

Performance, Finance and Customer Focus Overview and Scrutiny Committee



Date of meeting:	18 March 2020
Title of Report:	Electoral Processes
Lead Member:	Councillor Peter Smith
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Laura Hill
Contact Email:	Laura.hill@plymouth.gov.uk
Your Reference:	PFCLH18032020
Key Decision:	Not applicable
Confidentiality:	Official

Purpose of Report

An update from Election Services has been requested for discussion at Performance, Finance and Customer Focus Overview and Scrutiny Committee.

The first part of this report provides:

1. An update for the panel on Plymouth City Council's current electoral registration process in light of a recent Select Committee review.
2. An update on the implementation of the recommendations from the 2018 Polling Districts, Places and Stations Review.
3. Electoral Services key performance indicators

Performance, Finance and Customer Focus Overview and Scrutiny Committee also requested information on the advantages and disadvantages of the 'Election in thirds' election cycle compared to 'Whole council elections'. The second part of this report provides:

3. An exploration of the advantages and disadvantages to the 'Election by thirds' electoral cycle compared to 'Whole council elections'
4. Election cycle benchmarking against comparable other relevant local authorities
5. The financial implications of the 'Election by thirds' electoral cycle compared to the 'Whole council elections' cycle.

Relevance to the Corporate Plan and/or the Plymouth Plan

We are co-operative

As a cooperative local authority we work to serve our residents and put the interests of the city and its communities at the heart of what we do. It is thus important that our electoral processes meet the needs of our residents.

We are democratic

Plymouth City Council prides itself in involving residents in its decision making processes. A resident's ability to exercise their vote through our election processes is key to ensuring that this is a reality.

Corporate and Plymouth Plan

It is important to be mindful that changes to the electoral processes could impact on both the Corporate Plan and the Plymouth Plan.

1. Plymouth City Council Electoral Registration Update

On 13 January 2020 the Plymouth City Council Select Committee met to discuss the registration issues that were identified during preparations for the UK Parliamentary General Election in December 2019. These related to data that had been imported into the Council's electoral registration system and which presented risks to the integrity of the register. A significant amount of work was undertaken to ensure that erroneous entries were identified and corrected in accordance with electoral law and that this was done in a transparent and timely manner, with the result that the register was robust and accurate when the final interim notice of alteration was published on 6 December 2019.

In response to the issues identified, Tracey Lee, Plymouth's Electoral Registration Officer (ERO) commissioned an independent internal review of the various data sets 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 this review the Chair of Scrutiny Management Board, Cllr Mary Aspinall reviewed the issues, actions and lessons learned through a cross – party select committee.

On 30 January 2020, the select committee agreed with the Recommendations from the Plymouth City Council Review of Progress in the Registration and Election Service. The Select Committee suggested that the following recommendations should be implemented to reduce the risk of future compromise to the electoral register. The table below shows the Select Committee recommendations along with an update on the progress of implementing these recommendations.

	Recommendation	Response
1	Thanks staff from across the Council for their efforts in bringing about the urgent resolution of the issues that were identified.	Complete
2	Recognises the important role the Chief Executive as the Electoral Registration Officer has played in the Council's recovery journey and that the Committee continues to support her in this role.	Noted
3	Provide the capability to report on whether a record within the Xpress elections management system has or hasn't recorded an Individual Electoral Registration (IER) against it through filter or look up	This request was specified and sent to Xpress in December 2019. There have been a number of discussions with developers at Xpress since that date, and it this reporting functionality is in place and being tested. Because this change is not yet fully in place, we have designed and carried out data

