



Doncaster Council

Agenda

To all Members of the

ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE

Notice is given that a Meeting of the above Committee is to be held as follows:

Venue: Virtual Meeting via Microsoft Teams

Date: Tuesday, 2nd February, 2021

Time: 10.00 a.m.

The meeting will be held remotely via Microsoft Teams. Members and Officers will be advised on the process to follow to attend the meeting. Any members of the public or Press wishing to connect to the meeting remotely should contact Governance Services on 01302 736709/737462/736712 for further details.

BROADCASTING NOTICE

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Damian Allen
Chief Executive

Issued on: Monday, 25 January 2021

Governance Services Officer for this meeting: Andrea Hedges
Tel. 01302 736716

Items for Discussion:

Page No.

1. Apologies for absence.
2. To consider the extent, if any, to which the public and press are to be excluded from the meeting.
3. Declarations of Interest, if any.
4. Minutes of the Elections and Democratic Structures Committee Meeting held on 24th November 2020 1 - 4

A. Reports where the public and press may not be excluded.

5. Annual Canvass Update Report. 5 - 12
6. 2021 Elections Update. 13 - 18

MEMBERS OF THE ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE (11)

Chair – Councillor Phil Cole

Vice-Chair – Councillor Nick Allen

Councillor George Derx	Councillor Andy Pickering
Councillor Pat Haith	Councillor Kevin Rodgers
Councillor Mark Houlbrook	Councillor Derek Smith
Councillor Majid Khan	Councillor Sue Wilkinson
Councillor Jane Kidd	

Agenda Item 4.

DONCASTER METROPOLITAN BOROUGH COUNCIL

ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE

TUESDAY, 24TH NOVEMBER, 2020

A MEETING of the ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE was held as a VIRTUAL MEETING VIA MICROSOFT TEAMS on TUESDAY, 24TH NOVEMBER, 2020, at 10.00 a.m.

PRESENT:

Chair - Councillor Phil Cole
Vice-Chair - Councillor Nick Allen

Councillors Pat Haith, Mark Houlbrook, Majid Khan, Derek Smith and Sue Wilkinson.

APOLOGIES:

Apologies for absence were received from Councillors George Derx and Jane Kidd.

6 DECLARATIONS OF INTEREST, IF ANY

No declarations were made at the meeting.

7 MINUTES OF THE ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE MEETING HELD ON 7TH JULY 2020

In referring to minute number 3 (Council decision making arrangements in the light of the COVID-19 pandemic), Councillor Mark Houlbrook enquired as to the status of the Member survey proposed for the autumn on the subject of virtual meetings and Members' needs in terms of devices/ICT equipment. In response, the Assistant Director of Legal and Democratic Services thanked Councillor Houlbrook for the prompt and stated that the survey would be progressed immediately, following which appropriate feedback would be provided. He added that he would also refer the findings to the Member Development Working Group as the relevant body. In reply to a comment by the Chair with regard to providing support to those Members without suitable devices and who were having to use their mobile phones to connect to remote meetings, the Assistant Director confirmed that all Members had been offered Council laptops to enable them to fully participate in remote meetings. He explained that despite this encouragement, there was a small number of Members who had still not taken up the offer for various reasons, but the support would continue to be offered on an ongoing basis.

RESOLVED that, subject to the above comments, the minutes of the meeting held on 7th July 2020 be approved as a correct record and signed by the Chair.

The Committee received a report which provided an update to Members on a number of key work streams being undertaken by the Electoral Services Team in relation to the Register of Electors and Annual Canvass.

The Electoral Services Manager updated the Committee on the latest figures in relation to the responses received from properties in this year's canvass. It was noted that as a result of canvass reforms this year, only properties where all the electors could not be matched against national and/or local data were required to respond. The aim of the canvass reform was to deliver a more efficient system by which Electoral Registration Officers could maintain their electoral registers with no negative effect on citizens, or on the accuracy and completeness of the registers.

It was reported that since the report's publication, the number of properties outstanding now stood at 14,734 (in relation to un-matched properties that required a response). It was also reported that the Electoral Services Team had been directly contacting those properties defined as Care Homes and Homes of Multiple Occupancy, due to the high turnaround in these types of properties to establish that everything was as up to date as possible.

In the absence of carrying out household visits due to the Covid-19 restrictions in place in Doncaster at the time, the Electoral Services Team had been collecting information in other ways, including a telephone outbound canvass, contacting electors by email and data matching and data mining against Council records. The Council's Communications team was also assisting by sending messages to encourage non-responders to respond.

