



ELECTORAL SERVICES SECTION

ROLLING REGISTRATION PLAN

Introduction

'Rolling Registration' describes a system of registration that was introduced in 2001 whereby additions, deletions and amendments to the electoral register can be made on the first working day of the month or in advance of an election between 1 December and 1 September each year. During September, October and November, it is assumed that the Electoral Registration Officer is conducting the annual canvass, and 'rolling registration' is suspended during that period.

EAA 2006 introduced duties on the Electoral Registration Officer to 'take all steps that are necessary for the purpose of complying with his duty to maintain the registers'; the steps include: sending more than once to any address the form to be used for the canvass, making on one or more occasions house to house inquiries, making contact by such other means as is thought appropriate, inspecting other council records and providing training to persons in his employ.¹

Electoral Commission guidance is that 'the general duty to take all steps that are necessary in maintaining the register applies throughout the year'.²

PPEA 2009 introduced provisions for all applications – by rolling registration form and by canvass form – to be processed up to the eleven working day deadline before the date of the poll.³ The implications of the new provisions are considered in EC Circular 19/2009.

¹ Section 9, Representation of the People Act 1983

² Paragraph D2, Managing Electoral Registration.

³ Section 23, Political Parties and Elections Act 2009

Objectives and Controls and Measures

Objectives	Controls and Measures
Office Working Practice	
To have a clear work plan, showing the procedures that need to be followed in maintaining the handling of applications, amendments and deletions	The section has developed a full work plan for rolling registration, which is evaluated at team meetings
To maintain the highest levels of accuracy in form scanning and data inputting	All data inputting is double checked and all scanned forms manually counted in the first instance then counted electronically twice before being entered onto the system.
To monitor the number of applications for registration that we receive and the number of deletions that we action	Annual and monthly statistics are recorded and maintained (The Commission has suggested that the number of new applications to be registered each year should be about 13 per cent of our total of registered electors; the number of annual deletions from the register should be about 14 per cent of our total registered electors. ⁴)
Meeting our duties to 'take all steps that are necessary'	
To ensure that every home mover is contacted and supplied with a rolling registration form with their Council home mover pack	Council Tax retain data of home movers packs issued
To improve our response rate to home mover packs by improving the outgoing stationery	The stationery is continuously reviewed
We continuously work with other sections in the authority to reduce duplicate effort and unnecessary expenditure, in particular with LLPG, Council Tax, Engineering Services	Records of meetings or correspondence
Death returns from the Registrar of Births and Deaths are actioned	Death returns are electronically stored
Registration notifications from other Electoral Registration Officers are actioned	Notifications from other ERO's are recorded electronically against the property record once the amendments have been made

⁴ Electoral Commission, Baseline performance information – electoral registration in Great Britain: initial analysis (May 2008), charts 12-13.

New properties	This information can come from various sources and it stimulates a new registration form being sent to the address at the earliest opportunity
Residential/care homes	These are suppressed from the normal canvass and are provided with separate guidance and a supply of rolling registration forms and links provided for the elections web portal All of these establishments are identified through the "House type" within the system
Rolling registration forms are supplied at our office on request, on our website, our residential care homes, and are available from the Electoral Commission's website	Reviewed continuously throughout the year
Translations	See Accessibility and communication of information
Maintaining Accuracy and Integrity	
Duplicate entries.	Duplicate entries are identified during the additions and deletions process and are actioned. This is also completed at canvass utilising a specific duplication report.
Absent voters	Absent voters who have changed their name during rolling registration are automatically flagged on the system and provided with a new application to enable them to register new personal identifiers.
Applications for registration or amendment	All applicants are provided with confirmation letters
Publication and lists maintained and available for public inspection	
<ul style="list-style-type: none"> • Applications for registration • Modifications • Deletions • Objections • Reviews 	
Other EROs are notified when a person is registered with us and cease to be resident in their area.	E-mails are sent and details of the previous address of authority is retained on the software

Resources

Our overall budget for electoral registration in 2009-10 is £150,600 (See Appendix A)

The Electoral Services Team comprises one full-time and two part-time officers. Fourteen canvassers would ordinarily assist with the household canvass for which there is no specific budget allocated.

The service has contracts with Electoral Reform Services, Express Electoral Software Systems and FDML Printing to support this work.

Business Continuity

Core staff – the rolling registration process is maintained by core staff with any member of the team able to take over the others work if required subject to management support for the ESM.

IT support – IT support is crucial given the ever increasing move to complete reliance of external software suppliers and automated processes. A log of hardware systems is maintained, so that renewal of equipment can be phased.

Designated IT officers support the service dependent on the nature of the work involved

- Jenny Delvino 5553 (Database/server)
- John Scoggins 5554 (Postal votes and Count)
- Clare Harris 5562 (Internet)
- Nigel Watson 5550 (IT Manager)

External suppliers – the role of external suppliers in the rolling registration process is crucial.

Forms are supplied direct from the software system through internal business centre printers so maintenance and continuation of service is very important.

Printers Blue Mushroom produces C/Tax rolling registration forms and the electoral registration software system is provided by Halarose of Oxford. (To be changed to Xpress in January 2010) Regular monitoring of stocks of stationery is undertaken.

Appendix A

Detail Description	Current Budget
Salary Allocation	£67,200
Training - Short Courses	£1,000
Professional Subscription	£100
Car Allowances	£1,500
Travelling Expenses	£100
Furniture & Equipment - Purchase	£0
Purchase of Refreshments	£0
Office Stationery	£100
Printing	£10,500
Binding of Minutes	£200
Books and Publications	£600
Conference Expenses	£300
Postages - Franking Machine Recharge	£400
Postages Licence	£0
Postages - Business Reply	£5,000
Postages - Sorted	£7,900
Telephone Registration	£4,700
Computer Maintenance	£3,400
Canvassers Fees	£5,200
Budget Holding Code	-£4,200
Accountancy Recharge	£1,500
Internal Audit Recharge	£100
Payroll and Payments Recharge	£1,300
Income Services Recharge	£100
Computing Services Recharge	£11,300
Post Room Services Recharge	£3,400
Runnymede On-Line Recharges	£500
Personnel Services Recharge	£1,100
Office Accommodation Recharge	£10,400
Front of House Recharge	£1,700
Administrative Recharge	£11,500
Legal Services Recharge	£3,800
GIS Recharge	£1,900
Procurement Recharge	£1,000
Sale of Electoral Registers	-£3,000
	£150,600