

Audit and Governance Committee



Date of meeting:	22 March 2021
Title of Report:	Internal Audit Report: Executive Office – Electoral Registration 2020/21
Lead Member:	Councillor Peter Smith (Deputy Leader)
Lead Strategic Director:	Giles Perritt (Assistant Chief Executive)
Author:	Craig Moodie & Glenda Favor-Ankersen
Contact Email:	craig.moodie@plymouth.gov.uk/glenda.favor-ankersen@plymouth.gov.uk
Your Reference:	
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

The report provides progress in responding to the recommendations made by a Select Committee of the Council that reviewed the 2019 registration issues at its meeting in January 2020:

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.

Note: The new process involved in administering the Reformed Annual Canvass of Electors and redeployment of a number of electoral services team member caused the delay in starting the audit. The audit started in November 2020.

Recommendations and Reasons

The audit report submitted by Devon Audit Partnership made a number of recommendations in relation to:

- Remediation of Historic Errors
- Process and Data Controls (including Quality Assurance)

The Audit and Governance Committee are asked to consider and comment on the attached report and action plan.

Alternative options considered and rejected

Not Applicable

Relevance to the Corporate Plan and/or the Plymouth Plan

Corporate Plan – one of the Council's values is that it is democratic and will provide strong community leadership and work together to deliver our common ambitions. This briefing helps to ensure that the Council is following the correct guidance and procedures when undertaking democratic processes.

Implications for the Medium Term Financial Plan and Resource Implications:

None

Carbon Footprint (Environmental) Implications:

The increased use of digital technologies by Electoral Services to engage with existing and prospective electors reduces the use of paper, photocopying and potential need for members of the public to travel.

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

** When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.*

Electoral Services modified the way in which the 2020 Canvass was conducted in order to reduce the risk of infection during the Covid-19 pandemic.

Appendices

**Add rows as required to box below*

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	Internal Audit Report: Executive Office – Electoral Registration 2020/21							
B	Equalities Impact Assessment (if applicable)							

Background papers:

**Add rows as required to box below*

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	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

Sign off:

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Originating Senior Leadership Team member: Giles Perritt											
Please confirm the Strategic Director(s) has agreed the report? Yes Date agreed: 11/03/2021											
Cabinet Member approval: Councillor Pete Smith (Deputy Leader) <i>approved by email</i> Date approved: 10/03/2021											