



Cabinet Office

# NATIONAL DEMOCRACY WEEK

**PARTNER PACK**

This pack is designed to help you plan, run and evaluate your event for National Democracy Week.



Email: [nationaldemocracyweek@cabinetoffice.gov.uk](mailto:nationaldemocracyweek@cabinetoffice.gov.uk) if you have any questions.

#NDW19

NATIONAL  
DEMOCRACY  
WEEK

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# NATIONAL DEMOCRACY WEEK

## About National Democracy Week

National Democracy Week 2019 will kick off on Monday 14 October.

It is a week-long celebration of democracy in society, including events, talks and fun activities, providing an opportunity to celebrate progress and champion future democratic participation.



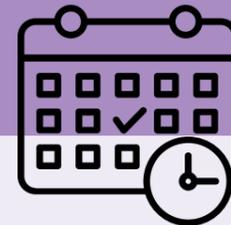
Anyone with an interest in democracy can take part. Whether you're hosting a single event or running a programme of activities, we have one shared goal:

**“Regardless of who we are or where we are from, we must work together to ensure that every member of society has an equal chance to participate in our democracy and to have their say.”**

## Get involved

We are inviting everyone across the UK to take part in National Democracy Week. You could:

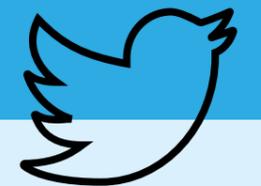
Organise an event  
or activity



Attend an event  
or activity



Share the message  
on social media



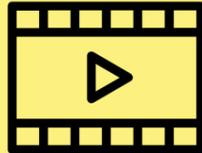
### Ideas for your event

Could you organise an event or activity to help us achieve aims for National Democracy Week? We aim to:

- ✓ increase understanding of how to take part in local and national decision making;
- ✓ increase the number of people who are more likely to participate in democratic decision making;
- ✓ increase voter registrations;
- ✓ improve understanding of the barriers to democratic engagement; and
- ✓ show that in working together, we are greater than the sum of our parts.

## You could...

Screen a film and hold a panel discussion



Organise a trip to your Local Council Chamber, or even the Houses of Parliament



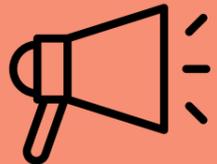
Invite your local MP or Council Leader to your school



