

Deputy Leader

**Venue: Town Hall, Moorgate
Street, Rotherham. S60
2TH**

Date: Tuesday, 13 January 2015

Time: 4.30 p.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for Absence.
4. Minutes of the Previous Meeting held on 2nd December, 2014 (herewith) (Pages 1 - 5)
5. Procurement of Annual Software Support and Maintenance (report herewith) (Pages 6 - 7)
6. Revenue Budget Monitoring for the period ending 30th November 2014 (report herewith) (Pages 8 - 10)
7. Revised Computer Re-Use Policy (report herewith) (Pages 11 - 13)
8. Review of the South Yorkshire Police and Crime Commissioner By-Election (Mags Evers, Chief Electoral and Registration Officer, to report)
9. Individual Electoral Registration (report herewith) (Pages 14 - 25)
10. Date and Time of the Next Meeting - Tuesday, 3rd February, 2015 at 4.30 p.m.

1D

DEPUTY LEADER
Tuesday, 2nd December, 2014

Present:- Councillor Hoddinott (in the Chair); Councillors Sims and Tweed.

D19. MINUTES OF THE PREVIOUS MEETING HELD ON 7TH OCTOBER, 2014

Consideration was given to the minutes of the previous meeting held on 7th October, 2014.

Reference was made to Minute No. D13 (Fareshare Food Contract Extension) and clarification sought on the tendering exercise taking place which would continue the preventative service post March, 2015. An update on progress was requested.

Resolved:- (1) That the minutes of the previous meeting be approved as a correct record for signature by the Chairman.

(2) That an update on progress be provided on the tendering process moving forward.

D20. ENVIRONMENT AND DEVELOPMENT SERVICES REVENUE BUDGET MONITORING REPORT TO 30TH SEPTEMBER 2014

Consideration was given to a report presented by Colin Earl, Director of Audit and Asset Management, which set out in detail the performance against budget for the Environment and Development Services Directorate Revenue Accounts at the end of September, 2014 and to provide a forecast outturn for the whole of the 2014/15 financial year.

Only the Internal Audit and Insurance elements of the report related to the portfolio of the Deputy Leader. ICT was currently reported under the Resources arrangements.

It was noted that Internal Audit had a £7k pressure which was staffing related, and that attempts were being made to generate income to offset this. It was noted that this would be unlikely to eliminate to overspend fully by the end of the year.

Moving forward it was suggested that future budget monitoring reports align to the portfolios of Cabinet Members to ensure that the relevant budgets were being properly monitored.

Resolved:- (1) That the latest financial projection against budget for the year based on actual income and expenditure to the end of September, 2014 for the relevant areas be noted.

(2) That future budget monitoring reports be aligned to each portfolio for Cabinet Members.

(3) That this report be referred to the Self Regulation Overview and Scrutiny Select Commission for information.

D21. RENEWAL OF THE GOOD FOR ENTERPRISE LICENCE

Further to Minute No. D14 of the meeting of the Deputy Leader held on 7th October, 2014, consideration was given to a report presented by Colin Earl, Director of Audit and Asset Management, which detailed how the Council used Good for Enterprise as its mobile email application and also as a mobile device management application. Good for Enterprise was a vital tool enabling agile working through remote and 24/7 access to email.

The current charging agreement was per device and consisted of an activation charge and an annual subscription charge per device. At present the Council had Good for Enterprise installed on 351 devices, at an annual charge of £23K. However, as around five hundred blackberries were retrieved from staff over the next few months, the usage of Good for Enterprise would increase substantially. Along with other expected increases in demand, this would create a large increase in the number of devices requiring Good for Enterprise and a substantial increase in charges under the current charging licencing agreement.

In view of the above, it was proposed to move to a subscription model for 1,200 user licences for use on unlimited devices, which was expected to meet the Council's demand for the next three years. The annual subscription charge would be around £41k and would represent a saving of £55k per year when compared to projected costs using the current per-device approach.

Further information was provided on how projected future demand, how it was expected that the licences would work and how services would pay relative to usage.

Resolved:- (1) That the move to a three year subscription model for Good for Enterprise be approved, which would cost £41k per year and achieve savings in the region of £164K over the three year period.

(2) That this proposed change in subscription be exempt from the provisions of Standing Order 47.6.3 (requirement to invite three to six tenders for contracts with a value of over £50k) and the contract be awarded to Good via Vodafone.

D22. UPDATED COMPUTER RE-USE POLICY

Consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which set out Rotherham Metropolitan Borough Council's proposed policy towards computer hardware disposal and re-

use. It was proposed that when a computer became surplus to requirements it could be bought by Members or officers for personal use or donated to community groups.

