

The Use of Polling Districts in reviews – indicative timetable October 2013

Completion	Task	Full description
31/10/2013	Meet with representatives of OS	Meet with Ordnance Survey staff. OS have been provided with some mapping and PD electorate data and the meeting will determine the scale of the task and any problems that might arise from OS' perspective.
Early 11/2013	Clearance to proceed from the Commission	The Commission to confirm its policy on the use of PDs.
Mid 11/2013	Meet with the AEA	Discuss the need for electoral/shape file data for the PDs with AEA. Seek AEA assistance in meeting with software suppliers and in advising EROs of the BCE's intentions.
15/11/2013	PD map data enquiry to EROs	Send questionnaire to every ERO about what they can supply in respect of shape files and/or paper mapping data for the PDs in their district.
30/11/2013	Meet with the representatives of the PPPs	Meet with the PPs to explain the Commission's thinking about the use of PDs and to seek their views. If in agreement, seek their support for the creation of a dataset.
30/11/2013	Secretariat to complete spread sheet f1templates for PD data	The Secretariat to have completed production of spread sheets for each district/borough in England on a regional basis that can later be populated with PD electorate data.
15/01/2014	Assessment of returns from EROs	Establish % of EROs able to supply PD mapping required. Liaise with individual EROs in an effort to increase %. Assess how much data creation OS may have to do.
31/01/2014	Ask EROs to supply mapping data for PDs in their existing form	Ask each ERO to provide shape files and/or paper mapping data of PDs in their district. Run checks for each district to assess quality of mapping return.
02/2014	OS commence preparation of PD data set	Send all shape file and paper map PD data to OS for them to commence work on an all-England set.
03/2014	Produce GIS specification and begin procurement	Internal decision as to the functionality required for a new GIS. Work with Procurement Unit on the tender for the required GIS: use Government preferred supplier.

03/2014	Ask EROs to supply electoral data for PDs (1 st set of electoral data)	The supply of this data has been delayed to 03/2014, as the publication of the electoral registers is being delayed to 17/02/2014 (instead of 01/12/2013) to allow for IER to get underway. It may be considered that the supply of the first set of PD electoral data is best left until 12/2014.
06/2014	Award GIS contract	In due course, supply contractor with dummy set of PD data for development purposes – some shape files from an LA using GIS and 2014 electorates (17 February 2014).
10/2014	Ask EROs to supply map data for any updated PDs	CHECK TIMING – in some districts new PDs may be introduced ahead of the 2015 general election.
12/2014	Ask EROs to supply electoral data for PDs (2 nd set of electoral data)	The timing of the request for the supply of this data reflects the usual 01/12/2014 register publication.
12/2014	Supply OS with map data for any new PDs	Any map data for new PDs to be sent to OS for inclusion in the PD data set.
03/2015	Take delivery of new GIS	Commence customer testing and identify snagging issues.
04/2015	Final customer testing following installation and training of users	Accept system. Project leader and supplier to provide training required.
06/2015	OS delivers PD data set (18 months)	
06/2015	Send PD shape file data set and electoral data set to GIS contractor	Data sets to be merged by GIS contractor and loaded into GIS.
07/2015	GIS contractor loads PD shape file and electoral data into GIS	
08/2015	Run tests of PD data	Full testing required as first time full set of PD data loaded.
09/2015	Dummy scheme creation commences to identify potentially difficult issues/areas	

12/2015	Dummy scheme creation completed	
12/2015	Ask EROs to supply electoral data for PDs (3 rd and final set of electoral data)	
03/2016	Send electoral data to GIS contractor	GIS contractor to merge electoral data (both ward and PD) with October 2015 Boundary Line and PD data set provided by OS.
04/2016	Scheme creation begins (possibly updating dummy schemes in some areas)	
06/2016	Scheme creation ends	
07/2016	Commission agree scheme for England	
09/2016	Scheme for England published	