Host a hackathon to bring people together to work on a challenge



Host a mock debate or election



Organise a panel discussion at your University



Run a workshop with your community group



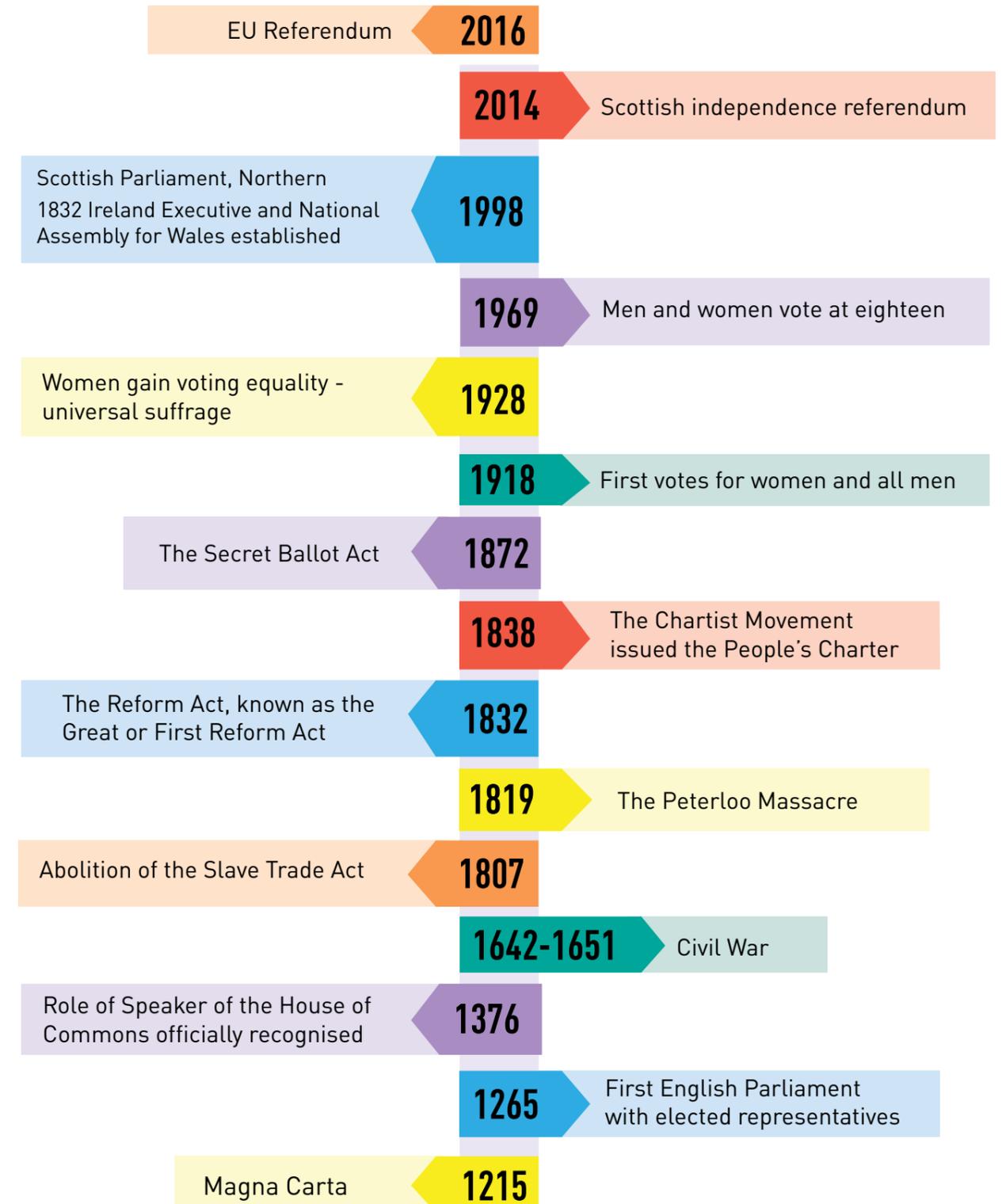
Run a workshop on democratic processes



# Information on our democracy



## Key dates in the UK's democracy



## Important laws



### **Representation of the People Act, 1918**

was an Act of Parliament passed to reform the electoral system in Great Britain and Ireland. It is sometimes known as the Fourth Reform Act. This act was the first to include all men over 21 years old in the political system, but only women over 30 who held £5 of property, or had husbands who did.

**Equal Franchise Act, 1928** was an Act of the Parliament of the United Kingdom. This Act expanded on the Representation of the People Act 1918 which had given some women the vote in Parliamentary elections for the first time after World War I. The Representation of the People Act (Northern Ireland) was also enacted in 1928.

**Race Relations Act (1965)** The first piece of legislation to make it illegal to discriminate against people because of their colour, race, ethnic or national origins. The Act has been added to and changed several times, and has been replaced most recently by the Equality Act (2010).

**Equal Pay Act (1970)** Alongside the Equal Pay Act (NI) of the same year and the Sex Discrimination Order (NI) 1976, this sets out the right for equal pay, and equal terms and conditions of employment for equal work between men and women. Equal pay is now covered in the Equality Act (2010).

**Mental Health Act (1983)** This Act covered the treatment and care of people with a mental illness in England and Wales, with particular reference to admitting people to hospital and treatment without their consent. The Act was significantly changed and updated in 2007. Generally, the 2007 Act has the same extent as the provisions that it amends. It applies for the most part only to England and Wales.

**Children Act (1989)** This Act for England and Wales states that children's welfare and development needs should be met, including the need to be protected from harm. For the first time in law there was a duty to take account of the needs and wishes of children in decisions that affect them. The Act was updated in 2004.

**Disability Discrimination Act (1995)** This was the first piece of legislation to try to end discrimination against disabled people. The Act was updated in 2005 and discrimination against disabled people is tackled as part of the Equality Act (2010). The 1995 Act still applies in Northern Ireland.

In Scotland there is also the **Children (Scotland) Act 1995** and the **Children and Young People (Scotland) Act 2014**. In Northern Ireland the **Children (Northern Ireland) Order 1995** also applies. In Wales, there is also the **Children and Families (Wales) Measure 2009** and the **Social Services and Well-being (Wales) Act 2014**.

**Scotland Act, 1998** This Act gave effect to the Government's proposals for devolution to Scotland following the 1979 Devolution Referendum. It established the role of the Scottish Parliament as well as outlining several devolved powers. These powers have been subsequently been increased through the Scotland Acts 2012 and 2016.

**Government of Wales Act, 1998** This Act established the National Assembly for Wales. The Act also provided for the transfer of all the powers of the Secretary of State for Wales to the new Assembly.

### **The Northern Ireland Act, 1998**

This was an Act that allowed the UK Government to devolve power to Northern Ireland. It set out the powers of the Assembly and Executive in relation to transferred, excepted and reserved matters.

**The Mental Health (Care and Treatment) (Scotland) Act 2003** and **Mental Health (Scotland) Act 2015** apply in Scotland and the **Mental Health (Northern Ireland) Order 1986** in Northern Ireland.

**Government of Wales Act, 2006** This Act added to the Welsh devolution process, set out in the 1998 Act, by formally separating the Assembly and the Welsh Government and giving enhanced legislative powers to the Assembly.

**Equality Act (2010)\*** This Act brings together and replaces all previous laws to do with equality and discrimination. It includes laws around employment, provision of services and education. It outlines in law the rights and protections of particular groups in society including disabled people, lesbian and gay people, transgender people and people from black and minority ethnic backgrounds.

### **Marriage (Same Sex Couples) Act**

**(2013)** The Act means that same sex (lesbian or gay) couples can legally get married and have the same rights as heterosexual (straight) couples. Religious organisations can still be exempt from marrying same sex couples.

\*The Act forms part of the law of England and Wales. It also, with the exception of section 190 and Part 15, forms part of the law of Scotland. There are also a few provisions which form part of the law of Northern Ireland.