In the period since May 2013 RMBC had sold or donated one hundred and thirty seven laptops, the vast majority of these having being donated to community groups or schools. Whilst this had been beneficial for the recipients of the laptops it had become burdensome for Corporate ICT because the recipients have an expectation that the laptops would be supported by RMBC indefinitely.

Corporate ICT did not have the resources to support donated equipment post-donation and following a letter of complaint it was suggested that some consideration be given to the Council discharging its digital inclusion responsibility to an agency who could then appropriately manage requests and dispose of any surplus equipment.

The Deputy Leader and Advisers suggested that this matter be deferred pending further investigation as to agencies who would be able to facilitate this process for computer equipment disposal and how relevant requests from community groups and Elected Members would be fielded.

Resolved:- That the report be deferred pending further investigation and for this to be submitted to the next meeting of the Deputy Leader for consideration.

D23. WEBCASTING RMBC MEETINGS

Further to Minute 96 of the Cabinet held on 26th November, 2014, where it was agreed that a permanent solution for webcasting was to be introduced, consideration was given to a report presented by Richard Copley, Corporate ICT Manager, which presented the main issues, a summary of the costs and benefits of webcasting.

Discussion ensued on the model to be used by Public-I, the issues that had arisen using the temporary webcasting kit, the location of the webcast library, the reliability of the current microphone system, which had experienced problems especially with the hearing loop system, and the need for a full operating training pack for staff and a microphone training session for Chairmen and Elected Members.

The current proposal called for the Council to lease the hardware for two years which was then monitored remotely by Public-I with some intervention from staff to start/end the webcast and manage its progress. The detailed arrangements for day-to-day management of the webcasts was to be shared across a variety of teams including the ICT, Press and Communications and the Town Hall.

A webcast survey had now been undertaken and once the details and any remedial costs of this had been received it was hoped that a fully

integrated system would be up and running from February, 2015 onwards allowing for the respective work to be undertaken during January, 2015. Until this time Cabinet and full Council would continue to be webcast under the current temporary arrangement until installation was complete.

Once installation was finalised all webcasts would be overseen by Public-1 and published on the website. Whilst it was noted that all webcasts would be viewed live, there may be a need for a protocol to be established dealing with transparency and legal matters.

Resolved:- (1) That webcasting of selected meetings as part of the Council's commitment to improving engagement and transparency in local democracy take place from February, 2015.

(2) That appropriate training be made available for Chairmen and Elected Members on the use of the microphone system.

(3) That further consideration be given to legal aspects for publishing webcasts.

(4) That the location of the webcast library on the website be made more accessible for the public.

(5) That further information be provided on any remedial costs associated with the webcast installation.

(6) That the webcasting process and viewing figures be reviewed in twelve months time to ascertain if this model remains cost effective.

D24. PROCUREMENT OF SOFTWARE LICENCES FROM NORTHGATE

Consideration was given to a report presented by Stuart Booth, Director of Finance, which detailed how to enable the Council to implement the Housing Benefit SHBE Oct 2014 Changes, HMRC/RTI Oct 2014 and ATLAS/ETD Oct 2014 functionality from 1st December 2014, there was a need to use the Northgate software functionality enhancement.

An exemption from Standing Orders was, therefore, sought for procuring these new, software licence keys as the provision of the Housing Benefit software could only be supplied by Northgate.

Resolved:- That the contract for the purchase of a software licence key be approved and be exempt from the provisions of Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for contracts with a value of £5k but less than £20k) and the purchase be made from Northgate.

D25. DATE AND TIME OF THE NEXT MEETING

Resolved:- That the next meeting of the Deputy Leader and Advisers take place on Tuesday, 13th January, 2015 at 4.30 p.m. with a briefing at 4.00 p.m.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Deputy Leader
2.	Date:	Tuesday 13th January 2015
3.	Title:	Procurement of annual software Support and Maintenance from Civica
4.	Directorate:	Resources

5. Summary

To enable the Council to ensure ongoing use and reliability of the Civica Electronic Document Management and Workflow System functionality from 1st April 2015 to 31st March 2016, there is a need to have a Support and Maintenance agreement with the software supplier.

Maintaining the reliability of Civica is essential in maintaining an excellent customer service in the administration of benefits, ensuring efficient billing of Council Tax and Non Domestic Rates and ensuring that income collection is maximised.

Exemption from Standing Orders for procuring this software support and maintenance is sought as the provision of the document management and workflow software support can only be supplied by Civica.

6. Recommendations

It is recommended that the contract for the purchase of annual Support and Maintenance for the Civica System be exempt from the provisions of standing order 47.6.3 (requirement to invite at least three written quotations for contracts with a value of £20k but less than £50k) and that the purchase be made from Civica.