	Recommendation	Response
	capability. This is to avoid needing to manually check records on the system.	validation tests for the 2020 Local and Police and Crime Commissioner elections register that do not rely on this capability.
4	To ensure that all methods of data load for the Register provide consistent validation required to assure data integrity.	There have been no data loads into the register since January 2019. A full data validation and assurance exercise has been carried out by the independent data management team (described under separate cover) to ensure the continuing robustness and integrity of the register.
5	Confirm that all data assets have owners and that the owners have the necessary skills and experience to meet the responsibilities of their role.	Data asset ownership accountability has been applied, and the training plan has been updated for signoff at the March 2020 Strategic Election Board. It will detail the requirements for data owners.
6	Establish a small team of data management specialists, from existing resources, who can be called upon by the rest of the organisation in the event of a data management challenge or to explore opportunities held in the data owned and managed by the Council. This team will be responsible for assisting the organisation to realise the goal of “turning our data to intelligence”.	A data management team has been established and has delivered the data validation requirements for the March 2020 register. It will continue to undertake compliance and verification checks in accordance with the integrity plan. Proposals for development of this function more broadly across the council’s data estate are being developed.
7	Feedback to Xpress on the issues raised in the reports to the Select Committee which would assist in developing their software. Also to ensure that they are working on solutions that will support any changes to the registration process as a result from leaving the EU.	The papers for consideration by the Select Committee were shared with Xpress prior to publication, and conversations have taken place to understand any further learning that Xpress will apply to processes as a result of our findings. We are playing an active role in user groups in responding to potential functionality changes that will come about as a result of changing legislation regarding both EU exit and canvass reform.
8	Seek urgent clarification from the Government on how Local Authorities are going to deal with changes required as a result from leaving the EU.	Both the Association of Electoral Agents and ourselves are actively monitoring the Cabinet Office response to EU negotiations and their potential impact on future voting rights for EU citizens. There are no new implications for the Local and Police and Crime Commissioner elections in May 2020.
9	To schedule an audit report on the Electoral Register following the May 2020 Local Elections, and to provide a progress update on the recommendations to Scrutiny Management Board by the end of July 2020.	We will produce a draft scoping document for the post-election audit report on the Electoral Register for the 19 March Strategic Elections Board.

2. Polling District and Polling Places Review Update

The Polling District and Polling Places Review for Plymouth City was agreed by Council on 16 September 2019.

The review considered any representations from local residents and stakeholders in the city, including any issues regarding access to premises or facilities for persons with disabilities. The review also

considered the impact of the next four years' worth of planned residential developments on existing electoral arrangements. The key determining factor in the makeup of polling districts was the availability of suitable polling places.

The number of potential polling stations across the city is limited with few viable alternatives to existing locations.

Review Criteria

Polling Districts and Polling Stations was assessed for their suitability in relation to:

- Criteria set out in the Electoral Administration Act 2006 Section 18B
- Schedule A1 of the 1983 Representation of the People Act

In addition to this, Plymouth City Council identified desirable criteria for assessing polling stations and defining Polling District Boundaries that meet priorities identified locally.

Criteria for assessing polling stations

Mandatory Criteria

- A venue accessible for all
- A venue within 1 mile safe walking distance
- No more than 2,000 polling station electors (on 2020 electorate numbers) at a venue, unless the venue is capable of being a dual polling station (2 polling stations within one building)
- Polling station graded at least satisfactory for access and amenities at inspection
- Polling station is within the ward

Desirable Criteria

(The need of the electorate for each specific district will inform whether the following criteria apply)

- Minimise the use of mobile polling stations
- Whenever possible, minimise the use of schools
- A venue compliant with the Disability Discrimination Act
- If possible, no less than 1,000 polling station electors registered to vote at each polling station as this delivers poor value for money, unless significant growth is anticipated to take place within a 5 year period
- Polling station
- Polling station graded good or excellent for access and amenities at inspection is within the polling district

Criteria for defining Polling District Boundaries

Mandatory Criteria

- No more than 2,000 polling station electors (on 2020 electorate numbers) to minimise future queues at polling stations
- A choice of suitable polling station exists within the polling district
- Increase the number of polling districts in wards where the average electorate per ward is likely to exceed 2,000 polling station electors per station. For example, for an electorate of 11,000 people in a ward, there should be 6 polling districts, not 5

Desirable Criteria

(the varying characteristics and context of each district will be taken into account when applying the following criteria)

- A voter will not walk past a polling station for another polling district to get to their polling station
- Boundaries are set such that usable polling stations exist towards the centre of the polling district rather than towards the edges, taking into account geographical obstacles that may hinder access (i.e. double carriageway, stream or steep hill)

- Both sides of a street will be in the same polling district, unless existing natural and man-made physical barriers dividing a ward make this impractical to voters.

