the Returning Officer at Arun District Council
	<i>Not later than 4pm</i>	Deadline for withdrawals of nomination
	<i>Not later than 4pm</i>	Deadline for Appointment of Election Agents Publication of Notice of Election Agents
		Publication of 1 st interim Notice of Alteration to Register of Electors
Thursday 4 April 2019	<i>Not later than 4pm</i>	Publication of Statement of Persons Nominated In an uncontested election, Returning Officer to: Declare elected the person remaining validly nominated Give public notice of the name of the person elected
Thursday 11 April 2019	2pm	2 nd Election Control Meeting Followed by Count Training for Supervisors
Friday 12 April 2019	- 12	Deadline for registration applications to vote in the election
Monday 15 April 2019	<i>Not later than 5pm</i> - 11	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment
Monday 15 April 2019	3pm	Count Training (1) (Committee Rooms)

Tuesday 16 April 2019		Post out of postal vote packs – 1 st issue
Tuesday 16 April 2019	<i>Publish between -18 and -6 days</i>	Publication of 2 nd interim Notice of Alteration to Register of Electors
15 - 25 April 2019		Training sessions for polling staff, in Council Chamber <ul style="list-style-type: none"> • 15 April : 4.30 – 6.00pm (1) (JF) • 16 April : 6.00 – 7.30pm (2) (JF) • 23 April : 11.00am – 12.30pm (3) (JF, NL) • 25 April : 10.00 – 11.30am (4) (JF)
Thursday 18 April 2019		Post out of postal vote packs – 2 nd issue
Thursday 18 April 2019	<i>6.00pm</i>	Count Training (2) (Committee Rooms)
Friday 19 April – Monday 22 April 2019		Easter bank holiday weekend
Tuesday 23 April 2019	<i>10.00am (test session) 2.30pm</i>	Postal vote opening starts (1) staff to get there at 2.15pm, sessions to start at 2.30pm
Wednesday 24 April 2019	<i>- 6</i>	Publication of Notice of Poll and Notice of Polling Stations
	<i>Not later than 5pm - 6</i>	Deadline for new applications to vote by proxy (except for emergencies)
Wednesday 24 April 2019	<i>2.30pm</i>	Postal vote opening (2)
Wednesday 24 April 2019		Polling station ballot book deliveries, checking and allocating to ballot boxes
Thursday 25 April 2019	<i>2.30pm</i>	Postal vote opening (3)
Thursday 25 April 2019	<i>- 5</i>	Publication of final Notice of Alteration of Register for late applications
	<i>- 5</i>	Deadline for appointment of Counting and Polling Agents
Friday 26 April 2019	<i>10.00am</i>	Training session for polling staff – <i>contingency</i>
Friday 26 April 2019	<i>11.30am</i>	Count Training (3) (Committee Rooms)
Friday 26 April 2019	<i>2.30pm</i>	Postal vote opening (4)
Friday 26 April 2019	<i>- 4</i>	First day to issue replacement postal ballot papers where lost
Saturday 27 April 2019	<i>9am</i>	Postal vote opening – <i>Contingency (5)</i>
Monday 29 April 2019	<i>11.00am</i>	Final Election Control Meeting (Committee Rooms)
Monday 29 April 2019	<i>2.30pm</i>	Postal vote opening (6)
Tuesday 30 April 2019	<i>12.00pm</i>	Ballot box collection & Presiding Officer final briefing (NL/JF)
	<i>2.30pm</i>	Postal vote opening (7)
	<i>6pm</i>	Ballot box collection & Presiding Officer final briefing (NL/JF)