7. Proposals and Details

The Council uses Civica software to administer Housing Benefit, Council Tax and the Council Tax Reduction scheme.

The Support and Maintenance is crucial to the business to ensure that ongoing use of the software is kept up and running.

The annual Support and Maintenance charge for this software will cost £34,008.89.

ICT and Procurement Services have confirmed that the provision of annual Support and Maintenance for the Civica software can only be supplied by Civica. No other supplier can provide this service. Legal and Financial Services have also been consulted and they have confirmed their agreement with the proposals.

8. Finance

The costs outlined above are the same as paid the previous year, with an uplift for inflation.

9. Risks and Uncertainties

The software is critical to the future administration of Housing Benefit, Council Tax and the Council Tax Reduction scheme. Without Civica Support and Maintenance we would be in a position should the system fail of being unable to process benefits or bill and collect Council Tax and Non Domestic Rates. This would result in significant reductions in income collection levels and government subsidy for benefits administration.

10. Policy and Performance Agenda Implications

The provision of annual Support and Maintenance for the Civica software will enable the Council to continue to meet its statutory duty to administer Housing Benefit, Council Tax and the Council Tax Reduction scheme.

11. Background Papers and Consultation

Consultation has taken place with colleagues Legal, Finance and Procurement Services and all have confirmed agreement with the proposals.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO DEPUTY LEADER
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1	Meeting:	DEPUTY LEADER
2	Date:	13th January 2015
3	Title:	Revenue Budget Monitoring for the period ending 30th November 2014
4	Directorate:	Resources

5 Summary

This report provides details of progress on the delivery of the 2014/15 Revenue Budget for the Deputy Leader Portfolio based on performance for the first 8 months of this financial year. It is currently forecast that the Portfolio will underspend against its Budget by £243k.

The moratorium on non-essential spend implemented on 2nd September will continue until the end of March. This will assist with maintaining the portfolio forecast underspend.

Recommendations

- **Note the current forecast outturn for the Deputy Leader portfolio.**

7.1 Proposals and Details

This report presents details of spending against budget within the Deputy Leader Portfolio covering the first 8 months of the 2014/15 financial year – April 2014 to November 2014 – and forecast costs and income to 31st March 2015.

7.2 The Overall Position

Service	Annual Budget 2014/15	Projected Outturn 2014/15	Forecast Variance after Actions (over(+)/under(-) spend)	
	£'000	£'000	£'000	%
HR & Payroll	2,201	2,030	-171	-7.8
Legal & Democratic Services	4,257	4,297	+40	+0.9
Revenue, Benefits & Payments	1,727	1,727	0	-
Financial Services	2,595	2,590	-5	-0.2
Performance & Quality	1,600	1,505	-95	-5.9
Commissioning	677	651	-26	-3.8
Procurement	1,077	1,082	+5	+0.5
ICT	3,319	3,319	0	-
Grants	545	545	0	-
Internal Audit, Insurance & Risk Management	409	418	+9	+2.2
TOTAL	18,407	18,164	-243	-1.3

Where services are forecasting an underspend or overspend the key reasons are shown below:

HR & Payroll: Additional income generation principally from schools and academies and reduced staff costs through vacancies.

Legal & Democratic Services: Staff cost pressures (£97k), income pressures relating to printing (£50k) partially offset by savings on Members Allowances (-£48k), savings with Election services from the combined election (-£46k) and savings arising from the moratorium on non-essential spend (-£13k)

Financial Services: Reduced staff costs through vacancies.

Performance & Quality: Reduced staff costs through vacancies.

Commissioning: Reduced staff costs through vacancies.

Procurement: Staff costs in excess of budget due to staff turnover being less than budgeted.

Internal Audit & Risk Management: Staff costs in excess of budget due to staff turnover being less than budgeted.

8. Finance

The financial issues are discussed in section 7 above.

Management actions need to be identified and implemented across all services to bring projected spend in line with Budget limits by the end of March 2015.

9 Risks and Uncertainties

At a time of economic difficulty and tight financial constraints, managing spend in line with the Council's Budget is paramount. Careful scrutiny of expenditure and income across all services and close budget monitoring therefore remain a top priority if the Council is to deliver both its annual and medium term financial plans while sustaining its overall financial resilience.

10. Policy and Performance Agenda Implications

The delivery of the Council's Revenue Budget and Medium Term Financial Plan within the parameters agreed at the start of the current financial year is essential if the objectives of the Council's Policy agenda are to be achieved. Financial performance is a key element within the assessment of the Council's overall performance framework.

