

# electoral administration bulletin

The  
Electoral  
Commission



Issue 193 (Scotland) – 31 January 2018

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EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#).

You can also [subscribe to the EA Bulletins](#).

Please **keep us informed** of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

## Review of UK parliamentary polling districts and places

We know that many of you are starting to plan your forthcoming review of UK parliamentary polling districts and places and we have recently received several queries relating to this work.

Under Section 18C(1) of the Representation of the People Act 1983 (RPA 1983) local authorities must carry out and complete a review of polling districts and polling places in the period specified by section 18C(2)(a) of the RPA 1983.

The next compulsory review must be started and completed between 1 October 2018 and 31 January 2020 (inclusive).

A 'review' is all the steps set out in Schedule A1 to the RPA 1983. That means that the formal review process, from the publication of the notice of review until the publication of documents at the end, must take place within the specified period.

You can undertake preparatory work before 1 October such as research about the geography and demographics of the area, looking at the suitability of the existing buildings and identifying and considering potential alternative buildings. You could also prepare the documents required to be published or communicated during the review, for example the notice of review and the letters to Returning Officers and those with expertise in disabled access. However, you cannot publish the notice or send those letters until the specified period begins.

In order to meet the legislative requirements, local authorities will need to decide when to carry out the review within the specified 16-month-period and must carry out all the required steps of a formal review at some point in the period between 1 October 2018 to 31 January 2020 (inclusive). There is no requirement that reviews must start on 1 October, only that they be conducted at some point within the prescribed period.

We are in the process of reviewing our [existing guidance on reviews of polling districts and places](#) to ensure it reflects the next prescribed review period, and will publish the updated guidance in the summer. We will confirm its publication in a future Bulletin.

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### **Job vacancies at the Electoral Commission**

We are currently recruiting for a Head of Guidance, to be based in our London office. The deadline for applications is 23:45 on 12 February 2018.

We are also recruiting for a Senior Adviser, Elections and Campaigners (Scotland), to be based in our Edinburgh office. The deadline for applications is 23:45 on 13 February 2018

If you would like further details or would like to apply, please visit the [recruitment page](#) of our website.

For an informal discussion about the Head of Guidance role, please contact Ailsa Irvine on 020 7271 0571. For the Senior Adviser role, please contact Andy O'Neill on 0131 225 0201.

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