#### **Sources:**

[www.legislation.gov.uk](http://www.legislation.gov.uk)  
[www.gov.uk](http://www.gov.uk) [www.southampton.ac.uk](http://www.southampton.ac.uk)  
[www.childrensrighswales.org.uk](http://www.childrensrighswales.org.uk)

## Frequently asked questions

Here is some useful information to help inform your events and activities:

### How do I register to vote?

You can register at any time of year.

Online: You can register to vote using your computer, smartphone or tablet and it takes as little as three minutes: [www.gov.uk/register tovot e](http://www.gov.uk/register tovot e)

By post: Alternatively, you can register to vote by post by downloading a paper form: [www.gov.uk/government/collections/register-to-vote-paper-forms](http://www.gov.uk/government/collections/register-to-vote-paper-forms).

### Who can vote?

You must be registered in order to vote. All eligible citizens can register.

You must be a resident of an area in order to vote there.

16 and 17 year olds (14 and 15 year olds in Scotland) can apply to register, so that they are able to vote as soon as they turn 18 (or 16 in Scotland in some elections).

If you move house or change your nationality you'll need to re-register. If you have changed your name, it's easier to apply to re-register online, or you can ask your local electoral office for a change of name form.

There are special arrangements in place to help certain groups of people to vote:

#### Anonymous registration

You can register anonymously if you are concerned about your name and address appearing on the electoral register because you think that it could affect your

safety, or the safety of someone in your household.

**Service voters** have special arrangements available to them. These include members of HM Forces and their spouses/civil partners, as well as Crown Servants and employees of the British Council posted overseas.

**Declaration of local connection** It is possible to declare a connection to a local area in order to vote, if you do not have a fixed address, you have been held on remand, or you are a long-term patient in a mental hospital.

There are a number of exceptions to these rules. Find out more at [yourvotematters.co.uk](http://yourvotematters.co.uk)

### Which elections can people vote in?

A person can only vote in an election taking place in the area in which they have been registered.

#### To vote for your MP you must be:

- Registered to vote in the area;
- 18 or above on polling day; and
- A British citizen, qualifying Commonwealth citizen, or citizen of the Republic of Ireland.

British citizens resident overseas are also eligible to vote in UK Parliamentary elections provided they were last registered to vote in the UK within the past 15 years



Citizens of other EU Member States resident in the UK and Members of the House of Lords are excluded from this franchise, which is used for UK General Elections and By-elections.

They are disqualified from voting in UK Parliamentary elections - as they are already able to sit in Parliament in their own right and as such are able to represent themselves.

Members of the House of Lords are subject to a legal incapacity for the purpose of these elections.



For other elections (see list below) you must be:

- **Registered to vote in the area;**
- **18 or above on polling day (16 in Scotland); and**
- **A British citizen, qualifying Commonwealth citizen, citizen of the Republic of Ireland or citizen of another EU Member State resident in the UK.**

The Scottish Parliament has passed legislation giving 16 and 17 year olds the vote in Scottish Parliamentary and local government elections. Attainers for those elections are now 14 and 15 years old, rather than 16. British overseas electors are not eligible to vote in these elections, as they are not resident in the area in which they are registered.

- Scottish Parliamentary elections
- National Assembly for Wales elections
- Northern Ireland Assembly elections
- Greater London Authority and London Mayor elections
- Combined Authority Mayoral elections in parts of England
- Local Government Elections in England, Wales, Scotland and Northern Ireland
- Police and Crime Commissioner elections in England and Wales
- Local council tax referendums, neighbourhood planning referendums, and referendums on local governance arrangements, where held

Who can vote in nationwide referendums is set by Parliament in the legislation which provides for each referendum to be held.

### If someone is at university can they vote there and at home?

When a person is registered in more than one place, they can vote in local government elections in two (or more) different places. In this case, they are not casting more than one vote in an election to the same body, but voting to elect councillors to different councils.

### I might already be registered. How can I check?

Once registered to vote you do not need to do so again, unless you change your name, nationality or address. Electoral Registration Officers contact each household in their area each year to confirm that the registration details they hold for that property are accurate.

If you are registered to vote, you will also receive a poll card about six weeks before the elections.

If you are unsure if you are registered already, you can check with your local electoral registration officer by visiting: [www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk).

There is no automatic registration process, so unless you have registered individually, you are not on the electoral register.

### When can I vote?

Polling stations are open from 7am until 10pm for all UK elections, so everyone should have time to vote. If you can't make it to the polling station you can apply for a postal vote or ask someone else to cast your vote for you (a proxy).

### Where can I find out more information on the political parties?

You can find more information on political parties' policies and manifestos on their websites.

### What is a National Insurance (NI) number?

A National Insurance number makes sure your National Insurance contributions and tax are only recorded against your name. It's made up of letters and numbers and never changes. You can apply to get a National Insurance number if you don't have one here: [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number).

**To prevent identity fraud, keep your National Insurance number safe and don't give it to anyone who doesn't need it.**

## What if an elector is unable to provide a National Insurance number?

Applicants will be advised by their Electoral Registration Officer about where they can find their NINo, e.g. on payslips, P60 forms or tax returns.

Applicants who have a valid reason for being unable to provide a National Insurance number can provide other documentary evidence of their identity, such as a copy of their UK passport, before their application can be verified.