11. Background Papers and Consultation

- Service Directors and Budget Holders

Contact Name: Pete Hudson, Chief Finance Manager, *ext. 22032*

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ROTHERHAM BOROUGH COUNCIL REPORT

1.	Meeting:	Deputy Leader Delegated Powers
2.	Date:	13th January, 2015
3.	Title:	Updated Computer Re-Use Policy
4.	Directorate:	Resources and Transformation

5. Summary

This document is an update on a report which was presented to the Deputy Leader in December 2014. The original report explained the challenges that RMBC was experiencing in fulfilling requests for computer donations, particular in terms of ongoing support for the devices.

The December 2014 report called for a tightening of controls around the laptop donation/sales process in order to reduce the support burden. Subsequent to the publication of the report it was suggested that RMBC may be able to identify a local partner organisation who could take on the responsibility for taking receipt of old RMBC laptops and distributing them to groups and individuals as appropriate.

Having so far being unable to identify a suitable partner it is now proposed that RMBC ceases the practice of donating/selling its old computers. Instead, the Council will either re-use old equipment internally or dispose of it in accordance with the Waste Electrical and Electronic Equipment Directive (WEEE Directive).

6. Recommendations

The Deputy Leader is asked to:

- **Support the proposal to cease the practice of selling or donating surplus RMBC computers.**
- **Support the proposal that the situation be kept under review with the view to potentially re-commencing donations in the future should a suitable partner be found.**

7. Proposals and Details

In April 2008 SLT approved a new RMBC hardware re-use policy which prevented surplus RMBC equipment being sold to Members or officers for personal use or being donated to community groups.

At that time the number of people employed by the Council was still increasing year-on-year and, as such, it was rare for computers to become surplus as they could generally be re-used internally. A further barrier to re-use of computers in 2008 was the complexity introduced by the nature of the Council's outsourced ICT provision. RBT had resisted offering machines for re-use and previous attempts to agree commercial terms on this topic had been unsuccessful.

In 2013 the Council's headcount began to reduce and this could sometimes lead to computers becoming surplus to requirements. In May 2013 the Corporate ICT, Information Governance and Web Strategy Board agreed to begin to offer computers for re-use and a proposed policy was approved by the Board.

In the period since May 2013 RMBC has sold or donated 137 laptops, the vast majority of these having being donated to community groups or schools. In the same period some 400 further laptops were re-used within RMBC or sent for secure disposal.

Due to the large number of ex-RMBC machines now in circulation it has become excessively burdensome for Corporate ICT to administer the process, particularly considering the expectations of most recipients that the laptops will be supported by RMBC indefinitely. In light of recent headcount cuts Corporate ICT does not have the resources to offer technical support on equipment that has been donated.

In an attempt to find a way to continue the practice of donating equipment we have approached the Rotherham Digital Inclusion Network (RDIN) with a proposal which would see RDIN receiving ex-RMBC laptops and then redistributing and supporting them as appropriate. RDIN considered this offer at their meeting on December 11th 2014, ultimately deciding to decline the offer for a variety of reasons, these include:

- Laptops are often not the best way of encouraging the digitally excluded to get online as they can be seen as complex and threatening. Tablet computers are usually a more user friendly way of introducing people to the Internet.
- Due to licencing constraints (RMBC has to remove all the software it owns) the laptops will have a non-standard operating system and office software installed. This will add further confusion for the novice user.
- RDIN (like RMBC) are unable to offer ongoing support for the machines and this will be frustrating for many users.
- RDIN feel that modern digital inclusion initiatives are less focused on the provision of computers. Rather the group would tend to concentrate on providing access to wifi whilst showing users how to get more out of the computers/phones/tablets that they already own. RMBC is assisting RDIN with this work.

We have been unable to identify an alternative organisation to RDIN who could fulfil this role. This leaves RMBC with 2 options:

- Option 1: Cease the donation and sale of old RMBC computers pending the identification of a community partner.
- Option 2: Continue donating computers but recruit extra staff to support the machines and users post-donation.

Recommendation

Given the budget constraints facing the Council and in light of the questionable digital inclusion benefits offered by these laptops (as described by RDIN, above) it is now proposed that RMBC ceases the practice of donating/selling its old computers. Instead, the Council will either re-use old equipment internally or dispose of it in accordance with the Waste Electrical and Electronic Equipment Directive (WEEE Directive).

We will continue to review the situation and may elect to re-commence laptop donations if a suitable community partner can be found to administer the process.

8. Finance

There are no cost implications associated with this proposal.

9. Risks and Uncertainties

None.

10. Policy and Performance Agenda Implications

None.