Wednesday 1 May 2019	10am & 1pm	Ballot box collection & Presiding Officer final briefing (NL/JF)
	2.30pm	Postal vote opening (8)
Thursday 2 May 2019	Hrs of Poll -7am to 10pm	POLLING DAY
	Not later than 5pm	Deadline for new applications to vote by proxy on grounds of emergency
	Not later than 5pm	Deadline to issue replacement postal ballot papers where lost or spoilt
	Not later than 9pm	Deadline to make alterations to the Register due to clerical error
Thursday 2 May 2019	11.00am 9.00pm – final session	Postal vote opening (9), Civic Centre Postal Vote Opening (Final) (10), Arun Leisure Centre
Friday 3 May 2019	Arrive for 8.15am for a 9am start	VERIFICATION AND COUNT <ul style="list-style-type: none"> • Verification and count for all ballot boxes at Arun Leisure Centre
Monday 6 May 2019		Bank holiday Monday
Tuesday 7 May - Wednesday 8 May 2019		Election pack up in committee suite (Council Chamber and Public Gallery to be cleared by the end of Tuesday)
Wednesday 8 May 2019		Existing councillors retire from office and new councillors take up office as District/Parish Councillor
Monday 27 May 2019		Bank holiday Monday
Thursday 30 May 2019	28 calendar days after polling day	Town/Parish - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Friday 7 June 2019	35 calendar days after result declared	District - Deadline for Returns of Election Expenses to Returning Officer of Arun District Council
Tuesday 18 June 2019	3.30pm	Election Control Wash-Up Meeting (Committee Rooms)
Thursday 1 August 2019	Within 3 months beginning with the date of poll	Last day to send postal vote identifier rejection notices

Venue bookings:

- Election set up - Arun Civic Centre Committee Suite booked from Monday, 15 April to Wednesday, 8 May 2019 inclusive
- Verification & Count - Arun Leisure Centre booked for:
 - Thursday, 2 May 2019 - evening set up
 - Friday, 3 May 2019 – daytime count

APPENDIX 5

EUROPEAN PARLIAMENTARY ELECTION
SOUTH EAST REGION – THURSDAY 23 MAY 2019
ELECTION TIMETABLE – WORK PROGRAMME VERSION
[Shaded boxes are part of the statutory timetable]

Date	Note/Deadline	Electoral Event
Monday 15 April 2019	<i>Extended nomination period within Arun</i>	Publication of Notice of Election
Tuesday 16 April 2019	<i>Between 10am and 4pm</i>	First day to deliver nomination papers Being managed by Southampton City Council
Tuesday 23 April 2019		Poll Cards being posted directly from printers
Thursday 25 April 2019	<i>Not later than 4pm</i>	Deadline for the delivery of nomination papers (and lists of candidates of registered parties for European elections) to the Regional Returning Officer at Southampton City Council
	<i>Not later than 4pm</i>	Deadline for withdrawals of nomination
	<i>Not later than 4pm</i>	Deadline for the notification of appointment of national election agents/ election agents Publication of Notice of Election Agents
	<i>Between 10am to 12 noon objections can be made to all delivered nominations</i> <i>Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 before the poll</i>	Deadline for making objections to nomination papers or lists of candidates of registered parties (except for objections on the grounds that an individual candidate may be disqualified under the RPA 1981 – see Commission guidance)
Thursday 25 April 2019	<i>Not later than 5pm</i>	Publication of Statement of Parties and Individual Candidates Nominated and Notice of Poll (except for draft statement of individual candidates nominated to be published where RRO suspects a candidate is disqualified under the RPA 1981 – see Commission guidance)
Thursday 25 April 2019		Publication of 1 st interim Notice of Alteration to Register of Electors
Thursday 25 April 2019		Publication of Situation of Polling Stations
Tuesday 7 May 2019	- 12	Deadline for registration applications to vote in the election Deadline for receipt of UC1 forms
Wednesday 8 May 2019	<i>Not later than 5pm</i> - 11	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment
Thursday 9 May 2019		Post out of postal vote packs – 1 st issue
Thursday 9 May 2019		
Friday 10 May 2019	<i>10am</i>	1 st Election Control Meeting
10 - 15 May 2019		Training sessions for new polling staff, in Council