Schools used as polling stations

There are statutory provisions that mandate the Returning Officer to make sure that all polling station provision complies with legal requirements and guidance from the Electoral Commission.

Statute relating to use of schools is set out below:

Section 20 of The Local Elections (Principal Areas) (England and Wales) Rules 2006 **Use of schools and public rooms**

20.—(1) *The returning officer may use, free of charge, for the purpose of taking the poll or counting the votes—*

(a) *a room in a school maintained or assisted by a local education authority or a school in respect of which grants are made out of moneys provided by Parliament to the person or body of persons responsible for the management of the school;*

(b) *a room the expense of maintaining which is payable out of any rate.*

(2) *The returning officer must make good any damage done to, and defray any expense incurred by the persons having control over, any such room as mentioned above by reason of its being used for the purpose of taking the poll or counting the votes.*

Electoral Commission guidance:

“Schools that are publicly funded, including academies and free schools, can be used as polling stations free of charge, and the legislation allows you to require a room in such schools for use as a polling station. The RO is also entitled to use, free of charge, any local authority funded room as a polling station but will need to pay for any lighting, heating, etc., costs incurred when using such rooms as polling stations.

Plymouth City Council will not be using four (4) schools as polling stations on 7 May elections. Twenty Three (23) schools, however, will still be used (19% of total number of polling stations).

Plymouth City Council is committed to working with all schools to minimise disruption where schools are used as polling stations and is keen to work with schools in order to enable, where possible, for schools to remain open. The decision on whether to remain open or close the school is taken independently by the head teacher of each school.

Special arrangements have been made with Goosewell Primary Academy, St Edwards Church of England Primary and Montpelier Primary to minimise disruptions and for the schools to remain open.

The table below shows the number of polling stations in other authorities and, the number of schools which are used as polling stations in each area.¹

Local Authority	Number of polling places	Number of schools used as polling stations	Percentage of schools used as polling stations
Plymouth City Council	117	23	19.6%
Southampton	95	12	12.6%
Portsmouth	80	15	18.8%

¹ For a full list showing which London boroughs use schools as polling stations please refer to Appendix D.

Bristol City Council	178	25	14%
Slough	45	8	17.8%
Nottingham	129	9	6.9%
London Borough of Lewisham	100	42	42%
Hull	122	13	10.7%
London Borough of Lambeth	95	48	50.5%

Mobile Polling stations

The 2018/2019 Polling District and Polling Places Review investigated opportunities to remove mobile polling stations wherever circumstances allow because of ongoing concerns due to the inherent characteristics of mobile units, such as narrow entrance and limited internal area. The number of mobile polling stations used was reduced from 12 to 8.

A clear process exists for designating polling places and polling stations in order to ensure electors are not impeded in casting their votes. It is not possible to rotate the designation of polling stations between different venues at each election. Doing so would undermine the consistency of the electoral process and be likely to confuse electors and potentially prevent them from voting. In turn, this would give rise to complaints and would also present a risk of legal challenges to election results. In the case of a legal challenge being upheld, the election would need to be rerun in its entirety. For these reasons it is of the utmost importance that polling station provision complies with legal requirements and guidance from the Electoral Commission.

3. Electoral Services Measurements

As requested by Performance, Finance and Customer Focus Overview and Scrutiny Committee the next section of this paper addresses the issue of key performance indicators (KPIs) for Electoral Services. It is important to note that the figures included below are not targets or performance measurements, but are included to inform discussion.

In November 2013, The Electoral Commission (EC) set out its performance standards for Returning Officers in Great Britain which can be found in the appendices. Members may want to note that The Electoral Commission recommends performance standards rather than KPIs.

