



**Oversight and Governance**

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## Select Committee Review

### Supplement Pack 2

Thursday 30 January 2020  
1.30 pm  
Warspite Room, Council House

**Members:**

Councillor Mrs Aspinall, Chair  
Councillor Kelly, Vice Chair  
Councillors Morris, Riley and Vincent.

Please find attached additional information for your consideration under agenda item 6.

For further information on webcasting, attending Council meetings and how to engage in the democratic process please follow this link <http://www.plymouth.gov.uk/accesstomeetings>

**Tracey Lee**

Chief Executive

## **Select Committee Review**

### **6. Background Reports**

**(Pages 1 - 18)**

To provide the Electoral Registration Select Committee Review with background reading and reports to inform their discussions and deliberations.

# Electoral Registration and Elections

## Topics

- Statutory Officers involved in the electoral process
- Electoral Registration and maintenance of the Electoral Register
  - Individual Electoral Registration (IER)
  - Canvass
- Canvass Reform
- Where we are now

## Statutory Officers involved in the electoral process

Officer	Responsibility
Electoral Registration Officer (ERO)	Electoral Registration (including the Canvass)
Returning Officer (RO)	Elections
Counting Officer (CO)	Referendums

# The Electoral Commission

Electoral Registration Officer (ERO)	Returning Officer (RO)
Appointed by the Council	Appointed by the Council
Role of ERO is a personal responsibility, independent and separate from his/her duties as an employee of the Council.	Duties and responsibilities are personal to the RO and in undertaking them, they are independent of the local authority.
Duty to maintain a list of UK Parliamentary and local government electors for the local authority area.	Conducts election and are directly accountable to the courts as an independent statutory office holder.
Required to take reasonable steps to obtain information for the purposes of maintaining the register and to ensure that persons who are entitled to register are.	Takes the role of Acting Returning Officer at Parliamentary Elections.
Required to conduct an annual electoral registration canvass and to give persons invitations to register to vote.	Takes the role of Local Returning Officer for Police and Crime Commissioner Elections.
Required to take steps to encourage participation by electors in the electoral process.	Manage European Elections and also takes on the role of Counting Officer in any Referendum.
Provide register and absent voter list for each polling station, as well as candidates and to the Returning Officer.	Required to meet standards of performance as set by the Electoral Commission
Required to meet standards of performance as set by the Electoral Commission.	

# The Electoral Commission

The Electoral Registration Officer is independent of the local authority.

Although the appointed individual will also be employed as an officer of the council, it is imperative that they undertake their electoral registration duties and responsibilities in accordance with the law, even where this may conflict with other local authority responsibilities.

It is, for example, worth noting that the electoral register is their property, not the local authority's, and access to it is strictly prescribed by legislation. The council may make written request to the Electoral Registration Officer for a copy of the register, but there are then limitations on what they may use the data for which may appear restrictive .

# The Electoral Commission

Register Type	Use
<b>Annual Revised Register</b>	This is the full register published on 1 December following canvass which contains the full register, the open register and a list of overseas electors
<b>Alterations to the Register</b>	Produced monthly as updated to the register
<b>Full Electoral Register</b>	Lists the names and addresses of everyone registered to vote. It is used for: <ul style="list-style-type: none"> <li>• electoral purposes during elections</li> <li>• may be used for detecting crime and fraud</li> <li>• contacting people for jury service</li> <li>• checking of credit applications</li> </ul>
<b>Open (Edited) Register</b>	Electors may choose to be opted out of this register, it can be sold to any person who wishes to buy a copy for any purpose
<b>Revised Register</b>	A revision of the full register which can be produced by the ERO at any point provided they give 14 calendar days' notice
<b>Polling Station Register</b>	Contains all electors who have registered up to 12 days before poll
<b>Marked Register (and marked list of absent voters)</b>	Can only be supplied where the requestor's purpose cannot be met by inspecting the full or open register. Can be supplied, where requested, to: <ul style="list-style-type: none"> <li>• Electoral Commission</li> <li>• elected representatives</li> <li>• local constituency parties</li> <li>• registered political parties</li> <li>• candidates</li> </ul>



