



UNCLASSIFIED

Email: [REDACTED]

Resources Directorate

Christine Forde
Assistant Director Legal & Democratic
Services and Monitoring Officer
Council House
Earl Street
Coventry CV1 5RR

Direct tel no: 02476 831587
Fax no.: 02476 833770

Email: Christine.forde@coventry.gov.uk

Our reference: FOI/20123827

Date: 31st March 2015

Dear [REDACTED]

Freedom of Information Act 2000 (FOIA)

Thank you for your recent FOI request. Your request has been considered under the above legislation.

Response:

I can confirm the registration of electors is governed by the Representation of the People Act 1983 (The Act) as amended and under Section 8, Coventry City Council must appoint an officer of the council to be the Electoral Registration Officer (ERO) which is Martin Reeves, Chief Executive of the Council. Although appointed by the council, the ERO does not carry out the duties or responsibilities of the post on behalf of the Council but in their own appointed capacity. The Freedom of Information Act 2000 (FOI) does not list any appointed person under the Representation of People Act.

Whilst that there is no statutory obligation to provide this information, to be of assistance, detailed below are your questions with the responses. I would also advise you that the Electoral Administration Act together with the guidance issued by the Electoral Commission prescribes what action the Electoral Registration Officer is required to take with regards to registering electors in their area.

Online Registration

- In the case of online registration, please provide details of how the process works (ie do people have to set up a user profile with the local authority, is there a specific portal they must sign in to, do they require a username and password) –

The website is provided by central government it is

www.gov.uk/registertovote there is no requirement to create a profile.

- In the case of registration by post, whether an envelope or a freepost envelope is provided for recipients to respond. – **the legislation requires us to provide a reply paid envelope for this purpose.**
- In the case of any other way, please provide details of how the process works. – **each Electoral Registration Officer can decide to accept registrations over the telephone from potential electors and we have taken a decision at this time to take details over the phone and process the application on behalf of the potential elector.**

Annual Canvass

- How the electoral registration form/notification for the annual canvass is distributed to residents. – **the electoral registration form no longer exists with effect from July 2015 the ERO will be required to send to every property in his area a Household Enquiry Form which will detail the existing electors registered at a property. It is our intention to enable this form to be responded to by post (reply paid envelope), internet and telephone (Freephone) although the arrangements have not yet concluded. The internet site would require the person to log on using the security code which is detailed on the form they have been sent. Also for the telephone response they would be required to type in the security code detailed on the form.**
- Whether they offer the choice for people to return their annual canvass (a) online (b) by post or (c) in any other way, please provide details of how the process works.
- In the case of registration by post whether an envelope or a freepost envelope is provided for the recipient to respond.
- In the case of any other way please provide details of how the process works – **see above**

Individual Electoral Registration

- What changes have been made to electoral registration and annual canvass systems for the implementation of individual registration, and whether any allowances have been made for those who are not online or are unable to use/access the internet. – **please see options which are available above.**
- Whether people will have the choice to register to vote/update their entry on the electoral register as part of the annual canvass (a) online (b) by post or (c) in any other way. – **please see annual canvass comments above.**

You are free to use this information for your own purposes. If you wish to use the information for other purposes, you will need to contact us.

Should you be unhappy with the outcome or handling of your request, please write to the address below within 40 working days of the date of this letter:

*Council House, Room 21a
Lower Ground Floor
Earl Street, Coventry.
CV1 5RR
infogov@coventry.gov*

If having done this you are still dissatisfied, you have the right to contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely

Christine Forde
Assistant Director Legal & Democratic Services And Monitoring Officer