11. Background Papers and Consultation

- Report to The Deputy Leader – Computer Re-use (December 2014)
- Rotherham Digital Inclusion Network – meeting minutes – (11th December 2014)
- RMBC ICT Strategy (2011 to 2015)

12. Contact Names:

Richard Copley, Corporate ICT Manager
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ROTHERHAM BOROUGH COUNCIL

1.	Meeting:	Deputy Leader
2.	Date:	13 January 2015
3.	Title:	Individual Electoral Registration
4.	Directorate:	Resources

5. Summary

This report provides an update on progress in the implementation of Individual Electoral Registration

6. Recommendations

That the Deputy Leader notes the contents of the report and supports the proposals outlined.

7. Proposals and Details

7.1 IER “Go Live” 10 Jun 2014.

The new system of registration became effective for all new applications on 10 June 2014. Under IER, each person wishing to be entered on the Electoral Register is required to register individually, rather than by household. Applicants are asked to provide identifying information (date of birth and national insurance number) which enables their identity to be verified with records held by the Department for Work and Pensions (DWP) before they are added to the register. People who cannot provide this information may prove their identity using an alternative form of evidence.

The new system allows for telephone and online applications. The council’s website has a link to the online registration service and funding from the Cabinet Office was used to purchase software to allow the council’s contact centre to take applications by telephone on a “golden” number. The telephone registration service went live on 1 July and contact centre staff now proactively offer the service to callers contacting the council about a change of address

7.2 IER - Confirmation Live Run and Transitional Canvass Jul – Dec 2014

Following the “Go-live” of IER in July 2014 all electoral registers were matched against DWP records to establish which electors could be “confirmed” and automatically registered under the new system. The highest match rate achieved nationally was 86.40% and Rotherham was within 1% of this with 86.37% which was then increased to 93.15% by use of trusted local records.

Appendix 1 is a detailed breakdown of the confirmation live-run result and includes the following key points:

- 184,460 of a total 198,020 registered electors successfully transferred to the new system and received confirmation letters.
- 48,538 of a total 50,324 postal voters successfully transferred and retained their postal vote without having to do anything else.
- Household Enquiry Forms (HEF) were sent to 11,014 properties where no-one was registered or where the occupants had not responded to the 2013 canvass.
- 13,560 Invitation to Register forms (ITR) were sent to electors whose identity could not be confirmed automatically and who needed to take further action to remain registered under the new system.

The transitional canvass to obtain responses to the HEFs & ITRs was conducted during August – November 2014 and although this was interrupted by the PCC by-election which was called at short notice and affected the whole area, a revised register of electors was published on 15 December 2014.

The electorate figure at the commencement of IER was 198,020 and on publication of the revised register on 15 December 2014 the electorate figure was 197,925. The total number of postal voters at 15 December 2014 was 49,374.

At publication date there were still 7,681 electors who did not transfer automatically and had not responded to the ITR. These were carried forward into the December 2014 register under the transitional provisions and will not be removed from the register until December 2015. However, 467 of these electors were postal voters and have had their absent vote removed. They will receive a postal vote cancellation notice along with another ITR and a new postal vote application form before the end of January to allow them another opportunity to respond and return to voting by post.

It is likely that many of these “carry forward” electors have moved and this is why they haven’t responded. The full household canvass to be conducted from July 2015 will help determine where this is the case before the publication of the December 2015 register.

There is much work still to be done to ensure an accurate and up to date register going into the May 2015 elections.

7.3 The Future: Jan to May 2015

The effect of the PCC by-election and the already heavy workload associated with the combined Parliamentary, Borough and Parish elections in May this year present challenges in keeping up Rotherham’s pro-active approach to registration. Yet it is clearly essential for successful delivery of these important elections that accurate and up to date registers are maintained.

Proposals for January to March include the following:

- Use of LEA records to identify any attainers who haven’t registered and send letters with invitations to register
- Weekly mailing with household enquiry form to home-movers identified from Council Tax records to encourage them to re-register at the new address
- Personal canvass visits to all properties which appear from Council Tax records to be occupied but where no-one is currently registered
- Personal canvass visits to Nursing/Residential homes to advise and assist with registration for those able to register and to vote.
- Household Notification letter – to every household to coincide with National Registration Day on 5 February confirming who is registered to vote at the address and explaining what to do to get registered in time for the May elections.
- Working with the council’s Youth Service and Community Engagement teams to engage target groups. The documents at appendices 2 and 3 give more detail on these activities and plans.

All of these efforts will be taking place whilst the Electoral Services team is also facing the demands of preparing for the biggest and most complex combined elections ever undertaken in Rotherham. The team is small and its workload has already increased significantly under IER and it now faces a sustained period of immense pressure. Full support from elected members, managers and colleagues across the council will be essential for success in delivery of the elections in May 2015 and successful implementation of IER.

