

# Freedom of Information Publication Scheme

**Revised version as at 21 December 2009**

**Version 2**

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## Publication Scheme

The Electoral Commission is required under the Freedom of Information Act 2000 (“FOIA”) to adopt and maintain a publication scheme. The Commission publication scheme reflects its commitment to routinely and proactively publish information and make it available to the public. In reviewing its publication scheme the Commission takes account of the latest advice and guidance from the Information Commissioner’s Office.

Under the FOIA, the Publication Scheme which the Commission is required to adopt and maintain must specify:

- classes of information which it publishes or intends to publish
- the manner in which the information is or is intended to be published, and
- whether the material is or is intended to be made available to the public free of charge or on payment

The purpose of the Publication Scheme is to ensure that a large amount of information is readily available to the public and to inform the public of the extent of information which is available. ‘Readily available’ means information which is available on the Commission’s website, can be purchased from HMSO or TSO, can be obtained from a public library or will be supplied by the Commission immediately on request in writing, by telephone or by e-mail from the Commission.

In accordance with the new model publication scheme the Electoral Commission is expected to make available as much information as it can within the following seven classes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how are we doing
- How we make decisions
- Policies and procedures
- Lists and registers
- The services we offer

### **Who we are and what we do**

The Electoral Commission was established as an independent statutory authority on 30 November 2000, under the Political Parties, Elections and Referendums Act 2000 (PPERA). The Commission is headed by a Chair and six Commissioners. They are independent of political parties and are accountable directly to Parliament through a Committee chaired by the Speaker of the House of Commons.

The Commission’s aim is integrity and public confidence in the UK’s democratic process.

This aim is underpinned by four objectives:

- integrity and transparency of party and election finance
- complete and accurate electoral registers and a well-run electoral registration process
- well-run elections and referendums which produce results that are accepted
- fair boundary arrangements for elections

We are headed by [six commissioners](#) and supported by a Chief Executive, an Executive Team and an employee force of around 150. We are divided into five main directorates:

- Party and Election Finance
- Electoral Administration and Boundaries
- Deputy Chief Executive's Directorate (including our offices in Scotland, Wales and Northern Ireland)
- Communication
- Finance and Corporate Services

More information relating to the Commission's purpose and structure can be found at: <http://www.electoralcommission.org.uk/about-us>

The Commission's aims, values and objectives are set out in more detail in its Corporate Plan at:

[http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0004/74362/EC\\_CP\\_09.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0004/74362/EC_CP_09.pdf)

And Annual report at:

[http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0008/78812/EC-annual-report-2008-9-english.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0008/78812/EC-annual-report-2008-9-english.pdf)

## **What we spend and how we spend it**

The Commission's resource accounts prepared in accordance with an accounts direction, issued by HM Treasury under paragraph 17 (2) of Schedule 1 to PPERA. Under PPERA Sch 1 para 18(2)(b) the Comptroller and Auditor General are charged certifying and laying before Parliament the annual Resource accounts. Upon approval, the House of Commons orders the printing of the Resource accounts. Capital programme, assets and large contracts are also incorporated therein.

As an independent public body, the Commission is accountable to Parliament for its expenditure. Parliamentary approval for its spending plans is sought annually through a Supply Estimate presented to the House of Commons, specifying the estimated expenditure and requesting the necessary funds to be voted.

The cost, and associated income, of the Commission's work in meeting the objectives listed above is shown in the statement of operating costs by aims and objectives in the accounts.

For more information please see Resource Accounts for 2008-09 at: [http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0007/78811/Resource-accounts-2008-9.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0007/78811/Resource-accounts-2008-9.pdf). Resource Accounts from previous years are also available on our website.