If an application cannot be verified through standard processes, the exceptions process can be initiated. Firstly the documentary exceptions process in which the applicant is asked to provide document(s) to prove their identity, such as a passport.

If the applicant is unable to provide sufficient documentary evidence, they are directed to the attestation process and asked to provide an attestation from a qualifying person who attests to their identity.

## How do I find out who my local representatives are?

Member of Parliament (MP); Member of Scottish Parliament (MSP); Assembly Member (AM); Member of the Legislative Assembly (MLA):

To find out who your local MP, MSP, AM or MLA is, you can visit the website for the relevant Parliament or Assembly. Once you have found out the name of your representative you can learn more about them by visiting their website. Most MPs, MSPs, AMs and MLAs also have their own social media accounts, which often provide recent information about their constituency and parliamentary engagements.

Local Councillor:

To find out who your councillors are, it's best to visit your Local Authority's website

This can be found by visiting: [www.yourvotematters.co.uk](http://www.yourvotematters.co.uk)

## What are the devolved parliaments of the UK?

Devolution means the transfer of certain powers from the UK Parliament in London to the following:

- The National Assembly for Wales in Cardiff
- The Northern Ireland Assembly in Belfast
- The Scottish Parliament in Edinburgh

## Where can I find out about government policies?

To find out more about various government policies visit: [www.gov.uk/government/policies](http://www.gov.uk/government/policies) To find out about devolved policies visit:

- For Wales: <http://wales.gov.uk/>
- For Northern Ireland: <http://www.niassembly.gov.uk>
- For Scotland: <http://www.scotland.gov.uk>

# Activity ideas



## Activity One: Democracy Quiz

(30 mins) 

Question	Answer
<p><b>1. The word 'democracy' comes from the Greek word 'demokratia' and means:</b></p> <p>a) Rule by the people b) Rule by the Government c) Rule by the monarchy</p>	
<p><b>2. A 'representative democracy' is:</b></p> <p>a) Where people elect leaders, who then take turns in power b) Where people elect their leaders, and the leaders have the power to rule and to make laws c) Where people elect their leaders from a group of people the Government chooses.</p>	
<p><b>3. The youngest MP so far to have been elected in the United Kingdom was:</b></p> <p>a) 16 years old b) 18 years old c) 20 years old.</p>	
<p><b>4. In 1918 women over 30 who owned property were given the right to vote. When did all women finally win the right to vote at 21, the same age as men at the time?</b></p> <p>a) 1928 b) 1939 c) 1950.</p>	

### 5. What does 'universal suffrage' mean?

- a) It means every citizen is allowed to vote
- b) It means we all feel each other's pain
- c) It means we keep damaging the planet.

**6. There is a kind of democracy called 'direct democracy' which means everyone has the right to make laws together.** It is not usually used to run countries. It can work for small groups and when everyone is asked to make a 'yes' or 'no' decision about something. One example of this is called:

- a) A referral
- b) A representation
- c) A referendum

### 7. What is the largest democracy in the world?

- a) The United States
- b) China
- c) India

### 8. How many political parties are allowed to be registered in a democratic country?

### 9. The Houses of Parliament are made up of two bodies. What are these called? (one point for each).

### 10. Name four political parties in the UK that have representation in the UK or the European Parliament (half a point for each).

## Activity Two: Registering to vote

(15 mins) 

### 1. Ask the group if any of them know who in our society is eligible to vote.

How many of them know if they are registered to vote?

**2. Ask participants if they have any questions about how to register to vote,** or concerns about how their personal information is used, and note these up on flipchart if helpful.

**3. Run through the FAQs on registering to vote and if useful, give out copies to anyone who wants one.**

**4. Go to the online voter registration website: [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)**

**5. Show participants how to use the online registration site to register to vote.** Ideally do this by having a volunteer register, showing how straightforward it is. Explain that 16 and 17 year olds (14 and 15 year olds in Scotland) can apply to register, so that they are able to vote as soon as they turn 18 (or 16 in Scotland in some elections).

**6. If other people have their National Insurance numbers and want to register or apply to register,** make sure there is time and enough laptops or tablets to enable them to do this, or give them the URL to take home.

**7. Tell the group that you will be available after the session to help anyone who wants to register using online registration.**

## Activity Three: Democracy Terms and Meanings

### 1. Ask participants to select a card which has a word associated with democracy written on one side.

Give them two minutes per card to think about what they have heard, what they know, and what they can guess about the real meaning of what is on each card. They write this on scrap paper.

### 2. Now, ask the group with card 1 what they think the Houses of Parliament are.

Take any contributions then display the following on a flipchart sheet:

Houses of Parliament: Where politicians meet to debate, make decisions, vote on legislation and make the laws that govern the UK.

- Ask if anyone knows where the Houses of Parliament are. If you can, show a photo/picture of it, and write this on the flipchart sheet: Palace of Westminster, London.
- Explain that in the media the Houses of Parliament are often referred to as 'Westminster'. Ask them if they know the three parts that make up the United Kingdom Parliament. Write these up on the flipchart sheet, showing pictures if you can. House of Commons, House of Lords, The monarchy (sometimes referred to as 'the Crown').