7.4 The Future: Jul – Dec 2015 onwards - Annual Canvass

From July 2015 and each year thereafter, the Electoral Registration Officer will still be required to undertake an annual canvass of households by sending out Household Enquiry Forms to all residential properties asking for details of who is resident. The information provided on the returned Household Enquiry Forms can no longer be actioned at this stage but will be used to initiate steps for the removal of electors who are no longer resident or to issue individual invitations to register to any new electors at the address.

The work involved to conduct the annual canvass and publish a revised register is more complex and takes longer than under the old household canvass when the information provided on a canvass form was used to add, amend or remove several individuals in one simple step. Under the new regime, the HEF simply provides the information to initiate further enquiries or actions and each piece of information must be treated as follows:

Additions: any new electors added to a HEF must be issued with individual invitations to register and followed up with two reminders and personal canvass visits if they do not respond and register individually.

Amendments: a change of name (eg by marriage) indicated on a HEF must be followed up by requesting documentary evidence or issuing an ITR for the person to reapply to register.

Removals: a person whose name is crossed off a HEF cannot be removed from the register without a review of electoral registration unless the facts can be confirmed by a second piece of evidence such as some “return to sender” correspondence or confirmation from other local records such as C Tax.

Although the annual canvass will take longer and require more processing work, the statutory publication date for the revised register will remain the same (by the 1 December each year).

7.5 The Future: January to July 2016 onwards– Continuous Registration

Following publication of the revised register, there is a continuing statutory obligation for Electoral Registration Officers to identify people who are not registered (eg home-movers) and to issue invitations to register within 28 days of becoming aware of their presence at an address. These must be followed up with reminders and personal canvass visits as necessary to achieve response. It has not yet been possible to determine how the new requirement for continuous personal canvassing can be met. Monthly Notices of Alteration with details of associated changes to electoral registers will be published by the first working day of each month.

8. Finance

There are financial implications but government has given assurances that all “additional burdens” associated with IER will be fully funded. The amount of IER funding for 2015-16 is expected to be announced shortly but it must be noted that

the council already has a statutory duty to fund electoral registration and the additional funding cannot be used to make up shortfalls in electoral registration budgets. Cabinet Office is currently considering our request for some additional funding to cover the cost of the proposed Household Notification Letter at 7.3 above.

9. Risks and Uncertainties

If IER is not properly implemented and the transition is not successful, the electoral register may be incomplete and inaccurate. Electoral registers underpin democracy in determining LA and Parliamentary electoral boundaries and inaccurate registers may affect the outcome of elections, increasing the risk of electoral fraud and potential for challenges to election results.

10. Policy and Performance Agenda Implications

In addition to fulfilling the statutory obligations, ensuring a successful transition to IER will support the Council's Community Strategy and Corporate Plan by providing the appropriate mechanisms for community engagement in the Democratic process.

11. Background Papers and Consultation

The Electoral Registration and Administration Act 2013

The Electoral Registration and Administration Act 2013 (Transitional Provisions) Order 2013

Representation of the People (England & Wales) (Description of Electoral Registers and Amendment) Regulations 2013

Representation of the People (England & Wales) (Amendment No.2) Regulations 2014

Contact Name:

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JULY 2014 - CLR Match Results - After Local Data Matching

Ward	Constituency	TOTALS	Post LDM Red/Amb er	Post LDM Green	% Red/Amb er	% Green	Confirmat ion letters	HEF	ITR
Anston and Woodsetts	Rother Valley	8942	439	8503	4.91	95.09	8503	244	439
Boston Castle	Rotherham	9613	1182	8431	12.30	87.70	8431	1118	1182
Brinsworth and Catcliffe	Rotherham	9393	539	8854	5.74	94.26	8854	446	539
Dinnington	Rother Valley	9805	717	9088	7.31	92.69	9088	656	717
Hellaby	Rother Valley	9428	501	8927	5.31	94.69	8927	282	501
Holderness	Rother Valley	9672	488	9184	5.05	94.95	9184	383	488
Hooper	Wentworth & Dearne	9592	662	8930	6.90	93.10	8930	576	662
Keppel	Rotherham	9333	470	8863	5.04	94.96	8863	329	470
Maltby	Rother Valley	8961	684	8277	7.63	92.37	8277	666	684
Rawmarsh	Wentworth & Dearne	9651	637	9014	6.60	93.40	9014	579	637
Rother Vale	Rother Valley	9318	649	8669	6.97	93.03	8669	496	649
Rotherham East	Rotherham	9227	1042	8185	11.29	88.71	8185	1029	1042
Rotherham West	Rotherham	9623	905	8718	9.40	90.60	8718	877	905
Silverwood	Wentworth & Dearne	9631	586	9045	6.08	93.92	9045	371	586
Sitwell	Rother Valley	9548	573	8975	6.00	94.00	8975	262	573
Swinton	Wentworth & Dearne	9229	532	8697	5.76	94.24	8697	422	532
Valley	Rotherham	9528	610	8918	6.40	93.60	8918	509	610
Wales	Rother Valley	8828	499	8329	5.65	94.35	8329	320	499
Wath	Wentworth & Dearne	10205	640	9565	6.27	93.73	9565	572	640
Wickersley	Wentworth & Dearne	9348	527	8821	5.64	94.36	8821	286	527
Wingfield	Rotherham	9145	678	8467	7.41	92.59	8467	591	678
Check Totals		198020	13560	184460	6.85	93.15	184460	11014	13560
	Attainers	956	354	602	37.03	62.97			
	Postal Voters	50324	1786	48538	3.55	96.45			
	Proxy Voters	25	3	22	12.00	88.00			
	Carry-forward electors	1246	982	264	78.81	21.19			