Discussion followed, during which the officers answered a wide range of questions from Members, including the following:-

- With regard to the various information sources utilised by the team in collecting information for the canvass, the officers gave examples of these, including blue badge information, adult social care, parking services, Council Tax and the Contact Care Centre.
- In reply to a query regarding how Doncaster's response rate in the canvass compared with the other South Yorkshire authorities, the Electoral Services Manager confirmed that all were generally around the 90% mark, but the authorities were all at different stages in the canvass, so the final figures would be reported to the Committee's next meeting.
- The Electoral Services Manager explained that the cost savings from the canvass reform measures would be achieved in a number of ways, such as reduced postage costs from not having to chase as many people for responses and a reduced number of properties to visit in the foot canvass.
- With regard to the increase in deaths arising from the current pandemic, the Electoral Services Manager explained that they received weekly death lists so this enabled them to update the Register accordingly.

- In reply to a question regarding those households that did not reply to the canvass, the officers explained that people were not automatically removed from the Register if a response was not received. A household notification letter was sent out in February each year to those properties from which a response had not been received, in order to pick up any changes in the residency of those households that may have taken place.
- The Electoral Services Manager confirmed that the foot canvass last year had cost in the region of £25,000. With regard to non-responders, it was noted that there was a power to fine people for not being on the Register, but this would be a time consuming process and any monies received from fines went to the Government, not to the Local Authority.
- The Electoral Services Manager confirmed that landlords were not obliged to provide details of their principal tenants to the local authority. The onus was on residents to keep the local authority informed of changes, not landlords. However, the Electoral Services Team did work closely with St Leger Homes of Doncaster in terms of sharing information on its tenants, and the Team also sought assistance from key holders of buildings with multiple occupancy in order to gain access to these properties when conducting the foot canvass.

RESOLVED to note the contents of the report.

9 2021 ELECTIONS

The Committee received a report which provided an update on the upcoming Elections scheduled for 6th May 2021.

Members noted that due to the postponement of elections that had been scheduled to take place in 2020 as a result of the pandemic, these polls and others were all now due to be held in May 2021, which would make it a particularly challenging year.

The polls scheduled to take place in Doncaster on Thursday 6th May 2021 as well as those postponed from 2020 were as follows:

- Borough Elected Mayor
- all-out Borough Councillors
- all-out Town/Parish Councillors
- Police and Crime Commissioner
- Edenthorpe Neighbourhood Planning Referendum

In presenting the report, the Assistant Director of Legal and Democratic Services explained that he intended to update all Members after today's meeting on the latest position as regards preparations for the Elections. He advised that as things currently stood, the Elections were expected to go ahead as planned, and there was no expectation that these would be conducted on the basis of 100% postal votes.

The Assistant Director explained that if the Elections were conducted in the usual way, the pandemic would bring additional logistical challenges, such as having to ensure that social distancing could be adhered to, both in polling stations and at the count

venue, ensuring that masks were worn and hand gels were available, and considering other potential safety measures, such as placing key electoral staff in 'bubbles'.

In reply to a comment by a Member, the Assistant Director confirmed that while there was a possibility that the elections might be postponed or cancelled due to the pandemic, in the meantime it was necessary to continue planning for the elections in the normal way. He also explained, with regard to the possibility of the Government stating that the elections should be conducted on the basis of postal voting only, that it was not too late for this to happen, but that it would be a huge administrative challenge.

Members were informed that Risk Assessments would be undertaken to ensure the safety of those staff working and those electors voting in the polling stations, and for the counting of postal votes and the main election counts. Further guidance from the Government was expected as to how to accommodate observers/attendees at the opening of the postal votes and at the Election counts. This could possibly take the form of restricting attendees to candidates and agents only, and not allowing any guests, as would normally be the case.

In reply to a question, the Assistant Director confirmed that it was intended to use the Mary Woollett Centre as usual for the opening of postal votes, but different options would be considered this time, such as employing fewer staff but over longer hours to assist with social distancing, and locating the scanning staff in a different room. Doncaster Racecourse would be used as the count venue.

RESOLVED to note the contents of the report.

