



Oversight and Governance

Chief Executive's Department
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Select Committee Review

Electoral Registration

Thursday 30 January 2020
1.30 pm
Warspite Room, Council House

Members:

Councillor Mrs Aspinall, Chair
Councillor Kelly, Vice Chair
Councillors Morris, Vincent and (one vacancy)

Members are invited to attend the above meeting to consider the items of business overleaf.

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Tracey Lee

Chief Executive

Select Committee Review

Agenda

1. To Note the Appointment of Chair and Vice Chair

To note the appointment of the Chair and Vice-Chair for this particular Select Committee Review.

2. Apologies

To receive apologies for non-attendance submitted by Members.

3. Declarations of Interest

Members will be asked to make any declarations of interest in respect of items on this agenda.

4. Chair's Urgent Business

To receive reports on business, which in the opinion of the Chair, should be brought forward for urgent consideration.

5. Select Committee Review Plan

(Pages 1 - 2)

6. Background Reports

(To Follow)

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

SELECT COMMITTEE REVIEW PLAN

Overview and Scrutiny



SELECT COMMITTEE TOPIC

ELECTORAL REGISTRATION SERVICE

Raised by -

Scrutiny Management Board

Date -

30 January 2020

Purpose of Review

In response to the electoral registration issues that arose during preparations for the UK Parliamentary General Election in December 2019, Tracey Lee, Plymouth's Electoral Registration Officer (ERO) commissioned an independent internal review of the various data sets, to be led by Andy Ralphs, Strategic Director for Customer and Corporate Services to:

- ascertain where the issues were
- make sure issues were rectified
- ensure any affected customers were notified and where required informed of any actions they would need to take
- ensure lessons were learned and recommendations made to ensure the integrity of the register for future elections.

As part of the lessons learned the ERO asked the Chair of Scrutiny Management Board, Councillor Mrs Aspinall, to review the issues, actions and lessons learned through a cross-party select committee.

Select Committee Membership – politically proportional (three Labour; two Conservative)

The Select Committee for will be comprised of

Councillor Mrs Aspinall

Councillor Jonny Morris

Councillor Brian Vincent

Councillor Nick Kelly

Vacancy

Process

Methodology/Approach

This Select Committee will take place on 30 January 2020 – session is to be held in the Council House with invited witnesses, presentation from officers and relevant paperwork.

Sources of Information/Evidence

Electoral Commission Performance Standards for Electoral Registration Officers

Background Report of the Assistant Chief Executive

Data Assurance overview

Association of Electoral Administrators' analysis

2018 Independent review update

Witness/Expert Participation	Councillor Pete Smith – Deputy Leader and Cabinet Member for Electoral Registration Services Tracey Lee – Chief Executive and Electoral Registration Officer Giles Perritt – Assistant Chief Executive Glenda Favor-Ankersen – Head of Electoral Services and Deputy Electoral Registration Officer Quality Assurance team representative
Site Visits	None identified
Resource Requirements	Will be met through existing support for scrutiny by Democratic Support.

Post Review	
Reporting Process	The Select Committee will make recommendations directly to Cabinet
Anticipated Completion Date	30 January 2020
Report Deadline	Recommendations to be submitted to Cabinet for consideration on 10 March 2020
Meeting Frequency	One meeting
Dates of Meetings	30 January 2020