

Public Document Pack

Elections Committee Members

Members of the committee, listed below, are summoned to attend the meeting to be held on Wednesday, 22 October 2014.

Barry Quirk, Chief Executive
October 14 2014

Councillor Liam Curran	
Councillor Janet Daby	
Councillor Alan Hall	
Councillor Stella Jeffrey	
Councillor Alicia Kennedy	
Councillor John Paschoud	

Elections Committee Agenda

Wednesday, 22 October 2014
6.00 pm, Committee Room 8 - Civic Suite
Civic Suite
Lewisham Town Hall
London SE6 4RU

For more information contact: Jessica Bolton 0208 3148975 (Tel: 0208 314 9327)

Part 1

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Agenda Item 1

ELECTIONS COMMITTEE		
Report Title	ELECTION OF CHAIR & VICE CHAIR	
Key Decision	No	Item No. 1
Ward	n/a	
Contributors	CHIEF EXECUTIVE	
Class	Part 1	Date: 22 October 2014

Recommendation

To appoint a Chair and Vice-Chair of the Committee for the municipal year 2014/15.

Elections Committee		
Report Title	Declarations of Interests	
Key Decision	No	Item No. 1
Ward	n/a	
Contributors	Chief Executive	
Class	Part 1	Date: October 22 2014

Declaration of interests

Members are asked to declare any personal interest they have in any item on the agenda.

1 Personal interests

There are three types of personal interest referred to in the Council's Member Code of Conduct :-

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests

2 Disclosable pecuniary interests are defined by regulation as:-

- (a) Employment, trade, profession or vocation of a relevant person* for profit or gain
- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.

- (e) Licence to occupy land in the borough for one month or more.
- (f) Corporate tenancies – any tenancy, where to the member’s knowledge, the Council is landlord and the tenant is a firm in which the relevant person* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:-
 - (a) that body to the member’s knowledge has a place of business or land in the borough; and
 - (b) either
 - (i) the total nominal value of the securities exceeds £25,000 or 1/100 of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

(3) Other registerable interests

The Lewisham Member Code of Conduct requires members also to register the following interests:-

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes , or whose principal purposes include the influence of public opinion or policy, including any political party
- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25

(4) Non registerable interests

Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members’ Interests (for example a matter concerning the closure of a school at which a Member’s child attends).

(5) Declaration and Impact of interest on members' participation

- (a) Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take no part in consideration of the matter and withdraw from the room before it is considered. They must not seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**
- (b) Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph (c) below applies.
- (c) Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- (d) If a non-registerable interest arises which affects the wellbeing of a member, their, family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.
- (e) Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

(6) Sensitive information

There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

(7) Exempt categories

There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-

- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
- (b) School meals, school transport and travelling expenses; if you are a parent or guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor;
- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception)

Agenda Item 3

ELECTIONS COMMITTEE		
Report Title	Minutes	
Key Decision		Item No. 1
Ward		
Contributors	CHIEF EXECUTIVE	
Class	Part 1	Date: 22 October 2014

Recommendation

To agree the Minutes of the meeting of the Committee, which was open to the press and public, held on March 10 2014 (as attached).

MINUTES OF THE ELECTIONS COMMITTEE

Monday, 10 March 2014 at 6.00 pm

PRESENT: Councillors Liam Curran, Alan Hall, John Paschoud, Sven Griesenbeck, Ami Ibitson and Stella Jeffrey.

ALSO PRESENT: Councillor Jacq Paschoud and 2 members of the public.

12. Election of Chair and Vice Chair

RESOLVED that Councillor Ami Ibitson be elected as Chair and Councillor Stella Jeffrey be elected as Vice-Chair for the Municipal Year 2013-14.

13. Declaration of interests

There were none.

14. Minutes

RESOLVED that the minutes of the meeting held on November 7 2011 be confirmed and signed as a correct record.

15. GLA Review 2012

The report was introduced by the Head of Law who concluded that the election process had been relatively smooth and well run.

Councillor Hall queried the number of votes which had been rejected and was told by the Electoral Services Manager that procedures pertaining to postal voting were heavily prescribed and only now would the Council be able to write to postal voters whose ballots had been rejected, setting out the reasons for the invalidation unless fraud was suspected.

RESOLVED that the report be noted.

16. Combined elections 2014

The report was introduced by the Head of Law who confirmed GLA staff had been recruited by the Chief Executive to support him in his additional role as Regional Returning Officer.

Councillor Jeffrey asked for further information about contact made with 'G' voters. The Electoral Services Manager said there was a prescribed form that potential voters had to sign and return. He said 17,000 forms had been posted and 3,000 had been returned to date and that an overall return rate of about 30% was expected. Members requested that they be sent a sample of the letter sent to 'G' voters for their information.

The Head of Law outlined arrangements for the election counts which would be held in Holly Hedge House in Blackheath. She said the venue allowed for

only 130 counters rather than the 180 deployed in the larger hall used for the 2010 counts. She added that the timetabling of counts over several days would allow a key core team of officers who had overseen previous elections to again be present at all counts.

Councillor Curran expressed strong concern over the timing of the local authority count which his research indicated would be the latest in London. He asked that this count be advanced to Friday May 23.

The Head of Law said the timing of counts was a decision for the Returning Officer and that comparisons with other boroughs were not possible as they had use of larger venues allowing more counting staff and that most were not also holding an election for a directly elected Mayor.

Councillor John Paschoud said he accepted the officer advice on count timings but he urged the public relations aspects to be addressed and a communications strategy put in place to inform voters about the delays in issuing results. He also inquired about the design of postal voting packs and was informed that the proofs could be supplied to Committee members for information but that the design was prescribed by law and could not be amended.

Councillor Jeffrey queried the use of DLC3 in paragraph 11.7 of the report and was informed this had been approved already and that polling districts would be the subject of statutory review after the elections.

Councillor Hall urged Officers to reconsider their plans for the election counts, especially if Lewisham was the only borough in London to be counting local authority wards on a Saturday. He suggested Council staff be surveyed to see if any had significant experience of running elections and if not enough were available, other senior staff should be trained to undertake the roles. The Chair suggested that the Chief Executive be asked to review the plans to see if viable alternatives could be suggested. Councillor Curran added that one solution might be the erection of a marquee in the enormous Holly Hedge House parade ground. Councillor Hall wondered if relinquishing the role of Regional Returning Officer could add capacity. Councillor Paschoud added that if the final outcome was that the proposals remained unchanged, work on how they were to be communicated should be undertaken.

The Head of Law confirmed the issues raised would be brought to the attention of the Chief Executive and all members of the Committee and the Mayor would be informed about the outcome of his deliberations.

RESOLVED that proposals for the timing of election counts in 2014 be reviewed by the Chief Executive to see if consistency with other local authorities can be achieved.

17. IER update

The report was introduced by the Head of Law who concluded that the outcome of Individual Elector Registration could be the loss of one million

registered voters from electoral rolls in London.

Members expressed deep concern about the possible loss of so many voters from electoral rolls and the Chair suggested the Elections Committee should meet again in the Autumn of 2014 to review the impact of Individual Elector Registration. She added that officers should also consider organising an all member briefing on this topic prior to any meeting of the Committee.

RESOLVED that the report be noted.

The meeting closed at 7.42pm

ELECTIONS COMMITTEE		
Report Title	Combined Elections 22 May 2014	
Key Decision	n/a	Item No.
Ward	n/a	
Contributors	Malcolm Constable, Electoral Services Manager	
Class	Part 1	Date: October 22 2014

1. Purpose

This report reviews the arrangements and conduct of the Combined Elections held in the London Borough of Lewisham (LBL) on the 22 May 2014.

2. Recommendation

That the Committee note this report.

3. Introduction

3.1 Three Elections took place in Lewisham on the 22 May 2014:

- European Parliamentary Election for the London Region
- Mayor of Lewisham
- 54 Local Council seats for the 18 Wards of LBL

3.2 In summary the Elections went according to plan and passed without any notable incidents with the exception of an accounting error in Forest Hill Ward. This did not impact the overall result, but should not have occurred. A full report of this incident was prepared for the Electoral Commission detailing the events leading to the error and the actions to be taken to prevent such an error in future. This report is attached at Appendix A. Relevant agents and candidates were invited by the Returning Officer to a meeting to explain the circumstances and remedial action to be taken in future. The error was unique to Forest Hill and related to the complexity of multi member ward counts.

3.3 The Electoral Commissions report into the Elections held on the 22 May can be found at

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0010/169867/EP-and-local-elections-report-May-2014.pdf

This report highlighted the issues at Tower Hamlets which was subject to a separate report by the Electoral Commission (http://www.electoralcommission.org.uk/_data/assets/pdf_file/0008/169199/Our-report-on-elections-held-in-Tower-Hamlets-in-May-2014.pdf)

and complaints made about voters being handed pre folded ballot papers. LBL did not receive any such complaints as our polling station staff were specifically trained to hand out ballot papers unfolded.

4. Organisation

4.1 The people responsible for the conduct of these elections were as follows:

- The Returning Officer for the Mayoral and Local Council elections - Barry Quirk-Chief Executive of LBL. The Deputy Returning Officer - Kath Nicholson – Head of Law
- The Local Returning Officer for the EPE in LBL are the same as above
- Barry Quirk was also the Regional Returning Officer for the EPE the London region

4.2 The Elections team in Lewisham was responsible for running the Lewisham aspects of the election with separate resources being put in place to support the Regional Returning Officer in his duties in the European Elections across London.

5. Voter Turnout

5.1 The turnout nationally, as compiled by the Electoral Commission, for the European Election was 35.6% and for Local Government Elections was 36.0%.

5.2 The turnout in Lewisham for the European Election was 38.9% and for the Mayoral Election 37.24%. Ward turnout varied between 41.54% in Blackheath to 31.0% in Bellingham.

5.3 Voters eligible to vote in the European elections were Local Government electors, and those EU Citizens who returned an EU voter registration form, expressly stating that they wished to vote here in the UK European Parliamentary election rather than their home country.

5.4 The Elections team sent out registration forms to all EU citizens (approx 17,500) on the register after the close of the canvass on 17 February 2014. A further reminder was incorporated on poll cards sent out in April, however, only approx 4,900 returned their forms to enable them to vote in the European Election. This reflected the national pattern and has prompted the Electoral Commission to call for a review of the statutory default position and allow EU citizens to vote in UK European Parliamentary elections unless they specifically request a vote in their home country.

6. Staffing & Training

- 6.1 All Presiding Officers, Poll Clerks, and Polling Station Inspectors (Visiting Officers) were trained personally by the Head of Law. Lewisham's policy is that if staff do not attend training they will not be employed. Training is quite a major logistical exercise in itself with 465 people attending.
- 6.2 Given the complexity; (three ballot papers with different voting methodologies, three ballot paper accounts and corresponding number lists, and the size of the European ballot paper) we exceeded the Electoral Commission's staffing level guidance. Each polling station had a minimum of three poll clerks, with split stations having an extra poll clerk to direct voters to the appropriate station in the same polling place.
- 6.3 Overall LBL recruited to fill 964 jobs. This figure not only includes POs, PCs and Visiting Officers but postal vote openers, count staff and ballot box reception teams. As is our normal practice we also set up and staffed an Elections call centre.

7. Polling stations

- 7.1 There was one change to the polling stations detailed in the report to the Election Committee submitted in February 2014 concerning the preparations for the then forthcoming Combined Elections. All Saints Community Centre in Monson Road was split into two polling stations. This was required because the Electoral Commission's guidance requires that footfall in polling stations should not exceed 2500. We had anticipated having to split this polling station in 2015 for the General Election to be held on the 7 May. Splitting it at this time enabled us to assess its suitability as a dual station.
- 7.2 Because of this split we had to staff and equip 112 polling stations rather than the originally planned 111. Of these stations four were portakabins and 39 were schools. All of the schools used were primary schools and every effort is made to find alternative venues to avoid disrupting schools. Where possible we make arrangements to ensure schools can also be kept open even if used as a polling station. A full list of polling stations used at the 22 May 2014 elections is attached as Appendix B.
- 7.3 For these and future elections, the law has changed to allow any voters in the queue, but outside the polling station, at 10 pm to vote. The Elections team issued polling station staff with wrist bands to issue to any such voters queuing at 10 p.m. However, none were issued as there were no queues. Staff at polling stations are now familiar with the process and will be trained in its use again for the UK Parliamentary election 2015.
- 7.4 Electoral Services received a specific complaint that also made the local press, from a voter in DNE3 – Riverside Youth Club - who was refused a European ballot paper and alleged that other voters had been refused these. On investigation, it transpired that the polling station staff had made

a single error. On reviewing the marked register it appears the elector immediately above the complainant was marked with a “G”. A “G” marker shows that the elector is an EU citizen who had not returned a registration form expressing a wish to vote here rather than in their home country and thus was not able to vote in the European Elections. On review, it appeared likely that the polling station staff had misread the register and related this G marker to the complainant. Other EU citizens on the marked register, where eligible to vote in the European Election, were clearly given all three ballot papers. Given the complexity of these elections, and the different franchise, the need to mark and read the registers correctly was highlighted in the training given to all polling station staff.

8. Postal Voting

- 8.1 The first issue of postal votes was mailed out on Friday 9 May after the mayoral manifestos were dispatched in the week commencing 28 April.
- 8.2 The postal vote return rate for the European Election was just under 70%. The Election Team sent out approx 22,100 postal votes of which approx 14,600 were returned (66%). For the Local Government Elections 22,900 postal votes were sent out with 14,900 being returned (65%). Of the postal ballot papers being returned approx 540 (3.7%) were rejected in respect of the European Elections and 520 (3.5%) were rejected in respect of the Local Government Elections. These numbers compare to national rejection rates of 4%.
- 8.3 The most common reasons for postal voting ballot papers being rejected were that signatures, dates of birth or both did not match with underlying signatures and dates of birth on postal voting application forms or that their signature, date of birth or both were missing.
- 8.4 It is now a legal requirement to check 100% of postal vote identifiers. Lewisham has always checked 100%, though previously the requirement was to check only 20%.
- 8.5 New regulations introduced prior to these elections require the Electoral Registration Officer to write, within three months of the day of poll, to voters whose postal votes were rejected to advise them that their ballot papers have been rejected, giving the reason for rejection. Those postal voters whose papers were rejected because of a signature mismatch have to provide a new signature. Failure to do so within six weeks of the original letter results in them losing their right to vote by post. The Electoral Registration Officer wrote to just over 400 postal voters in this regard resulting in 90 postal votes being cancelled as no new signature was forthcoming.
- 8.6 The Elections Team had originally planned ten postal vote openings. However, despite agreeing a timed delivery schedule with Royal Mail we did not receive postal votes in time to commence all the openings as scheduled. Therefore fewer (seven) larger openings were held. This has been raised with Royal Mail but no satisfactory answer has been

forthcoming. The issue is that, for whatever reason, the returned postal votes are held at the central sorting office so by the time the local sorting office has to meet the delivery schedule they had nothing or little to deliver.

- 8.7 28 Ballot papers were reissued in respect of lost or ballot paper packs reported not received.

9. Nominations

- 9.1 Nominations opened for Council elections on the 15 May and closed 6 working days later on the 24 May with the Easter weekend falling in the middle of this process. 266 candidates including the 7 Mayoral candidates were validly nominated during this period. We offered an informal checking service ahead of formal submission of papers. In contrast to our experience in 2010, the last full Council elections, nominations were submitted notably later in the process. Some lodged for informal checks that needed amendment, close to the 4pm cut off on 24 May, were not resubmitted because necessary amendments could not be completed in time. We had pointed out the need to lodge nominations sooner rather than later at the Agents and Candidates meeting on the 1 April and in our covering letters sent out with nomination packs. Our nomination packs also included a full copy of the Electoral Commission's Guide for Agents and Candidates which again mentioned this topic.

10. Voting and Counting methodology

- 10.1 Most voters received three ballot papers, one for each election
- **At the European Parliamentary** Elections, voters voted once for 17 party list candidates. There were no independent candidates. Votes were counted and seats allocated on a proportional basis using the D'Hondt system
 - **At the Mayoral** Election, voters used the supplementary voting system, voting once for their first choice candidate and once for their second choice candidate. There were 7 Candidates. As there were three or more candidates, the Supplementary Voting System was used. Voters were asked to vote for their first and second choice candidates. Voters did not have to cast a second choice vote. As one candidate received more than 50% of the first choice votes cast, there was no need to count second preference votes.
 - **At the Local Ward Council** elections voters voted for up to three candidates. The three candidates with the most votes were elected for each ward
- 10.2 Because of the real possibility for voters to be confused about the different voting methods, we published an article in Lewisham Life explaining the process and ensured that polling staff were appropriately trained to explain the voting methods to electors.

11. The Count

- 11.1 Ballot boxes were returned to Laurence House following close of poll. After ballot paper accounts and unused ballot papers were reconciled the boxes were transferred in three tranches to the count venue, Holly Hedge House, Wat Tyler Road, Blackheath. There they were kept in secure storage with both venue and our security being in place overnight.
- 11.2 96 counters together with supervisory staff were used throughout the duration of the count. The count timings, with the exception of the European Parliamentary Elections count are given in Appendix C
Verification of all three elections commenced at 8.30 on Friday 23 May. The Mayoral count finished at 19.30 hrs and the last ward result was declared at 02.59 hrs on Saturday 24 May in accordance with our planned finish. Whilst the verification took longer than anticipated the Mayor Count and Ward Counts were faster than anticipated.
- 11.3 Because voting across Europe continued during the weekend, the European Count could not take place until Sunday 25 May and commenced at 12.30 hrs. We were the first London Borough to report our result to the Regional Returning Officer at 17.32hrs. However, the local result could not be formally announced until later that night when polls in Europe closed.
- 11.4 Details of the count methodology used were included in Lewisham's Count Booklet made available to all attending the count (see Appendix C)
- 11.5 The Returning Officer had some reservations about the use of Holly Hedge House as a count venue. However it was the only realistic option available in the Borough at the time. Because the elections were combined and held in late May, school halls which would usually have been used for the count were all in use for exam purposes. It will only be used again if school sports halls are not available. The basic problem was its size. We could only fit in 96 counters and this drives the count timings. Normally for an election of this size and complexity we would have used approx 120 counters. During the count itself there were issues with the yellow sodium lights and the temperatures during the day as a result of the glass roof.

12. Financial implications

- 12.1 The Charges Order and the guidance were released very late in the process (21 March 2014). Funding was based on the claim for the 2009 European Elections (where there is no Mayoral election), reduced to allow for the combination of polls. Because three polls were conducted in Lewisham (Mayoral, Local and European), certain costs were divisible by three as opposed to two.
- 12.2 The Cabinet Office made £153,708 available to LBL, 75% by way of an advance, with the remaining 25% to be claimed by submission of full accounts by the 22 November. Our estimate of the total cost of these elections is £750,000. Only those costs which the Cabinet Office accept are attributable to the European Elections can be recouped.