Plymouth City Council 2 May 2019 Local Elections	
Description	Number
Electorate	188,080
Number of attainers	2,294
Number of proxy voters	357
Number of postal voters	33,122
EU Voters	5,611

General Election 12 December 19	
Description	Number
Electorate	192,920
Attainers	1,690
Number of proxy voters	1,228
Number of postal voters	34,144

percentage of postal votes returned	70.1%
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Annual 2019 canvass of households activity response rate: 87%	45.51% replied by post	35.98% replied by completing the online form	7.68% replied by phone	6.34% replied by text
Number of properties 123,114				
Number of households confirmed through secondary checks on Council Tax on an annual basis	6,853 5.6%			

4. Election by ‘thirds’ and ‘Whole cycle elections’

Legislative change introduced under the Local Government and Public Involvement in Health Act 2007 (s.33 (3) (b)) as amended by the Localism Act 2011 provided Local Authorities with the option of changing their electoral cycle. The original act aimed to increase turnout and engagement. Under this legislation Plymouth City Council can, if it wishes, move from its current ‘Election by thirds’ style of elections to ‘Whole council elections’ at a specific date which it chooses.

The Electoral Commission, the independent body which oversees elections recommended in its ‘The cycle of local government elections’ (2004) that local authorities ‘in England should hold Whole council elections, with all councillors elected simultaneously, once every four years’.² The Electoral Commission recommends a move back to whole council elections every 4 years in order to provide “stronger local democracy”, “greater clarity” for the electorate and to encourage “greater understanding” of elections.

Plymouth City Council has 57 Councillors. Under the current election cycle a third of councillors are elected every year over a four year cycle (with no elections in the fourth year); this election cycle is known as ‘Election by thirds’.

Plymouth City Council is one of the 17 out of 55 Unitary Authorities in England which uses the ‘Elections by thirds model’ in England. The remaining 38 hold ‘whole council elections’ every fourth year. No Unitary authority holds elections every two years.

In 2016 Bristol City Council and Warrington moved to ‘Whole Council Elections’. Arguments made in support of shifting to ‘Whole Council’ election cycles include; cost benefits and to support business decision making. The “advantages” and “disadvantages” set out below have been taken from a desk review of the above reports.

² The Electoral Commission (2004) The Cycle of local government elections in England, Report and Recommendations P4. (Online), Available at: https://www.electoralcommission.org.uk/sites/default/files/electoral_commission_pdf_file/cycleoflocalelectfinal_11595-9056_ENS_W_.pdf

‘Election by thirds’

‘Election by thirds’ is where councillors are elected every year over a four year cycle (with no elections in the fourth year).

“Advantages”	“Disadvantages”
<ul style="list-style-type: none"> • Frequent opportunities for residents to participate in democracy and influence how the council should be run • Councillors may be more receptive to the needs of residents • The composition of the council is more likely to reflect current political opinions 	<ul style="list-style-type: none"> • Potential voter fatigue and confusion • Officer time and cost • Reduced time period for electorate to see the longer term impact of policy changes

‘Whole Council’ elections

Whole council elections is where an entire council is elected during one election typically every four years.

“Advantages”	“Disadvantages”
<ul style="list-style-type: none"> • There could be potential savings, possibly in excess of £1.1million over 10 years. Note this is difficult to calculate based on the experience over the last five years • Limits the time the council would spend in purdah • Likely reduction in the burden and disruption on the buildings used for elections 	<ul style="list-style-type: none"> • Perceived reduction in opportunity for residents to participate in democracy • Increased risk of losing a high number of experienced councillors during one election • Increase in by-elections from councillors resigning

5.Election Cycle turnout implications

At the last local election in 2019 there election turnout averaged at 33.69 percent across Plymouth. It is estimated that in 2003 Plymouth City Council shifted from ‘Whole Cycle elections’ to its current system of ‘Elections by thirds’.

The below table shows the local election turn out for Plymouth City Council for last two years under the previous ‘Whole council elections’ model. The table also shows the election turnout for the previous two years of elections under the current ‘Election by thirds’ election cycle.

