

# electoral administration bulletin

The  
Electoral  
Commission



Issue 272 (England) – 22 January 2020

## **Electoral registration: consultation on new performance standards for Electoral Registration Officers**

We have today (22 January) launched [a consultation on new performance standards for Electoral Registration Officers](#).

Over the past year we have been working collaboratively with representatives from across the electoral community – including the Association of Electoral Administrators (AEA), Scottish Assessors Association (SAA) and Solace – to help shape the draft standards.

Our intention is to establish a set of standards which can be used by EROs and the Commission throughout the year (including in the lead-up to electoral events), to understand and improve performance, ensuring ultimately that electoral registers are as accurate and complete as possible and that everyone who is eligible and wants to vote is able to do so.

### **About the draft standards**

The proposed new standards are focussed on the outcomes that should be delivered, rather than the processes that are followed, with the objective of helping EROs and their teams to understand the impact of their electoral registration activities. This should help EROs to make informed decisions on what activities are undertaken, how these activities are carried out and how their limited resources can be deployed efficiently and effectively.

### **How to respond**

The consultation will run until **31 March** and you can respond by filling in [this form](#) or emailing your views to [performancestandardsinbox@electoralcommission.org.uk](mailto:performancestandardsinbox@electoralcommission.org.uk).

Throughout the consultation period we will also take the opportunity to seek views at the various scheduled meetings that we attend.

The feedback provided will be used to inform the final standards and how they will be used, ahead of the launch of the new framework in May 2020.

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Information about forwarding candidate spending returns to the Commission following the UK Parliamentary general election.

EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#). You can also [subscribe to the EA Bulletins](#).

## Electoral registration: canvass reform update

Further to [Bulletin 270](#), we can now provide you with an update on our plans for supporting the implementation of the reform of the annual canvass, which have been amended as a result of the December UKPGE.

### Voter materials

We completed both the consultation and user testing on the draft materials before the December election. We are grateful to everyone who responded to our consultation either directly or through the AEA, SAA and Canvass Reform Champions.

We plan to send the revised materials for sign off by Ministers in February, with the aim of making available the three new canvass materials – Canvass Communication A, Canvass Communication B and Canvass form – in April 2020. All other materials, including updated Invitations to Register, special category elector materials and alternative formats will be released as soon as possible from late April onwards. We intend that the complete suite will be available by mid-May 2020.

### ERO guidance

We are continuing to move forward with plans to reform our approach to presenting guidance on our website, drawing on feedback from administrators and user testing. As we update our guidance for EROs as a result of canvass reform, we will move away from the current PDF format and will instead present our guidance in a web-based format, in line with modern practice and evolving technology. This approach has the objective of making the guidance clearer and easier to navigate and use, whilst retaining features that we know are important to administrators, such as the ability to print hard copies of sections of the guidance as needed.

As currently is the case, we will provide an end-to-end guide on running electoral registration, covering statutory responsibilities and good practice, to help EROs and their teams to understand everything they need to deliver a well-run electoral registration service.

In order to assist with your planning for the 2020 canvass, we are prioritising the sections of guidance specific to the delivery of the reformed canvass with the aim of making those available by the end of March 2020. The rest of the suite of ERO guidance will be updated and available shortly after the May 2020 polls.

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## Electoral registration: 2019 canvass data collection

As in previous years, we are collecting data relating to the annual canvass and the publication of the revised registers. As highlighted in [Bulletin 270](#), the deadline for submitting your data is this **Friday, 24 January 2020**. As usual, the data to be provided is contained in reports which can be generated via your EMS system. If you're experiencing technical issues, the fastest way to resolve these will be to contact your EMS supplier directly for support.

We will be collating and publishing the information that we receive so we ask that you please check your data after you generate the automated report and before you submit it to us in order to help ensure its accuracy.

Please [keep us informed](#) of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

We are sending you this newsletter as it contains important information about the Electoral Commission's work which is relevant to you. The newsletter forms part of the Electoral Commission's public task which has its basis in the Political Parties, Elections and Referendums Act 2000. We will manage your personal information and contact details in line with the General Data Protection Regulation and UK data protection legislation as outlined in our privacy notice (<https://www.electoralcommission.org.uk/privacy-notice>)

If you no longer wish to receive this newsletter, you may [unsubscribe](#) at any time.

Once you have generated the report in your EMS system and reviewed the data, please submit it to [CanvassData@electoralcommission.org.uk](mailto:CanvassData@electoralcommission.org.uk).

## UK Parliamentary general election: forwarding of candidate spending returns to the Commission

As set out in [Part F](#) of our guidance for (Acting) Returning Officers ((A)ROs), following a UK Parliamentary election, (A)ROs are required by law to forward copies of candidate spending returns to the Commission.

Further to [Bulletin 271](#), we have now decided not to introduce an alternative method for you to supply these returns to us on this occasion. Please therefore continue to provide these to us via email to [candidates@electoralcommission.org.uk](mailto:candidates@electoralcommission.org.uk), taking into account the guidance below.

Please provide us with:

- electronic PDF copies of candidate spending returns and any accompanying invoices or receipts for the December 2019 UKPGE
- the candidates' spending limit provided to candidates, if applicable
- the electorate figure for each constituency used to calculate the candidates' spending limit. This is the electorate figure on the last date for publication of the notice of election
- a list of all candidates who stood for election, including their party (if any) and whether they were successful
- notification of any candidate who has not submitted a spending return at the point you send PDF copies of the returns to us, has submitted an incomplete return or has submitted a late return and what steps, if any, you have already taken in such cases
- the addresses of election agents for any candidates who failed to submit returns

When sending returns to us, please take care to ensure that you:

- scan each return along with any invoices or receipts separately in one PDF
- send each return by separate email, as very large attachments will be rejected by our server and will not be considered as having been received
- identify the election, constituency name and the candidate name in the subject line of the email
- do not password protect emails or provide passwords or secure websites – a normal email is fine

Please do not send:

- paper copies of the returns to us at our offices
- originals of the returns: you must retain these for public inspection for two years after their receipt

We would be grateful if you could provide all returns to us no later than **28 February 2020** so that we can publish headline figures in

the spring.

If you have any questions about this process, please contact your [local Commission team](#).

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