12.3 The biggest single cost, apart from staffing, was postage relating to the mailing of poll cards, postal votes by first class post and sending the Mayoral booklet to all electors. We have also had to pay for the hire of a count venue for the first time (£27,000). Lewisham will have to absorb most of this cost as we can only recover the cost relating to the verification and count of the European ballot papers. The overall net cost to Lewisham is estimated to be £600,000

13. Legal implications

There are no legal implications arising.

14. Crime and disorder implications

There are no crime and disorder implications arising.

15. Equalities implications

There are no equality implications arising.

16. Environmental implications

There are no environmental implications arising.

17. Background documents and originator

Malcolm Constable 020 8314 6907

Appendix A

Forest Hill Election Result

Background

We employed 96 counters working in teams of two making 48 pairs throughout. The count was divided into three areas with 16 pairs working in each area. There were five supervisory staff per team. There was also an accountant reconciliation team of four and two DROs making 117 in all together, with a portage team of six and security provided by us and the venue.

We were limited by the size of the venue and the fact that we had to allow for all agents, candidates and guests for the three verifications –potentially 700- together with our count team. Peak attendance came at the local count.

The verification commenced at 08.30 on Friday 23 May with three pairs of counters working on one box each from each station-in respect of the European, Mayor, and Local Elections.

Verification ended at 16.30 and we reset for the Mayoral count. The Mayoral count commenced at 17.30 and finished at 19.30 - note there was no second preference count.

The count was reset again and the local counts started at 20.30 and went on until the last result was declared at 02.59 on the Saturday 24 May.

Processes and Checks

We normally count all our 18 wards in one go. However because of limitations on floor space, 12 wards were earmarked to be counted first with the remaining six being added to the count as other wards finished. Forest Hill was one of the wards included in the final six. Initially this meant that we had four pairs of counters counting each of the 12 wards. Each of the three count areas was initially allocated four wards. The count methodology was to sort the votes, firstly into “block” votes for the parties whose candidates received all three votes on the ballot paper, and “others” (ballot papers with three mixed votes or fewer than three votes cast). The block votes were then counted, checked and entered against each of the relevant party’s candidate name on a count control sheet.

Once that process was completed the “block” vote trays containing the ballot papers were removed from each counting pair and placed on a table behind them. Each pair then went on to mark a count sheet with the “other “ votes for each candidate, with one of the pair calling out the votes for each candidate on the ballot paper and the other marking the count sheet using five bar gate methodology.

At the end of this process the “other” votes were tallied for each candidate and added to the control sheet. The “block” votes and “other” votes were then added together for each candidate and a total entered against each candidate. An overall total was entered for each set of block votes and “other” votes on the sheet together with an overall total which included those ballot papers pending adjudication.

After this, the count supervisor took the control sheet for the pair to the accountant controlling that count area who entered the result onto a spread sheet. The process was repeated for each pair. The accountant double checked that the spread sheet tallied with the total on the control sheet. At this stage of the count the accountant would know to expect four count sheets per ward. Once the four count sheets had been handed to the accountant and entered onto the system, the accountant tallied the votes for each candidate, produced a preliminary results sheet and reviewed it for accuracy. It should then be reviewed again by the supervising accountant with the basic check that the number of votes counted could not exceed the number of ballot papers verified and included in the count multiplied by three. The provisional result sheet was then shared by the RO with the agents and candidates. Subject to their inspection, the result was announced.

As teams became free, additional count pairs were added to the original 4 pairs counting a ward. This resulted in workloads being split. So, for example, one pair would count the block votes, with the "other" votes being split between say two teams.

How the error occurred

The possibility of an error in Forest Hill ward was not detected until 29th May, some days after the result was declared. This caused us to conduct an investigation.

This showed that in Forest Hill ward, the accountant had entered results from seven control sheets but only six control sheets were present. We discovered that one of the control sheets had been significantly altered. An initial total had been presented to the accountant and entered onto the spread sheet. However this total was subsequently altered on the control sheet by additional "other" votes being added in for each candidate resulting in a revised increased total on the control sheet.

In this case the "other" votes were split between two teams but only one team had entered the "other" votes at the time the count sheet was originally presented to the accountant. Rather than complete an additional control sheet, the original control sheet was (wrongly) recalled and overwritten with larger amended totals to include the originally omitted "other" votes. The sheet was then re-presented to the accountant, who was unaware that the original (now altered) figures had already been entered on the spread sheet. The entry of the revised totals effectively duplicated the original submission. This resulted in 1706 votes being counted twice. Clearly the accountancy checks set out above were not carried out in Forest Hill.

The preliminary results were entered onto a previously prepared word results document but without either the verified total of ballot papers included in the count or totals of votes cast. The elected candidates' names were hand written on the results sheet by the RO as his final check to ensure that he read out the correct elected candidates' names. Having agreed the result with the agents and candidates the results were announced.

Once the error was brought to our attention we recalculated the numbers, taking out the duplicated votes (1706). However, because the margin between the third placed candidate and the fourth placed candidate was significant, we could see that whilst the number of votes cast for each candidate was affected, the positions of the respective candidates remained the same. Had the correct numbers been entered on the spread sheet, the same three candidates would have been elected.

The RO wrote to the agents and candidates to inform them of the error apologise for it, and to show the variation on the declared result. He also offered a meeting with them to explain the error in person, how it had occurred and to demonstrate that it did not affect the elected candidates. That meeting took place on 25th June. Three agents and one candidate attended.

Lessons learned

This was clearly an accounting error which should not have happened. We have reviewed our processes and procedures and the RO has approved the following changes to minimise the likelihood of any repetition.

First, we will ensure that everyone involved in the count process is committed to the precedence of accuracy over “finishing”. The background to this is that we were always concerned about the length of time the count would take as we were in uncharted territory with Mayoral, local and European elections to verify together with the added complicating factor of the size of the European ballot papers. As it turned out we were able to keep to our original schedule, albeit at least in part because the Mayoral count did not go to the second preference stage. Key election staff however, had been on duty since before 07.00 on Friday 23rd May until 03.00 the following morning – this following on from the usual lengthy day of poll, which again for key members of the elections team ran from 05.00 to after 02.00. the following morning.

Second, in future, the draft declaration will explicitly set out the total ballot papers included in the count and the total number of votes cast, prior to being shared with the agents, as would normally have been our practice.

Third, the spread sheet will include a systemic automated check that will incorporate a warning that the result is mathematically impossible (i.e. the number of votes cast exceeds the number of ballot papers included in the count multiplied by three), or improbable (the ratio of numbers of votes to ballot papers is outside parameters set to reflect the normal spread).

Fourth, team count sheets will be immediately and clearly stamped as “entered” by accounting staff to prevent duplication.

Fifth, the accountants must have the results reviewed and signed off by the supervising accountant in all cases, again as would normally have been our practice.

Sixth, count supervisors will be instructed that if they are splitting up the count process across teams to optimise the use of counters’ time and prevent delay, they must complete a separate count sheet for each team rather than attempt to aggregate across teams. They must also advise the count supervisor how many teams are working on that particular ward count.

Timeline

I became aware that there may be an issue on Thursday afternoon 29 May, when one of my colleagues phoned me at home and told me that someone representing the Green Party had called and said there was a problem with the Forest Hill result. I logged into Lewisham’s systems from home via secure VPN and checked the result from the underlying spread sheet. I could see there might be an issue but

could not access the underlying paper work until the following morning. On Friday morning 30 May I went through the paperwork with the DRO and we ascertained the cause of the error. The earliest I was able to discuss the substance of the issue with the RO was the 3 June.

Statistics

Appendix 1 shows the distribution of votes for the candidates had the error not occurred.

Finally

On behalf of the Returning Officer, I apologise for the error and want you to be reassured that we will ensure that appropriate remedial action as detailed in this report is implemented.

Malcolm Constable
Electoral Services Manager
London Borough of Lewisham
3 July 2017

BERNARDS	1718
CAIN	378
CROZIER	732
FEAKES	1118
FERGUSON	537
HILTON	1869
JONES	676
OAKLEY	378
SQUIRES	506
TAYLOR	693
TEBBLE	437
THOMPSON	545
UPEX	1595
WILSON	707
Total Votes	11889
Rejected Votes	18
Ballot Papers included in the count	4423

Appendix B - Polling Stations 22 May 2014

1	DBR1	St. John with Holy Trinity Church, (George Lewis Room), St John's Vale, London
2	DBR2	Myatt Garden Primary School, (Nursery), Rokeby Road, London
3	DBR3	St. Peter's Church, (Community Room), Wickham Road, London
4	DBR4	Little Gems Day Nursery, Clare Road, Entrance in St. Donatts Road, London
5	DBR5	New Cross Road Baptist Church Hall, 466 New Cross Road, London
6X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London
7X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London
8	DCR1	Stillness Junior School, (Hall), Brockley Rise, London
9	DCR2	Prendergast Ladywell Fields College, Performing Arts Block, (Atrium), Manwood Road, London
10	DCR3	Beecroft Garden Primary School, (Atrium), Beecroft Road, London
11	DCR4	The Undercroft, (Old St Cyprian's Chapel & Churchwardens Vestry), St. Hilda's Church, Entrance Brockley London
12	DCR5	St. Saviour's Church Hall, (Main Hall), 69 Brockley Rise, London
13	DCR6	Community Education Lewisham, (Hut 1), Brockley Rise Centre, Entrance in Brockley Park, London
14	DEV1	Clyde Early Childhood Centre, (Entrance Hall), Etta Street, London
15	DEV2	Grinling Gibbons School, Clyde Street, London
16	DEV3	Riverside Youth Club, (Ground Floor Hall), Grove Street, London
17	DEV4	Deptford Park Primary School, (Junior Hall), entrance in Oxestalls Road, London
18	DEV5	Lewington Centre, (Main Hall), 9 Eugenia Road, London
19	DEV6	Sir Francis Drake Primary School, (School Hall), Scawen Road, London
20	DLA1	John Evelyn Campus, Dressington Lodge, Dressington Avenue, London
21	DLA2	Roseview, (Roseview Lounge), 122 Marsala Road, London
22	DLA3	St. John's Medical Centre, (Training Room), 56-60 Loampit Hill, London
23	DLA4	Portakabin on entrance to Hilly Fields, opposite Hilly Fields Crescent, London
24	DLA5	St. Andrew's United Reformed Church, (St Andrew's Centre, Church Hall), Brockley Road, London
25	DLA6	Crofton Park Baptist Church, (Main Back Hall), Huxbear Street, London
26X	DLC1	Brindishe Green School, (Large Hall), Beacon Road, London
27X	DLC1	Brindishe Green School, (Large Hall), Beacon Road, London
28	DLC2	College Park Baptist Chapel, Clarendon Rise, London
29	DLC3	Prendergast Vale College, (Nursery), Elmira Street, London
30	DLC4	St. Mary's C of E Primary School, (Main Hall), 329 Lewisham High Street, London
31	DLC5	The Saville Centre, (Main Hall), 436 Lewisham High Street, London
32	DLC6	St. Christopher Christian Fellowship Church Hall, (Main Hall), 31A Torridon Road, London
33	DNE1	Woodpecker Community Centre, (Main Hall), 100 Woodpecker Road, London
34	DNE2	The Library at Deptford Lounge, (Meeting Rooms 1 & 2), 9 Giffin Street, Deptford
35	DNE3	Mulberry Centre, (Wickham Room), 15 Amersham Vale, London
36	DNE4	Childeric Primary School, (Nursery), Childeric Road, London
37	DNE5	All Saints Community Centre, (Old Hall), Monson Road, London
38	DNE6	Scotney Hall, 17 Sharratt Street, London
39	DTE1	Edmund Waller Primary School, (Old Dining Room), Waller Road, London
40	DTE2	Kender Primary School, (Nursery), Entrance on Besson Street, London
41	DTE3	St. James Hatcham C of E School, (Family Learning Centre), St. James's, London
42	DTE4	Hatcham Oak Early Childhood Centre, 29 Wallbutton Road, London
43	DTE5	John Stainer Community Primary School, (Hall Above Nursery), St Asaph Road, London
44	DTE6	Turnham Primary School, (Nursery Room), Turnham Road, London
45	EBL1	Lethbridge Senior Citizens Club Room, (Main Hall), 58 Lethbridge Close, London
46	EBL2	John Ball Nursery School, (Early Years Centre), Hurren Close, London

47	EBL3	Heath House Prep School, 3-4 Blackheath Grove, London
48	EBL4	Brandram Road Community Centre, (Main Hall), 25 33 Brandram Road, London
49	EBL5	St. Stephen & St. Mark Church Hall, St. Stephen`s Grove, London
50	EBL6	Granville Park Centre, (Room G3), Granville Park, London
51	ECA1	St. Laurence Centre, 37 Bromley Road, London
52	ECA2	Catford & Bromley Synagogue, (Youth Club), 6 Crantock Road, London
53	ECA3	The Pavilion, Abbotshall Playing Fields, Abbotshall Road, London
54	ECA4	Torridon Junior School, entrance on Hazelbank Road, London
55	ECA5	Sandhurst Infants School, (Nursery), Entrance in Ardgowan Road, London
56	ECA6	Brownhill Road Baptist Church Hall, 292 Brownhill Road, London
57	EDO1	Meadows Community Centre, Chestnut Close, London
58	EDO2	Downham Community Centre, (Large Hall), Wesley Halls, 2 Shroffold Road, Bromley, Kent
59	EDO3	King`s Church, (Main Hall), 20 The Green, Bromley
60	EDO4	Good Shepherd Primary School, (Lower Hall), Moorside Road, Bromley, Kent
61	EDO5	Rangefield Primary School, (Main Hall), Glenbow Road, Bromley, Kent
62	EDO6	Ten Em Bee Sports Development Centre, (Pavilion), 120A Old Bromley Road, Bromley
63	EGR1	Marvels Lane Primary School, (Childrens Centre), Riddons Road, London
64	EGR2	W. G. Grace Centre, (Main Hall), 1 Lions Close, London
65	EGR3	St. Augustine`s Church Hall, (Small Hall), 336 Baring Road, London
66	EGR4	Baring Primary School, (Hall), Linchmere Road, London
67	EGR5	Ringway Centre, (Main Hall), 268 Baring Road, London
68	EGR6	Burnt Ash Methodist Church Hall, Burnt Ash Hill, London
69	ELG1	Lochaber Hall, (Main Hall), Manor Lane Terrace, London
70	ELG2	St. Winifred`s Infants School, (Hall), entrance in Manor Lane, London
71	ELG3	Lee Green United Reformed Church, 111-113 Burnt Ash Road, London
72	ELG4	St. Winifred`s Junior School, (Hall), Newstead Road, London
73	ELG5	The Church of the Good Shepherd Lee, (Main Hall), Handen Road, London
74	ELG6	Portakabin on approach to, Hither Green Railway Station, Staplehurst Road, London
75	ERU1	Civic Suite, Lewisham Council, Catford Road, London
76	ERU2	Trinity Church Hall, Faversham Road, London
77	ERU3	Holy Cross RC School, (Main Hall), Culverley Road, London
78	ERU4	Calabash Centre, (Back Hall), 24/26 George Lane, London
79	ERU5	Holbeach School, (Main Hall), Doggett Road, London
80	EWH1	Goldsmith`s Community Centre, (The Gym), Castillon Road, London
81	EWH2	Portakabin adjacent, to the allotments on Hafton Road, London
82	EWH3	Knights Temple Grove Primary School, (Nursery), Ballamore Road, Bromley, Kent
83	EWH4	Whitefoot Lane Christian Centre, 480 Whitefoot Lane, Bromley, Kent
84	EWH5	St. John The Baptist Church, 353 Bromley Road, London
85	EWH6	ELIM Pentecostal Church & Community Centre, Allerford Road, London
86	WBE1	Haseltine Primary School, (Main Hall), Haseltine Road, London
87	WBE2	Blackheath Hockey & Catford Cyphers Cricket Club, (The Pavillion), Rubens Street, London
88	WBE3	Athelney Primary School, (School Gym), Athelney Street, London
89	WBE4	Christ Church United Reformed Church, (First Hall), Bellingham Green
90	WBE5	Elfrida Nursery School, (Community Centre), entrance in Playgreen Way, London
91	WBE6	Sedgehill Community Centre, (Main Hall), 69-85 Sedgehill Road, London
92	WFO1	Kelvin Grove Primary School, (Early Years Reception), Kelvin Grove, London
93	WFO2	Forest Hill Library, (Children`s Room), Entrance in Thorpewood Avenue, London
94	WFO3	Christian Fellowship Centre, (Main Hall), 39 Honor Oak Road, London
95	WFO4	Horniman Primary School, (Community Room), Horniman Drive, London
96	WFO5	The Church (Worldwide) Inc., r/o 49 Devonshire Road, London
97	WFO6	Eliot Bank Primary School, (Children`s Centre), Thorpewood Avenue, London
98	WFO7	Portakabin outside, 141-181 Eliot Bank, London

99	WPE1	Perrymount Primary School, Sunderland Road, London
100	WPE2	Christ Church C of E Primary School, Perry Vale, London
101	WPE3	Our Lady and St. Philip Neri Primary School, (Hall), Mayow Road Site, London
102	WPE4	Perry Rise Baptist Church, (Main Hall), Perry Rise, London
103	WPE5	Kilmorie Primary School, (Children`s Centre), Kilmorie Road, London
104	WPE6	Perry Hill St George & St Michael`s Christ Church, St George`s Church Hall, Vancouver Road, London
105	WSY1	St. Bartholomew`s Church, Westwood Hill, London
106	WSY2	The Grove Centre, (Coffee Bar), 2 Jews Walk, London
107	WSY3	Hillcrest Tenants` Association Club, (Main Hall), High Level Drive, London
108	WSY4	St. Bartholomew`s C of E School, (Hall), The Peak, London
109	WSY5	Silverdale Hall, 8 Silverdale, London
110	WSY6	St. Michael`s Church Hall, Champion Crescent, London
111	WSY7	Our Lady and St. Philip Neri Primary School, (Main Hall), Sydenham Road Site, London

London Borough of Lewisham

Arrangements for Counting the votes at Elections held on Thursday 22 May 2014.

Venue

The count will take place at:

The Army Cadet Centre
Holly Hedge House
Wat Tyler Road
Blackheath
London
SE3 0QZ

A map is attached. Please note that most satellite navigation systems do not recognise this postcode. The best way to approach the count venue is via Lewisham Hill.