Date of election	Turnout	Plymouth City Council Local Election cycle
May 2003	31.9%	'Whole Council Elections'
June 2004	35.9% ³	'Whole Council Elections'
May 2018	35.07%	'Election by thirds'
May 2019	33.69%	'Election by thirds'

6.Election Cycle Financial Implications

Note: If the following estimates had been made in 2015, they would have proved to be inaccurate given the number of elections which have took place in this period.

Table A and Table B provides estimated costs under 'Whole council' election cycle and 'Election by thirds' election cycle. It should be noted that the costs in these tables are estimated based on assumptions made during the calculations. Actual costs and savings may vary depending on the number of by-elections, general elections and, Police and Crime Commissioner Elections. The current costs of elections under the current model of 'Elections by thirds' can be found in Appendix C.

The table below shows the estimated 10 year costs for the current 'Election by thirds' election cycle and, the cost of the 'Whole council election' cycle were the council to shift to this cycle of elections. To continue with 'Election by third cycles' over a ten year period would cost an estimated £2.54 million. Were the Council to move to 'Whole cycle elections' by 2022 it is estimated that this would cost £1.44 million across a 10 year period saving save £1.1 million over a 10 year period.

Table A		
Best case Decision implemented in 2020.	Most likely (upon which the MTF5 is based) Decision Implemented in 2022	Worst case No Change
Over 10 Year Cycle Total Saving: £1.7M (no loss of head count)	Over 10 Year Cycle Total Saving: £1.11M (no loss of head count)	Over 10 Years Cycle Total Saving (starting in 2020): £0

Year	Current Scheduled Election/s	Council continues to follow 'Election by third' cycles	Council moves to 'Whole council elections' by 2020	Council moves to 'Whole council elections' by 2022
2020	PCC + Local	£280K	£280K	£280K
2021	Fallow Year	£0	£0	£0
2022	Parliamentary + Local	£280K	£0	£280K
2023	Local	£380K	£0	£0
2024	Local + PCC	£280K	£280K	£0

³ The local election in 2004 saw a significant increase in turn out. It is important to note that the local election corresponded with a general election, any increases in voter turnout must be partly attributed to this.

2025	Fallow Year	£0	£0	£0
2026	Local	£380K	£0	£440K
2027	Parliamentary + Local	£280K	£0	£0
2028	PCC + Local	£280K	£280K	£0
2029	Fallow	£0	£0	£0
2030	Local	£380K	£0	£440K
TOTAL		£2.54M	£840K	£1.44M
Total Savings		£0	£1.7M	£1.1M

It is important to note that were the council to move to 'Whole Council elections' individual elections will cost marginally more than elections by thirds. Additional costs will include: printing costs as ballot papers are likely to be longer; postal vote opening costs; costs at the count (no change for time spent on verification but longer time in sorting and counting of votes) to include additional counting assistants, count supervisors etc. The estimated revenue cost of running an all-out election is £440K.

For full details of the current costs of elections under 'Elections by thirds' for Plymouth City Council between 2009/10 – 2019/20 refer to appendix C.

Recommendations and Reasons

That the panel consider the information in this report as background information to inform future discussions about electoral cycles for Plymouth City Council. It is recommended that were the suggestions in this report attractive to members of the panel that they consider commissioning further work including an equality impact assessment to fully understand the policy, practical and financial implications that a change of electoral cycle may have on Plymouth City Council.

Alternative options considered and rejected

This section of the report is not applicable as the information being provided is background information. The report is not advocating that the panel make a decision, but rather they gather insight from the report to inform discussions.

Carbon Footprint (Environmental) Implications:

It is important to note that although moving to a four yearly cycle of elections would reduce the frequency of such elections and so reducing the frequency of printing, when election papers are printed they may be significantly longer due to the increase in the number of councillors on the ballot paper.

Plymouth City Council has recently declared a Climate Emergency, all departments are required to be mindful of the environmental implications of their actions and decisions. Environmental considerations can be taken into account throughout the election cycle in the following areas:

Travel: In the lead up to the election promotional materials could encourage members of the public to walk to polling stations where possible instead of driving. Members of staff who are working at polling stations during the elections could be encouraged to car share and use public transport where possible rather than drive.