### 3. Now ask participants with card 2 what they think the House of Commons is.

- Display the flipchart sheet stating: The House of Commons (or 'the Commons') = 650 MPs from the different political parties and independent MPs.
- Tell them that the House of Commons is the most powerful body in Parliament. It is where MPs discuss and debate policies and vote on legislation before it goes to the House of Lords.

**4. Ask those with card 3 what they think the House of Lords is.**

- Display the flipchart sheet stating: House of Lords: Made up of around 760 'peers' – Lords or Ladies. Its main job is to 'double check' new laws to make sure they are fair and will work.

The group may be interested in some of these facts (given verbally):

- Lords are not elected by the people. Some are recommended by the Prime Minister and appointed by the Queen because they can bring particular expertise, such as on climate change, or because they are judged to have made outstanding contributions to society.
- The House of Lords holds the House of Commons to account. The Lords review laws and considers all the different ways the law will impact on society, as they have more time to discuss it. They do not have the power to stop a new law, but they can amend laws and delay them.

**5. Ask the participants with card 4 to explain what they think Government is.**

- Display the flipchart sheet stating: Government: the party or parties who can command the confidence of the House of Commons.
- The Cabinet = a group of Ministers, who the Prime Minister decides will help him/her run the country.
- Ministers usually have a specific area of responsibility – such as health, defence, and education. The young people might be interested to know: There are usually around 100 Ministers. Not everyone elected to Parliament will get to serve in Government. Use this opportunity to discuss briefly how much they know.

**6. Ask the participants with card 5 what they think 'The Cabinet' is.**

- Show a picture/photo if you can and display the flipchart sheet stating: The Cabinet: A key part of the Government.
- Made up of around 20 key Ministers chosen by the Prime Minister. These Cabinet Ministers are usually supported by a team of more junior Ministers.
- Each Cabinet Minister leads on a particular policy area, like health, education, defence etc.
- Ministers try to agree decisions on Government policies together.
- Usually meets once week at 10 Downing Street (where the Prime Minister lives and has offices).

**7. Ask the participants with card 6 to say what they think a 'constituency' is.**

- Then display the following flipchart sheet: Constituency: A geographical area of voters in which each area elects one MP.
- There are 650 constituencies in the UK.
- The people in each area are called 'constituents'.
- The group might be interested to know that, although constituencies vary widely in area, the average number of voters in each one is approximately 68,175.\*

\*Source: [www.parliament.uk](http://www.parliament.uk)

**8. Ask the participants with card 7 to explain what they think an MP is and what they do.**

- Then display the following flipchart sheet: A Member of Parliament (MP):
- Is based in the House of Commons.
- Represents the interests and concerns of the people in their constituency.
- Is involved in considering and proposing new laws to govern the country, and in holding the Government to account.

The group might be interested to know these facts (given verbally):

- MPs can ask Ministers questions about current issues, and are sometimes involved in select committees that look at national and international issues in close detail, such as topics including human rights and climate change.
- They divide their time up between working in the UK Parliament, working for their political party, and representing the people that elected them in their constituencies.
- As part of their responsibilities as a constituency MP, they also attend local functions, visit schools and businesses and generally try to meet as many people in their area as possible. This gives them insight into their constituents' concerns, which they might raise or discuss in Parliament.
- MPs from the party or parties in Government can be appointed Ministers. Ministers aren't exclusively MPs, as they may also be appointed from the House of Lords. Tell the young people you will discuss more about local MPs in the next session.

**9. Ask participants with card 8 if they know what a 'ward' is.**

- Then display the following flipchart sheet: Ward:
- An area in your local authority.
- Local authorities are divided up into different wards.
- Each ward usually has two or three local councillors who are elected in local government elections. Explain that councillors are people who are elected to the local council to represent their local community, so they must either live or work in the area. Councillors can be from any political party and can also be completely independent of any political party.
- Ask the group if anyone knows the name of the ward they live in, or the name and political party of any local councillors.

## Activity Four: Who Are They? House of Commons Quiz

(20 Mins) 

- What's the name of the current UK Prime Minister?
- What's the Prime Minister's address?
- How many MPs are there in the House of Commons?
- How many Ministers are there usually in Government?
- How many Cabinet Ministers are there usually in Government?
- Around how many electors are there in a constituency?
- What's the name of the current UK Chancellor of the Exchequer?
- Name any leaders of UK political parties.\*
- Can you name any women MPs of any party?\*
- Can you name any minority ethnic MPs of any party?\*
- What are the 'devolved administrations' of the UK?

Make sure you can answer these questions yourself so you can share the information. If useful, write the answers up on flipchart.

### Notes

\*Names will change over time; do some research beforehand if asking these questions.

## Activity Five: Political Parties

### Part One

1. Ask participants to shout out the names of some UK political parties. As they are shouted out, write the party names on flipchart.
2. Divide the group into two. In two different parts of the room, spread out the cards with all the real and fake political party names on the floor. Ask the group to discuss and remove any that they think are not real political parties. If they can't agree, they should leave them in. Allow five minutes for this.
3. Bring everyone back together and display the flipchart, revealing the list of real political parties one by one. Explain that (with the exception of the Official Monster Raving Loony Party) all of these parties hold elected seats in the UK and/or European Parliament.