## Access to the Full Register

Organisation/Individual	Entitlement	Method of supply and contact
Elected representatives (including MPs, local councillors) within the registration area	The relevant part of the register for the area that they represent, and any notice of alteration and list of overseas electors relevant to the area	When – Free supply on written request Format – A data copy (unless a request for a printed copy is made prior to supply) Contact – As advised by the elected representative
Candidates for the following elections: - UK Parliament - Local government	Purely for the purpose of checking donations: The revised register, any notice of alteration, and the list of overseas electors	When – Free supply on written request Format – A data copy (unless a request for a printed copy is made prior to supply) Contact – As advised by the candidate
Local constituency parties	The whole or any part of the constituency which falls within the registration area, any notice of alteration and the list of overseas electors	When – Free supply on written request <sup>6</sup> Format – A data copy (unless a request for a printed copy is made prior to publication) Contact – As advised by the person nominated to act by the party's registered nominating officer
Registered political parties	The whole or any part of the constituency which falls within the registration area, any notice of alteration and the list of overseas electors	When – Free supply on written request Format – A data copy (unless a request for a printed copy is made prior to publication) Contact – As advised by the party or permitted participant

## Eligibility

Sec 4 RPA 1983 sets out the entitlements as to who is eligible to register. There are different requirements for parliamentary electors than for local government electors.

For the parliamentary franchise, the applicant must:

- be resident in the constituency;
- not be subject to any legal incapacity to vote (age apart);
- be a qualifying Commonwealth citizen or citizen of the Republic of Ireland (a list of Commonwealth countries can be found in the Electoral Commission Guidance manual "Running Electoral Registration" at Part 2, Pages 21 and 22; and
- be of voting age.

The local government franchise is basically the same except:

- replace constituency with local government area; and
- add relevant citizens of the European Union.

## Non- eligibility

There are a number of categories of people not entitled to register in the UK:

- those who are not British, Commonwealth, Irish and other European Union citizens;
- Commonwealth citizens who are in the UK illegally;
- individuals who are too young;
- individuals detained because of mental illness;
- convicted persons who are detained;
- individuals found guilty of the corrupt practice of personation at an election (Sec 60 RPA 1983); and
- individuals found guilty of an illegal practice at an election (Sec 61 RPA 1983).

- Qualifying address
- Residence
  - temporary absence does not mean a person is not resident
  - temporary presence does not always mean someone is resident
- Unlawful occupation of grounds or property
- Entitlement to register at more than one address
- Entitlement to register where no fixed address
- Patients in mental hospital
- Remand prisoners
- Convicted prisoners

## Maintenance of the Electoral Register

### Monthly or Rolling Registration

- process of monthly alterations to the register
- electors can be added or removed from the register on the publication of monthly notices, except in the 2 months prior to the publication of the register date, or where a notice of alteration has been published prior to an election.
- applications are open for public inspection for a further 5 working days to allow for any objections until the Electoral Registration Officer makes the final decision by the determination deadline

Eligible residents can register to vote at any time, through Individual Electoral Registration:

- 1) [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)
- 2) Name, address, date of birth and national insurance number



[Home](#) > [Citizenship and living in the UK](#) > [Voting](#)

## Register to vote

Register to vote to get on the electoral register, or to change your details. It usually takes about 5 minutes.

You need to be on the electoral register to vote in elections or referendums.