Standard signage which is used at every election could be laminated to weather proof it and allow it to be used again.

Waste: Due to the confidential nature of items such as polling cards and electoral registers it is not possible to recycle all election waste.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

A move to 4-yearly elections may increase the number of by-elections; however the frequency of these would be unpredictable.

As a decision is not being recommended at this point there are no potential risks. Were a decision to be taken a full equalities impact assessment would be required.

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Local government election timetable in England, Ministry of Housing, Communities and Local Government, 2018							
B	Plymouth City Council Election Costs 2009/10 - 2019/ 20							
C	Plymouth City Council Election Costs							
D	Anonymised use of schools as polling stations in London							
E	Unitary Authority Benchmarking							
F	Plymouth City Council local elections turnout; 1997 – 2019							
G	Performance Standards for Returning Officers in Great Britain, November 2013							
H	List of schools to be used in May 2020 Elections							
I	Performance standards for returning Offices in Great Britain, November 2003, The Electoral Commission							

Background papers:

Title of any background paper(s)	Exemption Paragraph Number (if applicable)						
	1	2	3	4	5	6	7
MTFS Proposals/ Policy Decisions, Electoral Services – Proposal to Move to Whole Council Elections, Giles Perritt, 2018							
The Cycle of local government elections in England. Report and Recommendations, The Electoral Commission, 2004							
Plymouth City Council Select Committee Review, Electoral Registration - Supplement Pack, Thursday 30 January 2020							
Electoral Registration Select Committee, Recommendation Response Update February, 2020							
Bristol City Council Full Council (Extraordinary meeting) 5 March 2013, Liam Nevin, Head of Legal and Democratic Services							

Sign off:

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Originating Senior Leadership Team member: Giles Perritt, Assistant Chief Executive											
Please confirm the Strategic Director(s) has agreed the report? Date agreed: 09.03.2020 verbal approval from Giles Perritt, Assistant Chief Executive											
Cabinet Member approval: <i>Approved gained via email from Cllr Pete Smith</i> Date approved: 09.03.2020											

Appendix A: Local government election timetable in England**Source:** Ministry of Housing, Communities and Local Government; 3 April 2019**Whole Council elections**

These 30 unitary authorities hold **whole council elections** in 2019, 2023, and every 4th year.

1. Bath and North East Somerset
2. Bedford
3. Blackpool
4. Bournemouth, Christchurch and Poole
5. Bracknell Forest
6. Brighton and Hove
7. Central Bedfordshire
8. Cheshire East
9. Cheshire West and Chester
10. Darlington
11. Dorset (elections in 2019, 2024, 2029 and then every 4 years)
12. East Riding of Yorkshire
13. Herefordshire
14. Leicester
15. Luton
16. Medway
17. Middlesbrough
18. North Lincolnshire
19. North Somerset
20. Nottingham
21. Redcar and Cleveland
22. Rutland
23. South Gloucestershire
24. Stockton-on-Tees
25. Stoke Tor
26. Telford and The Wrekin
27. Torbay
28. West Berkshire
29. Windsor and Maidenhead
30. York

These 6 unitary authorities hold **whole council elections** in 2017, 2021 and every 4th year.

1. Cornwall
2. County Durham
3. Isle of Wight
4. Northumberland
5. Shropshire
6. Wiltshire

These 2 unitary authorities hold **whole council elections** in 2016, 2020 and every 4th year.

1. Bristol
2. Warrington

These 17 unitary authorities **elect by thirds** in 2018, 2019, 2020, 2022 and so on. Elections are held every year except the county council year.

1. Blackburn with Darwen
2. Derby
3. Halton
4. Hartlepool
5. Hull
6. Milton Keynes

7. North East Lincolnshire
8. Peterborough
9. Plymouth
10. Portsmouth
11. Reading
12. Slough
13. Southampton
14. Southend
15. Swindon
16. Thurrock
17. Wokingham

These 7 district councils elect by halves in 2018, 2020, 2022, and every alternate year.