CHAIR: _____

DATE: _____



Doncaster Council

Report

2nd February 2021

To the Chair and Members of the ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE

ANNUAL CANVASS UPDATE

EXECUTIVE SUMMARY

1. This report provides an update to Members on a number of key work streams being undertaken by the Electoral Services Team in relation to the Register of Electors and Annual Canvass.

EXEMPT REPORT

2. N/A

RECOMMENDATIONS

3. The Committee is asked to note the report and make any additional comments in relation to the contents.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Ensuring the Electoral Register is as up to date as possible and carrying out proactive electoral activity is key to public engagement to ensure residents are registered to enable them to vote when an election occurs.

BACKGROUND

5. It is a legal requirement for the Electoral Registration Officer (ERO) which Damian Allen, Chief Executive is appointed, to carry out an annual canvass to ensure the electoral register is up to date. As part of the prescribed process, an ERO must conduct household visits to properties that have been required to respond but have not done so.
6. With the introduction of the canvass reforms this year, only properties where all the electors cannot be matched against national and/or local data are required to respond. The overall aim of canvass reform is to deliver a more efficient system by which Electoral Registration Officers (EROs) can maintain their electoral registers with no negative effect on citizens, or on the accuracy and completeness of the registers.

Annual Canvass

7. The annual canvass commenced in August 2020 and at that point there were 140,280 properties in Doncaster.
8. Route 1 – All electors registered at these properties matched against the national government database. We sent letters to 111,808 matched properties informing them they did not need to respond unless they wished to make changes to the information we hold on the electoral register for their property.
9. Route 2 – These are the un-matched properties that do require a response. We originally sent letters to 28,399 properties of which 7,959 responded to stage one. Therefore, for stage two we sent a further reminder letter to the outstanding 20,440 properties and received a further 4,281 responses. As the ERO had taken the decision not to conduct household visits due to the Covid-19 pandemic, for stage three the Electoral Services team carried out telephone canvassing, e-mailing and in depth data mining against Council records (Council Tax, Housing Benefit etc) to the 16,159 non-responding properties that would have normally received a household visit. The team managed to gain a response from a further 8,711 properties, bringing the total response to 20,951 properties, 73.73% response rate for Route 2.
10. Route 3 – These properties are defined as Care Homes and we had 57 on the electoral register all of which were required to provide an update on their current occupants. The Electoral Services Team contacted the care homes directly due to the high turn around in these types of properties to establish that everything was as up to date as possible. We managed to obtain occupant information including personal identifiers for 53 of these Care Homes (93%) and we continue to contact the outstanding ones although they have informed us they are extremely busy and sometimes short staffed due to isolating.
11. Due to the introduction of the reforms, it is difficult to compare the response rate of this canvass with previous years, especially as 80% of properties have not been required to respond. However, in previous years when all properties had been required to respond, the number of outstanding responses were much higher than the final response outcome this year despite not carrying out household visits.
12. Overall for Route 1, 2 and 3 which includes those properties which did not require a response, the total response rate at the end of the canvass was 94.68% which is higher than previous years:

Year	Responses received at the end of Canvass	% of Responded properties at end of Canvass	Number of properties outstanding
2020	132,812	94.68%	7,468
2019**	117,000	84.20%	21,948
2018	119,859	86.42%	18,836
2017	118,017	85.70%	19,698
2016	112,364	82.87%	23,230

** 2019 Canvass ended early due to snap Parliamentary election on 12 December 2019

13. The total number of outstanding properties was 7,468, **the lowest it has ever been** which is partly due to the streamlined way of the Canvass Reforms.
14. To provide EROs with more time to complete the annual canvass during the pandemic, legislation was passed to change the deadline for publishing the revised electoral register from 1st December 2020 to 1st February 2021. However, with multiple Elections taking place in Doncaster in May this year and a good response already received to the canvass, we decided to publish on the original date, so that the Electoral Services team could focus on what is expected to be a very complex election planning process. Therefore, on 1st December 2020, Electoral Services published the new revised Electoral Register, which had an electorate of 227,191; this is an increase from the previous year's 2019 published register, which had an electorate of 226,658. A detailed breakdown of the 1st December 2020 electorate by ward is provided at **Appendix A** of this report.
15. Each year the Cabinet Office accept Justification Led Bids for extra funding towards the cost of Individual Electoral Registration (IER) activities including the annual canvass. This year the Cabinet Office provided Doncaster with £21,578 funding towards IER which is £53,739 lower than received the previous year, as it was expected large savings would be made due to the Canvass Reform. However, our costs this year including the annual canvass have still been as high as previous years. Therefore a detailed bid for £42,687 has been submitted to the Cabinet Office for consideration for any extra funding towards the cost of Individual Electoral Registration.