- **Timing of the Counts**

The timings below are given in good faith and could change throughout the day depending on circumstances. We will endeavour to keep agents and candidates advised of progress.

- **Verification**

The verification of the votes will take place on Friday 23 May 2014 commencing at 8.30am. All three ballot boxes from each polling station for the three elections taking place on the 22 May 2014 will be verified before any counting of the votes for individual candidates can take place.

Verification will take until approximately 1.30 pm on Friday 23 May.

- **Mayor Count**

Once verification has finished the Count will be re-set for the Mayoral count. It is planned to commence this at 2.30pm on the 23 May 2014. Should the Mayoral count go to a count of second preference votes it is anticipated to finish at 6.30pm

- **Ward Counts**

The count will then be reset for the start of the Local Council Ward counts at 7.30pm.

- The Local count will commence with the count of the seven Deptford wards comprising the Deptford and Lewisham Parliamentary Constituency - Brockley, Crofton Park, Evelyn, Ladywell, Lewisham Central, New Cross, Telegraph Hill and five wards from Lewisham East Parliamentary constituency – Blackheath, Catford South, Downham, Grove Park, Lee Green.

- The remaining six wards will be added to the count as and when any of the twelve ward counts are finalised and the results announced. The anticipated finish time for the Local Count is 3.00am on Saturday 24 May

- **European Count**

The Local Count for the European Parliamentary Election will commence at 12.30pm on Sunday afternoon 25 May 2014. Please note that the Local result will not be declared until 10.00pm that evening after the polls in Europe have closed.

Stage 1-Verification Process

During the verification stage, the Returning Officer makes sure that the number of ballot papers from each polling station matches the total issued by the Presiding Officer for each election, which is recorded on their ballot paper account

The Supervisors will start by emptying the contents of each of the boxes side by side (2 counting assistants per box), separately onto the table and the number of ballot papers are then counted into bundles of 50 by their team. To ensure that the Unique Identifying Mark on the back of the ballot papers cannot be observed, the local ballot papers are kept face upwards. ***The European ballot paper will be kept face down during the verification.*** Once the ballot papers in the box have been counted, the number is entered onto a slip by the Supervisor and taken to the Top Table for verification with the figure on the ballot paper account.

Boxes will be verified in sets of three by three adjacent counting teams to ensure that all the boxes from one polling station are verified together. There are three main count areas Teams A, B and C and boxes will have been pre allocate to these teams for verification.

A similar process is undertaken for postal votes, which are checked against the number previously recorded by one of the Deputy Returning Officers as having been opened and matched with the appropriate voter identification statements.

Once all the boxes for the whole count have been verified, the total number of ballot papers will be calculated for both the European Parliamentary, Mayoral and Local Ward elections.

Verified ballot papers will be replaced in their ballot boxes. The boxes containing the mayoral ballot papers will remain on the centre tables awaiting the start of the Mayoral count. The ballot boxes containing the European and Local Ward ballot papers will be resealed and removed to secure storage within the count venue.

The verified totals for the European, Mayoral and Ward elections together with turnout numbers will then be made available to candidates and their agents.

Stage 2- Mayoral Count process

Once the verification process has been completed the Count will be reset for the mayoral count. The ballot papers in each of the boxes in the main count teams A, B,C will be mixed and allocated to pairs of counters. The count pairs will sort the first preference votes for each of the seven candidates into their respective count trays

with any requiring adjudication being placed in a separate tray. The Returning Officer and his Deputies will adjudicate on these from time to time.

First Preference votes for each of the candidates will be counted into bundles of 50 and odds for each candidate and checked. The team will enter the total votes for each candidate on a control sheet which will be taken by the count supervisor the appropriate Team A, B or C controller and entered onto a spread sheet. Once all the teams have counted their allocated ballot papers the controllers will total the votes recorded for each candidate. The returning Officer or his Deputies will then adjudicate on the provisionally rejected ballot papers.

Stage 3 – Mayoral count Process

If no candidate receives more than 50% of the valid votes cast the second preference votes for each of the top two candidates will be counted after the ballot papers for the top two candidates have been removed from the count. Note that only the second preference votes marked on the remaining five candidates' ballot papers will be counted. The count teams will sort the ballot papers into either of the top two candidates' trays, "other" or "adjudication". The votes will again be counted into bundles of 50 and odds and the totals checked and entered against each of the two candidates' names on the control sheet. The count supervisor will take the control sheet to the Team controller and the results totalled. The returning Officer or his Deputies will then adjudicate on the provisionally rejected ballot papers.

The candidate with the most first and second preference votes will be elected.

Stage 2 - Local Council Ward Count process

As mentioned above twelve wards will be counted first –they are the seven Deptford wards comprising the Deptford and Lewisham Parliamentary Constituency - Brockley, Crofton Park, Evelyn, Ladywell, Lewisham Central, New Cross, Telegraph Hill and five wards from Lewisham East Parliamentary constituency – Blackheath, Catford South, Downham, Grove Park, Lee Green.

The count supervisors will open the resealed ballot boxes from the Ward, place the ballot papers on the central tables, mix them with the postal votes and allocate them to the count pairs on the basis of numbers to be provided by the relevant count controller and distribute the ballot papers amongst four pairs of counters.

Each Supervisor will also have a copy of their Teams Counting Sheet and their Team Adjudication Sheet for 'doubtful votes'. In addition, there will be a supply of tally sheets based on five bar gate methodology to enable counting of non-block votes or "others" for counting assistants with the team stationery.

The bundles of ballot papers should then be sorted by each pair into their trays, which are labelled into three separate categories; the block votes where three votes are marked for one particular party, the non-block votes-labelled "others" and those needing adjudication

When all 4 pairs have completed this process, the supervisor will ask the team to sort the block votes for the parties and bundle them into bundles of 50 and odds. The counting assistant will make a note of the total number of ballot papers on the final bundle. The bundles are double checked by another counting assistant before the figures are entered on the on their Ward Count Sheet.

The counting assistants will then work in pairs dealing with the non-block votes("others") with one person calling the votes and the other assistant marking the count tally sheet using the five bar gate methodology.

Doubtful votes will be adjudicated throughout the process.

When all of a team's allocated votes have been recorded the count supervisor will take that team's control sheet to the relevant count controller to be double checked and entered onto the spread sheet controlling the Ward total.

Once the Returning Officer is satisfied that the result has been recorded correctly, the agents for the ward will be called over initially to see the result prior to the result announcement.

The results will be available both locally at the count venue where they will be displayed on noticeboards and on the Council's website.

Stage 2 - European Parliamentary Count

Bundles of pre-allocated ballot papers will be given to count assistant pair each pair (with one pair being allocated the odd 'balance'), to be carefully sorted and placed **FACE UP** in the trays provided for –

The 'initial' five parties (**Conservative, Green, Labour and Liberal Democrat and UKIP**)
Adjudication
Others.

When the allocated ballot papers for the four initial parties have been sorted, they are to be counted into 50s and banded with the white '50' slip. Bundles of less than 50 are to be banded with the lilac 'This bundle contains....' slip and the number recorded. These bundles are then to be double checked and initialled as at Stage 1.

The total number counted **for each of the five parties**, must then be recorded on the 'Stage 2 Team Summary sheet.'

This will then be collected by a supervisor who will take the sheet to the Centre Table where the team count controller will record the figure on the team master spread sheet. The supervisor will then return the Stage 2 Team Summary Sheet to the table and remove the five trays of counted votes to a centre table behind each pair. The 'doubtful' ballot paper and 'All other' trays will remain on the table.

Trays for the next of the remaining five parties will then be placed on the table by a supervisor and the 'All other' ballot papers sorted again in the trays provided for –

The second five remaining parties on the ballot paper (**4 Freedoms Party, An Independence from Europe, Animal Welfare Party, BNP, Christian Peoples Alliance**).

Any 'doubtful' ballot papers requiring adjudication or questioned by the Counting Agents (Supervisors will check these from time to time)
All others.

Steps 3 and 4 above will then be repeated.

Trays for the next of the remaining four parties will then be placed on the table by a supervisor and the 'All other' ballot papers sorted again in the trays provided for –

The third five remaining parties on the ballot paper (**Communities United Party, English Democrats, Europeans Party, Harmony Party, National health Action Party**).

Any 'doubtful' ballot papers requiring adjudication or questioned by the Counting Agents (Supervisors will check these from time to time)
All others

Steps 3 and 4 above will then be repeated.

Trays for the next of the remaining five parties will then be placed on the table by a supervisor and the 'All other' ballot papers sorted again in the trays provided for –

The third two remaining parties, **National Liberal Party** and **No2EU**,

The Deputy Local Returning Officers will then adjudicate any doubtful ballot papers for each pair in the presence of any Agents and when complete, provide these to the Senior Supervisor to record the detail on the relevant Constituency Adjudication Sheet and the Constituency Count Master sheet.

The Constituency Adjudication and Count Master sheet totals will then be transferred to the Borough Master sheets to give the final result.

Count Assistants will be released as soon as total voting figures are determined, but supervisory staff will be required to remain until after 9.00pm in case a re-count is required.

General attendance requirements

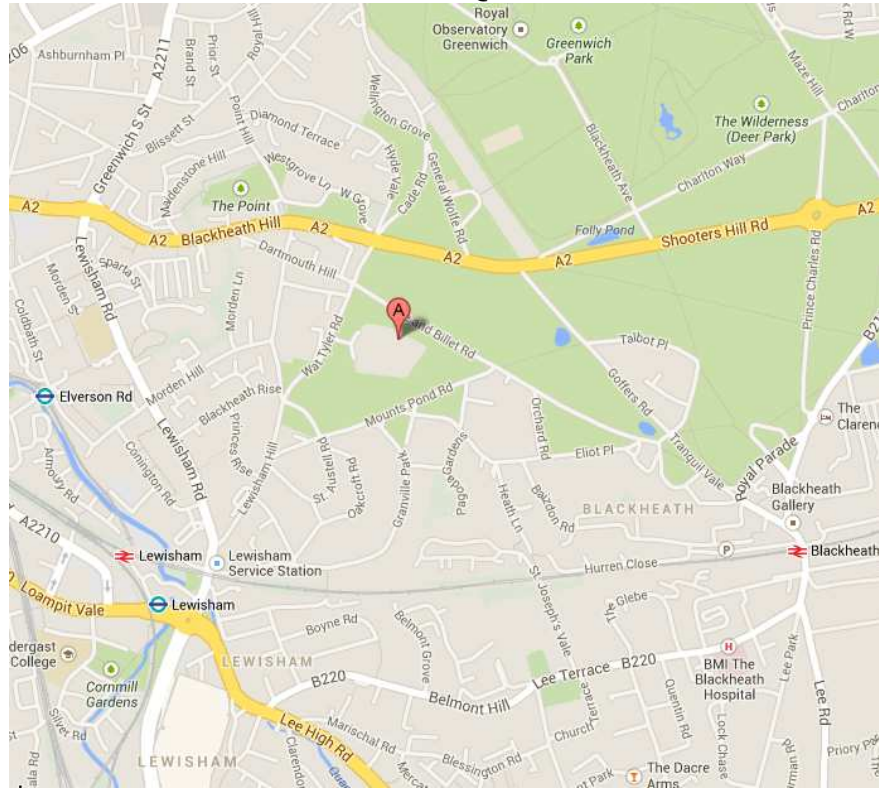
Counting agents are requested to allow the counters to concentrate on accurately counting the votes. In addition, everyone must turn off their mobile phones, lap tops using the verification and count processes.

Everyone attending both stages of the count is subject to statutory secrecy provisions, which will be made available on entering the count room. Any breach of these provisions is a criminal offence.

An explanation of the actions to be taken in the event of an emergency will be given before the start of the count process.

The Count will take place at

**The London Regiment
Hollyhedge House
Wat Tyler Road
Blackheath
SE3 0QZ**



ELECTIONS COMMITTEE		
Report Title	Polling District and Polling Place Review 2014	
Key Decision	n/a	Item No. 5
Ward	n/a	
Contributors	Malcolm Constable, Electoral Services Manager	
Class	Part 1	Date: October 2014

1. Purpose

To review the Council's arrangements for polling districts and places

2. Recommendation

To recommend to Council that the polling districts and places set out in Appendix A, which includes the amendments in paragraph 7 below, be adopted and become effective at future elections.

3. Background

3.1 Section 18C(1) of the Representation of the People Act 1983 (RPA1983) placed a duty on all local authorities to review their UK Parliamentary polling districts and polling places every four years. The last polling district and places review was completed by December 2011 when the recommendations in that review were adopted by Council on the recommendation of the Elections Committee.

3.2 The Fixed Term Parliaments Act set the next UK Parliamentary General Election (UKPGE) for the 7 May 2015. As a result of this a requirement was introduced in the Electoral Administration Act 2013 to start and complete a review between 1 October 2013 and 31 January 2015.

3.3 Subsequent compulsory reviews must be started and completed within the period of 16 months that starts on the 1 October every fifth year after October 2011. For the next review that is the period between the 1 October 2018 and 31 January 2020.

3.4 The Council keeps its polling districts and places under continuous review both prior and subsequent to elections. However the Electoral Administration Act 2006 initially imposed a statutory duty to review Polling Districts and Places every four years. The first review was completed by December 2007 and the second such review was completed by December 2011 as mentioned above.

- 3.5 Inevitably, changes are forced on us by the unavailability of some polling stations prior to elections. For example some schools are being rebuilt, or privately owned stations might be pre-booked, refurbished or being used for other purposes e.g. day nurseries.
- 3.6 We also obtain feedback on a continuous basis from Presiding Officers and Visiting Officers on the suitability of accommodation during an election.
- 3.7 Whilst the Council is asked to approve the polling districts and polling places of UK Parliamentary constituencies within the authority boundary, the Acting Returning Officer (ARO) is ultimately responsible for running Parliamentary elections and must take all necessary steps to ensure the effective running of elections, including the provision of polling stations. He must be consulted during the review and asked for his recommendations which are included in Appendix A.
- 3.8 When conducting such reviews particular emphasis is placed on access and the requirements of the Equality Act 2010.

4. Definition of terms

Polling Districts and Polling Places are defined as follows:

Polling District	Geographical area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors.
Polling Place	The building or area in which polling stations will be selected by the ARO.
Polling Station	The room or building chosen by the ARO where the voting takes place takes place for each election.

5. The review process

- 5.1 Schedule A1 of the RPA1983 sets out all the steps that must be undertaken in the review process.
- 5.2 It should be noted that the review focuses on the polling districts and places that fall within parliamentary constituency boundaries in the local authority area. Ward and parliamentary boundaries cannot be changed as part of the review. Changes to these boundaries can only be made by the Boundary Commission for England (BCE) and the Local Government Boundary Commission (LGBC) respectively.

- 5.3 The Electoral Commission has no role in the conduct of the review but is responsible for reviewing representations submitted in accordance with Section 18 RPA 1983 after publication of the review.
- 5.4 In accordance with Section 18 of the RPA1983 a notice (Appendix B) was published on 4 August 2014 inviting representations from any elector in the area or persons with particular expertise in relation to access and facilities for persons who have different forms of disability. The consultation period ran from the date of publication of the notice with representations to be received no later than Friday 15 September 2014.
- 5.5 Along with publication of the notice we also provided lists of polling districts, stations and electorate together with ward maps on our website.
- 5.6 Letters explaining the purpose of the review and inviting representations were sent to the Mayor, MP's, MEP's, the GLA Constituency Member, ward councillors, party agents, Lewisham Disability Coalition, Lewisham Association of People with Disabilities, the RNIB, Action on hearing Loss (RNID) and Scope.

6. Representations

- 6.1 Representations have been received from
- (a) Janet Hurst – Liberal Democrat Agent and candidate at the 22 May 2014 election for Whitefoot Ward as follows:
- For polling district EDO 6 revert to Millwall Football Club training ground rather than use Ten Em Bee as the latter is a long way from the road via a long approach driveway
 - That Meadows Community Centre is acceptable but needs additional signage for voters to find it. However, she further commented that the Community Room on the Ravensbourne Estate, Brangbourne Road or Catford Wanderers Sports club could be used instead of Meadows Community centre
- (b) Councillor Mark Ingleby – about the location of the portakabin in Hafton Road. Cllr Ingleby was concerned about the distance from the residents of Cumberland Place which was where the portakabin had been situated in the past. These comments were supported by Councillors Janet Daby and Jonathan Slater.
- (c) Frankie Sulke - Executive Director for Children and Young people who would like us to consider removing all schools from the list other than those which can at least stay partially open.

As the Committee is aware, we use 39 schools as polling stations. The Acting Returning Officer is entitled to use such schools and any other publicly funded building as polling stations. We make

strenuous efforts to minimise the impact on schools by only using primary schools and then try to work with them to keep them open. For example, an appropriate segregated area such as the nursery part of the school can be used if it satisfies both the school's and the Acting Returning Officer's risk assessments. Schools are frequently the only suitable places in the polling district that meet the accessibility criteria and meet the Electoral Commission's performance standards to ensure "that all voters have a good experience."

- 6.2 The full representations have to be published, along with any correspondence relating to them at the conclusion of the review.

7. ARO's Recommendations

Having considered all the representations received and feedback from inspection of polling places and districts by the Electoral Services team, the following is a summary of the ARO's recommendations included in Appendix A.

7.1 Crofton Park Ward

DCR2 – City Learning Centre in Manwood Road has undergone several changes of use and name. At the 22 May 2014 elections it was called Prendergast Ladywell Fields College Performing Arts Block. It is now a temporary Primary School.

Recommendation: rename the polling place as Prendergast Ladywell Fields College as the polling place.

DCR3 – Brockley Primary School was rebuilt during the 2012 GLA Elections when St Mary Magdalen's Catholic Primary School in Howson Road was used temporarily. Brockley Primary was renamed as Beecroft Garden Primary School and was used as such in the 22 May 2014 elections.

Recommendation: rename Brockley Primary School as Beecroft Garden Primary School as the polling place.

7.2 Lewisham Central Ward

DLC3 - the portakabin at Cornmill Gardens was designated as the polling place in the 2011 Polling District review in substitution for Lewisham Methodist Church which was outside the polling district and involved crossing Molesworth Street. Lewisham Methodist Church replaced the portakabin at the entrance to Lewisham railway station and its subsequent relocation to Lewisham Market. The refurbishment of Lewisham Bridge School was completed ahead of the 22 May 2014 elections and it was renamed as Prendergast Vale College. The Nursery part of the School with the entrance in Elmira Street was used.

Recommendation: designate Prendergast Vale College as the polling place.

7.3 New Cross Ward

DNE2 – Tidemill Primary School underwent refurbishment ahead of the 2012 GLA Elections and was unavailable. The Library at Deptford Lounge was used in its place. The new layout at Tidemill is not suitable for use as a polling station.