## Maintenance of the Electoral Register

### Annual Canvass – two stage process

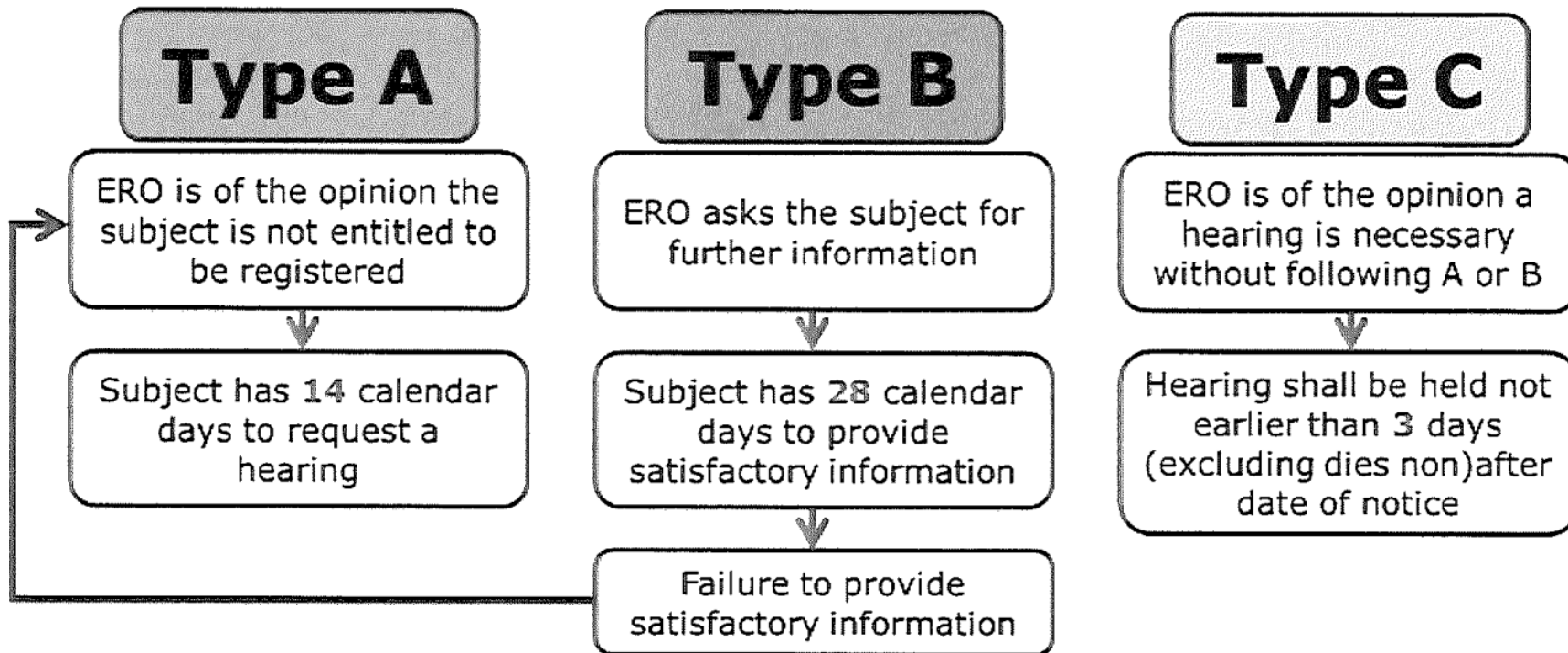
1. A Household Enquiry Form (HEF) issued annually to all households to gather the details of the eligible electors who are resident within a household.
2. Anyone added to the HEF still needs to complete their registration process by entering the details on the national voters' registration website.

The ERO will send Invitation to Register (ITR) forms if an online application is not made within 28 days.

Before the application is accepted these details will need to be verified with information held by the Department of Work and Pensions (DWP). The applications are returned to IER-DS with a matched or unmatched indicator and retrieved by the Electoral Registration team to complete the registration process.



