

Draft Terms of Reference

Interim Review of Polling Districts, Polling Places and Polling Stations within the Borough of Telford & Wrekin 2026

1. Introduction and Purpose

This Interim Review of Polling Districts, Polling Places and Polling Stations (“the Review”) is undertaken by Telford & Wrekin Council in accordance with the provisions of the Representation of the People Act 1983 (as amended), the Electoral Registration and Administration Act 2013 and taking into account the Elections Act 2022.

The purpose of the Review is to ensure that polling arrangements across the Telford and The Wrekin parliamentary constituencies enable electors to vote easily and conveniently, and that polling places are accessible to disabled electors.

This Review does not consider changes to parliamentary constituency boundaries, local government ward boundaries or town / parish council boundaries.

2. Definitions

To assist those wishing to make a representation, the following terms are used throughout this Review:-

Polling District – a geographical area into which wards and constituencies may be subdivided – these are designated by the local authority;

Polling Place – the building or area in which a polling stations will be located – these are decided by the local authority;

Polling Station – the room(s) or area(s) within the polling place where the voting actually takes place – these are decided by the Returning Officer.

3. Scope of the Review

The Review will consider:-

All polling districts across the Borough of Telford & Wrekin, currently comprising 56 polling districts within the Telford constituency and 46 polling districts within The Wrekin constituency;

- The designation, and suitability, of polling places for each polling district;
- The location of polling stations within each polling place;
- The suitability and accessibility of polling stations;
- The geographical boundary of each polling district;
- The names and references of each polling district;
- Whether or not there is a need to merge, create, delete or otherwise alter polling districts;
- Any possible alternative polling places which may be more suitable or more convenient than existing polling places or stations; and
- The suitability of any potential polling places and stations where there are any changes made to polling districts.

The Review will not consider:-

- Parliamentary constituency boundaries;
- Borough Council boundaries;
- Borough ward boundaries;
- Boundaries of town or parish councils or their warding arrangements;
- Electoral law outside of the legislation which relates to polling district, polling place and polling station arrangements

4. Legal Framework

The Review is carried out in accordance with:-

- Representation of the People Act 1983;
- Electoral Registration and Administration Act 2013;
- Elections Act 2022;
- Equality Act 2010 and associated guidance; and
- Electoral Commission guidance on polling district, polling place and polling station reviews.

5. Conduct of the Review

The Council will:-

- Publish a Notice of Interim Review at the commencement of the process;
- Publish a list of current Polling Districts and Polling Stations contained within them as part of the consultation process;
- Consult the Returning Officer on current and proposed arrangements;
- Invite representations from a variety of individuals and organisations including:-
 - Local MPs;
 - Returning Officer at Shropshire Council;
 - Electors;
 - Councillors;
 - Town / Parish Councils;
 - Political parties;
 - Disability representative groups;
 - Community groups; and
 - Any other relevant stakeholders
- Publish representations received, including those from the Returning Officer;
- Publish final proposals;
- Publish an updated electoral register based upon the outcome of the Review.

6. Assessment Criteria

In assessing polling districts, polling places and polling stations, the Review will consider:-

- Accessibility for all electors and, particularly, those with disabilities;
- Convenience for electors within each polling district;
- Transport links and proximity;
- Size, layout and suitability of premises;
- Health and safety considerations including staff welfare provisions; and
- Availability and sustainability of premises

7. Consultation

The Council will undertake a public consultation over a six-week period, the dates of which will be set out in the Notice of Interim Review.

Once the consultation period opens, representations can be submitted:-

Via email at reviews@telford.gov.uk

Or via letter addressed to the Returning Officer at the address below:-

Telford & Wrekin Council Elections Team
Darby House
Lawn Central
Telford
TF3 4JA

All representations will be considered before final recommendations are made. Those making a representation should be aware that they will be published. Those submitted by anybody acting in an official capacity (MP, Councillor, Returning Officer) will be published in full, including the name of the person making the representation.

Those representations submitted by an organisation, including a political party, will be published with the identity of the organisation included (with the name of any individual representing the organisation removed).

8. Timetable

The timetable governing this Review is set out below:-

Activity	Indicative Date
Publication of Notice of Interim Review and commencement of consultation	Monday 23 February 2026
Consultation Period ends	Monday 6 April 2026 at 23:59
Boundary Review Committee meeting to consider draft proposals	w/c 26 April 2026 or w/c 3 May 2026
Boundary Review Committee meeting (if needed)	w/c 25 May 2026 or w/c 1 June 2026
Full Council meeting for adoption of new arrangements for Polling Districts, Polling Places and Polling Stations	Thursday 16 July 2026
Publish electoral register (including any new or amended polling districts)	Tuesday 1 December 2026

Scheduled all out elections to new arrangements	Thursday 6 May 2027
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9. Decision Making

Final recommendations will be presented to the Boundary Review Committee before being considered at a meeting of the Full Council on 16 July 2026.

The Council will publish its decision, together with reasons for reaching that decision and any supporting evidence.

10. Implementation

Any changes approved will be implemented by the Electoral Registration Officer in accordance with statutory requirements.

Electors will be notified of any changes prior to the next scheduled election. This will be by way of publication of the outcome of the Review on the Council's website and through the information regarding polling stations included upon any Poll Card that is distributed by the Returning Officer.

The arrangements that are confirmed through this Review will take effect at the election on 6 May 2027. Any elections that take place prior to that date will be on the current polling district, polling place and polling station arrangements.

11. Appeals

Any person or body may make representations to the Electoral Commission if they consider the Review has failed to meet statutory requirements or accessibility obligations.