### Part Two

Ask how many of the parties the young people have heard of, with a show of hands for one, two, three etc. Remind the young people that there is no limit on how many political parties can be set up in a democratic country, and many parties do not have any MPs. There are usually a few independent MPs – you can check how many at: <https://www.parliament.uk/mps-lords-and-offices/mps/>

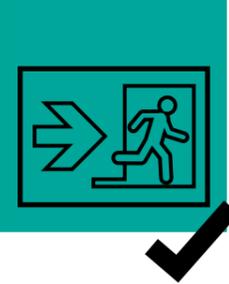
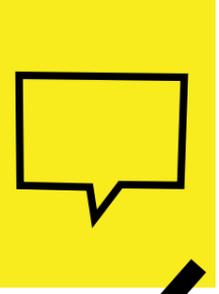
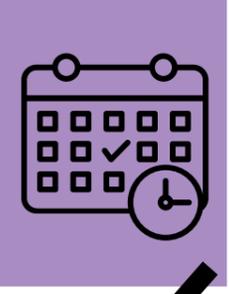
Ask the young people how they might find out what any particular political party stands for. This could include:

- Talking to friends and family
- School or college
- Leaflets through your door
- Local party representatives may visit your house (known as 'canvassing')
- Posters
- Newspapers and online news sites
- Websites, blogs and social media.

Reiterate how important it is to find out about your own political options and not just vote the way your family or your friends vote.

# Top tips for safety and accessibility

Here are some tips to help you make sure your event is safe and accessible:

<p>Ensure attendees of your event are aware of where the fire exits are</p> 	<p>Consider whether your venue has stair free access and adequate toilets</p> 
<p>If your event involves Audio Visual presentations, check if your venue has an induction loop facility for hearing aid users</p> 	<p>Avoid using jargon and complicated language and encourage people not to speak over each other</p> 
<p>Use an event management tool, such as Eventbrite to organise your attendees and make sure your event isn't overcrowded</p> 	<p>Ask attendees beforehand whether they have any accessibility requirements so you can best cater for their needs</p>  <p>For example, reserving seating for those who are unable to stand for long periods of time, making space for wheelchairs and motorised scooter users or providing facilities for service dogs.</p>

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## Brand your event

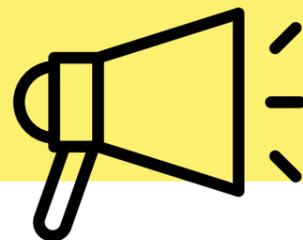
We've created a bank of digital assets to help you brand your event. This includes logos and posters, print ready artwork for National Democracy Week banners and the National Democracy Week campaign board for you to take photos with and share on social media.



You can read the National Democracy Week branding guidelines for information on how to use these items.

You can access all branding and logos [www.gov.uk/nationaldemocracyweek](http://www.gov.uk/nationaldemocracyweek)

# Promote your event



## Share your event on social media



We've created a bank of social media assets for you to use to make your post eye-catching and engaging. Remember to use the official hashtag #NDW19 in all of your social media posts.

Visit our website to download the assets: [www.gov.uk/nationaldemocracyweek](http://www.gov.uk/nationaldemocracyweek)

## Get the word out



Make sure to take photos at your event. You can use the National Democracy Week campaign board to get some great pictures.

If you've got a influential speaker or attendee at your event - perhaps your local MP or Councillor - ask them to post on their social media channels too. This can help get the word out about National Democracy Week to a wider audience.

You could also join an existing local community or special interest group on Facebook to promote your event.

## Media coverage



Working with the local media is a great way to promote your event and the work of your organisation.

You will be able to find contact details for journalists or editors to send information about your event on the media outlets' website.

We've drafted a template press release that you can use to send onto journalists or editors. Include photos from your event, especially if they are with the National Democracy Week campaign board!

If your event receives media coverage, share it on your social media channels with the official hashtag #NDW19

## Template press release

PRESS NOTICE FOR RELEASE on [INSERT DATE OF YOUR EVENT]

National Democracy Week to focus on under registered groups

As part of National Democracy Week [INSERT NAME OF YOUR ORGANISATION] hosted an event in [INSERT EVENT VENUE/ LOCATION NAME] today [DATE] to encourage young people to get involved in democracy.

[INSERT SHORT PARAGRAPH DESCRIBING YOUR EVENT]

The event was held as part of National Democracy Week, which kicked off on Monday 14 October 2019.

The week is a celebration of democracy in society, and includes events, talks and fun activities across the UK.

The week aims to encourage more people to get involved in our democracy and increase participation across the UK.

[You should include a quote from a spokesperson of your organisation in your press release. Additionally, if your event had any high-profile speakers, such as your local MP or Councillor, or an attendee is willing to give positive feedback about your event, include a quote from them in your press release]

[INSERT NAME AND JOB TITLE], said: "[INSERT QUOTE]"

ENDS

## Notes (to include in press release)

National Democracy Week events will take place on a national and local level to encourage members of the public, especially those from under-registered groups (for example young people, some ethnic minorities, British expats, and people with disabilities) to get involved with our democracy.