Recommendation: designate Library at Deptford Lounge as the polling Place.

7.4 Telegraph Hill Ward

DTE5 – Meadowgate Primary School merged with John Stainer Community Primary School ahead of the 22 May 2014. Meadowgate is being refurbished and is now run by Drumbeat as a centre for vulnerable young adults with learning difficulties. Given the use of the premises and the new layout it is no longer usable as a polling station. The temporary dining hall at John Stainer was used in the 22 May 2014 elections. The main hall has now been finished and can be used as the polling station.

Recommendation: designate John Stainer Community Primary School as the Polling place.

7.5 Blackheath Ward

EBL3 – Blackheath Library was taken over by privately run school Heath House Preparatory School who are happy to continue to be used as a polling station.

Recommendation: rename Blackheath Library as Heath House Preparatory School as the designated polling place.

EBL4 – Where there are suitable alternative premise available we endeavour not to close primary schools. The Head Teacher of St Margaret's C of E School recommended the use of Brandram Road Community Centre (Main Hall) . Following an inspection the Brandram Community centre was found to more than adequate and was used for the May 2014 elections.

Recommendation: designate Brandram Road Community Centre as the polling place.

7.6 Catford South Ward

ECA3 – The asset transfer to Community Team Sport has been completed and the Pavilion, Abbotshall Playing Fields, will be demolished within the next month. It will be replaced with a new building which should be suitable as a polling place subject to inspection, which is due to be finished by April 2015. The situation needs to be kept under review with

the possibility of using Torricon School (ECA4) as a joint station in case of need.

Recommendation: leave the Pavilion as the designated Polling place with Torricon School earmarked as a joint polling station in case of need.

7.7 Downham Ward

EDO6 – Millwall FC have refused consent to use their training facilities. Ten Em Bee Sports Development Centre, 120A Bromley Road, has been used in both the GLA elections in 2012 and the Combined elections in May 2014 as an alternative.

Recommendation: designate Ten Em Bee Sports Development Centre as the polling place.

7.8 Grove Park Ward

EGR2 – Grove Park Youth Club has been mothballed ahead of a possible asset transfer. Disabled access has been an issue in the past. W G Grace Community Centre in Lions Close was used in the Combined May 2014 elections.

Recommendation: Designate W G Grace Community Centre as the polling place.

7.9 Whitefoot Ward

- EWH2 – Representations have been received from Ward Councillors about re-siting the Portakabin currently positioned adjacent to the allotments in Hafton Road. We have been refused consent to place a portakabin on the parking spaces in Cumberland Place as residents have allotted parking spaces. Moving the portakabin further down Hafton Road means that it will be placed outside residential housing. The railway runs parallel to Cumberland Place and the spaces it owns are fenced off from the road and are directly open to the railway lines.

Recommendation – In the absence of suitable alternatives leave the Portakabin in Hafton Road as the designated polling place.

- EWH5 – St John the Baptist Church on Bromley Road is the currently designated polling place. Janet Hurst has suggested that we explore using the new Community Barn at the Green Man site. St Johns the Baptist has entrances from both the Bromley Road and the Beachborough Road side which makes it convenient to residents of the estate the polling place serves.

Recommendation: It has not been possible to arrange a site visit to the Community Barn at the present time. However, the building from the exterior looks suitable. In the circumstances the recommendation is to leave the designated polling place unchanged. If the inspection is

satisfactory and the Acting Returning Officer is in agreement a further recommendation to re-designate the polling place will be made.

7.10 Bellingham Ward

WBE4 – Bellingham North Community centre is being transferred to Christ Church Reformed Church which is attached to the Community Centre.

Recommendation: rename the polling Place as Christ Church United reformed Church as the designated polling place.

8. Financial implications

There are no specific financial implications arising.

9. Legal implications

Each polling district must have sufficient and suitable designated polling places that provide 'such reasonable facilities for voting that are practicable in the circumstances' including accessibility for electors with disabilities. The Council is under a duty to promote equality for those with a disability and the recommendations in this report are drafted with this duty in mind.

Though ultimately the conduct of elections is a matter for the Returning Officer, members are reminded of the Council's duties under Section 149 Equality Act. These appear at Appendix C.

10. Crime and disorder implications

There are no crime and disorder implications arising.

11. Equalities implications

All recommended polling places are accessible for people with disabilities and efforts have been made to ensure that polling places are conveniently accessible for all abilities and ages. We have provided temporary ramps where appropriate.

12. Environmental implications

There are no environmental implications arising.

Background documents and originator

Malcolm Constable 020 8314 6907

**LONDON BOROUGH OF LEWISHAM
REPRESENTATION OF THE PEOPLE ACTS 1983
(as amended by the Electoral Administration Act 2006)
Review of Polling Districts and Polling Places**

In accordance with the requirements of section 18C (1) of the Representation of the People Act 1983 I hereby give notice that the London Borough of Lewisham is about to conduct a review of polling districts and polling places as required by the above regulations.

Comments and representations are invited from persons in the register of electors, persons with particular expertise in relation to access and facilities for persons who have different forms of disability, elected representatives including Members of the European Parliament, Members of Parliament, GLA Constituency and Assembly members, local councillors and political parties. Any comments should include alternative places that may be used as polling stations if relevant.

Existing details of polling districts and places are available for inspection at www.lewisham.gov.uk and at the Electoral Services Office between the hours of 10 am to 4 pm.

The consultation period will commence on 4 August 2014. Representations must be received no later than 15 September 2014 and must be directed to:

Malcolm Constable, Electoral Services, Laurence House, Catford, SE6 4RU
Telephone: 020 8314 6086
Email: electoral.services@lewisham.gov.uk

Representations will be sought from the Acting Returning Officer for the constituencies of Lewisham Deptford, Lewisham East and Lewisham West and Penge. These representations will be available for inspection at www.lewisham.gov.uk and at the Electoral Services Office between the hours of 10 am to 4 pm from 30 September 2014.

The closing date for comments on any proposals regarding the Acting Returning Officers' recommendations is 15 October 2014.

Following completion of the review process, recommendations will be submitted to full Council. It is anticipated that the Council will publish its final proposals during December 2014.

Barry Quirk
Chief Executive
4 August 2014

Equalities Legislation

The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

The Equality and Human Rights Commission has recently issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at: <http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>

The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:

1. The essential guide to the public sector equality duty
2. Meeting the equality duty in policy and decision-making
3. Engagement and the equality duty
4. Equality objectives and the equality duty
5. Equality information and the equality duty

The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It

covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at:

<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>

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3	Ward	Polling District	Properties	Total electorate	Total Polling Station Electorate (excludes postal)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014 if changed from 2012	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
4	Brockley	DBR1	988	1,565	1,353	St John with Holy Trinity Church, St Johns Vale, London, SE8 4EA	St John with Holy Trinity Church, St Johns Vale, London, SE8 4EA		Replaced Portakabin at Lloyds Villa Breakspeares Road for 2010 elections-on other side of Loampit Hill/Lewisham way and just outside poling district but within ward	No change	No change
5		DBR2	1312	2,047	1,842	Myatt Garden Primary School, Rokeby Road, London, SE4 1DF	Myatt Garden Primary School, Rokeby Road, London, SE4 1DF		No change	No change	No change
6		DBR3	1104	1,793	1,591	St Peter's Church, Wickham Road, London, SE4 1LT	St Peter's Church, Wickham Road, London, SE4 1LT		No change	No change	No change
7		DBR4	1265	2,015	1,838	Little Gem's Day Nursery, Entrance in St Donnatts Road, London, SE14 6PX	Little Gem's Day Nursery, Entrance in St Donnatts Road, London, SE14 6PX		Need to ensure both entrances open and signposted appropriately. Polling station is in baby sleep area -delivery of equipment and clearing for use has been problematical	No change	No Change
8		DBR5	1348	1,889	1,704	New Cross Road Baptist Church Hall, 466 New Cross Road, London, SE14 6TZ	New Cross Road Baptist Church Hall, 466 New Cross Road, London, SE14 6TZ		No change	No change	No change
9		DBR6	2267	3,327	3,004	Ashmead Primary School, Ashmead Road	Ashmead Primary School, Ashmead Roa		Replaced St Stephens Primary School following PDR 2011. Split for 2012 elections in view of Electorate size	No change	No change
10	Crofton Park	DCR1	1035	1,909	1,698	Stillness Junior School, Brockley Rise, London, SE23 1NH	Stillness Junior School, Brockley Rise, London, SE23 1NH		No change	No change	No Change
11		DCR2	944	1,864	1,647	City Learning Centre, Manwood Road, London, SE4 1SA	Renamed as Prendergast Ladywell Fields College	Renamed as Prendergast Ladywell Fields College Performing Arts Block	Rename as Prendergast Ladywell Fields College Performing Arts Block	Rename as Prendergast Ladywell Fields College Performing Arts Block	Rename as Prendergast Ladywell Fields College Performing Arts Block

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12		DCR3	1032	1,580	1,435	Brockley Primary School, Brockley Road, London, SE4 2BT	St Mary Mmagdalen's Catholic primary School, Howson Road	Beecroft Garden Primary School Beecroft Road	Brockley Rise Primary refurbished in 2012 and renamed as Beecroft Garden Primary School.	rename as Beecroft Garden Primary School	rename as Beecroft Garden Primary School
13		DCR4	1090	1,951	1,732	The Undercroft, St Hilda's Church, Entrance in Brockley Road, London, SE4 2DH	The Undercroft, St Hilda's Church, Entrance in Brockley Road, London, SE4 2DH		No change-additional signage required in view of corner location.	No change	No change
14		DCR5	1209	1,889	1,667	St Saviour's Church Hall, 69 Brockley Rise, London, SE23 1JN	St Saviour's Church Hall, 69 Brockley Rise, London, SE23 1JN		No change	No change	No change
15		DCR6	1080	1,651	1,439	Community Education Lewisham, Brockley Rise Centre, Entrance in Brockley Park, London, SE23 1PR	Community Education Lewisham, Brockley Rise Centre, Entrance in Brockley Park, London, SE23 1PR		No change	No change	No change
16	Evelyn	DEV1	1291	2,180	1,924	Clyde Early Childhood Centre, Etta Street, London, SE8 4NH	Clyde Early Childhood Centre, Etta Street, London, SE8 4NH		No change	No change	No change

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17		DEV2	1243	1,959	1,730	Grinling Gibbons School, Clyde Street, London, SE8 5LW	Grinling Gibbons School, Clyde Street, London, SE8 5LW		No change	No change	No change
18		DEV3	1575	2,477	2,206	Riverside Youth Club, Grove Street, London, SE8 3QQ	Riverside Youth Club, Grove Street, London, SE8 3QQ		No change	No change	No change
19		DEV4	1414	2,200	1,991	Deptford Park Primary School, Entrance Oxestalls Road, London, SE8 5RJ	Deptford Park Primary School, Entrance Oxestalls Road, London, SE8 5RJ		No change	No Change	No change
20		DEV5	663	1,047	935	Lewington Centre, Eugnia Road	Lewington Centre, Eugnia Road		Replaced St Katherines and St Bartholomew at 2011 PDR	No change	No change
21		DEV6	1117	1,591	1,410	St Francis Drake Primary School, Scawen Road, London, SE8 5AE	St Francis Drake Primary School, Scawen Road, London, SE8 5AE		No change	No change	No change
22	Ladywell	DLA1	703	1,213	1,060	John Evelyn Education Centre, Dressington Avenue, London, SE4 1JQ	John Evelyn Education Centre, Dressington Avenue, London, SE4 1JQ		No change	No change	No change
23		DLA2	1227	2,151	1,900	Roseview Lounge 122 Marasla Road, SE13 7AF	Roseview Lounge 122 Marasla Road, SE13 7AF		Replaced portakabin at same site at 2011 PDR. Now managed by Lewisham Homes	No change	No change
24		DLA3	1048	1,596	1,417	St John's Medical Centre, 56-60 Loampit Hill, London, SE13 7SX U	St John's Medical Centre, 56-60 Loampit Hill, London, SE13 7SX Used for .		Polling District split by Loampit Hill	No change	No change
25		DLA4	612	1,097	993	Portakabin on Entrance to Hilly Fields, Hilly Fields Crescent, London, SE4 1QA	Portakabin on Entrance to Hilly Fields, Hilly Fields Crescent, London, SE4 1QA		No suitable alternatives in polling district	No change	No change

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26		DLA5	1259	2,108	1,882	St Andrew's United Reformed Church, Brockley Road, London, SE4 2SA	St Andrew's United Reformed Church, Brockley Road, London, SE4 2SA		No change	No change	No change
27		DLA6	942	1,834	1,614	Crofton Park Baptist Church, Huxbear Street, London, SE4 1EA	Crofton Park Baptist Church, Huxbear Street, London, SE4 1EA		replaced Gordonbrook school at 2011 PDR	No change	No change
28	Lewisham Central	DLC1	1986	3,059	2,679	Brindishe Green Primary School (Formerly Hither Green Primary School), Beacon Road, London, SE13 6EH	Brindishe Green Primary School (Formerly Hither Green Primary School), Beacon Road, London, SE13 6EH		Split for 2012 Elections because of electorate size	No change	No change
29		DLC2	1510	2,153	1,868	College Park Baptist Chapel, Clarendon Rise, London, SE13 5ES	College Park Baptist Chapel, Clarendon Rise, London, SE13 5ES		No change	No change	No change
30		DLC3	1856	2,435	2,071	Portakabin at Cornmill Gardens	Portakabin at Cornmill Gardens	Prendergast Vale College Elmira Street (formerly Lewisham Bridge Primary School)	Prendergast Vale College now refurbished with entrance on Elmira Street. Polling District structure needs to be kept under review because of division by Loampit Vale and developments in the Armoury Road area.	designate Prendergast Vale College Elmira street as polling place. Keep Polling district structure under review	designate Prendergast Vale College Elmira street as polling place. Keep Polling district structure under review
31		DLC4	1348	2,079	1,813	St Mary's C of E Primary School, 329 Lewisham High Street, London, SE13 6NX	St Mary's C of E Primary School, 329 Lewisham High Street, London, SE13 6NX		No change	No change	No change
32		DLC5	1107	1,670	1,407	The Saville Centre, 436 Lewisham High Street, London, SE13 6LJ	The Saville Centre, 436 Lewisham High Street, London, SE13 6LJ		No change	No change	No change

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33		DLC6	1105	1,844	1,608	St Christopher Christian Fellowship Church Hall, 31A Torridon Road, London, SE6 1AQ	St Christopher Christian Fellowship Church Hall, 31A Torridon Road, London, SE6 1AQ		No change	No change	No change
34	New Cross	DNE1	917	1,719	1,616	Woodpecker Community Centre, Woodpecker Estate, 100 Woodpecker Road, London, SE14 6EU	Woodpecker Community Centre, Woodpecker Estate, 100 Woodpecker Road, London, SE14 6EU		No change	No change	No change
35		DNE2	1439	1,968	1,806	Tidemill Primary School, Frankham Street, London, SE8 4RN	The Library at Deptford Lounge, 9 Giffen Steet	The Library at Deptford Lounge, 9 Giffen Steet	New layout at Tidemill School is not suitable for polling station use	designate The Library at Deptford Lounge, 9 Giffen Street as Polling Place	designate The Library at Deptford Lounge, 9 Giffen Street as Polling Place
36		DNE3	1081	1,552	1,416	Mulberry Centre, 15 Amersham Vale, London, SE14 6LE	Mulberry Centre, 15 Amersham Vale, London, SE14 6LE		Changed from Mornington Centre at 2011 PDR	No change	No change
37		DNE4	921	1,397	1,267	Childeric Primary School, Childeric Road, London, SE14 6DG	Childeric Primary School, Childeric Road, London, SE14 6DG		No change	No change	No change
38		DNE5	1626	2,740	2,468	All Saints Community Centre, Monson Road, London, SE14 5DJ	All Saints Community Centre, Monson Road, London, SE14 5DJ		replaced Hatcham Temple Grove School (Monson Primary School) at 2011 PDR .Polling station split for May 2014 elections in view of electorate size	No change	No change
39		DNE6	1416	2,070	1,792	Scotney Hall, Winslade Estate, 17 Sharratt Street, London, SE15 1NR	Scotney Hall, Winslade Estate, 17 Sharratt Street, London, SE15 1NR		No change Potential Asset transfer from Lewisham estate	No change -keep under review	No change-keep under review
40	Telegraph Hill	DTE1	1262	2,204	1,985	Edmund Waller Primary School, Waller Road, London, SE14 5LY	Edmund Waller Primary School, Waller Road, London, SE14 5LY		No change	No change	No change

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41		DTE2	1426	2,221	1,982	Kender Primary School, Briant Street, London, SE14 5JA	Kender Primary School, Briant Street, London, SE14 5JA		No change	No change	No change
42		DTE3	1014	1,765	1,587	St James Hatcham C of E School, Family Learning Centre, St James's, London, SE14 6AD	St James Hatcham C of E School, Family Learning Centre, St James's, London, SE14 6AD		No change	No change	No change
43		DTE4	1139	1,751	1,536	Hatcham Oak Children's Centre, Wallbuton Road, London, SE4 2NX	Hatcham Oak Children's Centre, Wallbuton Road, London, SE4 2NX		Replaced Hatedashers Askes Hatcham College Pepys Road at 2011 PDR	No change	No change
44		DTE5	1067	1,837	1,642	Meadowgate Primary School, Revelon Road, London, SE4 2PR	Meadowgate Primary School, Revelon Road, London, SE4 2PR	John Stainer Community Primary School St Asaph Road	Meadowgate closed in August 2012 merging with Johnstainer Community Primary School. Designate John Stainer Community Primary School St Asaph Road	Designate John Stainer Community Primary School St Asaph Road	Designate John Stainer Community Primary School St Asaph Road
45		DTE6	1083	1,683	1,485	Turnham Primary GM School, Turnham Road, London, SE4 2HH	Turnham Primary GM School, Turnham Road, London, SE4 2HH		No change	No change	No change