OPTIONS CONSIDERED

16. Electoral Registration is a statutory function and must be carried out in accordance with statutory requirements.

REASONS FOR RECOMMENDED OPTION

17. All of the above are statutory duties and must be carried out in accordance with statutory requirements. This report is primarily for information only.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

18.

Outcomes	Implications
<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	
<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough</p>	

<p>that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	
<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	
<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	
<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>The Council has statutory duties to support elections</p>

RISKS AND ASSUMPTIONS

19. Every effort is made to drive Individual Electoral Registration to ensure the

Council meets the Electoral Commission's Performance Standards and complies with its legal duties.

LEGAL IMPLICATIONS [Officer Initials: SRF Date: 20/01/2021]

20. There are comprehensive statutory provisions covering the delivery of electoral registration activity.

FINANCIAL IMPLICATIONS [Officer Initials: PH Date: 20/01/2021]

21. This Annual Canvass is funded from the Registration of Elections budget (NC003). The Cabinet Office also provides an annual funding contribution, this year's funding is £21,578 which is lower than past allocations but this was due to the expected savings from Canvass Reform.

HUMAN RESOURCES IMPLICATIONS

22. Human Resources implications have not been requested

TECHNOLOGY IMPLICATIONS

23. Technology implications have not been requested

HEALTH IMPLICATIONS

24. Health implications have not been requested.

EQUALITY IMPLICATIONS [Officer Initials TB Date 19/01/2021]

25. The Council has a duty to ensure all eligible electors can register to vote easily and are provided with several ways in order to do so. Registration information is also available in alternative languages, Braille and by video (YouTube) on the Council Web page.

CONSULTATION

26. N/A

BACKGROUND PAPERS

27. Previous EDSC reports.

REPORT AUTHOR & CONTRIBUTORS

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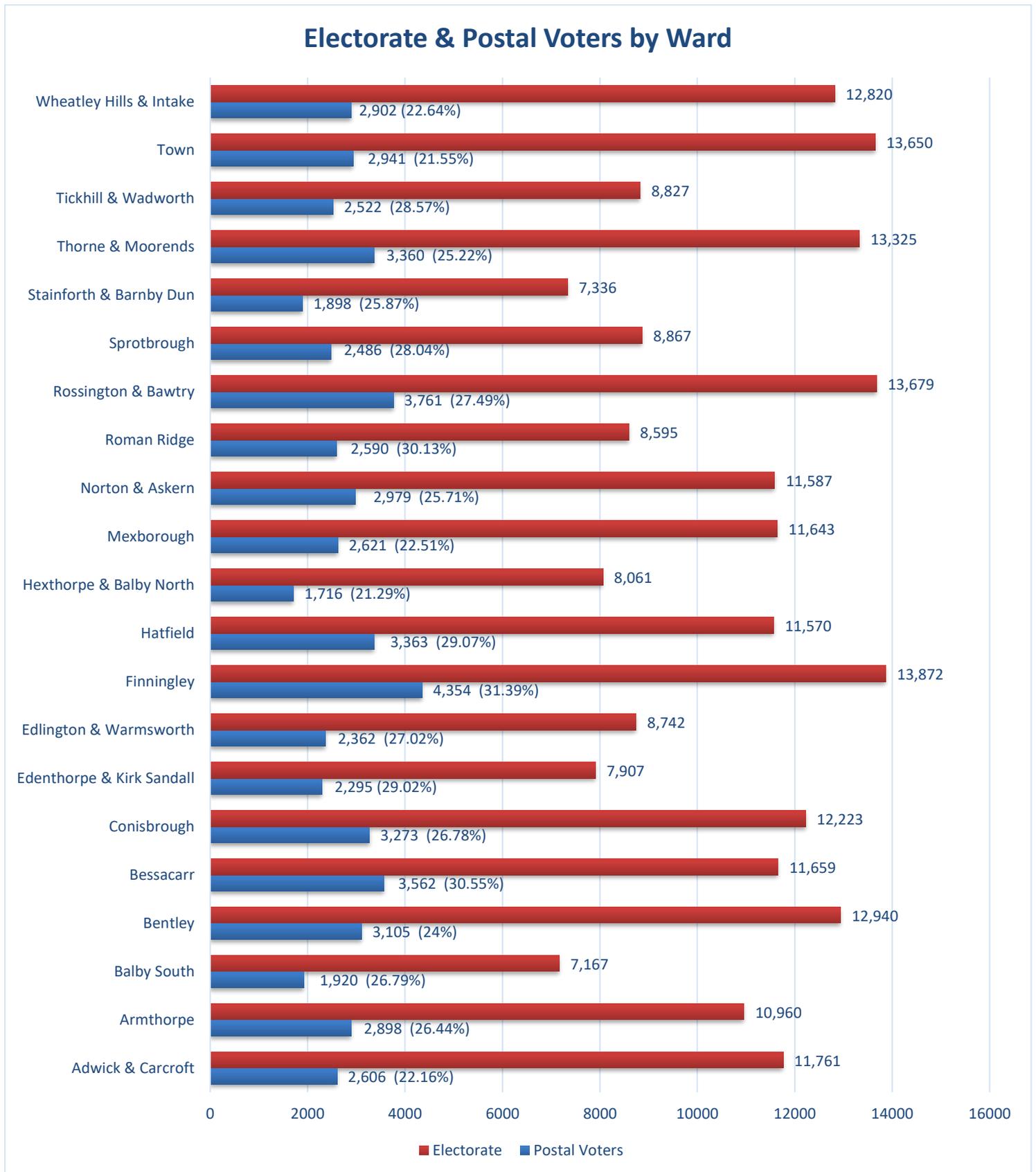
Damian Allen
Returning Officer/Electoral Registration Officer

