

## **ELECTORAL SERVICES**

### **MANAGING OUR PROPERTY DATABASE**

#### **Introduction**

The accuracy of the property database underpins the accuracy of our electoral register, and the Electoral Services section puts considerable effort into managing, updating and improving the electoral registration database.

We are supported in this work by our access to a range of other council and non-council records this soon to be enhanced by our compliance with the Council's Local Land and Property Gazetteer (LLPG).

#### **Becoming LLPG Compliant**

The government has made a direction under Section 52(1) of the Representation of the People Act 1983 that from 1 December 2009, Electoral Registration Officers in Great Britain must ensure that any electoral registration data held on electronic systems is formatted in compliance with a national standard.

Unfortunately, the actual data matching has stalled with our changing software companies in January 2010. Once this has been completed the data matching and a direct LLPG data interface will be set up and this document amended re property change process.

#### **Consulting Other Council and External Records**

Records that we check to maintain our property database include:

- **Council Tax** – the service has electronic access to the C/Tax system provided by Northgate Information Systems. This enables staff to check new properties and also those individuals registered for confirmation purposes. This has also assisted the LLPG compliance as well.
- **Building Control** – Completion Lists are received showing new properties 'signed off', demolished etc  
GIS – the Council's map base, with address points and address data together with a specific link to an elections portal showing polling districts and polling stations  
<http://maps.runnymede.gov.uk/website/Elections/disclaimer.htm>
- **Royal Mail** – Web site postcode access and walksort updates linked to our software system that maintain the accuracy of our address database
- **Engineering Services** – we receive information from our street naming and numbering with all new development details, re-structured streets, demolitions etc attached to an e-mail. These e-mails include text descriptions of the changes/additions to be made accompanied by an electronic map to show the precise location. This is very important because the properties location within the Ward/Polling District needs to be correct.

This is also distributed via e-mail to the following for continuity and consistency of data

**E-Mail list:** Administration; A-Z Maps; BT; Business Rate; Business Rates; Council Tax; Council Tax 2; DSO2; EDF; Election Services; GIS; GIS - Data Capture; Land Registry; Licensing; Linda Robinson; Local Land Charges; Maureen Chambers; Ordnance Survey; Royal Mail; SSE Power Distribution; Surrey County Council; Surrey Fire & Rescue; Surrey Police; Wentworth Estate Roads Committee

- **Canvassers** are only involved at the later stages of the canvass and they are encouraged to identify any peculiarities when "out and about". These comments are then passed to the above for amendment and/or clarification.

- **Cllrs**, with their local knowledge, are encouraged to inform us where properties are demolished or being re-furbished and also where the street sequences on the register need amending. These are invariably received via e-mail and acted upon by the service to ensure the register reflects the structure of properties/streets “on the ground”

We maintain a protocol on consulting these other records. Our electoral registration accuracy requirements are very high and very specific, and we are required to exercise caution as some data is more accurate than others.

#### **Other activities that support our identification of new properties**

##### **The public informs us of occupancy of a new property/staff local knowledge draws attention to the occupancy of a new property**

The notification of the existence of new properties commonly occurs and these invariably passed to street numbering who distribute the information. They will also make visits to properties if deemed necessary and will also do so if we have a specific query on our behalf. If the information also conflicts with C/Tax information we have enforcement officers who will visit properties if necessary.

##### **Home mover packs**

Council Tax issue a council tax notification and a home mover's pack to all home movers in the Borough. An electoral registration form is included in this pack coloured pink so that it is conspicuous.