2.3 Profile - Priorities and Issues

Geographical and Target Groups	Reason	Action	Progress (IER Public Engagement)
<p>Three Wards: Boston Castle Rotherham East Rotherham West</p>	<p>Wards with lowest CDR match rates and with more than 10% of void properties which could indicate under-registration. These wards also have the highest proportions of private rented accommodation and significantly higher numbers of EU, Commonwealth and other BME population whose first language may not be English.</p>	<p>Local data matching: C Tax/Revs & Bens/Housing/LEA</p> <p>Translated materials and targeted approach including additional focus during 2013 canvass – recruit team leader(s) from most able canvassers (language skills if possible) to provide support and advice</p> <p>Contact with Community groups</p>	<p>Rotherham North Area Assembly meeting on (covers Rotherham West)-13th January</p> <p>Rotherham South Area Assembly Meeting (covers Boston Castle and Rotherham East)- 16th October</p> <p>Working with REMA to organise a meeting with ROMA communities and other new communities (predominantly live in private sector housing) which will be supported by appropriate translator (February 2015)</p> <p>Will also organise a workshop for the BME communities with REMA (February 2015)</p>
<p>Five Wards: Dinnington Maltby Rawmarsh Wath</p>	<p>Wards other than the three listed above with more than 10% of properties shown as void. Dinnington and Maltby also have relatively high levels of private rented accommodation. Wath and</p>	<p>Local data matching: C Tax/Revs & Bens/Housing/LEA</p> <p>Targeted approach - additional focus during 2013 canvass – recruit team leader(s) from most able canvassers to</p>	<p>Attended Area Assembly Chairs Meeting on 16th June.</p> <p>Attended Rother Valley West Area Assembly on 7th July</p>

Appendix 2 Deputy Leader Report Jan 15 _ IER Update Public Engagement Schedule

<p>Wingfield</p>	<p>Wingfield contain relatively high numbers of flats.</p>	<p>provide support and advice – and to lead initiatives to gain access to flats.</p>	<p>Attended Wentworth Valley Area Assembly on 8th July which covers Maltby.</p> <p>Attended Wentworth North Area Assembly on 14th July which covers Wath.</p> <p>Attended Wentworth South Area Assembly meeting on 28th October which covers Rawmarsh.</p> <p>Attended Rother Valley South Area Assembly on 3rd November which covers Dinnington.</p> <p>Rotherham North Area Assembly meeting on 13th January which covers Wingfield.</p> <p>Attended Parish Liaison Working Group meeting On 26th June</p> <p>Attended future wider Parish Network meeting on 9th December</p>
<p>Borough: Private Rented Accommodation</p>	<p>Private rentals are highest in the wards already identified above but a total of 13% of Rotherham’s population is housed in private</p>	<p>Local data matching: C Tax/Revs & Bens/Housing/LEA</p> <p>Borough wide information campaign</p>	<p>Attended Landlords Forum on 24th November.</p>

