

Appendix 1

Draft Terms of Reference

To review Barnet Council's electoral and registration functions, to identify actions to be taken to improve these and to agree an action plan to ensure actions are implemented. Specifically to consider:

- clarification of the role and responsibilities of the Returning Officer
- clarification of the role and responsibilities of the Council in relation to electoral registration, elections and referenda
- planning for elections and electoral registration activity in the context of the Electoral Commission's performance standards framework
- the structure; reporting lines and resourcing of the electoral services team including:
 - benchmarking the resourcing of the team with other London borough election/registration teams
 - investigating alternative delivery models for electoral services
- the effectiveness of the elections and electoral registration function, including:
- the arrangements for the production and distribution of poll cards; applications for and distribution of postal votes; applications for proxy votes and proactive work to ensure an accurate and complete register of electors
- practical arrangements for elections including the staffing and operation of the election call centre
- arrangements for the review of polling districts and the location of polling stations
- previous election reviews and lessons learnt, including the independent review undertaken following the May 2015 poll and evaluation following the EU Referendum

Timeline

Report to General Functions Committee 9th November Implementation of recommendations from the review in time for the 2018 local elections.