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2	EAST										
3	Ward	Polling District	Properties	Total Electorate	Total Polling Station Electorate (excludes postal voters)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
4	Blackheath	EBL1	1152	1,728	1,470	Lethbridge Senior Citizens Club Room, 58 Lethbridge Close, London, SE13 7QN	Lethbridge Senior Citizens Club Room, 58 Lethbridge Close, London, SE13 7QN		Considerable rebuilding works in vicinity-check accessibility and visibility . Scheduled for demolition in 2017 with new cocommunity center to be built Keep under review.	No change. Keep under review	No change. Keep under review
5		EBL2	816	1,349	1,116	John Ball Nursery School, Hurren Close, London, SE3 0TP	John Ball Nursery School, Hurren Close, London, SE3 0TP		No change	No change	No change
6		EBL3	1197	1,914	1,631	Blackheath Village Library, 3-4 Blackheath Grove, London, SE3 0DD	Change of ownership now Private school-Heath House Prep School	Change of ownership now Private school-Heath House Prep School	Change of ownership now Private school-Heath House Prep School	Designate Heath House Prep School as polling place	Designate Heath House Prep School as polling place
7		EBL4	1660	2,458	2,086	St Margaret's Lee C of E School, Lee Church Street, London, SE13 5SG	St Margaret's Lee C of E School, Lee Church Street, London, SE13 5SG	Brandram Road Community Centre (Main Hall)	Where suitable alternatives to schools are available they should be used in preference to closing schools	Designate Brandram Road Community Centre as polling place	Designate Brandram Road Community Centre as polling place
8		EBL5	787	1,260	1,099	St Stephen and St Mark Church Hall, St Stephen's Grove, London, SE13 5JA	St Stephen and St Mark Church Hall, St Stephen's Grove, London, SE13 5JA		No change	No change	No change
9		EBL6	1101	1,703	1,479	Granville Park Centre, Granville Park, London, SE13 7DX	Granville Park Centre, Granville Park, London, SE13 7DX		No change	No change	No change
10	Catford South	ECA1	931	1,622	1411	St Laurence Centre, 37 Bromley Road, London, SE6 2TS	St Laurence Centre, 37 Bromley Road, London, SE6 2TS		No change	No change	No change
11		ECA2	1067	2,171	1944	Catford and Bromley Synagogue Youth Club, 6 Crantock Road, London, SE6 2PT	Catford and Bromley Synagogue Youth Club, 6 Crantock Road, London, SE6 2PT		No change	No change	No change
12		ECA3	916	1,733	1513	The Pavilion, Abbotshall Playing Fields, Abbotshall Road, London, SE6 1SQ	The Pavilion, Abbotshall Playing Fields, Abbotshall Road, London, SE6 1SQ		Pavilion due to be demolished within the next month and new Community Team Sport Building to be erected. Completion due by April 2015. Only alternative nearby is Torridon School which would have to become a joint polling station in case of need. Keep under review	Pavilion due to be demolished within the next month and new Community Team Sport Building to be erected. Completion due by April 2015. Only alternative nearby is Torridon School which would have to become a joint polling station in case of need. Keep under review	No Change but keep under review
13		ECA4	998	1,919	1759	Torridon Junior School, entrance in Hazelbank Road, London, SE6 1TG	Torridon Junior School, entrance in Hazelbank Road, London, SE6 1TG		No Change but could be a joint polling station if the rebuild at Abbotshall is not finished in time	No Change but could be a joint polling station if the rebuild at Abbotshall is not finished in time	No change

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3	Ward	Polling District	Properties	Total Electorate	Total Polling Station Electorate (excludes postal voters)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
14		ECA5	902	1,608	1445	Sandhurst Infants School, Minard Road, London, SE6 1NW	Sandhurst Infants School, Minard Road, London, SE6 1NW		Head teacher unhappy about continued use- have explored use of Church Hall St Andrews but building works still unfinished and not planned to be until 2016/2017	No Change	No change
15		ECA6	1124	1,951	1651	Brownhill Road Baptist Church Hall, 292 Brownhill Road, London, SE6 1AU	Brownhill Road Baptist Church Hall, 292 Brownhill Road, London, SE6 1AU		No change	No change	No change
16	Downham	EDO1	981	1,753	1,456	Meadows Community Hall, Chestnut Close, London, SE6 3NS	Meadows Community Hall, Chestnut Close, London, SE6 3NS		Meadows Community Hall now closed	Revert To Catford Wanderers Sports Club. Consider Community Centre on Ravensbourne estate	Revert To Catford Wanderers Sports Club. Consider community centre on Ravensbourne estate
17		EDO2	719	1,265	1,120	Downham Community Centre, Wesley Halls, 2 Shroffold Road, Bromley, BR1 5PE	Downham Community Centre, Wesley Halls, 2 Shroffold Road, Bromley, BR1 5PE		No change	No change	No change
18		EDO3	988	1,640	1,426	Kings Church (Formerly Downham Way Family Church), 20 The Green, Bromley, BR1 5LS	Kings Church (Formerly Downham Way Family Church), 20 The Green, Bromley, BR1 5LS		No change	No change	No change
19		EDO4	1237	2,055	1,791	Good Shepherd Primary School, Moorside Road, Bromley, BR1 5EP	Good Shepherd Primary School, Moorside Road, Bromley, BR1 5EP		No change	No change	No change
20		EDO5	1595	2,499	2,189	Rangefield Primary School, Glenbow Road, Bromley, BR1 4RP	Rangefield Primary School, Glenbow Road, BR1 4RP		No change	No change	No change
21		EDO6	653	1,134	960	Millwall FC Training Ground, Calmont Road, Bromley, BR1 4BZ	Ten Em Bee Sports Development Centre, 120A Old Bromley Road, Bromley, BR1 4JY	Ten Em Bee Sports Development Centre, 120A Old Bromley Road, Bromley, BR1 4JY	Millwall FC have refused consent to use as a polling station	Designate Ten En Bee Sports Development Centre as polling place	Designate Ten En Bee Sports Development Centre as polling place
22	Grove Park	EGR1	929	1,708	1,512	Marvels Lane Primary School, Riddons Road, London, SE12 9RA	Marvels Lane Primary School, Riddons Road, London, SE12 9RA		No change	No change	No change
23		EGR2	990	1,581	1,332	Grove Park Youth Club, Marvels Lane, London, SE12 9PR	Grove Park Youth Club, Marvels Lane, London, SE12 9PR	W.G Grace Community Centre Lions Close	Grove Park Youth Club mothballed ahead of 2014 elections	Designate W.G Grace Community Centre Lions Close as polling place	Designate W.G Grace Community Centre Lions Close as polling place

	A	B	C	D	E	F	G	H	I	J	K
2	EAST										
3	Ward	Polling District	Properties	Total Electorate	Total Polling Station Electorate (excludes postal voters)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
24		EGR3	1359	2,057	1,771	St Augustine's Church Hall, 336 Baring Road, London, SE12 0DU	St Augustine's Church Hall, 336 Baring Road, London, SE12 0DU		No change	No change	No change
25		EGR4	1426	2,317	2,027	Baring Road Primary School, Linchmere Road, London, SE12 0NB	Baring Road Primary School, Linchmere Road, London, SE12 0NB		No change	No change	No change
26		EGR5	747	1,332	1,182	Ringway Centre, Baring Road, London, SE12 0DS	Ringway Centre, Baring Road, London, SE12 0DS		No change	No change	No change
27		EGR6	939	1,764	1,544	Burnt Ash Methodist Church Hall, Burnt Ash Hill, London, SE12 0QD	Burnt Ash Methodist Church Hall, Burnt Ash Hill, London, SE12 0QD		No change	Review	No change
28	Lee Green	ELG1	1229	1,898	1,706	Lochaber Hall, Manor Lane Terrace, London, SE13 5QL	Lochaber Hall, Manor Lane Terrace, London, SE13 5QL		No change	No change	No change
29		ELG2	1171	2,085	1,795	St Winifred's Infants School, Entrance in Manor Lane, London, SE12 8NS	St Winifred's Infants School, Entrance in Manor Lane, London, SE12 8NS		No change	No change	No change
30		ELG3	1282	2,064	1,752	Lee Green United Reformed Church, 111/113 Burnt Ash Road, London, SE12 8RA	Lee Green United Reformed Church, 111/113 Burnt Ash Road, London, SE12 8RA		No change	No change	No change
31		ELG4	1080	1,854	1,632	St Winifred's Junior School, Newstead Road, London, SE12 0SJ	St Winifred's Junior School, Newstead Road, London, SE12 0SJ		No change	No change	No change
32		ELG5	823	1,407	1,236	The Church of the Good Shepherd Lee, Handen Road, London, SE12 8NR	The Church of the Good Shepherd Lee, Handen Road, London, SE12 8NR		No change	No change	No change
33		ELG6	874	1,252	1,099	Portakabin on approach to Hither Green Railway Station, Staplehurst Road, London, SE13 5NB	Portakabin on approach to Hither Green Railway Station, Staplehurst Road, London, SE13 5NB		Parking Restrictions have to be put in place ahead of delivery of portakabin	No change	No change
34	Rushey Green	ERU1	1391	1,950	1,720	Civic Suite, Lewisham Town Hall, Catford Road, London, SE6 4RU	Civic Suite, Lewisham Town Hall, Catford Road, London, SE6 4RU		No change	No change	No change

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2	EAST										
3	Ward	Polling District	Properties	Total Electorate	Total Polling Station Electorate (excludes postal voters)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
35		ERU2	1116	1,852	1,640	Trinity Church Hall, Faversham Road, London, SE6 4XE	Trinity Church Hall, Faversham Road, London, SE6 4XE		No change	Review	No change
36		ERU3	1309	1,916	1,680	Holy Cross RC School, Culverley Road, London, SE6 2LD	Holy Cross RC School, Culverley Road, London, SE6 2LD		No change	No change	No change
37		ERU4	1501	2,340	2,061	Calabash Centre, 24/26 George Lane, London, SE13 6HH	Calabash Centre, 24/26 George Lane, London, SE13 6HH		No Changed	No change	No change
38		ERU5	1086	1,797	1,643	Holbeach School, Doggett Road, London, SE6 4QB	Holbeach School, Doggett Road, London, SE6 4QB		No change	No change	No change
39	Whitefoot	EWH1	1471	2,479	2,158	Goldsmith's Community Centre, Castillon Road, London, SE6 1QD	Goldsmith's Community Centre, Castillon Road, London, SE6 1QD		No change	No change	No change
40		EWH2	805	1,204	990	Portakabin adjacent to allotments on Hafton Road. Used since European election 2009.	Portakabin adjacent to allotments on Hafton Road. Used since European election 2009.		Representations received from Ward Councilors to consider resiting Portakabin in Cumberland Place. Most of available space in Cumberland place is allocated parking. We have been refused consent to use these spaces in the past Portakabin is outside of Polling District and is sited alongside allotments in Hafton Road.	Representations received from Ward Councilors to consider resiting Portakabin in Cumberland Place. Most of available space in Cumberland place is allocated parking. We have been refused consent to use these spaces in the past Portakabin is outside of Polling District and is sited alongside allotments in Hafton Road.	Review polling district for re-siting Portakabin
41		EWH3	800	1,328	1,144	Knights Temple Grove Primary School (Formerly Merlin Primary School), Ballamore Road, Bromley, BR1 5LW	Knights Temple Grove Primary School (Formerly Merlin Primary School), Ballamore Road, Bromley, BR1 5LW		No change	No change	No change
42		EWH4	706	1,205	1,042	Whitefoot Lane Christian Centre, 480 Whitefoot Lane, Bromley, BR1 5SF	Whitefoot Lane Christian Centre, 480 Whitefoot Lane, Bromley, BR1 5SF		No change	No change	No change
43		EWH5	885	1,752	1,564	St John the Baptist Church, 353 Bromley Road, London, SE6 2RP	St John the Baptist Church, 353 Bromley Road, London, SE6 2RP		Explore use of new Community Barn on the site of the Green Man 355 Bromley Rd. Facilities appear better but the Church has access from Bromley Rd and Beachborough Rd	Explore use of new Community Barn on the site of the Green Man 355 Bromley Rd. Facilities appear better but the Church has access from Bromley Rd and Beachborough Rd	Explore use of new Community Barn on the site of the Green Man 355 Bromley Rd. Facilities appear better but the Church has access from Bromley Rd and Beachborough Rd

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2	EAST										
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44		EWH6	1287	2,082	1,747	ELIM Pentecostal Church and Community Centre, Allerford Road, London, SE6 3DE	ELIM Pentecostal Church and Community Centre, Allerford Road, London, SE6 3DE		No change	No change	No change

	A	B	C	D	E	F	G	H	I	J	K
2	West (& Penge)										
3	Ward	Polling District	Properties	Total Electorate	Total Polling Station Electorate (excludes postal voters)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
4	Bellingham	WBE1	1403	1,993	1,727	Haseltine Primary School, Haseltine Road, London, SE26 5AD	Haseltine Primary School, Haseltine Road, London, SE26 5AD		No change	No change	No change
5		WBE2	1283	2,187	1,899	Blackheath Hockey & Catford Cyphers Cricket Club, (The Pavilion), Rubens Street, London, SE6 4DH.	Blackheath Hockey & Catford Cyphers Cricket Club, (The Pavilion), Rubens Street, London, SE6 4DH.		No change	No change	No change
6		WBE3	881	1,561	1,376	Athelney Primary School, Athelney Street, London, SE6 3LD	Athelney Primary School, Athelney Street, London, SE6 3LD		No change	No change	No change
7		WBE4	955	1,663	1,474	Bellingham North Community Centre, 15 Bellingham Green, London, SE6 3JB	Bellingham North Community Centre, 15 Bellingham Green, London, SE6 3JB	Christ Church United Reformed Church (First Hall) Bellingham Green	Ownership being transferred to Christ Church Part of same building as Community centre -accessability better	Designate Christ Church United Reformed Church (First Hall) Bellingham Green	Designate Christ Church United Reformed Church (First Hall) Bellingham Green
8		WBE5	739	1,242	1,095	Elfrida Nursery School, Entrance in Playgreen Way, London SE6 3EN	Elfrida Nursery School, Entrance in Playgreen Way, London SE6 3EN		No change	No change	No change
9		WBE6	1190	1,702	1,507	Sedgehill Community Centre, 69-85 Sedgehill Road, London, SE6 3QN	Sedgehill Community Centre, 69-85 Sedgehill Road, London, SE6 3QN		No change	No change	No change
10	Forest Hill	WFO1	1417	2,286	2,000	Kelvin Grove Primary School, Kelvin Grove, London, SE26 6BB	Kelvin Grove Primary School, Kelvin Grove, London, SE26 6BB		No change	No change	No change
11		WFO2	1007	1,482	1,284	Forest Hill Library (Children's Room), Entrance in Thorpewood Avenue, London, SE23 3HZ	Forest Hill Library (Children's Room), Entrance in Thorpewood Avenue, London, SE23 3HZ		No change	No change	No change
12		WFO3	1098	1,890	1,652	Christian Fellowship Centre, 39 Honor Oak Road, London, SE23 3SH	Christian Fellowship Centre, 39 Honor Oak Road, London, SE23 3SH		No change	No change	No change
13		WFO4	802	1,476	1,250	Horniman Primary School, Horniman Drive, London, SE23 3PB	Horniman Primary School, Horniman Drive, London, SE23 3PB		No change	No change	No change
14		WFO5	1186	1,742	1,531	The Church (Worldwide) Inc, R/O 49 Devonshire Road, London, SE23 3EN	The Church (Worldwide) Inc, R/O 49 Devonshire Road, London, SE23 3EN		No change	Review	No change

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2	West (& Penge)										
3	Ward	Polling District	Properties	Total Electorate	Total Polling Station Electorate (excludes postal voters)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
15		WFO6	408	741	611	Eliot Bank Primary School, Thorpewood Avenue, London, SE26 4BU	Eliot Bank Primary School, Thorpewood Avenue, London, SE26 4BU		No change	No change	No change
16		WFO7	682	1,114	940	Portakabin outside 141-181 Eliot Bank, London, SE23 3XB	Portakabin outside 141-181 Eliot Bank, London, SE23 3XB		No change	Review	No change
17	Perry Vale	WPE1	1202	2,120	1,905	Perrymount Primary School, Sunderland Road, London, SE23 2PX	Perrymount Primary School, Sunderland Road, London, SE23 2PX		No change	No change	No change
18		WPE2	1331	2,040	1,799	Christ Church C of E Primary School, Perry Vale, London, SE23 2NE	Christ Church C of E Primary School, Perry Vale, London, SE23 2NE		No change	No change	No change
19		WPE3	1085	1,646	1,435	Our Lady and St Phillip Neri Primary School, Mayow Road, London, SE23 2XG	Our Lady and St Phillip Neri Primary School, Mayow Road, London, SE23 2XG		No change	No change	No change
20		WPE4	1066	1,741	1,521	Perry Rise Baptist Church, Perry Rise, London, SE23 2QL	Perry Rise Baptist Church, Perry Rise, London, SE23 2QL		No change	No change	No change
21		WPE5	888	1,653	1,470	Kilmorie Primary School, Kilmorie Road, London, SE23 2SP	Kilmorie Primary School, Kilmorie Road, London, SE23 2SP		No change	No change	No change
22		WPE6	1214	2,063	1,871	Perry Hill St George Christ Church, St Paul Church Hall, Vancouver Road, London, SE23 2AG	Perry Hill St George Christ Church, St Paul Church Hall, Vancouver Road, London, SE23 2AG		No change	No change	No change
23	Sydenham	WSY1	968	1,479	1,289	St Bartholomew's Church, Westwood Hill, London, SE26 6QL	St Bartholomew's Church, Westwood Hill, London, SE26 6QL		No change	No change	No change
24		WSY2	1012	1,673	1,467	The Grove Centre, 2 Jews Walk, London, SE26 6PL	The Grove Centre, 2 Jews Walk, London, SE26 6PL		No change	No change	No change
25		WSY3	890	1,335	1,180	Hillcrest Tenants' Association, Club Room, High Level Drive, London, SE26 6XP	Hillcrest Tenants' Association, Club Room, High Level Drive, London, SE26 6XP		No change -Potential asset transfer keep under review	No change -Potential asset transfer keep under review	No change -Potential asset transfer keep under review

	A	B	C	D	E	F	G	H	I	J	K
2	West (& Penge)										
3	Ward	Polling District	Properties	Total Electorate	Total Polling Station Electorate (excludes postal voters)	Designated Polling Place	Polling Place Used for Elections 2012	Polling Place Used for Elections 2014	Acting Returning Officer's Provisional Observations	Acting Returning Officer's Provisional Recommendations	Acting Returning Officer's Final Recommendations
26		WSY4	870	1,471	1,290	St Bartholomew's C of E School, The Peak, London, SE26 4LJ	St Bartholomew's C of E School, The Peak, London, SE26 4LJ		No change	No change	No change
27		WSY5	1210	1,981	1,772	Silverdale Hall, 8 Silverdale, London, SE26 4SZ	Silverdale Hall, 8 Silverdale, London, SE26 4SZ		No change -Potential asset transfer keep under review	No change -Potential asset transfer keep under review	No change -Potential asset transfer keep under review
28		WSY6	1145	1,781	1,569	St Michael's Church Hall, Champion Crescent, London, SE26 4HH	St Michael's Church Hall, Champion Crescent, London, SE26 4HH		No change	No change	No change
29		WSY7	1018	1,713	1,481	Our Lady and St Philip Neri Primary School, Sydenham Road, London, SE26 5SE	Our Lady and St Philip Neri Primary School, Sydenham Road, London, SE26 5SE		No change	No change	No change

ELECTIONS COMMITTEE		
Report Title	Update on IER	
Key Decision	n/a	Item No. 6
Ward	n/a	
Contributors	Malcolm Constable, Electoral Services Manager	
Class	Part 1	Date: 22 October 2014

1. Purpose

The purpose of this report is to update members on the implementation of individual electoral registration (IER) in Lewisham.