Appendix 2 Deputy Leader Report Jan 15 _ IER Update Public Engagement Schedule

	rented accommodation. Research shows these are less likely to confirm.	including social media, local press, to encourage registration Contact with landlords/letting agents	
Borough: Social Housing	Social housing is higher in three wards, Rotherham East, Valley and Wingfield. Properties in this sector shown as void are less likely to be empty than private properties so may be an indicator of under-registration.	Local data matching: C Tax/Revs & Bens/Housing/LEA Borough wide information campaign including social media, local press, to encourage registration Contact with social housing landlords and tenant groups	Attended Area Housing Panel Chairs Meeting on 17th June. Attended Rother Fed Board meeting On 14th July to make contact with Tenant Groups and Area Housing Panels.
Borough: Attainers and other young people	Census data indicates 28,229 people across the borough are aged 16-24 and approximately 25% of these are 16-17 year olds. There is a fairly even spread across the borough.	Local data matching: : C Tax/Revs & Bens/Housing/LEA Borough wide information campaign including social media to encourage registration Contact with Schools, Colleges and Youth Service	Please see enclosed action plan for young people
Borough: Elderly – in residential care homes	There are many private residential homes for the elderly and few are council owned. More analysis of CDR required to establish	Borough wide information campaign including social media, local press to encourage registration	Attended Rotherham Older People's Forum meeting on 9th July. Attending Rotherham Pensioners

Appendix 2 Deputy Leader Report Jan 15 _ IER Update Public Engagement Schedule

	average match-rate and decide priority level	Contact with Adult Services /Care homes	Action Group meeting on 22nd July.
Borough: Accessibility issues	The borough profile indicates that deprivation could mean low educational attainment and adult skills, poor health and high rates of disability in some areas.	Borough wide information campaign including social media, local press to encourage registration – ensure includes how to get help if needed. Information in alternative formats Contact with community groups	Attending Rotherham Learning from Customers Forum meeting on 7th August. Discussing options with Speak Up (Learning Disabilities) and Disability Network.

INDIVIDUAL ELECTORAL REGISTRATION & YOUNG PEOPLE VOTING

ACTION PLAN

Aim: To get as many young people who will be 18 on 31 December 2016 to register to Vote

To provide young people friendly information that young people can easily access in order to support this process and in order to enthuse young people about voting and to help them make informed choices of who to vote for.

Action	How	Who	When
Develop an agreed strategy	<ul style="list-style-type: none"> Put together an action plan which is agreed by P & D Team, IYSS Managers, Electoral Services, Deputy Leader etc. 	Sarah Bellamy, Jackie Abrams, Marcus Hurcombe, Lisa Du-Valle	<ul style="list-style-type: none"> By 9 January 2015
Produce young people friendly information to inform them of the need to register, why they should register and how to register	<ul style="list-style-type: none"> Youth Cabinet members to design a leaflet/publication. Check designs with young people in 'other' groups within IYSS. Print the agreed design – to contact branding logos and QR reader to Youthi website Print translations for young people where necessary eg Roma 	Sarah Bellamy Youth Cabinet Members Support from IYSS Staff.	<ul style="list-style-type: none"> Draft Design by 14 January. Consultation with other young people agreed by 23 January Printing completed asap after 23 January
Disseminate information to young people aged 16 to 19 years old	<ul style="list-style-type: none"> Leaflets/information sent out through IYSS systems Colleges – lunchtime visits, information in colleges, Learning Youth Support Worker in College, Youth Voice contact etc. IYSS Newsletter Youthi Website Youth Clubs and organisations – IYSS 	P & D Team Supported through IYSS Management IYSS Staff Andrew Danylkwi	End of January 2015 when promotional materials printed.

Appendix 3 – Deputy Leader Report Jan 15 _ IER Update Youth Service Action Plan

	<ul style="list-style-type: none"> including Vol/Com • VAR Website • IYSS Youth Conference (31 March) • IYSS Staff • CTS, Morthyng, Rush House, Roma groups at Myplace • Erics Drop In -.promote phone registration • Year Heads 11, 12, 13 in schools 		
Visits into schools and Colleges etc to deliver Rock Enrol/ awareness sessions	<ul style="list-style-type: none"> • V & I Team to promote IER in schools, colleges and other organisations through invitations into assemblies, tutor groups, lunch sessions etc. • Deliver Rock Enrol where appropriate • Specific information for young people in Homeless projects and other non-standard registrations processes. 	<p>V & I Team</p> <p>Mags to provide information</p>	February 2015
Focussed promotion of IER	<ul style="list-style-type: none"> • Highlight IER to coincide with National Voting Registration Day • Workshop at Youth Conference if young people choose this/want to deliver this. 	<p>IYSS Staff and partners</p> <p>Young people</p>	<p>5 February 2015</p> <p>31 March 2015</p>
Development of young people friendly Party Manifestos to enable young people to vote for what they believe in	<ul style="list-style-type: none"> • Produce documents which are easy to read and understand for young people and make them easily accessible so they can understand that they should register to vote to have their say on issues Politicians are campaigning about. 	<p>Youth Cabinet</p> <p>Russell Oxley</p> <p>Sarah Bellamy</p>	End February 2015