

Appendix 2

Formal review process (Schedule A1 steps)

When carrying out the review, local authorities must:

publish a notice of the holding of a review consult the (Acting) Returning Officer for every parliamentary constituency which is wholly or partly in its area publish all representations made by an (Acting) Returning Officer within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (Acting) Returning Officer(s).

On completion of a review, give reasons for its decisions and publish:

- a. all correspondence sent to an (Acting) Returning Officer in connection with the review
- b. all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
- c. all representations made by any person in connection with the review
- d. the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
- e. details of the designation of polling districts and polling places within the local authority area as a result of the review