Details of our Procurement procedure and contracts awarded of sufficient size awarded through formal tendering process can be found at: <http://www.electoralcommission.org.uk/about-us/tendering-for-contracts/procurement#Procurement%20Procedures> and <http://www.electoralcommission.org.uk/about-us/tendering-for-contracts/previous-contract-awards>

## **What are our priorities and how are we doing**

Our objectives are laid out in our Corporate Plan 2008-09 to 2012-13, which sets our strategic direction over the next five years and outlines the activities and resources that will enable us to deliver our aims and objectives. A copy of the Corporate Plan can be found at: [http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0004/74362/EC\\_CP\\_09.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0004/74362/EC_CP_09.pdf)

Key items identified include how we intend to:

- demonstrate our effectiveness as a regulator
- set and monitor performance standards
- build public awareness about the electoral process

We also publish an Annual report which measures the Commission's progress against the objectives set out in the Corporate Plan. This year's Annual report can be found at:

[http://www.electoralcommission.org.uk/\\_data/assets/pdf\\_file/0008/78812/EC-annual-report-2008-9-english.pdf](http://www.electoralcommission.org.uk/_data/assets/pdf_file/0008/78812/EC-annual-report-2008-9-english.pdf)

All of our previous Annual reports and accounts can be found within our corporate publications section at:

<http://www.electoralcommission.org.uk/publications-and-research/corporate-publications>.

Our decision making procedures are set out in our corporate governance document, which can be found at:

<http://www.electoralcommission.org.uk/document-summary?assetid=67615>.

The Boundary Committee are responsible for conducting a number of different reviews. Some of these reviews are directed by the Electoral Commission, others are undertaken following a request from the Secretary of State. The three main type of reviews we are responsible for are electoral reviews, structural reviews and administrative boundary reviews.

Further information relating to the Boundary Committee and their decision making procedure can be found at:

<http://www.electoralcommission.org.uk/boundary-reviews>.

Minutes to the Commission meetings and Boundary Committee meetings are published online and papers submitted to those meetings are available on request.

The Local Democracy, Economic Development and Construction Act 2009 provides for the establishment of the Local Government Boundary Commission for England (LGBCE), and for the transfer to it of all the boundary-related functions of the Electoral Commission and the Boundary Committee for England as of 1st April 2010. This includes all work relating to:

- structural, electoral and principal area boundary reviews;
- requests from local authorities that have resolved to move to elections by thirds or by halves; and
- related alterations to district ward and county division boundaries as a consequence of community governance reviews

Further information relating to the transfer of boundary functions and the Local Democracy, Economic Development and Construction Act 2009 can be found at: <http://www.electoralcommission.org.uk/boundary-reviews>

## **Policies and procedures**

Our policies and procedures are listed below in the appendix.

## **Lists and registers**

The Commission's maintains a number of lists and registers and are listed below in the appendix

The Commission maintains registers for the purpose of Party, Election and Finance which can be found at: <http://www.electoralcommission.org.uk/party-finance/database-of-registers>.

## Charging

The Commission does not currently charge for information it supplies to the public.

## Freedom of Information Act 2000

The Freedom of Information Act 2000 (FOIA) came into force on 1 January 2005. It establishes a general right of access to all types of recorded information held by public authorities, sets out exemptions to the right and places a number of obligations on public authorities. The FOIA applies to a large number of public authorities, including the Electoral Commission. It entitles you to make a written request for information held by the Commission, and, unless the information falls under one of the specified exemptions in the FOIA, to:

- i. be informed in writing by the Commission whether it holds the information specified in the request, and
- ii. Have that information sent to you if the Commission does hold the information.

The FOIA obliges the Commission to provide the information requested within 20 working days, calculated from the day after receipt of the request, in most circumstances. The FOIA also provides an appeal process whereby you may apply to the Information Commissioner for a decision as to whether the Commission dealt with your request properly and in accordance with the Act.

However, the Information Commissioner will expect applicants to have first exhausted any internal complaint process. Details of the Commission's Complaints Procedure can be found at:

<http://www.electoralcommission.org.uk/about-us/complaints-procedure>.