		Chamber <ul style="list-style-type: none"> Friday 10 May: 2.00 – 3.30pm(1) (JF) Wednesday 15 May: 6.00 – 7.30pm (2) (JF)
Monday 13 May 2019		Post out of postal vote packs – 2 nd issue
Wednesday 15 May 2019	<i>Publish between -18 and -6 days</i>	Publication of 2 nd interim Notice of Alteration to Register of Electors
Wednesday 15 May 2019	<i>Not later than 5pm - 6</i>	Deadline for new applications to vote by proxy (except for emergencies)
Wednesday 15 May 2019		Polling station ballot book deliveries, checking and allocating to ballot boxes
Thursday 16 May 2019		Council Chamber being used for mock Council Meeting
Thursday 16 May 2019	<i>2.30pm</i>	Postal vote opening starts (1)
Thursday 16 May 2019	<i>- 5</i>	Publication of final Notice of Alteration of Register for late applications
	<i>- 5</i>	Deadline for notification of appointment of Sub-Agents
	<i>- 5</i>	Deadline for appointment of Counting and Polling Agents
Friday 17 May 2019	<i>2.30pm</i>	Postal vote opening (2)
Friday 17 May 2019	<i>- 4</i>	First day to issue replacement postal ballot papers where lost
Saturday 18 May 2019	<i>9am</i>	Postal vote opening – <i>Contingency (3)</i>
Monday 20 May 2019	<i>2.30pm</i>	Postal vote opening (4)
Tuesday 21 May 2019	<i>10.30am</i>	Final Election Control Meeting (Committee Rooms)
Tuesday 21 May 2019	<i>12.00pm</i>	Ballot box collection & Presiding Officer final briefing (NL/JF)
	<i>2.30pm</i>	Postal vote opening (5)
	<i>6pm</i>	Ballot box collection & Presiding Officer final briefing (NL/JF)
Wednesday 22 May 2019	<i>10am</i>	Ballot box collection & Presiding Officer final briefing (NL/JF)
	<i>2.30pm</i>	Postal vote opening (6)
Wednesday 22 May 2019	<i>From 1pm</i>	Council Chamber and Public Gallery being used for first council meeting, all equipment must be removed after PO briefing
Thursday 23 May 2019	<i>Hrs of Poll -7am to 10pm</i>	POLLING DAY
	<i>Not later than 5pm</i>	Deadline for new applications to vote by proxy on grounds of emergency
	<i>Not later than 5pm</i>	Deadline to issue replacement postal ballot papers where lost or spoilt
	<i>Not later than 9pm</i>	Deadline to make alterations to the Register due to clerical error

Thursday 23 May 2019	11.00am 9.00pm – final session	Postal vote opening (7), Civic Centre Postal vote opening (Final) (8), Civic Centre
Friday 24 May 2019		Polling station pack up in committee suite
Sunday 26 May 2019	Arrive for 10.30am for a 11am start	VERIFICATION AND COUNT <ul style="list-style-type: none"> • Verification and count for all ballot boxes at Arun Leisure Centre
Sunday 26 May 2019	No earlier than 10pm	Declaration of Result of Poll
Monday 27 May 2019		Bank holiday Monday
Tuesday 7 May - Wednesday 8 May 2019		Election pack up in committee suite (Council Chamber and Public Gallery to be cleared by the end of Tuesday)
Monday 15 July 2019	Within 50 calendar days after the date of the elections result is declared	Deadline for Returns of Election Expenses (individual candidates and the personal expenses of party list candidates) to Regional Returning Officer of Southampton City Council
Friday 23 August 2019	Within 3 months of the date of the poll	Last day for the delivery of return to the Electoral Commission as to campaign expenditure of political parties (spending £250,000 or less)
Tuesday 18 June 2019	3.30pm	Election Control Wash-Up Meeting (Committee Rooms) To be combined with wash up for 2 nd May 2019 elections
Friday 23 August 2019	Within 3 months from the date of the poll	Last day to send postal vote identifier rejection notices
Saturday 23 November 2019	Within 6 months from the date of the poll	Last day for the delivery of return to the Electoral Commission as to campaign expenditure of political parties (spending more than £250,000)

Venue bookings:

- Public Gallery booked from 9 May until 1pm on Wednesday 22 May
- Committee Rooms booked from Friday 10 May until Tuesday 28 May
- Council Chamber booked from Friday 17 May until 1pm on Wednesday 22 May
- Verification & Count - Arun Leisure Centre booked for:
 - Sunday, 26 May 2019 – daytime count