1. Adur
2. Cheltenham
3. Fareham
4. Gosport
5. Hastings
6. Nuneaton
7. Bedworth
8. Oxford

Appendix B: Plymouth City Council Election Costs 2009/10 - 2019/20

Row Labels	Income or Expenditure or Capital or BS Code	2009/10 PI-13 Actual £	2010/11 PI-13 Actual £	2011/12 PI-13 Actual £	2012/13 PI-13 Actual £	2013/14 PI-13 Actual £	2014/15 PI-13 Actual £	2015/16 PI-13 Actual £	2016/17 PI-13 Actual £	2017/18 PI-13 Actual £	2018/19 PI-13 Actual £	2019/20 PI-13 Actual £
City Elections	Expenditure	157,116.02	354,120.06	185,869.56	290,912.20	37,216.30	372,091.64	485,499.01	239,116.16	57,094.74	441,347.56	348,837.64
	Income	0.00	(47,873.19)	(62,801.44)	0.00	0.00	(171,380.00)	(192,039.84)	(6,126.82)	0.00	0.00	0.00
City Elections Total		157,116.02	306,246.87	123,068.12	290,912.20	37,216.30	200,711.64	293,459.17	232,989.34	57,094.74	441,347.56	348,837.64
European Elections	Expenditure	200,612.53	38,945.48	(9,582.12)	0.00	0.00	0.00	0.00	0.00	12,179.00	0.00	403,174.08
	Income	(200,612.53)	(38,945.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(257,657.00)
European Elections Total		0.00	0.00	(9,582.12)	0.00	0.00	0.00	0.00	0.00	12,179.00	0.00	145,517.08
Parliamentary Elections	Expenditure	10,766.16	121,739.57	0.00	0.00	0.00	0.00	0.00	0.00	526,797.42	220.00	471,997.93
	Income	(10,766.16)	(121,739.57)	0.00	0.00	0.00	0.00	0.00	0.00	(565,728.35)	0.00	(295,156.00)
Parliamentary Elections Total		0.00	(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	(38,930.93)	220.00	176,841.93
Police Commissioner Elections	Expenditure	0.00	0.00	0.00	295,129.30	0.00	0.00	0.00	188,888.37	12,234.00	0.00	0.00
	Income	0.00	0.00	0.00	(294,930.99)	(39,834.13)	0.00	0.00	(201,783.00)	0.00	0.00	0.00
Police Commissioner Elections Total		0.00	0.00	0.00	198.31	(39,834.13)	0.00	0.00	(12,894.63)	12,234.00	0.00	0.00
Referendum	Expenditure	0.00	0.00	206,141.92	0.00	0.00	0.00	0.00	337,312.51	35,978.00	0.00	0.00
	Income	0.00	0.00	(202,558.70)	0.00	0.00	0.00	0.00	(317,138.55)	0.00	0.00	0.00
Referendum Total		0.00	0.00	3,583.22	0.00	0.00	0.00	0.00	20,173.96	35,978.00	0.00	0.00
Grand Total		157,116.02	306,246.87	117,069.22	291,110.51	-2,617.83	200,711.64	293,459.17	240,268.67	78,554.81	441,567.56	671,196.65

Appendix C: Plymouth City Council Election Costs

- If a stand – along local election is delivered, Plymouth City Council is responsible for 100 percent of the costs.
- If a national ‘stand-alone’ election (e.g. a Referendum, Police and Crime Commissioner or Parliamentary elections) are delivered, the Cabinet Office reimburses 100 per cent of the cost.
- If a ‘double/combined’ election is delivered (i.e. a local election together with a Parliamentary or Police and Crime Commissioner Elections), the Council is reimbursed approximately 50 per cent of the total cost.
- If a ‘triple combined’ election is delivered (i.e. a local election together with a Parliamentary and Police and Crime Commissioner Elections), the Council is reimbursed approximately 66 per cent of the total cost.
- All reimbursement is subject to a detailed claims process, maximum recoverable amounts set in individual statutory instruments ahead of each election, with the potential of some costs being disallowed. As a result recovery is usually less than the full or apportioned cost of holding the relevant election.

