Report of the Chief Electoral Officer for Northern Ireland 2014-2015

Presented to Parliament pursuant to section 9(1) of the Northern Ireland (Miscellaneous Provisions) Act 2006

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HC 453

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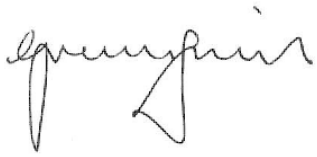
The Rt. Hon Theresa Villiers MP
Secretary of State for Northern Ireland
Northern Ireland Office
1 Horse Guards Road
LONDON
SW1A 2HQ

12 June 2015

Dear Secretary of State,

I have the honour, in accordance with section 9(1) of the Northern Ireland (Miscellaneous Provisions) Act 2006, to present this Report on how I have discharged my functions for the year ending 31 March 2015.

Yours sincerely,



Graham Shields
Chief Electoral Officer for Northern Ireland

St. Anne's House
15 Church Street
Belfast
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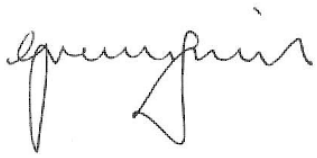
FOREWORD

I am pleased to present my fifth Annual Report which outlines the work of my colleagues in the Electoral Office for Northern Ireland during the year ending 31 March 2015.

During the year free and fair elections were held for the European Parliament and the new local councils and all the Business Plan targets were achieved. Preliminary work also commenced on the introduction of online electoral registration in Northern Ireland. Work on this important project will continue throughout the incoming year with a view to implementing an online registration system at the earliest practicable opportunity.

I am indebted for the assistance provided by a wide range of stakeholders throughout the year, including colleagues from the Northern Ireland Office, the Electoral Commission and the local councils. I would also like to express my sincere appreciation for the hard work of the Electoral Office staff who have provided their unstinting support throughout the year.



Graham Shields
Chief Electoral Officer for Northern Ireland 12 June 2015

CONTENTS		
	Foreword	
Section		
1	**Introduction**	1
	Electoral Administration in Northern Ireland	1
	Role of the Chief Electoral Officer	1
	Role of the Electoral Office for Northern Ireland	2
2	**Performance against Targets**	3
3	**Registration**	4
	Legislative Changes	5
	Registration Statistics April 2014 – March 2015	6
	Collaboration with Northern Ireland Statistics and Research Agency (NISRA)	7
	Registration of New British Citizens	8
	Meeting the Registration Objectives	8
4	**Elections**	10
	2014 European Parliamentary and Local Council Elections	10
	Polling Station Review 2014	10
	Electoral Offences	11
5	**Central Services**	12
	Premises	12
	Staff	12
	Recruitment	12
	Training	12
	Information Assurance – Staff Awareness	13
	Equality	13
	Sick Absence	13
	Funding	13
	Stakeholder and Media Relations	14
	Media	14
	Political Parties	15
	Electoral Commission	15
	Northern Ireland Office	15
	Helpline	15
	Website	16
	Records Management	16
	Electoral Identity Cards	16
	Complaints	16
	IT System	17

6	**Corporate Governance**	18
	Management Board	18
	Internal Audit	18
7	**The Area Offices**	20
Annexes		
A	**Performance Against Targets and Development Objectives 2014/15**	22
B	**Electoral Office Structure as at 31 March 2015**	25
C	**Operating Costs 2014/15**	26

SECTION 1 - INTRODUCTION

Electoral Administration in Northern Ireland

1.1 The arrangements for electoral administration in Northern Ireland are different from elsewhere in the United Kingdom. The system in Northern Ireland is administered centrally by the Chief Electoral Officer (CEO) for Northern Ireland who is a statutory office holder appointed by the Secretary of State for Northern Ireland. The CEO is assisted by the staff of the Electoral Office for Northern Ireland (EONI), the administrative structure created to support the CEO in the discharge of his duties. The CEO is both the electoral registration officer for all 18 constituencies in Northern Ireland and returning officer for all elections and referendums in that jurisdiction. The CEO's main duties and responsibilities are set out in the Electoral Law Act (Northern Ireland) 1962 (as amended by Article 6 of the Electoral Law (Northern Ireland) Order 1972), the Representation of the People Act 1983 and the Northern Ireland (Miscellaneous Provisions) Act 2006. The Accounting Officer of the Northern Ireland Office is responsible to Parliament for all expenditure incurred by the CEO.

