



Electoral Registration

Team Plan 2015/16

Team Manager: **Rebecca Light**

Service Plan: Resources

Date signed off: 21/05/2015

Signed off by: **Debbie Marles**

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Team Overview – Electoral Registration

The Electoral Registration team undertakes a number of key roles for the Council. The team ensures the Register of Electors is maintained and co-ordinates elections in the Vale of Glamorgan constituency. The Electoral Registration team transferred to Legal Services from 1 December 2014.

The Team's broad functions are:

- Updating the Register of Electors
- Publishing monthly alteration notices of additions, deletions and amendments
- Annual canvass of all properties in the Vale of Glamorgan
- Publication of the revised Register of Electors annually (1st December)
- House to house visits to encourage registration throughout the year
- Maintenance of the Absent Voters list
- Maintenance of the list of Overseas and Special Category Electors
- Public Awareness campaigns with targeted groups
- UK Parliamentary elections for the Vale of Glamorgan constituency
- Welsh Assembly elections for the Vale of Glamorgan constituency
- Police and Crime Commissioner elections for the Vale of Glamorgan constituency
- County / Local Government elections (including by-elections)
- Town / Community elections (including by-elections)
- European Parliamentary Elections
- Referendums
- Community Polls
- NNDR postal ballot bids

Our Contribution to Service Plan priorities 2014/15

Our contribution to the Service Plan priorities last year:

No previous record of Electoral Registration in the previous plan. Objectives achieved include:-

- Successful planning in the run up to and delivery of the UK Parliamentary Election on Thursday 7th May 2015
- Publication of the revised Register of Electors on 1st December 2014
- Completion of the 2015 Absent Voters refresh exercise
- Household Notification Letters to all properties in the Vale of Glamorgan
- Successful completion of the Penarth Town Council postal ballot BID
- Successful delivery of the Llantwit Major County and Town By-election in March 2014
- Successful delivery of the European Parliamentary Election on Thursday 22nd May 2014
- Introduction of the new registration system 'Individual Electoral Registration' (IER)

Our Team Plan 2015/16

Service Outcome 1:		Residents are confident in accessing our services and are engaged with their local community						
Objective 1:		To deliver seamless services to our customers by working in partnership and engaging our residents in decision making and service improvement.						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
	Manage the Welsh Assembly / Police and Crime Commissioner (Combined) Election	Successful delivery of the poll	High	Rebecca Light	04/01/2016	22/05/2016	Funding received from ECU	Draft timetable and preparations to commence and main project planning after canvass
	Complete all annual canvass activities. By sending Household Enquiry Forms (HEFs) to all properties in the Vale of Glamorgan including house to house visits for non-responders. Data mining against	All non-responders receiving a personal house to house visit.	High	Rebecca Light	July 2015	December 2015	Current annual canvass budget	

	other local authority records to determine changes to the register.							
	Continue Rolling Registration by ensuring that all potential new electors receive an Individual Registration Form (ITR) form.	Ensure all potential new electors receive an ITR form	High	Rebecca Light	1/04/2015	31/03/2016	Current electoral registration budget plus funding from Cabinet Office	
	In line with the prescribed rolling registration dates, ensure the Register of Electors is up to date and accurate including Absent Vote records and Special Category Electors	Publication of the revised Register of Electors on 1 st December 2015 Ensure additions, deletions and amendments are processed by each qualification month.	High	Rebecca Light	01/04/2015	31/03/2016	Electoral Registration budget / IER funding	
	Update the Absent Voter records.	Ensure that the absent voter records are updated if the individual voters personal identifiers are five years old or more	Medium	Rebecca Light	01/04/2015	31/03/2016	Electoral Registration budget / IER funding	

	Send Household Notification Letters to all properties in the Vale of Glamorgan.	Ensure that all properties in the Vale of Glamorgan receive a HNL containing their register information	Medium	Rebecca Light	01/01/ 2016	01/03/2016	Current Electoral Registration budget	
	Carry out a Data cleansing exercise prior to the 2015 canvass.	Ensure that prior to 2015 canvass all data is cleansed and checked against elector and property records held	Medium	Rebecca Light	01/05/2015	31/07-01/08/2015	Current Electoral Registration budget	
	To engage with residents of the Vale of Glamorgan to encourage voter registration. Including partnership working with local schools, community groups, residential and care homes and general public awareness activities through social media, VOG website, Bro Radio and press releases.	Maintenance and pro-active use of the Electoral Registration Engagement Strategy/Plan	Medium	Rebecca Light	01/04/2015-31/03/2016	01/04/2015-31/03/2016	Cabinet Office (IER) funding	