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Borough Electorate - 1st December 2020

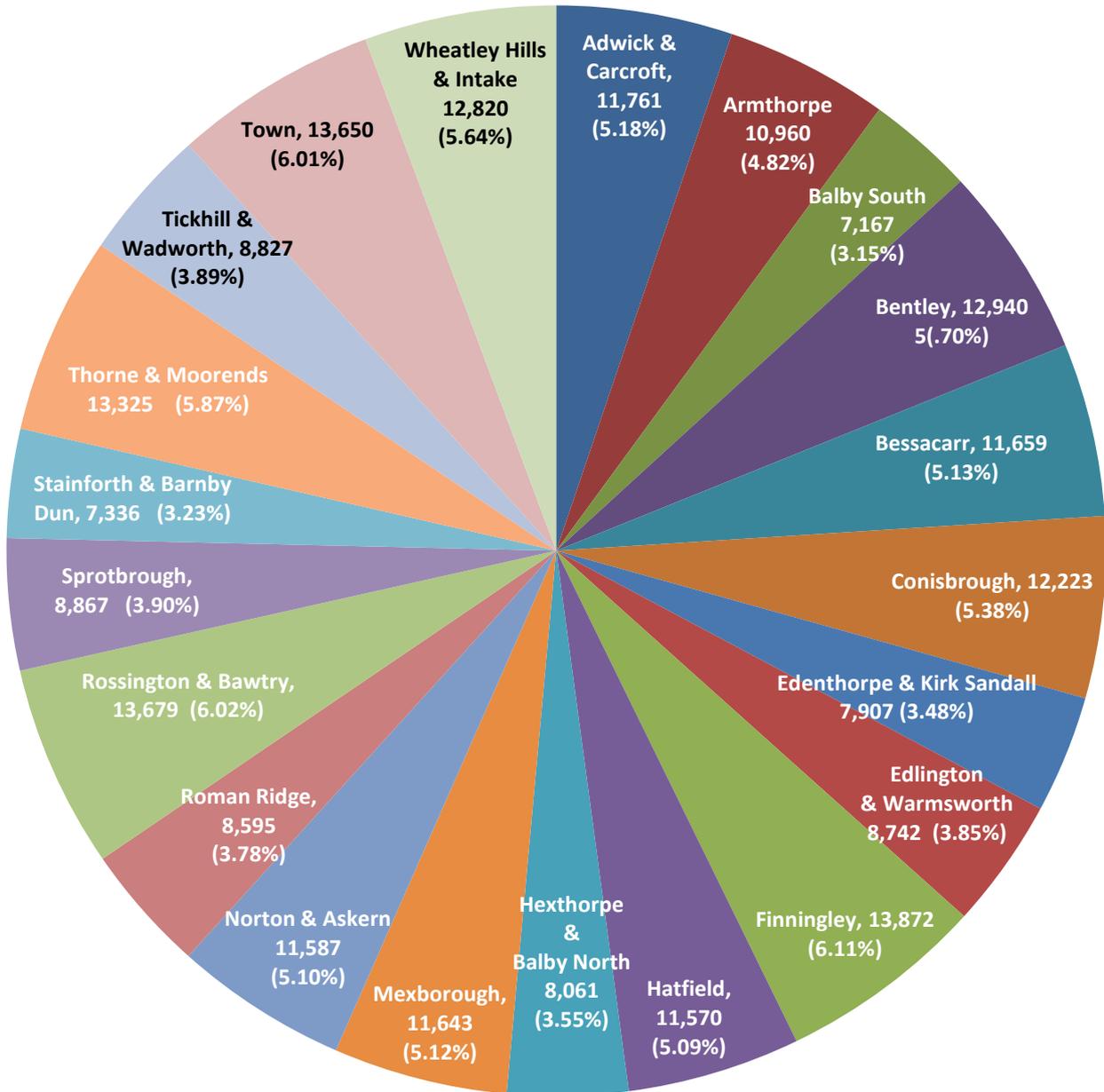
Total Electorate 227,191 and postal votes broken down per ward.

