

**ELECTION SERVICES SUPPLEMENTARY BUDGET REQUEST  
REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE  
DIRECTION)**



**WARDS AFFECTED: ALL WARDS (CORPORATE ISSUE)**

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1. PURPOSE OF REPORT

- 1.1 To request a supplementary budget in order to effectively maintain the Register of Electors.

2. RECOMMENDATION

- 2.1 That members note the additional burden of Individual Electoral Registration (IER) and the income received to support this, resulting in a net increase in expenditure of £5,506 being the difference between the funding (2.2 below) and the expenditure (2.3 below) .
- 2.2 A supplementary income budget of £27,494 to reflect the additional grant income is approved.
- 2.3 A supplementary expenditure budget of £33,000 to reflect the additional cost is approved.

3. BACKGROUND TO THE REPORT

- 3.1 Previously, one person in every household was responsible for registering everyone else who lives at that address. Under IER, each person is now required to register to vote individually, rather than by household.
- 3.2 Under IER, 'identifying information' must be provided, such as date of birth and national insurance number, when applying to register and applications need to be verified before they are added to the register.
- 3.3 The changes required for the process of IER have undoubtedly created an additional burden on the annual canvass process, for both the electors and the Elections Team. It has generated an increase in queries and uncertainty.
- 3.3 The Elections Team have a detailed communications plan for the canvass which has assumed 50% response rates to each stage. It also includes for engagement with more vulnerable groups, for example canvassers will be visiting nursing homes to help explain the new process and to assist with the completion of forms if required.
- 3.4 We have established that the likely additional costs to us of IER are approximately £33,000. In recognition of the additional burden, we have been allocated funding of £27,494. The overall net increase in expenditure is therefore £5,506.
- 3.5 Members are therefore requested to approve the supplementary budgets required in accordance with Financial Procedures.

4. FINANCIAL IMPLICATIONS [DW]

- 4.1 A supplementary income budget of £27,494 for 2015/16 for the additional grant income to part fund the costs will be required.

4.2 A supplementary budget of £33,000 for 2015/16 requires approval by Executive in accordance with Financial Procedure Rules.

4.3 The net additional one off requirement will therefore be £5,506.

#### 5. LEGAL IMPLICATIONS [JB]

5.1 The services are part of the Council's statutory functions with deadlines, adequate resources are required to support that function, part of which includes the Annual Canvass and Individual Electoral Registration.

#### 6. CORPORATE PLAN IMPLICATIONS

6.1 This report is a corporate matter and relates to all aspects of the Corporate Plan.

#### 7. CONSULTATION

7.1 This is not a matter for consultation.

#### 8. RISK IMPLICATIONS

8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

8.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Disruption to service delivery	Effective planning	JK

#### 9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 The recommendation within this report does not impact any particular group or community as it relates to a corporate matter.

#### 10. CORPORATE IMPLICATIONS

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

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Background papers: None

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