Copies of the FOIA are available from the Stationery Office (TSO). It is also available on the HMSO website at [www.legislation.hmso.gov.uk](http://www.legislation.hmso.gov.uk)

Requests for information under the FOIA should be made to Michelanne Calhoun Wilson at [info@electoralcommission.org.uk](mailto:info@electoralcommission.org.uk) or in writing to:

Michelanne Calhoun Wilson

Trevelyan House  
30 Great Peter Street  
London SW1P 2HW  
Tel: 020 7271 0500  
Fax: 020 7271 0505

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

**Most of the information held by the Commission is readily available to members of the public and others, and does not require a request under the FOIA to access it. Besides contacting the Commission in writing, by telephone or fax, the public can access information via the Commission's website at [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) and can request copies of publications promoted on the website. Details of how to do this are on the website.**

### **Data Protection Act 1998**

The Data Protection Act 1998 provides individuals with access to personal data about themselves held by public bodies. The right of access extends to personal information about the requester which is held on computer or in structured manual records. The FOIA has extended this right to personal information held on any type of file as from 1 January 2005.

The Commission does not hold information on individuals (other than employees) except as required by legislation, or for business purposes. Applicants for information relating to individuals other than the requester will be dealt with under the FOIA.

However if you wish to apply for access to personal information, you may do so by writing to the Legal Team, at the address given above.

A request for access must be dealt with within 40 days of receipt of the request.

If you consider that your request for access to your personal data was not dealt with in accordance with the Data Protection Act 1998 you may:

- iii. Use the Commission's Complaints Procedure
- iv. Apply to the court
- v. Write to the Information Commissioner

### **Complaints Procedure**

If you have any comments about the Commission's Publication Scheme, or if you feel that you have not been supplied with information in accordance with the FOIA, you may write to the Secretary to the Commission at the address given above.

The Commission aims to deal with initial complaints within 20 working days, and to complete investigations within 28 working days.

Further detail of the Complaints Procedure can be found at:  
<http://www.electoralcommission.org.uk/about-us/complaints-procedure>.

## **Review of the Publication Scheme**

Consistent with the Information Commissioner's Office guidance, the Commission has reviewed the Publication Scheme in light of the ICO's model publication. This review was conducted in December 2009. The Publication Scheme will thereafter be reviewed every year.

## **Contacting the Commission**

The address of The Electoral Commission's office in London is:

Trevelyan House  
30 Great Peter Street  
London SW1P 2HW  
Tel: 020 7271 0500  
Fax: 020 7271 0505  
[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

The Commission also has offices in Wales, Scotland and Northern Ireland:

Northern Ireland Office:

The Electoral Commission  
Seatem House  
28 – 32 Alfred Street  
Belfast BT2 8EN  
Tel: 02890 894020  
Fax: 02890 894026

Scotland Office:

The Electoral Commission  
28 Thistle Street  
Edinburgh EH2 1EN  
Tel: 0131 225 0201  
Fax: 0131 225 0205

Wales Office:

The Electoral Commission  
Caradog House  
1-6 St Andrews Place  
Cardiff CF10 3BE  
Tel: 02920 346800  
Fax: 02920 346805