Role of the Chief Electoral Officer (CEO)

1.2 The main duties of the CEO are:

- to act as electoral registration officer for all constituencies in Northern Ireland;
- to act as returning officer for all elections and referendums in Northern Ireland;
- to recommend to the Secretary of State for Northern Ireland by 16 April each year whether or not a registration canvass should be conducted;
- to act as an assessor to the Boundary Commission for Northern Ireland;
- to act as an assessor to the Local Government Boundaries Commissioner; and

- to lead and manage the EONI.

1.3 The CEO is required to report to the Secretary of State on an annual basis on how he has discharged his functions. Section 9(2) of the Northern Ireland (Miscellaneous Provisions) Act 2006 requires him to include in his Report an assessment of the extent to which the relevant registration objectives in Northern Ireland have been met in the year to which the report relates.

Role of the Electoral Office for Northern Ireland (EONI)

1.4 The Electoral Office for Northern Ireland is the name given to the group of permanent and casual staff who support the CEO in the performance of his duties. It operates from a headquarters building in Belfast and area offices in Belfast (co-located with Headquarters) and six other locations across Northern Ireland.

SECTION 2 - PERFORMANCE AGAINST TARGETS

2.1 This section summarises the performance achieved against the eight Targets and fourteen Development Objectives set out in the Business Plan 2014/15 which can be viewed at www.eoni.org.uk.

2.2 The eight targets were achieved in full.

2.3 Eleven of the fourteen Development Objectives were achieved in full. Two were not achieved and one not proceeded with. Further information can be found at Annex A.

SECTION 3 – REGISTRATION

3.1 Following the success of the autumn 2013 canvass, work continued to maintain and develop the accuracy and comprehensiveness of the electoral register.

3.2 EONI staff continued their engagement with organisations and community groups throughout Northern Ireland and participation in registration initiatives continued during the year. Registration forms and promotional material were supplied for display and distribution at the offices of the Registrars, District Councils, Social Security and Benefits offices, the Northern Ireland Youth Forum and the offices of the Citizens Advice Bureau. Registration forms were also supplied to the Northern Ireland Housing Executive for inclusion in their 'New Tenant' packs.

3.3 EONI continued to receive quarterly data from the Business Services Organisation (BSO) containing the names and addresses of those who had moved address or had registered a change of name with a health professional in the previous quarter. This was 'data matched' against the information held on the EONI database. As a result, during the period covered by this report, initial 'invitations to register' or to update information on the register were issued to over 110,000 electors. 72,734 follow-up letters were also issued to those who did not respond. The initial invitation letter resulted in 37,000 responses, representing nearly 30% of those contacted. The reminder produced a similar response. This initiative remains the most effective method of maintaining the accuracy of the register.

3.4 In June 2014 the Electoral Office hosted the quarterly meeting of the Scottish and Northern Ireland Branch of the Association of Electoral Administrators. Belfast City Council kindly facilitated the meeting in Belfast City Hall. Attendees discussed the 2014 elections and Individual Electoral Registration. This was followed by a presentation from the Cabinet Office on the implementation of online registration in England and Wales.

3.5 In September 2014 the successful Schools Initiative recommenced following the break taken in 2013 as a result of the demands placed on

resources by the canvass. Area Electoral Office staff visited 182 schools with pupils in the 17-18 age range. Area Electoral Office staff also held registration clinics at Further Education colleges and wrote to all college students not already registered to encourage registration. Just over 10,000 pupils were registered and issued with Electoral Identity cards during this initiative.

