

ELECTORAL REGISTRATION PROCESS REVIEW TASK & FINISH GROUP TERMS OF REFERENCE FOR 2015/16

General

A Sub-Committee of the Overview and Scrutiny Panel was established to review certain matters relating to the electoral registration process.

Membership, Chairmanship and Quorum

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| Number of Members | Seven |
| Political Composition | 3 UKIP 2 Conservative 1 Labour 1 Democratic Independent Group |
| Substitute Members Permitted | Yes |
| Political Balance Rules apply | Yes |
| Appointments/Removals from Office | By Overview and Scrutiny Panel |
| Restrictions on Membership | Non-Executive Members Only |
| Restrictions on Chairmanship | None |
| Quorum | Four |
| Number of ordinary meetings per Council Year | Meetings will be called as required |

Terms of Reference

1. To review the implementation of Individual Electoral Registration;
2. To review the annual Canvass for 2014/15 in order to inform the electoral registration process for 2015/16;
3. Receive the findings of the internal review regarding printing and postal votes arrangements for the May 2015 Elections;
4. To contribute ideas for consideration by the Council's Electoral Registration Officer (through the Overview & Scrutiny Panel) on options for increasing public awareness of, and participation in, voter registration.

General

It is not within the Terms of Reference of the Panel or the Task & Finish Group to consider matters relating to the registration of an individual or a specific household. There are statutory processes for objecting to a new registration or reviewing an existing registration.

Notes

This Task & Finish Group was first established in principle by the decision of the Overview & Scrutiny Panel on 10 January 2012. These terms of reference are to be considered by the Overview & Scrutiny Panel on 18 August 2015.