## Appendix: Classes of Information

Class	Definition	Format	Links
<b>1 Who we are and what we do</b>			
Relevant legislation	Details of relevant legislation that affects The Electoral Commission including Political Parties, Elections and Referendums Act 2000 (PPERA), Electoral Administration Act 2006 and Political Parties and Elections Act 2009 (PPE)	Hard copy; website	<a href="http://www.opsi.gov.uk/acts/acts2000/ukpga_2000041_en_1">http://www.opsi.gov.uk/acts/acts2000/ukpga_2000041_en_1</a> <a href="http://www.opsi.gov.uk/acts/acts2006/ukpga_20060022_en_1">http://www.opsi.gov.uk/acts/acts2006/ukpga_20060022_en_1</a> <a href="http://www.electoralcommission.org.uk/focus-on-items/PPE">http://www.electoralcommission.org.uk/focus-on-items/PPE</a> <a href="http://www.opsi.gov.uk/acts/acts2009/ukpga_20090012_en_1">http://www.opsi.gov.uk/acts/acts2009/ukpga_20090012_en_1</a>
Appointments to the Electoral Commission and the Boundary Committee for England	Details of the Electoral Commissioners and Deputy Commissioners	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/the-commissioners">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/the-commissioners</a> <a href="http://www.electoralcommission.org.uk/boundary-reviews/boundary_committee/deputy-">www.electoralcommission.org.uk/boundary-reviews/boundary_committee/deputy-</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
			<a href="#">commissioners</a>
Organisational structure	Organisational chart showing departments and staffing of the Commission	Hard copy; website	<a href="http://www.electoralcommission.org.uk/_data/assets/pdf_file/0003/55893/Organisational-Chart-2009-10.pdf">http://www.electoralcommission.org.uk/_data/assets/pdf_file/0003/55893/Organisational-Chart-2009-10.pdf</a>
Job descriptions	Job descriptions relating to different roles currently performed by staff employed by the Commission	Hard copy	
Vacancies	List of staff vacancies at any point in time	Hard copy; website	<a href="https://careers.electoralcommission.konetic.net/CAC/home.aspx">https://careers.electoralcommission.konetic.net/CAC/home.aspx</a>
Partner organisations	Identify the organisations that we work with frequently	Hard copy	
Locations and contact details	Contact details for all of the Commissions offices	Hard copy; website	<a href="http://www.electoralcommission.org.uk/contact/our-offices">http://www.electoralcommission.org.uk/contact/our-offices</a>
<b>2 What we spend and how we spend it</b>			
Financial statements, budgets and variance reports	Annual accounts for minimum of current and previous two years.	Hard copy; website	Current: <a href="http://www.electoralcommission.org.uk/about-us/achievements">http://www.electoralcommission.org.uk/about-us/achievements</a>