The week is being delivered in collaboration with local government, civil society and the wider electoral community. Democratic Engagement Champions will also join these partners on a working group which will deliver content, promote participation and lead evaluation. To find out more about [INSERT NAME OF EVENT], contact [INSERT CONTACT DETAILS]

Follow us on social media [INSERT YOUR ORGANISATIONS SOCIAL MEDIA CHANNELS]

You can find out more about National Democracy Week on the website:  
**<https://democracyweek.campaign.gov.uk/>**

For further information on National Democracy Week, contact the Cabinet Office, Press Office on 020 7276 7545

It takes about 5 minutes to register to vote online. To find out more visit **<https://www.gov.uk/register-to-vote>**

## Evaluate your event

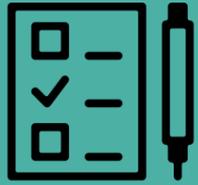


**It's important to evaluate your event. You'll need to think about how you can encourage your attendees to give you feedback so you can find out how things went. One of the best ways to do this is asking attendees to fill out a survey.**

We've created a survey template that you can print off to ask your attendees to fill out manually.

If you would like your attendees to fill out the survey online, please email **[nationaldemocracyweek@cabinetoffice.gov.uk](mailto:nationaldemocracyweek@cabinetoffice.gov.uk)** and we'll share an online version with you.

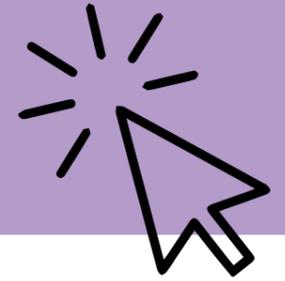
After you receive feedback from your attendees, please do share this with us by sending it to **[nationaldemocracyweek@cabinetoffice.gov.uk](mailto:nationaldemocracyweek@cabinetoffice.gov.uk)**. The feedback is really important to us as it will help us evaluate the week as a whole, and make improvements for the future.



# Welcome to the National Democracy Week evaluation



## Useful links and resources



Did the event increase your understanding of how to take part in local decision making? Box tick:

Strongly Agree  Agree  Neither Agree nor Disagree  Disagree  Strongly Disagree

Did the event increase your understanding of how to take part in national decision making? Box tick:

Strongly Agree  Agree  Neither Agree nor Disagree  Disagree  Strongly Disagree

Following the event, are you more likely to participate in local democratic decision making? Box tick:

Strongly Agree  Agree  Neither Agree nor Disagree  Disagree  Strongly Disagree

Following the event, are you more likely to participate in national democratic decision making? Box tick:

Strongly Agree  Agree  Neither Agree nor Disagree  Disagree  Strongly Disagree

What part of the event was most useful to you, and why?

How could the event be improved?

Are there any further comments that you would like to make?

**You can find out more about National Democracy Week on the website:**  
[www.gov.uk/nationaldemocracyweek](http://www.gov.uk/nationaldemocracyweek)

**Contact your local MP, parliament, assembly or council member about National Democracy Week:**

<https://www.parliament.uk/mps-lords-and-offices/mps/find-your-mp-help/>

**Register to vote:**

<https://www.gov.uk/register-to-vote>

**Use Cabinet Office democratic engagement resources, co-created with our partners, to help reach under registered groups**

<https://www.gov.uk/government/collections/democratic-engagement-resources>

**Learn about the Government's Democratic Engagement Plan**

<https://bit.ly/2jikMuT>

**Get an update on progress in the Government report, Democratic Engagement: Respecting, Protecting and Promoting Our Democracy**

<https://www.gov.uk/government/publications/democratic-engagement-respecting-protecting-and-promoting-our-democracy>

# Glossary of democracy terms



## Additional Member System

Additional member system (AMS), also known as mixed-member proportional representation (MMP) outside the United Kingdom, is a mixed electoral system with one tier of single-member district representatives, and another tier of “additional members” elected to make the overall election results more proportional.

## Alternative Vote

A preferential system where the voter has the chance to rank the candidates in order of preference. The voter puts a ‘1’ by their first choice a ‘2’ by their second choice, and so on, until they no longer wish to express any further preferences or run out of candidates.

Candidates are elected outright if they gain more than half of the first preference votes. If not, the candidate who lost (the one with least first preferences) is eliminated and their votes are redistributed according to the second (or next available) preference marked on the ballot paper. This process continues until one candidate has half of the votes and is elected.

## Citizenship

The status of a person recognised under the custom or law of a particular place or country that bestows on that person (called a citizen) the rights and the duties of citizenship. That may include the right to vote, work and live in the country, the right to return to the country, the right to own land, legal protections against the country’s government, and protection through the military or diplomacy.

A citizen may also be subject to certain duties, such as a duty to follow the country’s law, to pay taxes, or to protect during times of war. A person may have multiple citizenships or may not have citizenship of any place. Living in a country does not automatically mean that you are a citizen of that place.

## Civic duty (or civic responsibility)

The duty and responsibility of each citizen to the society to which they belong. Many people consider voting to be a civic duty.

## Coalition Government

The cabinet of a parliamentary government in which several political parties cooperate, reducing the dominance of any one party within that coalition. The usual reason given for this arrangement is that no party on its own can achieve a majority in the parliament. A coalition government might also be created in a time of national difficulty or crisis, for example during wartime, or economic crisis, to give a government a higher degree of perceived political legitimacy.

## ‘First-Past-the-Post’

The name usually given to the electoral system used for election to the House of Commons. In this system each area (constituency) elects one MP from a choice of candidates. Voters can only vote for one candidate and the candidate that gets the most votes becomes the MP.