Appendix D: Use of schools as polling stations across London

The table below shows the percentage of polling places in London boroughs which are used as polling stations.

Borough	Polling Places	Number of Polling Places that are Schools	Percentage of Polling Places that are Schools
1	83	1	1.20%
2	60	4	6.67%
3	53	7	13.21%
4	51	11	21.57%
5	35	15	42.86%
6	55	15	27.27%
7	69	19	27.54%
8	135	20	14.81%
9	58	21	36.21%
10	83	22	26.51%
11	81	25	30.86%
12	106	28	26.42%
13	70	31	44.29%
14	110	35	31.82%
15	148	35	23.65%
16	103	37	35.92%

17	80	39	48.75%
18	75	39	52.00%
19	101	40	39.60%
20	92	42	45.65%
21	100	49	49.00%

Appendix E: Unitary Authority Benchmarking

The table below shows the Local Election turnout for Bristol City Council under the 'Elections by thirds' cycle and, 'Whole Council Elections'.

Local Authority	Date of Election	Electoral Cycle	Turn out
Bristol City Council	Local Elections 2011	'Elections by thirds'	39.5%
Bristol City Council	Local Elections 2016	'Whole council elections'	44.76%

Local Authority	Date of Election	Electoral Cycle	Turn out
Winchester City Council	Local Elections 2018	'Elections by thirds'	44.5%
Winchester City Council	Local Elections 2017	'Elections by thirds'	45.3%

Local Authority	Date of Election	Electoral Cycle	Turn out
Southampton City Council	Local Elections 2019	'Elections by thirds'	30.7%
Southampton City Council	Local Elections 2017	'Elections by thirds'	32.7%

Local Authority	Date of Election	Electoral Cycle	Turn out
Nottingham City Council	Local Elections 2015	'Whole Council Elections'	57.1%
Nottingham City Council	Local Elections 2019	'Whole Council Elections'	29%

Local Authority	Date of Election	Electoral Cycle	Turn out
Luton Borough Council	Local Elections 2015	'Whole Council Elections'	29.37%
Luton Borough Council	Local Elections 2019	'Whole Council Elections'	60.97%

Appendix F: Plymouth City Council elections turnout; 2003 – 2019

The table below shows the Local Election turnout for Plymouth City Council.

Election Year	Plymouth turnout - % of overall turnout
2003	31.9
2004	35.9
2005	no value given
2006	34.8
2007	37.2
2008	33.4
2009	no value given
2010	62 ⁴
2011	39.3
2012	32.9
2013	no value given
2014	37.2
2015	64.6 ⁵
2016	33.1
2017	no value given
2018	35.07
2019	33.69

⁴ There was a General Election on Thursday 6 May 2010 which is likely to have increased turn out.

⁵ There was a General Election on Thursday 7 May 2015 which is likely to have increased turn out.

Appendix G: Schools to be used for the May 2020 Local Elections

Name
Austin Farm Academy
Beechwood Primary Academy
Boringdon Primary School
Chadlewood Primary School
Compton C of E Primary School
Courtlands Special School Academy
Ernesettle Community School
Glen Park Primary (Buddies Bungalow)
Knowle Primary School
Laira Green Primary School
Lipson Vale Primary School
Marlborough Primary Academy
Mary Dean Primary School
Mount Street Primary School (ME2 Building)
Pilgrim Primary School
Plaistow Hill Infant & Nursery School
Prince Rock Primary School
St. Andrews C of E Primary School
St. Edward's C of E Primary School
St. Peter's RC Primary School
Thornbury Primary School
Widewell Primary School

Appendix H: Performance standards for returning Offices in Great Britain, November 2003, The Electoral Commission, available at:

https://www.electoralcommission.org.uk/sites/default/files/pdf_file/New-performance-standards-for-ROs-November-2013.pdf