Class	Definition	Format	Links
			Previous years: <a href="http://www.electoralcommission.org.uk/publications-and-research/corporate-publications">http://www.electoralcommission.org.uk/publications-and-research/corporate-publications</a>
Allowances and expenses	Gifts, hospitality and expenses are all published quarterly for Commissioners, Deputy Commissioners and Executive Team Heads of Devolved Offices and Head of Boundaries	Hard copy; website	Commissioners/ Deputy Commissioners: <a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/the-commissioners">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/the-commissioners</a>  Executive team: <a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/our-structure">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/our-structure</a>
Pay and grading structure	Pay levels for posts, not indicative of individual salaries.	Hard copy, website	<a href="http://www.electoralcommission.org.uk/about-us/jobs/pay-and-benefits">http://www.electoralcommission.org.uk/about-us/jobs/pay-and-benefits</a>
Procurement and tendering	This includes: <ul style="list-style-type: none"> <li>• Information about our procurement</li> </ul>	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/tendering-for-contracts">http://www.electoralcommission.org.uk/about-us/tendering-for-contracts</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
	<p>practices, procurement procedures and advertising of contracts</p> <ul style="list-style-type: none"> <li>• guidance about what we look for in a good supplier and our criteria for selection of suppliers</li> <li>• details of any forthcoming tenders</li> <li>• information about any current tenders</li> </ul>		
Awarded contracts	Details about recently awarded contracts.	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/tendering-for-contracts/previous-contract-awards">http://www.electoralcommission.org.uk/about-us/tendering-for-contracts/previous-contract-awards</a>
Financial statements for projects and events	Breakdown of budgets at the end of major capital projects showing any under/over spend.	Hard copy	
<b>3 What are our priorities and how are we doing</b>			
Annual Report	Annual Report & Accounts published by the Commission for years from 2001/2	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/achievements">http://www.electoralcommission.org.uk/about-us/achievements</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
Corporate Plan	The corporate plan published each year by the Commission	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/objectives-and-corporate-plans">http://www.electoralcommission.org.uk/about-us/objectives-and-corporate-plans</a>
Corporate Governance Framework	Framework reviewed annually and other updates as necessary	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance</a>
<b>4 How we make decisions</b>			
Commission meetings	Minutes of formal meetings of the Commission	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/commissioners-meetings">www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/commissioners-meetings</a>
Boundary Committee for England meetings	Minutes of formal meetings of the Boundary Committee for England		<a href="http://www.electoralcommission.org.uk/boundary-reviews/boundary_committee/boundary-committee-minutes">http://www.electoralcommission.org.uk/boundary-reviews/boundary_committee/boundary-committee-minutes</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
Parliamentary Parties Panel	Minutes of the meetings of the Parliamentary Parties Panel, comprising representatives of the political parties in Westminster, with the Electoral Commission. Meetings held 4 times per year.	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/parliamentary-parties-panel">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/parliamentary-parties-panel</a>
Parties Panels for Wales, Scotland and Northern Ireland	Minutes of the meetings of the party panels for Wales, Scotland and Northern Ireland, comprising representatives of parties in the national legislatures. These panels are not statutory.	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/northern-ireland-assembly-parties-panel">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/northern-ireland-assembly-parties-panel</a>  <a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/wales-political-parties-panel">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
			<a href="#">management/governance/governance</a>
Parliamentary Advisory Group	<p>The Parliamentary Advisory Group (PAG) is made up of senior politicians whose expertise we use to help us consider issues within our remit.</p> <p>The group has no formal status and we are not bound by the advice given, nor are the members of the group expected to endorse or otherwise lend support to our policies.</p>	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/parliamentary-advisory-group">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/parliamentary-advisory-group</a>
Audit Committee	The Audit Committee supports our Accounting Officer (the Chief Executive of the Electoral Commission) in carrying out their formal accountability responsibilities.	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/audit-committee">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/governance/audit-committee</a>
Responses to statutory and non-statutory consultations	Responses to consultations on statutory instruments. Responses to consultations on Government White Papers. Responses to other consultations on policy issues.	Hard copy; some PDF's on website	<a href="http://www.electoralcommission.org.uk/publications-and-research/consultations-and-reponses">http://www.electoralcommission.org.uk/publications-and-research/consultations-and-reponses</a>
Statutory reports on elections and referendums	Reports prepared by the Commission (under section 5 of the Political Parties, Elections	Hard copy; executive summary in hard copy;	<a href="http://www.electoralcommission.org.uk/publications-">http://www.electoralcommission.org.uk/publications-</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
	and Referendums Act 2000) in respect of elections to the House of Commons, European Parliament, Scottish Parliament, National Assembly for Wales, Northern Ireland Assembly, and in respect of national and regional referendums	PDF version	<a href="#">and-research/election-reports</a>
Policy and strategy reviews: consultation papers and final reports	Reports produced by the Commission as part of statutory reviews of electoral law and practice and non-statutory reviews of Commission policies and procedures. Includes both consultation papers and final reports.	Hard copy; executive summaries; PDF versions	<a href="http://www.electoralcommission.org.uk/publications-and-research/policy-reports">http://www.electoralcommission.org.uk/publications-and-research/policy-reports</a>
Evaluation of local pilot schemes	All statutory individual evaluation reports in relation to local authority electoral pilot schemes, together with any non-statutory strategic reports on pilot programmes.	Individual reports: hard copy; PDF version  Strategic reports: hard copy; executive summary; PDF version	<a href="http://www.electoralcommission.org.uk/elections/pilots">http://www.electoralcommission.org.uk/elections/pilots</a>
Consultation documents	Draft explanatory notes on registration and compliance issues. Issued to political parties	Hard copy; website	<a href="http://www.electoralcommission.org.uk/guidance/candidates-agents/parties">http://www.electoralcommission.org.uk/guidance/candidates-agents/parties</a>
<b>5 Policies &amp; procedures</b>			
Codes of conduct and practice	Codes of conduct and practice for Commissioners, Deputy Commissioners, and	Hard copy	