Total Postal Voters: 59,514 (26.20% of the electorate are postal voters, % per ward broken down below)



Borough Electorate - 1st December 2020

Total Electorate 227,191, broken down per ward by % of the full Electorate





Doncaster Council

Report

2nd February 2021

To the Chair and Members of the ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE

2021 ELECTIONS - UPDATE

EXECUTIVE SUMMARY

1. This report provides an update to Members on the upcoming Elections scheduled for 6th May 2021.

EXEMPT REPORT

2. N/A

RECOMMENDATION

3. The Committee is asked to note the report and make any additional comments in relation to the contents.

WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?

4. Having accessible and well organised elections is key to public engagement in the democratic process.

BACKGROUND

5. The terms of reference of this Committee provide for an overview of Electoral Services issues. Set out below is the current position in respect of recent and current activity.

2021 Elections

6. The polls scheduled to take place in Doncaster on Thursday 6th May 2021 as well as those postponed from 2020 are as follows:

- Borough Elected Mayor
- all-out Borough Councillors
- all-out Town/Parish Councillors
- Police and Crime Commissioner (postponed from 2020)
- Edenthorpe Neighbourhood Planning Referendum (postponed from 2020)

7. It is expected that the Counts for all Elections will take place separately at Doncaster Racecourse on the following days:
- Thursday 6th May 2021
Following the close of Poll - verification of all ballot papers for Elected Mayor, Borough Cllrs, Town/Parish Cllrs, Police and Crime Commissioner elections and Edenthorpe NPR, followed by the counting of the Mayoral ballot papers.
 - Friday 7th May 2021
Counting of Borough Cllr ballot papers.
 - Saturday 8th May 2021
Counting of Town/Parish Cllr and Edenthorpe Neighbourhood Planning Referendum ballot papers.
 - Monday 10th May 2021
Counting of the Police and Crime Commissioner ballot papers.
8. All our usual Polling Stations have been contacted and we are beginning to receive completed booking confirmation letters along with our Covid-19 risk assessment questionnaires. Some have raised concerns and we are working closely with them to see if we can resolve the issues, in the meantime electoral services are carrying out searches within polling districts to see if there are any suitable replacements and back-ups. Although we are trying to avoid using portable units wherever possible due to their size for social distancing measures, we have been informed that many are already being used by the NHS at Covid-19 Testing/Vaccination sites. Voters can expect many of the measures they've become used to over recent months, such as the use of hand sanitiser, floor markings and face coverings to be imposed within the polling stations.
9. A recruitment drive to employ staff to work in polling stations, count and at postal vote opening sessions will commence in early February with assurances that we will make sure their safety is a priority.
10. In line with the rest of South Yorkshire it has been agreed that the 'Notice of Election' will be published on 23rd March 2021. This will allow extra time for Candidates to submit nomination papers and the electoral services team to process them due to the number of polls and seats up for election. The 'Notice of Election' must be published no later than the 29th March 2021.
11. Since the New Year, and given the developments in the public health situation, there has been speculation in the media and elsewhere about whether the polls will go ahead in May. Electoral Administrators have been advised to continue to plan for the Elections to go ahead in May and that the situation is being closely monitored by Government, Electoral Commission, the electoral community and public health authorities. Any decision to postpone the polls would be for the UK Government to make, and be subject to parliamentary approval.
12. The Electoral Services web page has been updated with key information for Candidates that wish to stand at May's elections; information will be updated regularly regarding nomination packs and Candidate briefing sessions. You can find the page by visiting this link:

<https://www.doncaster.gov.uk/services/the-council-democracy/standing-as-a-candidate>

OPTIONS CONSIDERED AND REASONS FOR RECOMMENDED OPTION

13. All of the above are statutory duties and must be carried out in accordance with statutory requirements. This report is primarily for information only.

IMPACT ON THE COUNCIL'S KEY OUTCOMES

14.

Outcomes	Implications
<p>Doncaster Working: Our vision is for more people to be able to pursue their ambitions through work that gives them and Doncaster a brighter and prosperous future;</p> <ul style="list-style-type: none"> • Better access to good fulfilling work • Doncaster businesses are supported to flourish • Inward Investment 	
<p>Doncaster Living: Our vision is for Doncaster's people to live in a borough that is vibrant and full of opportunity, where people enjoy spending time;</p> <ul style="list-style-type: none"> • The town centres are the beating heart of Doncaster • More people can live in a good quality, affordable home • Healthy and Vibrant Communities through Physical Activity and Sport • Everyone takes responsibility for keeping Doncaster Clean • Building on our cultural, artistic and sporting heritage 	
<p>Doncaster Learning: Our vision is for learning that prepares all children, young people and adults for a life that is fulfilling;</p> <ul style="list-style-type: none"> • Every child has life-changing learning experiences within and beyond school • Many more great teachers work in Doncaster Schools that are good or better • Learning in Doncaster prepares young people for the world of work 	

<p>Doncaster Caring: Our vision is for a borough that cares together for its most vulnerable residents;</p> <ul style="list-style-type: none"> • Children have the best start in life • Vulnerable families and individuals have support from someone they trust • Older people can live well and independently in their own homes 	
<p>Connected Council:</p> <ul style="list-style-type: none"> • A modern, efficient and flexible workforce • Modern, accessible customer interactions • Operating within our resources and delivering value for money • A co-ordinated, whole person, whole life focus on the needs and aspirations of residents • Building community resilience and self-reliance by connecting community assets and strengths • Working with our partners and residents to provide effective leadership and governance 	<p>The Council has statutory duties to support elections.</p> <p>By ensuring the necessary arrangements are in place to deliver well-run elections and improving our reputation by meeting the Electoral Commission's Performance Standards.</p>

RISKS AND ASSUMPTIONS

15. Sufficient resources will need to be made available to administer the Election in order to ensure that the Council complies with its legal duties detailed above.

LEGAL IMPLICATIONS [Officer Initials: SRF Date: 21/01/2021]

16. The arrangements detailed in this report are designed to ensure compliance with a range of statutory duties including:
- Local Elections (Principal Areas) (England and Wales) Rules 2006
 - Representation of the People Acts 1983, 1985 and 2000
 - Electoral Registration and Administration Act 2013
 - Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020

FINANCIAL IMPLICATIONS [Officer Initials: PH Date: 21/01/2021]

17. Any costs associated from the cancellation of the Police and Crime Commissioner Election or the Edenthorpe Neighbourhood Planning Referendum along with future costs from this year will be claimed from Government and will not be a pressure on the Council's budget. Where possible anything that can be re-used when the election/referendum takes

place have been kept.

The cost of the Mayoral and Borough Cllr elections will be at a cost to the Council and the cost of the Town/Parish Cllrs will be re-charged to each Town/Parish Council separately.

HUMAN RESOURCES IMPLICATIONS

18. Human Resources implications have not been requested.

TECHNOLOGY IMPLICATIONS

19. Technology implications have not been requested.

HEALTH IMPLICATIONS

20. Health implications have not been requested.

EQUALITY IMPLICATIONS [Officer Initials: TB Date 21/01/2021]

21. The Council has a duty to ensure Elections are well managed to allow all eligible electors to freely vote by secret ballot ensuring freedom of expression and political debate by exercising their vote.

CONSULTATION

22. N/A

BACKGROUND PAPERS

23. Previous EDSC reports.

REPORT AUTHOR & CONTRIBUTORS

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