2. Recommendation

That members note the report.

3. Background

- 3.1 IER fundamentally changes the way people are admitted to the electoral roll. Where under the old system one person in every household was responsible for registering everyone else at that address, under the new system each person is required to register individually. Members' attention is drawn to a briefing note which was prepared on the implications of IER by the Chief Executive in August 2014, which now appears at Appendix 1. A further briefing was prepared in response to a query from Cllr Mallory and this now appears at Appendix 2.
- 3.2 As the briefing note explains, there are transitional arrangements for IER. Many electors can be automatically transferred from the old electoral roll to the new. We can do this where the details we have on our electoral roll are a perfect match with those held on the database of the Department of Work and Pensions. (DWP).
- 3.3 Electors will be deleted from the electoral roll if:-
- They have not been automatically transferred under the arrangements set out in 3.2 above.
 - responded to the 2013/4 canvass or
 - subsequently responded to requests to register under the new IER system

Currently the legislation provides that this will not happen prior to 1 December 2016, but it may be brought forward to 1 December 2015.

- 3.4 IER went live in early June 2014, a matter of only 11 days after the combined European, Mayoral and local elections. With the support of the Electoral Commission and Cabinet Office, the focus of all electoral services teams across London and further afield was up to that point mainly on those elections and not IER. It was felt that focussing on IER prior to the elections would distract efforts from a complicated combined election, and had real potential to confuse the voter into the run up to those elections.
- 3.5 In June 2014, Lewisham was one of the first boroughs to undergo the matching exercise with DWP. As a result approximately 156,000 electors were automatically transferred to the new electoral roll. Confirmation letters were sent to this effect to all of those electors.
- 3.6 In addition to those who matched perfectly with DWP data, there were another 46,000 people whose details did not match perfectly with DWP data. Although DWP does not tell us why this should be so, it may be, for example, because addresses are expressed slightly differently, or names abbreviated. Many of these people, were in the same household as a person automatically transferred, and many had been on our electoral roll for several years. We sent out forms (Invitations to Register – ITR) to each of the 46,000 individuals in this category. These people need to send us personal identifiers, ideally date of birth and National Insurance number to be registered.
- 3.7 Understandably many of these people did not understand why they were now being asked to register, and many did not send the required details to enable registration to take place. Where there is no response, reminders are sent. Where the response is incomplete, chasing letters are sent. The response to the ITR mail out has generated an unprecedented level of bureaucracy and an overwhelming telephone response from members of the public.
- 3.8 To complete the picture, it was also necessary to send out Household Enquiry Forms to approximately 21,000 households in respect of which we did not have sufficient detail to enable us to send out individual Invitations to Register. These were sent to households which were empty or where there had been no response to the 2013/4 canvass. They are also sent to households where there appears from our register to be no-one eligible to vote. By definition these households are the hard to reach, as the forms are only sent to non responders and addresses thought to be empty. Where there is no response, several chasers have to be sent.
- 3.9 The huge increase in paper handling required by the new system (approximately four times that involved in an old style canvass) has meant that Electoral Services have had to recruit temporary staff to cope with demand who will remain engaged until the extreme pressure of the transitional period subsides.
- 3.10 The pressure of work in the transitional period has been exacerbated, not only in Lewisham but across London and elsewhere, by the fact that the

implementation of IER so soon after the European elections meant that the external providers of electoral registration and management systems had little time to prepare properly for going live, with some aspects of their systems not yet capable of the necessary functionality. For example, it is not possible to export data to our external printing contractors (though this was expected to be available) to enable our correspondence to electors to be printed, folded, inserted into envelopes and sent out by our contractors. Instead this has had to be carried out in house. Urgent representations to the Cabinet Office have resulted in additional funds for specialist printing machinery (capable of printing and scanning A3 size forms) becoming available very recently, which we have reluctantly accepted as it does not provide an optimal solution. Our electoral management system providers are working hard to resolve the technical issues and are much better placed than others according to feedback from other London Boroughs, but solutions to these matters are still awaited.

4. Canvass – Autumn 2014

Household Enquiry Form (HEF) Canvass

- 4.1 Where letters and reminders to the HEF process have not produced results, we must now canvass those properties. Because of the transitional issues set out above, this began 4 weeks later than anticipated in August 2014. Because they have only been sent to non-returning households and void properties, they are a difficult target for our canvassers. Though over 20,300 Household Enquiry Forms were sent out, there was only a 9% response rate. Though we sent reminders to 18,400 households, there was only a 4% response rate. This means that over 17,500 properties have to be canvassed now.
- 4.2 We have recruited and trained 64 canvassers to cover our canvass areas. These are aligned to the polling districts.
- 4.3 In future, A full HEF canvass will take place each year, but the first of these will not take place until Autumn 2015, after the UK Parliamentary Election.

Invitation to Register (ITR) Canvass

- 4.4 This will begin on completion of the HEF canvass on 27th October and will conclude with publication of a new revised register on 1st December 2014.
- 4.5 Our planning for the ITR canvass has been hampered by the lack of statistical reports in our electoral management system. Whilst statistics relating to HEF returns are readily available there are no such comparable figures in the system for ITR forms. More frustratingly the system does not as yet provide up to date figures of where our electorate stands to date in relation to IER registration overall. It does not yet provide summary totals of how many of our electorate are registered under the new system, how many of our electors who were not a perfect match with DWP data are now matched, and ahead of the next Parliamentary Election how many of our postal voters are now

matched. We anticipate that this will be resolved by our external suppliers shortly, but in the meantime do not have the data to report to Committee.

5. Post Autumn Canvass 2014

5.1 IER has put in place processes for both HEFs and ITRs. Non responders to HEFs and ITRs will get three reminders and one personal call. These can be conducted in any order. Initially two reminders will be sent, followed by a canvasser's call, with a third reminder being sent as the final notice. Canvassing will continue after the publication of the register on December 1 as there is a legal requirement to call at least once on non-responders to HEFs and ITRs.

5.2 We have identified the need to have a pool of experienced canvassers, with appropriate payment mechanisms to ensure that the new continuing canvass requirements can be met. In addition, a number of electoral management system providers are developing tablet devices specifically to streamline the canvass process. We hope in the very near future to purchase sufficient tablet devices to give to this pool of canvassers in order to

- reduce the amount of paperwork and improve efficiency
- improve confidentiality aspects relating to doorstep canvassing
- track the activity of canvassers

5.3 A recent report from the Electoral Commission into engagement strategies in a number of pilot authorities (see Appendix 2) demonstrated that the most effective way to engage people in the IER process is to use intensive canvassing methods. The report suggested a number of ways in which local authorities might use best practice to maximize individual electoral registration. These are repeated at Appendix 2 with Lewisham's response to those recommendations.

5.4 We are currently exploring the possibility of a borough wide mail out in February 2015 to advise households of their registration details and asking whether the registration is accurate or needs amendment, so that we can capture details ahead of the surge that issue of poll cards will bring in April next year.

6. Funding

Funding appears adequate to date, even allowing for the additional printing requirements. However we will not have a clear picture of its continued adequacy until such time as we can measure what the business as usual activity is.

7. Engagement Strategy

7.1 There is a detailed resume of our engagement activities and plans in both appendix 1 and 2. Since then we have attended the Fresher's Fair at Goldsmiths which has resulted in 216 names and address of students being

obtained who have either asked for forms or promised to go on line to register. We are currently following all these up. The purchase of the tablet devices will help with this type of activity in future.

- 7.2 We are also using the Young Mayor event on 15/16 October to encourage young attainers to register under IER.
- 7.3 The Elections team have had a number of conversations with people suffering from a range of disabilities who find the new system challenging. This reinforces the view that we have to work closely with disability forums to assist with registration and Adult Social Services.
- 7.4 There is a particular issue for elderly people and especially those resident in care homes. Many do not have access to or cannot remember their personal identifiers. In the case of care homes, the managers do not necessarily have all their residents' details to hand and in a number of cases the residents cannot remember them. The principal issue is that the initial requirement of an individual seeking to register under IER is to supply a National Insurance Number and date of birth which has to match with the DWP. In the absence of this data applicants then have to fill out an ITR form without those details which, on receipt, automatically defaults to a request for further evidence. In the absence of further evidence they would then have to provide an attestation from someone of "good standing" on the electoral roll in the area. Attestors may only attest 2 electors in a twelve month period so care home managers will not be able to fulfil this role for all of their residents and alternatives will have to be found.
- 7.5 The issue is not immediate as most electors on the register will remain on it until after the UK Parliamentary election. Only those non responders to last year's canvass and this Autumn's limited HEF canvass will be deleted. However many residents of care homes are postal voters and if they remain unregistered for IER purposes their postal votes will be cancelled. This means we will need to redouble our efforts to ensure that those postal voters are not disenfranchised

8. Financial implications

See section 6 above

9. Legal implications

These are mainly set out in the body of the report and its appendices

- 9.1 The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 9.2 In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

9.3 The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

9.4 The Equality and Human Rights Commission has recently issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:
<http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>

9.5 The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:

1. The essential guide to the public sector equality duty
2. Meeting the equality duty in policy and decision-making
3. Engagement and the equality duty
4. Equality objectives and the equality duty
5. Equality information and the equality duty

9.6 The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at:
<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>

10. Crime and disorder implications

The Government introduced IER with the expressed intention of combating electoral registration fraud.

11. Equalities implications

To fulfil its duty under the Equality Act 2010, the Council's engagement strategy is designed to encourage registration by those with protected characteristics and hard to reach groups.

12. Environmental implications

There are no environmental implications arising.

Background documents and originator

Malcolm Constable 020 8314 69

Individual Electoral Registration (IER)

1 Introduction

A fundamental change to electoral registration is taking place.

Under the old system, one person in every household was responsible for registering everyone else who lives at that address. Now each person is required to register to vote individually.

Under Individual Electoral Registration electors will need to provide their date of birth and national insurance number, when applying to register.

2 Transitional arrangements

We can transfer many electors from the old electoral roll onto the new roll. We can do this where the details we have on electors match the details held by the Department of Work and Pensions (DWP) on those individuals.

Electors will be deleted from our electoral roll if they have not:

- been transferred automatically in a matching of the electoral roll with DWP data
- responded to the 2013/14 canvass
- subsequently responded to requests to register under the new IER system.

3 Data transfer - live run

Lewisham Council was one of the first to transfer its electoral roll data to DWP for matching. Some councils have yet to do this. The results were marked as red (no match) amber (weak match) and green (match). Our results were 69% green; 5% amber and 27% red.

The DWP does not tell us why a person has not matched. It may occur, for example, because a person's name or address is expressed slightly differently on the DWP and electoral roll. Because of this, it is possible that some members of the same household will be automatically included on the new electoral roll and others may not. A red result is likely to mean there is no match at all, probably because the person has moved. A high number of reds for this reason is to be expected in a borough like Lewisham with a large transitory population.

On a second match conducted by Electoral Services using local data, the percentage of green matches in Lewisham reached 77%.

4 July activity

Confirmatory letters – We wrote to everyone automatically transferred onto the new register (approx 152,000) to confirm that.

Invitation to Register (ITR) – We invited all the people on our electoral register whose data did not match the DWP data (approx 46,000) to register on the new electoral roll under the new rules. These people must provide a date of birth and National Insurance number to register. If they do not respond we will send reminders and then knock on doors.

Household Enquiry Forms (HEF) – Where electors did not respond to the last canvass, or where properties are shown as empty on our database, we sent an enquiry form to those households asking for details of who lives there (approx 21,000). Once we have that information we send an invitation to register to the individuals concerned. If there is no response to the enquiry form, we will send reminders and then knock on doors.

Electoral Services are now processing the responses to the ITR and HEF forms. There are many thousands and additional temporary staff have been recruited to handle what is a much more heavily paper based and bureaucratic system to administer.

5 Canvass

We will employ canvassers to door knock from the beginning of September until 24 November 2015 prior to publication of the new register on 1 December 2015.

6 General election and absent voters

Those not registered under transitional provisions or the new regime will not fall off the register before the General Election and so will be able to vote provided they can do so in person. Unmatched absent voters will not be able to vote by post or proxy. They must either be matched or registered under the new system to do so. They will however be able to vote at the polling stations.

7 Removal from the register

After the transitional period, those who have not been automatically transferred nor registered under the new system will be removed from the electoral register. The law states that this will be in November 2016, though it is expected that this may be brought forward to 2015.

8. Annual canvass

Once the transitional arrangements are complete, in future years we will conduct an annual canvass by sending out household enquiry forms to all households, and where there is a change, sending invitations to register under the new system.

9. Maximising registration

There is a real risk that numbers on the electoral roll will fall because of this new process and so we have put in place a plan to encourage registration, particularly where registration rates are low. Table 1 shows the match results as returned by the DWP by ward, and Table 2 shows the match rates after local matching. Many of the wards with low match rates have a high student population and 5 of them are in the Lewisham Deptford constituency.

10. Timing

Prior to 22nd May this year, the energies of Electoral Services, both locally and across London were understandably focussed on the European, Mayoral and local elections. This was an approach encouraged by the Electoral Commission so as not to confuse electors prior to the election. Very shortly after that, on 13th June, Lewisham was among the very first to be called on to transfer its electoral data to DWP. As results came back from DWP, Electoral Services have been heavily engaged in local matching, and in mid July sent out approximately 67,000 household enquiry forms and invitations to register to those not automatically transferred to the new register. Where enquiry forms are returned, we are

sending out individual invitations to register. To date there have been thousands of responses which we are currently processing. We are required by the Cabinet Office by 1st September to have processed all the responses and sent out all confirmatory letters where appropriate.

11. Engagement activities to date

Efforts to engage locally complement those being taken or to be taken nationally and we are focussing our efforts to dovetail with wider Electoral Commission initiatives. We have been given £27,000 by the Cabinet Office to conduct engagement initiatives for IER. Because of the timing issues set out above, our engagement strategy, though under way, will gain more momentum after the 1st September as until then, the main emphasis in Electoral Services has to be on the significant and previously unseen operational demands of implementation. Even so, to date we have carried out or arranged the following activities with a view to maximising registration:-

a) analysed matching data by ward to identify areas of low registration and profiled issues on a ward basis.

b) carried out local matching with Council Tax records and are currently pursuing more matching with tenancy and benefit files where possible.

c) attended (and continuing to attend) citizenship ceremonies regularly to encourage registration at that point.

d) attended a stall at Lewisham People's Day in July 2014 with information on IER and how to register, with leaflets, posters, badges and mugs with contact numbers freely available to the public. We took names and addresses of those without access to the internet and followed up.

e) produced an article in August Lewisham Life about IER and how to register, with one to be included in each of the next 3 editions of Lewisham Life.

f) promoted IER by inclusion of information about it in the "Welcome to Lewisham" pack which is sent to every new resident.

g) provided a promotional button on the Council's website containing information about IER and links to relevant sites.

h) We have joined a partnership with 25 other London boroughs to run an advertising campaign for IER – each borough contributing approximately £3000. This will include posters at key transport interchanges and on buses. This joint initiative will also have adverts in the Metro and Evening Standard. The first phase coincides with the first phase of IER from 4th to 14th August. The second will happen as the canvassers are going out to knock on doors, in early to mid September.

i) Posters are being distributed to libraries, community centres and other information sites in August.

j) We have promoted IER on the Lewisham email news letters to which there are currently approximately 22,000 subscribers, with take up increasing by about 800 per month

k) Electoral Services currently receive a list from Council Tax every month of people who have recently registered for Council Tax. We follow up by sending information and

registration forms to the newly registered Council Tax payer. From Autumn, this will be modified to reflect the new registration system.

We recognise that the wards with the lowest match rates have high concentrations of student population, who frequently move both within, and in and out, of the borough. So we have also put in place a number of initiatives targeted at the student population. These include:-

l) meeting with the Registrars at both Goldsmiths and Lewisham College to arrange for Electoral Services attendance at their Freshers Fairs with information about and to promote registration at the beginning of the academic year in September/October.

m) agreed to attend a registration event at Goldsmiths in the Autumn focussing on the students' general interaction with the Council. At this event it is anticipated that there will be an incentive for students to attend as it will also give practical advice on claiming Council Tax discount and exemption.

n) the link to the Register to Vote website is to be produced at the end of student enrolment documents at Lewisham College and Goldsmiths, and a leaflet explaining IER is to be included in student registration packs.

o) We will be attending secondary schools in the Autumn term to encourage registration by those aged 16 year and over.

p)At the Young Mayor election in October, we generally hand out oyster card holders which feature a design on the front promoting registration generally. This year the design will focus on IER with contact details and website address. Information on IER will be available for young people as they attend to vote.

q) The Young Mayor manifesto will carry details of IER and urge those reading it to register under the new system with relevant advice on how to do so, including website addresses.

r) It is current practice to send a birthday card to people on the register reaching the age of 18 years informing them of their right to vote. We intend to modify the message for those not automatically transferred onto the new register urging them to register under the new system or lose their newly acquired right to vote. We will provide information on how to register under the new system including relevant web addresses.

12 Future engagement activity

The initiatives listed above are only the start of our attempts to maximise registration. We realise that we will need to make determined efforts to minimise the risk of people disappearing from the electoral register. In the very near future, we intend to implement a range of further activities to include:-

- Liaise with Lewisham Homes, Phoenix and other housing associations operating in the borough to ask them to include IER promotional material in their new tenancy packs.
- Visit care homes in the borough to encourage residents to register under the new system.

- Approach voluntary and community organisations in the borough to seek their help in getting the message across to hard to reach groups, particularly those with English as a second language.
- Ask the Young Mayor and advisors for their ideas about the best way to reach young people and encourage them to register under the new system, recruiting their assistance and using social media where possible.