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
	staff of the Commission		
Internal protocols	Protocols including; internal working arrangements; liaison with devolved offices; protocol on Parliamentary Questions	Hard copy	
Equality Scheme	Equality Scheme produced by the Commission in compliance with the Race Relations Act 1976 (as amended), Disability Discrimination Act 1995, Equality Act 2006 and section 75 of the Northern Ireland Act 1998	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/equality-and-diversity">http://www.electoralcommission.org.uk/about-us/equality-and-diversity</a>
Staff policies	Internal policies establishing the procedures and practices expected of staff employed by the Commission. Some of these policies include exempt information; the reason for excluding this information, which may cover security or health and safety, will be made clear.	Hard copy	
Requests under section 1, FOI Act 2000, and responses thereto	Requests received by the Commission for information under the FOI Act 2000, and copies of responses, including summaries of information provided.	Hard copy; Website	<a href="http://www.electoralcommission.org.uk/about-us/freedom-of-information-requests">http://www.electoralcommission.org.uk/about-us/freedom-of-information-requests</a>
Data Protection information	Information regarding how the Commission collects and handles personal information and how to request access to information	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/data-protection">http://www.electoralcommission.org.uk/about-us/data-protection</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
	relating to yourself.		<a href="http://www.electoralcommission.org.uk/_data/assets/pdf_file/0005/81806/FINAL-Information-Charter-with-CH-comments-2009-10-12.pdf">http://www.electoralcommission.org.uk/_data/assets/pdf_file/0005/81806/FINAL-Information-Charter-with-CH-comments-2009-10-12.pdf</a>
Records management policies	Policies and guidance for staff covering information and records management.	Hard copy	
Complaints procedure	Procedure relating to allegations made against an organisation to which PPERA applies	Hard copy; website	<a href="http://www.electoralcommission.org.uk/about-us/complaints-procedure">http://www.electoralcommission.org.uk/about-us/complaints-procedure</a>
<b>6 Lists and registers</b>			
Registers	Statutory registers relating to: <ul style="list-style-type: none"> <li>• Political parties</li> <li>• Donations to political parties</li> <li>• Campaign expenditure</li> <li>• Recognised third parties</li> <li>• Donations to third parties</li> <li>• Controlled expenditure by third parties</li> <li>• Donations to regulated donees</li> <li>• Permitted participants</li> <li>• Donations to permitted participants</li> </ul>	Hard copy; viewing at Commission offices; website	<a href="http://www.electoralcommission.org.uk/party-finance/database-of-registers">http://www.electoralcommission.org.uk/party-finance/database-of-registers</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
	<ul style="list-style-type: none"> <li>• Referendum expenditure</li> <li>•</li> </ul>		
Registers of Interests, gifts and hospitality	Register of interests, gifts and hospitality for Commissioners, Deputy Commissioners and Executive Team Heads of Devolved Offices and Head of Boundaries	Hard copy; website	<p>Commissioners/ Deputy Commissioners:  <a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/the-commissioners">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/the-commissioners</a></p> <p>Executive team:  <a href="http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/our-structure">http://www.electoralcommission.org.uk/about-us/corporate-structure-and-management/our-structure</a></p>
<b>7 Services we offer</b>			
Research reports	Research reports published by the Commission since 1 April 2001. Includes research undertaken directly by the Commission and research undertaken by others procured by the Commission.	Hard copy: summary findings in hard copy; PDF version	<a href="http://www.electoralcommission.org.uk/publications-and-research/policy-and-research">http://www.electoralcommission.org.uk/publications-and-research/policy-and-research</a>
<b>Advice</b>			
Performance Standards	Guidance on the review process, benchmarking and good practice for	Hard copy	<a href="http://www.electoralcommission.org.uk/performance">http://www.electoralcommission.org.uk/performance</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
	electoral administrators		<a href="#">-standards</a>
Manual for electoral administrators	Guidance for electoral administrators on running elections	Hard copy	<a href="http://www.electoralcommission.org.uk/guidance/resources-for-electoral-administrators">http://www.electoralcommission.org.uk/guidance/resources-for-electoral-administrators</a>
Guidance for candidates and agents	Guidance for candidates and their agents on procedures and practice	Hard copy; website	<a href="http://www.electoralcommission.org.uk/guidance/these-we-regulate/candidates-and-agents">http://www.electoralcommission.org.uk/guidance/these-we-regulate/candidates-and-agents</a>
<b>Party and Election Finance</b>			
Forms and guidance	Forms and accompanying guidance notes to enable parties and groups to register with the Commission and to submit statutory returns	Hard copy; downloadable from website	<a href="http://www.electoralcommission.org.uk/party-finance">http://www.electoralcommission.org.uk/party-finance</a>
Protocols with prosecuting authorities	Protocols drawn up by the Commission and prosecuting authorities on how to deal with a complaint under PPERA and PPEA	Hard copy	
<b>Boundary and electoral reviews</b>			