## Freedom of Association

The right to join or leave groups of a person’s own choosing, and for the group to take collective action to pursue the interests of members. It is both an individual right and a collective right, guaranteed by all modern and democratic legal systems.

## General Election

UK Parliamentary elections, more commonly known as general elections, are held every five years. The electors of the country cast their votes to elect MPs.

## Government

The institution that runs the country. It is also known as the Executive. The Government formulates policy and introduces legislation in Parliament. Members of the Government are usually either Members of the House of Commons or House of Lords. It is made up of the different departments run by Ministers and is headed by the Prime Minister.

The Government is formed by the party that gains the most seats in the House of Commons at a general election. The leader of that party becomes the Prime Minister and the Prime Minister selects the Members of the Government from MPs, Lords and very occasionally senior people outside Parliament.

The Government does not make laws, Parliament makes laws. The Government can propose new laws in the form of Bills which it presents to Parliament for consideration. In practice, because the Government is formed from the largest party, the laws that it proposes are usually agreed by Parliament.

## Legislation

Legislation goes through a number of stages before it becomes law. These are the same in both Houses. Bills (other than Money Bills) can start in either the House of Commons or the House of Lords. They go through the following stages in each House, though with important procedural differences in both Houses: first reading, second reading, committee stage, report stage and third reading. Once the Bill has completed these stages in one of the Houses, the process is repeated in the other. After this any amendments from the second House are considered by the first. When both Houses agree on a Bill then it may be presented to the Queen for Royal Assent.

## Manifesto

A public declaration of the ideas and policies of a political party. It is usually published during the campaign before a general election and contains a description of what the party will do if it wins the election and becomes the Government.

## Parliament

The British Parliament is made up of three parts - the Crown, the House of Lords and the House of Commons. Parliament is where new laws are debated and agreed.

Parliament should not be confused with the Government, although Members of the Government are also usually Members of Parliament. However another responsibility of Parliament is to scrutinise what the Government does. A Parliament is the period of parliamentary time between one general election and another.

## Proportional Representation

An electoral system in which the distribution of seats corresponds closely with the proportion of the total votes cast for each party. For example, if a party gained 40% of the total votes, a perfectly proportional system would allow them to gain 40% of the seats.

The Single Transferable Vote (STV) is a proportional voting system and enables the elector to list candidates in order of preference. A candidate is elected once his or her votes reach the relevant quota and any excess votes over this quota are then transferred, according to the second preferences of the voters. Different electoral systems achieve varying degrees of proportionality.

## Referendum

The procedure by which a decision is referred to the electorate who vote on it in a similar way to a general election. The only three UK-wide referendums to date were in 2016, 2011 and 1975. In 2016, a referendum was held on the UK's membership of the European Union.

In 2011 the referendum was about whether the UK should change to the Alternative Vote system from the First-Past-the-Post system for general elections. In 1975 there was a referendum on whether the UK should remain a member of the Common Market (now the European Union).

# Democracy Quiz Answers



Q: The word “democracy” comes from the Greek word “demokratia” and means

**A: Rule by the people**

Q: A “representative democracy” is

**A: Where people elect their leaders, and the leaders have the power to rule and make laws**

Q: The youngest MP so far to have been elected in the United Kingdom was

**A: 13 Years**

Mhairi Black is the youngest LIVING elected politician in Britain. The youngest ever according to GOOGLE is Christopher Monck, 2nd Duke of Albemarle, was 13 when he was elected as an MP in Devon in 1667.

Q: In 1918 women over 30 who owned property were given the right to vote. When did all women finally win the right to vote at 21, the same age as men at the time?

**A: 1928**

Q: What does “universal suffrage” mean

**A: It means every citizen is allowed to vote**

Q: There is a kind of democracy called “direct democracy” which means everyone has the right to make laws together. It can work usually used to run countries. It can work for small groups and when everyone is asked to make a “yes” or “no” decision about something. One example of this is called

**A: A referendum**

Q: What is the largest democracy in the World?

**A: India**

Although China has the largest population, it is not a democracy, but a one-party communist state. India has a population of 1.2 billion people and is a federal republic (i.e it has no monarchy), with a parliamentary democracy.

Q: How many political parties are allowed to be registered in a democratic country?

**A: There is no limit**

Q: The House of Parliament are made up of two bodies. What are these called?  
(one point for each)

**A: The House of Commons and the House of Lords**

Q: Name nine political parties in the United Kingdom that have representation in the UK Parliament, Scottish Parliament, National Assembly for Wales, Northern Ireland Assembly or the European Parliament (Half a point for each)

**A: This is a list of parties, in alphabetical order, that have seats in the United Kingdom legislatures, or the European Parliament. This can change after elections. Your audience can check the current representation for you.**

- Alliance Party of Northern Ireland
- Brexit Party
- Change UK - The Independent Group
- Conservative Party
- Democratic Unionist Party
- Green Party
- Labour Party
- Liberal Democrat Party
- Plaid Cymru
- People Before Profit
- Scottish National Party
- Sinn Fein
- Social Democratic and Labour Party
- Traditional Unionist Voice
- Ulster Unionist Party
- United Kingdom Independence Party (UKIP)