13 Further information

Available from Malcolm Constable ext 46907 or Kath Nicholson ext 47648

August 2014

Table 1 - DLR results for LBL Wards & Parliamentary Constituencies

Ward/Constituency	Electorate	Red Electors	Red %	Amber Electors	Amber %	Green Electors	Green %
Downham	10301	1974	19.16	184	1.79	8143	79.05
Whitefoot	10027	2053	20.47	221	2.20	7753	77.32
Grove Park	10729	2270	21.16	238	2.22	8221	76.62
Bellingham	10314	2178	21.12	234	2.27	7902	76.61
Catford South	10992	2458	22.36	468	4.26	8066	73.38
Lee Green	10543	2428	23.03	474	4.50	7641	72.47
Sydenham	11418	2673	23.41	548	4.80	8197	71.79
Crofton Park	10827	2670	24.66	549	5.07	7608	70.27
Perry Vale	11245	2845	25.30	540	4.80	7860	69.90
Forest Hill	10702	2726	25.47	503	4.70	7473	69.83
Ladywell	10008	2560	25.58	525	5.25	6923	69.17
Rushey Green	9866	2771	28.09	682	6.91	6413	65.00
Blackheath	10363	3086	29.78	579	5.59	6698	64.63
Evelyn	11420	3581	31.36	468	4.10	7371	64.54
Telegraph Hill	11468	3321	28.96	803	7.00	7344	64.04
New Cross	11414	3924	34.38	467	4.09	7023	61.53
Lewisham Central	13256	4430	33.42	877	6.62	7949	59.97
Brockley	12614	4589	36.38	860	6.82	7165	56.80
Lewisham Deptford	81007	25075	30.95	4549	5.62	51383	63.43
Lewisham East	72821	17040	23.40	2846	3.91	52935	72.69
Lewisham West & Penge	43679	10422	23.86	1825	4.18	31432	71.96
All Wards	197507	52537	26.60	9220	4.67	135750	68.73

Table 2 - Match results for LBL wards & Parliamentary Constituencies following LDM

Ward/Constituency	Electorate	Confirmation Live Run		Local Data Matching		
		Green Electors	Green %	Green Electors	Green %	Change
Downham	10301	8143	79.05	8663	84.10	520
Whitefoot	10027	7753	77.32	8179	81.57	426
Grove Park	10729	8221	76.62	8874	82.71	653
Bellingham	10314	7902	76.61	8487	82.29	585
Catford South	10992	8066	73.38	8672	78.89	606
Lee Green	10543	7641	72.47	8464	80.28	823
Sydenham	11418	8197	71.79	9036	79.14	839
Crofton Park	10827	7608	70.27	8477	78.30	869
Perry Vale	11245	7860	69.90	8846	78.67	986
Forest Hill	10702	7473	69.83	8397	78.46	924
Ladywell	10008	6923	69.17	7690	76.84	767
Rushey Green	9866	6413	65.00	7118	72.15	705
Blackheath	10363	6698	64.63	7842	75.67	1144
Evelyn	11420	7371	64.54	8374	73.33	1003
Telegraph Hill	11468	7344	64.04	8276	72.17	932
New Cross	11414	7023	61.53	8016	70.23	993
Lewisham Central	13256	7949	59.97	9520	71.82	1571
Brockley	12614	7165	56.80	8712	69.07	1547
Lewisham Deptford	81007	51383	63.43	59065	72.91	7682
Lewisham East	72821	52935	72.69	57812	79.39	4877
Lewisham West & Penge	43679	31432	71.96	34766	79.59	3334
All Wards	197507	135750	68.73	151643	76.78	15893

IER Engagement Strategy

The briefing note prepared by the Chief Executive and Electoral Registration Officer (ERO) and distributed to all members in early August gives the background to Individual Elector Registration (IER), some of the challenges that IER represents and a synopsis of the engagement activity undertaken to date and planned for the future. A copy is attached at Appendix 1.

Transitional arrangements for IER provide for the automatic transfer to the new electoral roll of people whose details on our current electoral roll match those held by DWP. Those whose details do not match must register under IER, with NI number and date of birth, but the DWP does not tell us why an elector does not match. Consequently we cannot tell the elector when we write to them.

Electoral Services were required to carry out a dry run of this matching exercise in July 2013. We prepared an engagement strategy spread sheet for review by the Cabinet Office and the Electoral Commission based on the results of that dry run. This was designed to give us an indication of the sort of match rates we could expect, and the problem areas likely to arise in the live matching exercise which took place on 13 June 2014. This has now been updated to include the live run results and is attached at Appendix 2. The results of the live run almost exactly matched the dry run results.

IER - the LBL current position

As encouraged by the Electoral Commission, the resources of both Electoral Services and their providers were understandably taken up with the local and European elections until the end of May. Attention turned in earnest to IER immediately after the elections. IER went live two weeks later on 10th June.

LBL was one of the first boroughs, on 13th June, to be called on to submit its data to DWP for matching and as a result was one of the first boroughs to undertake the process of sending out:-

- approximately 152,000 confirmation letters to those whose details matched DWP data and so were automatically transferred on to the new register; and
- over 46,000 invitations to register to those whose details did not match; and
- 21,000 household enquiry forms to households where there was no response in the last canvass or the property is shown as empty on our records. Where responses are received, individual invitations to register are sent out.

The bureaucratic task of handling these processes is unprecedented in Electoral Services. We have recruited temporary staff to assist with the workload which has dramatically increased but we are still heavily engaged in processing responses to the above mail outs and handling numerous queries from the electorate arising out of them.

Notwithstanding some initial teething difficulties, which could only be expected given the short lead in time between election and go live for IER, we are now making good progress with the transitional arrangements. Our focus has thus far been to ensure that we maximise the registration of our current electorate under IER. We are now sending out reminders to electors who did not respond to the household enquiry forms and invitations to register. We will start to knock on the doors of non-responders in October in readiness for publication of the register on 1st December.

Engagement strategy

The engagement analysis at Appendix 2 was developed using the most recent census results and the resulting updated ward profiles.

On 20th June, the DWP confirmed that 68% of those on our electoral roll matched DWP data. After matching with local records, this rose to 76%.

The engagement analysis confirmed what we knew from earlier canvass results:-

- LBL is on the fringe of Inner London with the north of the Borough being more densely populated than the south characteristically moving from inner city area profiles in the North to more suburban profiles in the South
- There is a higher proportion of older people in the South of the borough than the North.
- The number of households is increasing rapidly in three wards Lewisham Central, Brockley and Lee Green although the average household size has remained relatively constant between 2.2 and 2.4
- There are four wards to the north and centre of the Borough that have a high proportion of students, mainly as a result of proximity to Goldsmiths College. They are Brockley, New Cross and Telegraph Hill
- Of the 2500 communal establishments in the borough, 650 are in Brockley and 500 are in New Cross - these are mainly student accommodation
- The highest proportion of sole occupancy properties is in the north of the borough accounted for by young professionals and single parent families
- There are two wards that cause us particular concern which have all the characteristics of deprived inner city areas; they are Evelyn and New Cross
- Bellingham and Whitefoot have a higher than average proportion of young people
- There are 130 languages spoken in the borough. We have identified the top 10 and try to incorporate them in our registration promotions
- Downham has a fairly static population but with higher than average proportion of +65 year olds

With regard to the student populations in the four wards where they are particularly represented, we have developed good working relationships with the accommodation and registration officers at the College and University and will be entering data sharing agreements to enable us to send household enquiry forms to all their student accommodation addresses. They have also agreed to incorporate the government's on line registration address in their Fresher's welcome packs. We are also staging registration events at Fresher's weeks. Members are referred to Appendix 1 for a more detailed statement of activities to date.

The Cabinet Office has very recently released a report titled "Maximising Electoral Registration: An evaluation of local activities" which evaluated the maximising registration activities in 24 authorities who were allocated funding for these activities on a competitive basis.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/351448/Maximising_electoral_registration_full_report_sept_2014.pdf

A summary of their recommendations appears at Appendix 3. The Cabinet Office identified four under registered groups:-

- attainers (16-17 year olds),
- young people (18-24 year olds),
- people in social housing and
- people renting private accommodation.

Cabinet Office recommendations include intensive canvassing – not just in the canvass period when household enquiry forms are sent out to all households, - targeted tailored campaigns and working with other LBL departments and partners to encourage registration. We are adopting all of these recommendations within the scope of the funding for maximising registration, (i.e. £27,000) as the appendices demonstrate.

Building a profile of your registration area - analysing confirmation live run and local data

Use this section to compare confirmation live run data to local and national data held on the demographic composition of your registration area to identify patterns/trends of the demographic issues in wards with large numbers of unconfirmed electors

Ward/Division	Number of properties	Electorate at CDR date	Red	Red%	Amber	Amber%	Green	Green%	Green after Local Data Matching	Green % after Local Data Matching	Carvass Returns to date %	Carvass Returns 1 Dec 2013 %	What other data tells you about these wards	Groups in this area	Priorities identified
Birmingham	8463	10314	2178	25.74	234	2.77	7902	93.49	7675	91.76	81.90%	88.78	Lowest average income in the borough High unemployment (7%)	High proportion of 0-19 year old age group	Target schools - use existing Young Mayor team (young advisers) to gain access to schools Adverts in support of Story line in Lewisham Life
Blackheath	8856	10363	3068	34.63	573	6.42	6698	75.65	6467	73.25	81.90%	87.60	Highest average earnings Highest employment rate (46.4%)	Predominantly White British population	Galied areas
Brockley	8254	12614	4583	36.33	860	10.42	7165	86.81	6842	82.67	85.57%	85.46	High number of private rental properties and occupancy	High concentration of students (10.3%) in borough	Meeting arranged with Goldsmith Colleges accommodation Officers in November
Catford South	5932	10992	2453	22.38	468	7.89	8066	135.81	7338	91.12	85.40%	88.26	Highest level of Home ownership, slightly higher than average age profile	High proportion of Black Caribbean residents	Twen Hall situated in Catford Electronic Notice board on South circular, videos on internal display screens in Public Areas. All Council Staff with front end customer contact to be trained with Peps and to promote registration
Crofton Park	6371	10827	2470	22.81	549	8.61	7658	120.19	7027	80.15	84.32%	84.52	Predominantly White British Average age profile High Average income		Local Papers
Downham	6177	10301	1974	31.98	184	2.98	8143	131.81	7905	81.17	87.30%	91.53	Lowest average income in the borough Lowest employment rate High proportion of empty properties Little residential property development	Highest proportion of 65+ age group	Local Ward Assemblies drop in centres
Evelyn	7297	11420	3581	31.38	468	6.42	7371	101.14	6454	87.54	83.21%	84.68	High concentration of students (9.3%), High unemployment (8.0%), Low Average incomes High proportion of rental properties (very low home ownership) High occupancy /overcrowding ratio 16% of Households have no English vs borough average of 9.2%	High proportion of Black African residents Highest proportion of Asian Residents (15.5%)	Meeting arranged with Goldsmith Colleges accommodation Officers. Targeted bi lingual leaflets predominantly in Tamil
Forest Hill	6597	10702	2738	25.47	503	7.64	7473	113.28	6957	81.06	81.90%	89.68	Predominantly White British Average age profile High Average income		Local Papers
Grove Park	6306	10729	2210	21.16	238	3.77	8221	128.92	7874	124.83	89.65%	90.48	Predominantly White British slightly older age profile low occupancy		Local Papers
Ladywell	5787	10098	2590	25.58	528	9.12	6923	119.61	6680	115.41	84.39%	87.84	High concentration of students low occupancy	Students	
Lee Green	6462	10543	2428	23.03	474	7.32	7641	118.25	7247	110.64	89.80%	90.29	Predominantly White British slightly older age profile low occupancy Second fastest growing population		Local papers & Local Ward assemblies
Lewisham Central	8547	13296	4420	33.24	877	10.24	7649	89.56	7020	81.32	84.03%	85.91	Slightly higher than average Asian population fastest growing population high no. of private rentals	Asian Community	Local Papers targeted leaflets bi lingual predominantly Tamil
New Cross	7354	11414	3024	26.48	467	6.34	7023	95.53	6616	94.25	81.87%	83.66	Highest concentration of students (11.1%) in borough; High unemployment (7.6%) Low Average Income High no. of rental properties/low home ownership High proportion of Black African and Asian groups 15% of Household have no English	Students Black African and Asian communities	Meeting arranged with Goldsmith Colleges accommodation Officers
Nere Park	6774	11686	2460	21.05	540	7.91	7866	116.12	7430	109.81	88.52%	86.81	Average profile		Local Papers
Rushey Green	6350	9899	2711	28.08	682	10.79	6413	101.14	6116	95.35	81.80%	85.04	High unemployment (7.2%) High proportion of Black African residents	Black African	Local Papers targeted leaflets bi lingual predominantly Yoruba
Sydenham	7082	11816	2673	22.61	548	4.63	8197	115.86	7638	94.34	89.65%	87.03	Average Profile predominantly white British population		Local Papers
Tongraph Hill	6951	11465	3321	29.00	803	11.55	7344	105.64	6976	100.11	85.35%	85.32	High concentration of students (8.1%)	Students	Meeting arranged with Goldsmith Colleges accommodation Officers
Whitefoot	5928	10027	2063	20.47	221	3.71	7753	130.77	7176	118.34	92.43%	89.03	Highest unemployment rate high proportion of population in 0-19 Age group (31.35%)	Young people	Target schools - use existing Young Mayor team (young advisers) to gain access to
Borough	121828	197507	52537	26.60%	9220	7.67%	135750	111.41%	124441	101.64%	88.78%	87.21			

Lewisham Deptford	81007	12016	36576	30.43	6546	8.21	81363	100.43	76589	94.14	88.52%	87.32			
Lewisham East	72521	11740	23406	19.93	2846	4.34	52933	72.82	50311	74.34	85.35%	86.48			
Lewisham West & Penge	63219	10429	23886	22.89	1825	2.88	31432	49.64	29497	46.61	89.80%	89.80			

Lewisham population Composition

Age profile	Percentage
0-19	25.49%
20-34	27.50%
35-49	24.10%
50-64	13.40%
65+	9.50%
100.00%	100.00%

Average earnings £28,865

Channels: Direct Contact

Use this section to list the ways that you can contact residents directly. This should include incoming contact (e.g. when residents contact the ERO or the local authority directly when accessing other services) and outgoing contact. The template contains some examples of the types of direct contact and how messages about IER may be disseminated through these channels.

Channel	Communication opportunity	Incoming or Outgoing	Activity	Priority addressed / audience reached	Evaluation measures
Direct mail- All wards	IER write out	Outgoing from ERO	To communicate confirmation/registration status to individual elector and encourage them to take action where they need to. HEF will seek information about other potential electors.	Confirmed and unconfirmed. Some unregistered- All wards EM analysis shows scale and costs of IER write out	Response rates
	Council tax	CTX	We currently have a reminder to register to vote on the reverse of the council tax billing envelope.	Confirmed and unconfirmed	Number sent Out response rates
	Residents register for council tax	Outgoing from Electoral Services	Council tax send list of people who have recently moved in the borough to electoral services. Electoral services generate letters to residents reminding them to register to vote.	Home movers. NB: Those who rent tend to move house more often and are also less likely to be on the electoral roll.	Number of council tax registration letters that are returned.
	Leaflet	Outgoing	Targeted bilingual leaflets to under-represented areas.	Under-registered areas- e.g. Dufford-New Cross, Evelyn and Telegraph Hill, Lewisham Central Rushey Green	Number of calls to call centre from the postcode
Face to face	Elections office	Incoming from visitors to elections office	Brief staff using EC briefing document. Ensure capacity at peak times (write-out, general election advertising, transition end). Ensure staff are aware of eleven day registration rules and election deadlines for forms and any regulations that come in with IER.	General audience, those finding registration challenging	Number and nature of enquiries
	Other services: library, registration of births, deaths and marriages, leisure services, adult education service, community venues managed by Community Sector Unit.	Incoming to use other services	Briefing for frontline staff (poster/leaflet also displayed) Access Points and reception Support to assist residents to complete forms/online held at series of events moving around these services Citizenship Ceremonies Provide dedicated web enabled PCs at front line points for registration	Unconfirmed	Number of services engaged Conversations with services to assess service interest Feedback forms at events. Number of forms received via these services (if forms are marked).
	Vulnerable/supported service users-Adult Social Care team	Incoming to receive additional support	Support to assist residents to complete forms/online registration through home visits	Disengaged households, disabled residents, residents aged 80+	Number of residents supported
Telephone	Elections office	Incoming- IER query/service request	Brief staff answering calls using EC briefing document. Ensure capacity at peak times (write-out, general election advertising, transition end). Brief staff about changes to registration under IER. Ensure staff can answer questions from the public about IER.	General audience, those finding registration challenging	Number and nature of enquiries
	Corporate contact centre/other services	Incoming - other query/service request	Brief staff answering calls using EC briefing document. Ensure capacity at peak times (write-out, general election advertising, transition end). Ask caller if they have received information about IER and record nature of enquiry to support evaluation. Emphasise possibility of registering online to reduce postage costs	General audience, those finding registration challenging	Number and nature of enquiries
Emails	Council newsletter-Lewisham Life	Outgoing	General messages about IER and where to find out more. To co-ordinate with the write-out and based on template EC text. Later reminder in edition in run-up to UK General Election, with reminders ahead of this if shown necessary by registration data	General audience	Number of residents reached
	General email to staff	Outgoing corporate	General messages about IER and where to find out more for staff who are local authority residents Messages about where to direct enquiries regarding IER	Council employees, General audience through contact with council employees	Number of residents reached
Newsletter / magazine	Business Focus- local business magazine	Outgoing	Send to all businesses in area. Include article on flagging registration to staff	General audience	Number of businesses reached and their employees
	Resident Focus - residents magazine	Outgoing	General messages about IER and where to find out more. To co-ordinate with the write-out and based on template EC text. Later reminder in edition in run-up to UK General Election, with reminders ahead of this if shown necessary by registration data	General audience	Number of residents reached
Social Media queries	Local Authority Facebook/Twitter	Outgoing corporate incoming enquiries	Ensure queries about IER are answered within specified period - passing queries from individuals for resolution by Elections office. Track any patterns in queries. Direct users to online registration. Work with web officer who manages the Twitter account to identify opportunities for monitoring Twitter activity relating to the authority on IER	General audience, young people	Number and nature of enquiries per page
Via elected representatives (Councillor/MP etc.)	Face to face, email, letter	Incoming enquiry to elected representatives	Send briefing pack to Councillors/MPs including information about where to direct residents for further information and contact details for elections office to deal with specific query.	General audience	Conversations with councillors and MPs
	Local Authority Website -and corporate intranet/Facebook/Twitter	Incoming enquiries from residents and potential residents	Specific ire page with appropriate links (to be identified) FAQs	General Audience	Hits per page

Channels: Local partners

Use this section to list local partners who may be able to assist you to communicate messages about IER to specific groups, both general and targeted messages. This list should include all partners, including public sector organisations, community/faith groups, major employers etc, the groups they can reach, their contact details and how you will communicate with them. Some examples are provided below.

