

Report

Report to:	Lanarkshire Valuation Joint Board
Date of Meeting:	26 June 2017
Report by:	Assessor and Electoral Registration Officer

Subject:	Internal Audit Report I923062; Electoral Register – 2016 Canvass
----------	---

1. Purpose of Report

1.1 The purpose of the report is to:-

- ◆ Present to members of the Joint Board, for information, the main findings of the report from South Lanarkshire Council's Internal Audit on Electoral Register – 2016 Canvass.

2. Recommendation(s)

2.1 The Board is asked to approve the following recommendation(s):-

- (1) that the content of the report be noted.

3. Background

3.1 This report covers an audit of the Door to Door (D2D) Canvass undertaken as part of the 2016 publication of the Electoral Registers for the North and South Lanarkshire Council areas.

3.2 The audit sought to provide assurances that appropriate controls were in place to ensure compliance with legislative requirements and that the controls were operating satisfactorily.

4. Key Messages

4.1 The Key Summary of the audit noted that good arrangements are in place to meet the legislative duties for electoral registration and the D2D canvass elements comply with the statutory obligations.

4.2 The Key Findings of the audit noted that:

- ◆ Recruitment plan and arrangements were in place to ensure adequate resources for D2D canvass
- ◆ Full disclosure records were held for employees involved in the 2016 D2D canvass
- ◆ A comprehensive range of planning, training and monitoring activities supports the delivery of the D2D canvass

- ◆ A good response from D2D canvass contributes to the overall performance of the 2016 canvass
- ◆ A budget monitoring and reporting process was in place for the 2016 Canvass, including the D2D canvass.

5. Findings and Controls

5.1 The following assurances are given following the audit:

- ◆ Assurance 1: Maintenance of the Register of Electors is a core LVJB function and controls are in place to manage the process, including the door to door canvass. In addition, LVJB are well connected to and briefed on both Scottish and UK Electoral developments
- ◆ Assurance 2: Building on the experience of the 2015 Canvass, a recruitment plan and process was in place to ensure there were adequate resources to effectively carry out the 2016 door to door canvass
- ◆ Assurance 3: Basic disclosure from Disclosure Scotland was provided by all post holders involved in the 2016 Canvass.
- ◆ Assurance 4: A comprehensive range of planning, training and monitoring activities ensures the D2D canvass performance is optimised
- ◆ Assurance 5: The response from the D2D contributes to the overall success of the 2016 Canvass
- ◆ Assurance 6: A budget monitoring and reporting process is in place for the 2016 Canvass which includes the D2D element of the activity

5.2 One recommended action resulted from the audit:

- ◆ Ensure photo id records are returned and destroyed for all part-time D2D canvassers at completion of canvass

This action has been incorporated in LVJB's audit actions control document for implementation.

6. Employee Implications

6.1 None

7. Financial Implications

7.1 None

8. Other Implications

8.1 There are no implications for risk or sustainability in terms of the information contained in this report.

9. Equality Impact Assessment and Consultation Arrangements

9.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

9.2 There is no requirement for consultation in respect of the content of this report.

10. Privacy Impact Assessment

10.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

**Gary Bennett BSc MSc AEA (Cert-Scotland) MRICS IRRV (Hons)
Assessor and Electoral Registration Officer**

12 June 2017

Previous References

None

List of Background Papers

None

Contact for Further Information

If you would like further information, please contact:-

Gary Bennett, Assessor and Electoral Registration Officer

Phone: 01698 476078

E-mail: assessor@lanarkshire-vjb.gov.uk