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
Submissions	Proposals received from external parties regarding future electoral arrangements for local authorities; received during Stages 1 and 3 of a Periodic or Further Electoral Review	View at Commission office in London and at relevant local authority offices	<a href="http://www.electoralcommission.org.uk/boundary-reviews/open-consultations">http://www.electoralcommission.org.uk/boundary-reviews/open-consultations</a>
Electoral and Structural Review reports	Draft reports on local authority Periodic reviews, Further Electoral reviews and Structural reviews	Hard copy; website; CD-rom	<a href="http://www.electoralcommission.org.uk/boundary-reviews/all-reviews">http://www.electoralcommission.org.uk/boundary-reviews/all-reviews</a>
Periodic Electoral Review Guidance	Guidance and procedure advice issued for PER's	Hard copy; PDF version	<a href="http://www.electoralcommission.org.uk/boundary-reviews/about-electoral-reviews">http://www.electoralcommission.org.uk/boundary-reviews/about-electoral-reviews</a>
Structural Electoral Review Guidance	Guidance and procedure advice issued for Structural reviews	Hard copy; website	<a href="http://www.electoralcommission.org.uk/boundary-reviews/about-structural-reviews">http://www.electoralcommission.org.uk/boundary-reviews/about-structural-reviews</a>
Leaflets	Leaflets published by the Boundary Committee explaining the process	Hard copy; website	<a href="http://www.electoralcommission.org.uk/boundary-reviews/about-electoral-reviews">http://www.electoralcommission.org.uk/boundary-reviews/about-electoral-reviews</a>
<b>Regular publications</b>			
Press releases	Press releases issued by the Commission and the Boundary Committee for England	Hard copy; website	<a href="http://www.electoralcommission.org.uk/news-and-media/news-releases">http://www.electoralcommission.org.uk/news-and-media/news-releases</a>

<b>Class</b>	<b>Definition</b>	<b>Format</b>	<b>Links</b>
Fact sheets	Fact sheets published by the Commission since 1 April 2001; fact sheets are revised and updated quarterly where necessary	Hard copy; PDF versions (all except 2)	<a href="http://www.electoralcommission.org.uk/publications-and-research/factsheets">http://www.electoralcommission.org.uk/publications-and-research/factsheets</a>
Public notices and advertisements	Public notices and advertisements, advising public on electoral matters and periodic electoral reviews, and generally	Hard copy;	National and local newspapers

## **Welsh publications**

Consistent with our obligations under the Welsh Language Act 1993, the Commission has adopted a Welsh Language Act scheme in relation to our publications.

With regard to our written materials, the Commission is committed to providing printed material aimed at the electorate in Wales in both Welsh and English with a presumption in favour of a single document rather than separate English and Welsh versions.

With regard to our website, the Commission will provide forms and related guidance in regard to elections to the National Assembly for Wales and local government elections in Wales bilingually through the Commission's website. Other forms, such as for parliamentary General elections and by-elections and European Parliament elections will be provided bilingually on request or at the discretion of the Commission. Relevant directorates will indicate that such forms are available in Welsh on the relevant web pages where they are published. Where representations are received with regard to specific materials these will be considered on a case by cases basis.

The Commission's Wales Office will make an undertaking that all public documents it produces will be published bilingually. The Wales office will also provide guidance to Commission staff and external consultants working for the Commission as requested where a matter of judgment is required as to whether a document should be made available bilingually. Where necessary the translation services for publications from the Commission's other offices may be arranged through the Commission's Wales office.

For more information please see the Commission's policy, Welsh Language Scheme at:

<http://www.electoralcommission.org.uk/document-summary?assetid=16059>.