Organisation	Local Authority Contact/Information obtained from	Details	Activity	Audience reached	Evaluation opportunities
PCT	Public Health Team	Doctors surgeries, Walk-in centres, health clinics Lewisham Hospital	Briefing for PCT managers to send to individual service providers. List of locations to send posters to prioritise areas with lower match rates	Geographical areas with high proportions of target audience BME renters, student, sole occupants, single parent families	Number of providers engaged x number of residents using these providers
Local Ward Assemblies & pensioners Forum	Local Assembly team in LBL		Briefing for Assembly members-include on Agenda	People actively engaged in community issues and with understanding and interest in democratic process	number of contacts/referrals received by ward
Employers	Contact directly	Identify biggest employers in LBL. LBL itself is one of the biggest local employers!	Display posters /leaflets	Persons in Employment	Number of employees reached
Businesses	Contact directly		Ask to display posters in washroom, notice boards Call managers to talk through new system	Persons in Employment	Number of partners engaged x number of residents using these partners Number of forms received from
Charities	Contact directly		Ask to promote directly to members, give internet access in order to register, put links on their websites	18-24s, disengage, NEETs, Learning disabilities	Number of partners engaged x number of residents using these partners
Community groups	Contact directly		To update when relationship established. Request them to raise at meetings and investigate possibility of volunteers contacting members directly	All residents, older people, Nationality groupings	Number of partners engaged x number of residents using these partners. Conversations
Community leaders	Contact directly		Send letters to encourage their community to take required action	Muslim community, Older people, Afro-Caribbean Christian Communities	Conversations with leaders
Letting agents	LBL Housing team/ALMO	Lewisham Homes, tenant and resident Associations	Ask to include registration leaflet with rental pack	Renters, Students	Number of partners engaged x number of
Social housing providers	LBL Housing team/ALMO	Lewisham Homes, Phoenix, L&Q, Circle 18, Hyde Tenant and resident Associations	Registration form/leaflet to be issued with every tenancy	BMEs, disengaged	Number of partners engaged x number of
FE providers	LBL CYP	All schools and colleges	Agreed to send PDF poster for display in all schools and colleges Agreed to disseminate targeted messages to students	Attainers	Number of partners engaged x number of residents using these partners
NEET liaison	NEET Team in CYP	NEET Liaison	Raise registration during conversations with individuals	Neets	Number of residents reached
Social care visits	LBL adult Social care team	Lewisham disability Coalition Lewisham Speaking Up Lewisham taking Newspaper Campaign for independent living	Raise registration during conversations with individuals	Disengaged, disabled, over-75s	Number of residents reached
Milwall Community Scheme	Contact Directly	Young people from socially excluded groups	Advertorial	young people from socially excluded groups	
Goldsmiths and Lewisham Colleges	Contact Directly	Accommodation Officers and Registrars	Meet accommodation officers targeted events to encourage registration-headers week	Students	Numbers of forms received
Local BME organisations	Contact Directly	Race Equality Action for Lewisham Lewisham ethnic Minority Partnership Black History Month (October annually)	Briefings, posters, leaflets	BME	Number of residents reached as % of group

Channels: Media and Advertising

Use this section to list the media and advertising channels available to you to promote messages about Individual Electoral Registration and who and how many people these channels reach. Some examples are provided below

Digital Channels	Activity	Audience reached and priorities met	Evaluation opportunities
Local authority website	Put links and banner advert on our website, provide comprehensive information, place links on areas of site visited by target groups and portals where users submit address changes. Decide on banner and message on banner and relevant message.	General public, web users, service users.	Hits on banner adverts measured via WebMeasure, visits to pages tracked
Social Media	Tweet around key activities - write-out, registration deadline, PR activity. Post on Facebook page and share online advertisements run by EC. Add message to be-involved website, add message to Facebook page.	General public, service users, younger people.	Number of Followers, Likes, Shares, number of direct queries answered
PR/Media			
Press releases	Send press release to local newspapers and community websites	Confirmed, Unconfirmed. General public, news paper readers.	List publications and circulation
Publicity events	Roadshow in areas with low registration. Road Show has previously been at Deptford Market when there was a registration drive.	General audience, those that do not tend to register.	Measure interest
Community radio	Investigate local radio stations to see which stations will run a feature and what audiences they cater to, (i.e. do they cater to any of the under-represented groups).	Young people, general audience, Asian. Depends on radio station	Numbers listening to those stations
Special press/media	Goldsmiths student magazine Local listings magazine Millwall Magazine for football project	Student, young people	Circulation
Residents news letters	Submit articles to: Lewisham Life -residents magazine. News Shopper newspaper To coincide with write-out and ahead of postal voting deadline	General audience, postal voters, BME community	Circulation
Free advertising channels			
Outdoor poster sites	Posters in town centres: e.g. Lewisham, Catford, Brockley, New Cross, Deptford etc and on busy roads between towns., Town Hall out door notices and Electronic noticeboard on South Circular in Catford. Consider hiring strategically placed JC De Caux sites	General audience	Reach
Bus campaign (with funds from the cabinet office if approved)	Posters in October and November	Pedestrians, people travelling by road. People travelling by bus	
Advertising on London Metro as part of participation fund	Advertising to co-incide with bus campaign.	Aimed at anyone who uses trains/ tubes in London	
Advertising in Evening Standard as part of participation fund	Advertising to co-incide with bus campaign.	Aimed at anyone who uses trains/ tubes in London	
Resident and business magazine from local authority	See 'direct contact' tab		
Paid advertising channels			
Mobile advertising van	Plan to hire to drive through areas with high under-registration. Could use 'rolling sound bus'.	Areas like Deptford, student population, community venues	Population numbers x percentage likely to be around at that time of the day
Advertising space	Advertising in local news papers. News Shopper, Millwall Community Scheme booklet. Advert in Local List Gig Guide print and online Consider hiring strategically placed JC De Caux sites	General audience, under-registered areas, young people, students	Circulation and audience numbers

Individual Electoral Registration (IER)

1 Introduction

A fundamental change to electoral registration is taking place.

Under the old system, one person in every household was responsible for registering everyone else who lives at that address. Now each person is required to register to vote individually.

Under Individual Electoral Registration electors will need to provide their date of birth and national insurance number, when applying to register.

2 Transitional arrangements

We can transfer many electors from the old electoral roll onto the new roll. We can do this where the details we have on electors match the details held by the Department of Work and Pensions (DWP) on those individuals.

Electors will be deleted from our electoral roll if they have not:

- been transferred automatically in a matching of the electoral roll with DWP data
- responded to the 2013/14 canvass
- subsequently responded to requests to register under the new IER system.

3 Data transfer - live run

Lewisham Council was one of the first to transfer its electoral roll data to DWP for matching. Some councils have yet to do this. The results were marked as red (no match) amber (weak match) and green (match). Our results were 68.73% green; 4.67% amber and 26.60% red.

The DWP does not tell us why a person has not matched. It may occur, for example, because a person's name or address is expressed slightly differently on the DWP and electoral roll. Because of this, it is possible that some members of the same household will be automatically included on the new electoral roll and others may not. A red result is likely to mean there is no match at all, probably because the person has moved. A high number of reds for this reason is to be expected in a borough like Lewisham with a large transitory population.

On a second match conducted by Electoral Services using local data, the percentage of green matches in Lewisham reached 76.78%.

4 July activity

Confirmatory letters – We wrote to everyone automatically transferred onto the new register (approx 152,000) to confirm that.

Invitation to Register (ITR) – We invited all the people on our electoral register whose data did not match the DWP data (approx 46,000) to register on the new electoral roll under the new rules. These people must provide a date of birth and National Insurance number to register. If they do not respond we will send reminders and then knock on doors.

Household Enquiry Forms (HEF) – Where electors did not respond to the last canvass, or where properties are shown as void on our database, we sent an enquiry form to those households asking for details of who lives there (approx 21,000). Once we have that information we send an invitation to register to the individuals concerned. If there is no response to the enquiry form, we will send reminders and then knock on doors.

Electoral Services are now processing the responses to the ITR and HEF forms. There are many thousands and additional temporary staff have been recruited to handle what is a much more heavily paper based and bureaucratic system to administer.

5 Canvass

We will employ canvassers to door knock from the beginning of September until 24 November 2015 prior to publication of the new register on 1 December 2015.

6 General election and absent voters

Those not registered under transitional provisions or the new regime will not fall off the register before the General Election and so will be able to vote provided they can do so in person. Unmatched absent voters will not be able to vote by post or proxy. They must either be matched or registered under the new system to do so. They will however be able to vote at the polling stations.

7 Removal from the register

After the transitional period, those who have not been automatically transferred nor registered under the new system will be removed from the electoral register. The law states that this will be in November 2016, though it is expected that this may be brought forward to 2015.

8. Annual canvass

Once the transitional arrangements are complete, in future years we will conduct an annual canvass by sending out household enquiry forms to all households, and where there is a change, sending invitations to register under the new system.

9. Maximising registration

There is a real risk that numbers on the electoral roll will fall because of this new process and so we have put in place a plan to encourage registration, particularly where registration rates are low. Table 1 shows the match results as returned by the DWP by ward, and Table 2 shows the match rates after local matching. Many of the wards with low match rates have a high student population and 5 of them are in the Lewisham Deptford constituency.

10. Timing

Prior to 22nd May this year, the energies of Electoral Services, both locally and across London were understandably focussed on the European, Mayoral and local elections. This was an approach encouraged by the Electoral Commission so as not to confuse electors prior to the election. Very shortly after that, on 13th June, Lewisham was among the very first to be called on to transfer its electoral data to DWP. As results came back from DWP, Electoral Services have been heavily engaged in local matching, and in mid July sent out approximately 67,000 household enquiry forms and invitations to register to those not automatically transferred to the new register. Where enquiry forms are returned, we are sending out individual invitations to register. To date there have been thousands of

responses which we are currently processing. We are required by the Cabinet Office by 1st September to have processed all the responses and sent out all confirmatory letters where appropriate.

11. Engagement activities to date

Efforts to engage locally complement those being taken or to be taken nationally and we are focussing our efforts to dovetail with wider Electoral Commission initiatives. We have been given £27,000 by the Cabinet Office to conduct engagement initiatives for IER. Because of the timing issues set out above, our engagement strategy, though under way, will gain more momentum after the 1st September as until then, the main emphasis in Electoral Services has to be on the significant and previously unseen operational demands of implementation. Even so, to date we have carried out or arranged the following activities with a view to maximising registration:-

a) analysed matching data by ward to identify areas of low registration and profiled issues on a ward basis.

b) carried out local matching with Council Tax records and are currently pursuing more matching with tenancy and benefit files where possible.

c) attended (and continuing to attend) citizenship ceremonies regularly to encourage registration at that point.

d) attended a stall at Lewisham People's Day in July 2014 with information on IER and how to register, with leaflets, posters, badges and mugs with contact numbers freely available to the public. We took names and addresses of those without access to the internet and followed up.

f) produced an article in August Lewisham Life about IER and how to register, with one to be included in each of the next 3 editions of Lewisham Life.

g) promoted IER by inclusion of information about it in the "Welcome to Lewisham" pack which is sent to every new resident.

h) provided a promotional button on the Council's website containing information about IER and links to relevant sites.

i) We have joined a partnership with 25 other London boroughs to run an advertising campaign for IER – each borough contributing approximately £3000. This will include posters at key transport interchanges and on buses. This joint initiative will also have adverts in the Metro and Evening Standard. The first 1st phase coincides with the first phase of IER from 4th to 14th August. The second will happen as the canvassers are going out to knock on doors, in early to mid September.

j) Posters are being distributed to libraries, community centres and other information sites in August.

k) We have promoted IER on the Lewisham email news letters to which there are currently approximately 22,000 subscribers, with take up increasing by about 800 per month

l) Electoral Services currently receive a list from Council Tax every month of people who have recently registered for Council Tax. We follow up by sending information and registration forms to the newly registered Council Tax payer. From Autumn, this will be modified to reflect the new registration system.

We recognise that the wards with the lowest match rates have high concentrations of student population, who frequently move both within, and in and out, of the borough. So we have also put in place a number of initiatives targeted at the student population. These include:-

m) meeting with the Registrars at both Goldsmiths and Lewisham College to arrange for Electoral Services attendance at their Freshers Fairs with information about and to promote registration at the beginning of the academic year in September/October.

n) agreed to attend a registration event at Goldsmiths in the Autumn focussing on the students' general interaction with the Council. At this event it is anticipated that there will be an incentive for students to attend as it will also give practical advice on claiming Council Tax discount and exemption.

o) the link to the Register to Vote website is to be produced at the end of student enrolment documents at Lewisham College and Goldsmiths, and a leaflet explaining IER is to be included in student registration packs.

p) We will be attending secondary schools in the Autumn term to encourage registration by those aged 16 year and over.

q)At the Young Mayor election in October, we generally hand out oyster card holders which feature a design on the front promoting registration generally. This year the design will focus on IER with contact details and website address. Information on IER will be available for young people as they attend to vote.

r) The Young Mayor manifesto will carry details of IER and urge those reading it to register under the new system with relevant advice on how to do so, including website addresses.

s) It is current practice to send a birthday card to people on the register reaching the age of 18 years informing them of their right to vote. We intend to modify the message for those not automatically transferred onto the new register urging them to register under the new system or lose their newly acquired right to vote. We will provide information on how to register under the new system including relevant web addresses.

12 Future engagement activity

The initiatives listed above are only the start of our attempts to maximise registration. We realise that we will need to make determined efforts to minimise the risk of people disappearing from the electoral register. In the very near future, we intend to implement a range of further activities to include:-

- Liaise with Lewisham Homes, Phoenix and other housing associations operating in the borough to ask them to include IER promotional material in their new tenancy packs.
- Visit care homes in the borough to encourage residents to register under the new system.
- Approach voluntary and community organisations in the borough to seek their help in getting the message across to hard to reach groups, particularly those with English as a second language.

- Ask the Young Mayor and advisors for their ideas about the best way to reach young people and encourage them to register under the new system, recruiting their assistance and using social media where possible.

13 Further information

Available from Malcolm Constable ext 46907 or Kath Nicholson ext 47648

August 2014

Intensive canvassing:

Lesson 1: LAs could explore the scope for using both national and local data, including previous canvass records, to identify specific non-responding properties to which intensive canvassing activity could be targeted, particularly in areas with high levels of social and private renting. Where possible this process could be used to permit personalised letters and information tailored specifically to the individuals being targeted.

LBL: Local and national data is being used to target resource.

Lesson 2: LAs could consider the scope for maximising the number of personal visits to non-responding properties. One option to consider could be employing full-time canvassers to support additional visits during a shortened timeframe.

LBL: We will use our best canvassers and increase number of door knocks at non-responding properties.

Lesson 3: LAs could provide canvassers with under registered groups and non-responding property specific training on registration issues specific to the group or community being targeted and on dealing with difficult customers.

LBL: Canvass training focuses on under registered groups and specifically deals with managing difficult situations.

Lesson 4: LAs could consider the scope for offering payment-by-results financial incentives to canvassers as evidence suggests this is an effective way of driving more registrations.

LBL: We will pay by results as is our normal practice.

Lesson 5: Council chief executives and the heads of key council departments could support electoral services and their canvassers by writing out to external partners such as property owners and housing associations ahead of any canvass activity. This can be used to inform individuals about their statutory duties, provide reassurance and prepare them for schedule canvass visits.

LBL: We will be liaising with HAs and ALMO to seek their assistance, starting October.

Lesson 6: Intensive canvassing could be scheduled throughout the year based on local circumstances, planned events, and the under registered groups being targeted. LAs have the local knowledge to best determine when activity should occur either inside or outside the traditional annual canvass period.

LBL: We will canvass throughout the year and use events where possible to maximise registration e.g. Lewisham Peoples Day, citizenship ceremonies

Lesson 7: LAs pursuing activities aimed at young people, students and attainees could give consideration to partnership working with council youth services which already possess the skills, knowledge and contacts to develop this type of work. This can extend to canvassing and publicity campaigns aimed at young people.

LBL: This is in train. We will also use the knowledge of the Young Mayor and advisers.

Lesson 8: Before embarking on any maximising registration activity, electoral services teams could try to assess their skills, knowledge and resource gaps and scope out both internal and external partners who may be able to fill these. This could be achieved through an internal skills audit alongside assessments of the target under registered groups.

LBL: We are consulting Young Mayor and University/College Registrars to assist in

reaching young people/students. Our future focus will be on black and minority ethnic and social/private renters. We will liaise on this with voluntary sector partners. We will liaise on this with voluntary sector partners. Work in earnest begins post October.

Lesson 9: Planning of partnership activity might want to allow time for key relationships to develop prior to activity delivery. This includes timing events/activity based on partners' expert knowledge as well as ensuring partners are free within their own work plans to commit time and resources to any activities.

LBL: Noted.

Lesson 10: Where partners are delivering activity on their behalf, LAs could consider whether these partners would benefit from training in registration and electoral processes in advance..

LBL: Noted.

Lesson 11: Electoral services teams could benefit from seeking out opportunities to incorporate some degree of partnership working in the design and delivery of any form of maximising registration activity. This can have a longer-term impact and allows them to utilise existing skills, resources and networks within the council and community.

LBL: Lewisham has already entered a partnership with 25 other London boroughs to design promotional material, and run a bus campaign. Further initiatives will be sought where possible.

Publicity campaigns:

Lesson 12: Publicity campaigns can be wide reaching and adopt a multi-channel approach which utilises a range of digital, social and print media alongside a significant focus on face-to-face outreach. They could still be targeted however, and backed up with smaller-scale tailored interventions.

LBL: LBL will be joining in London wide activity on radio, posters at key interchanges and leaflets. We also plan locally to use social media, electronic poster and the internet. Material on IER has its own button on the Council webpage.

Lesson 13: LAs could think about how publicity campaigns can be developed beyond an initial activity period and to consider how they can be re-used and run alongside traditional canvass activity.

LBL: Lewisham Life will carry promotional material on IER at least until the general election. The bus campaign runs alongside canvass and write out periods.

Lesson 14: Where it is important to reach a wide and diverse audience, electoral services teams could explore the scope for working with existing communication channels within the council as a relatively inexpensive way of transmitting messages across individuals in the authority area.

LBL: We currently use many e.g. the website, libraries and information points, leaflets, Lewisham Life, Council's e-news letter. We plan also to use social media.

Lesson 15: When planning activities, electoral services could consider working with relevant under registered groups and partners to design and develop resources, messages and materials. This might involve focus groups, surveys, consultations and/or partnership working and would look to cover issues of tone, content, language and graphics.

LBL: We will explore this option post October.