## Administering reviews





## Reform of the Annual Canvass

The new canvass will incorporate a 'data step' at the outset of the process

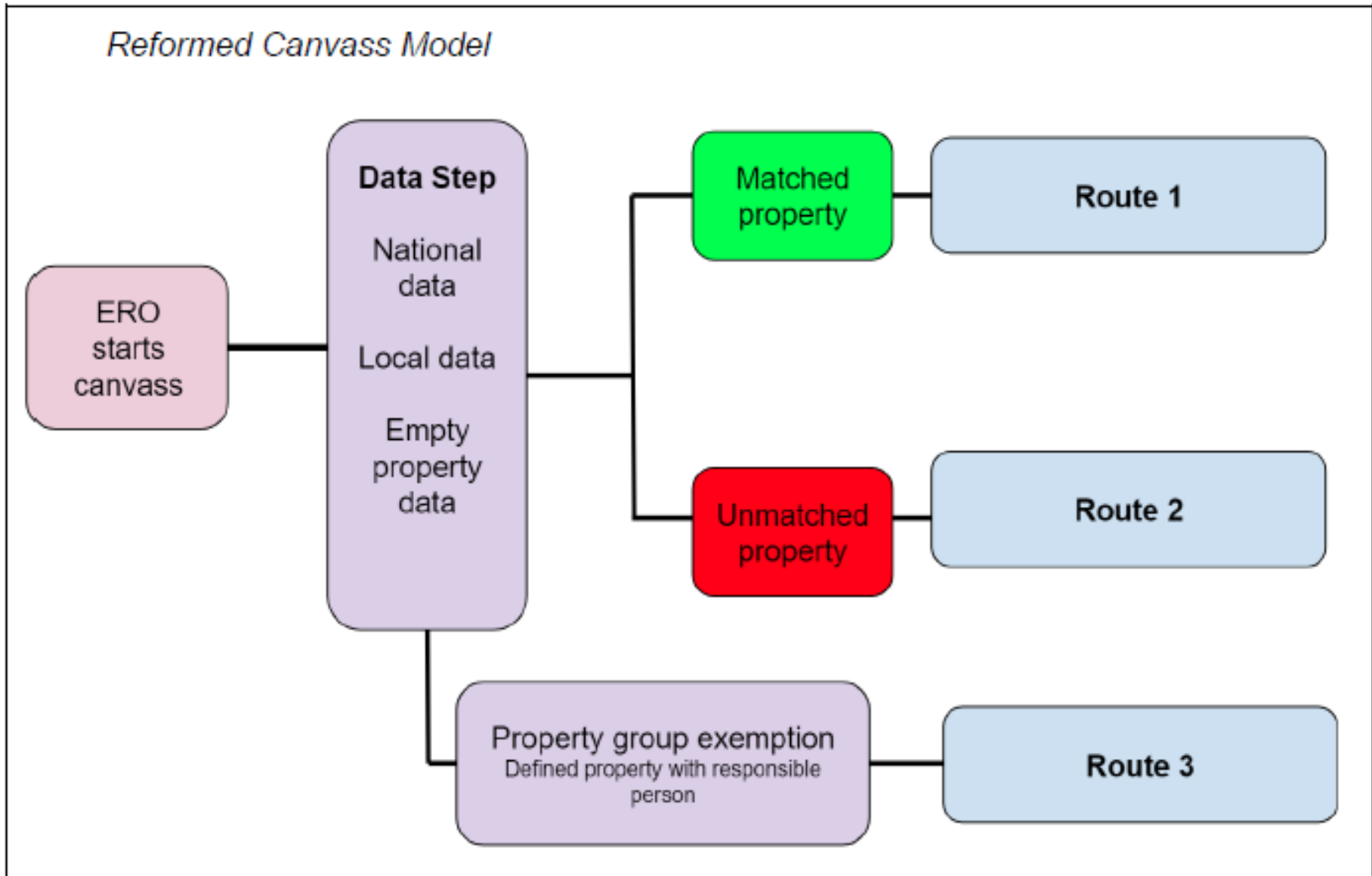
- inform the ERO, based on the data available to them, which properties are likely to have an unchanged household composition
- will be based on matching ERO's data on registered electors against national Government data and, where relevant, locally held data sources

### 3 Routes

- Route 1 – Matched properties route (no change in household composition)
- Route 2 – Unmatched properties route (may be a change to the information the ERO currently holds for the property)
- Route 3 - Defined properties route (property types which do not fit clearly within Routes 1 and 2)

ERO able to identify a 'responsible person' to provide the information in respect of all residents e.g. care homes and student halls of residence.

ERO unable to successfully obtain information about the property from a 'responsible person' –need to canvass these property types using the Route 2 process



- Polling District and Polling Places Review
- Publication of the Revised Register
- Preparation for May 2020 Combined elections

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