3.6 In January 2015 my staff wrote to all nursing homes on the property database, enclosing electoral registration forms and application forms for absent voting. Nursing home managers were asked to ensure all residents were registered for the forthcoming elections in May 2015 and if required, had applied for postal or proxy votes. This initiative continues to be effective in maintaining the accuracy of the register for this particular group of electors whose details are likely to change.

3.7 Registration and Electoral Identity Card clinics were held at 39 venues throughout Northern Ireland during February and March 2015. This helped to facilitate registration and the provision of the Electoral Identity Cards in the run-up to the Parliamentary Elections scheduled for 7 May 2015.

Legislative Changes

3.8 New Legislation led to significant changes in the process of registration. On 15 September 2014 'anonymous registration' was introduced to Northern Ireland. This process allows those whose safety would be compromised if their names and addresses appeared on the register to register 'anonymously'. These changes bring Northern Ireland into line with GB where anonymous registration was introduced in 2006. Preparation for the introduction of anonymous registration included development of an application form, a processing guidance document, an information page on the EONI website, contact with the Police Service Northern Ireland and various womens' support groups. At the close of the period covered by this report there were no applications for anonymous registration.

3.9 On 1 October 2014 the requirement for electors to have resided in Northern Ireland for a period of three months prior to registering was removed. Further legislation amendments relating to the declaration of

nationality for overseas electors led to a review of the application form and guidance notes for this category of electors. The restriction on applying to vote by post or proxy on those who apply to register under 'late registration' in the period before an election was also removed.

3.10 One area where Northern Ireland continues to differ from Great Britain is the facility for online registration. This was introduced in England and Wales prior to the elections in 2014 and in Scotland in September 2014. A project board, consisting of representatives from Cabinet Office, Northern Ireland Office and the Electoral Office, is now working on the development of an online registration system for Northern Ireland with the aim to 'go live' by the autumn of 2016.

3.11 Applicants for registration who apply online will have their details verified via the Department of Work and Pensions database to ensure the information given is correct before the register is automatically updated. Initial workshops were held in December 2014 with ACEO(R) and Cabinet Office to discuss the particulars of Northern Ireland legislation and to 'walk through' the 'online' application process. A site visit to Birmingham City Council in January 2015 to observe the system in operation was attended by senior EONI personnel, representatives from Cabinet Office, Northern Ireland Office and the system software provider. Work is ongoing to amend legislation to remove the requirement for a 'wet' signature on the registration form, to migrate to a secure Public Service Network (PSN) and to upgrade the current software platform to support the digital services program in preparation for the introduction of online registration.

Registration Statistics April 2014-March 2015

3.12 During the reporting period 77,255 additions were made to the electoral register. 60,584 records were removed as deceased or no longer eligible for registration at a given address and 11,911 records were modified, for example as a result of a name change. Over 19,000 registration forms were received and processed in the two months preceding the election in May 2014. The total number of changes to the register in this period was 149,750. This reflects on the effectiveness of the various registration

initiatives undertaken to achieve the statutory registration objectives as outlined below and the work of EONI staff to maintain the accuracy and comprehensiveness of the electoral register.

Collaboration with Northern Ireland Statistics and Research Agency (NISRA)

3.13 EONI continued to work in partnership with NISRA and agreement has been reached to continue with this arrangement until end of March 2016. Their data matching expertise was used to improve the comprehensive and accuracy of the register and assisted in removing the need for labour-intensive and time-consuming checking processes.

3.14 Data matching was used to verify the information gathered throughout the year by comparing personal information against that held on the databases of the Department of Work and Pensions (DWP) and Business Services Organisation (BSO). As a result the information held on the register matches on surname, date of birth and national insurance number for over 98% of those registered.

3.15 NISRA assisted in identifying those who are no longer eligible for registration; the deceased (comparison of the data from the General Registrars Office); convicted prisoners (comparison of data from the Northern Ireland Prison Service) and those who had left Northern Ireland (comparison of data from the Business Services Organisation). NISRA also assisted in data matching the quarterly information from the BSO with the information held on the EROS electoral database to highlight those who were new to the register and those who appeared to have changed their details. The results of this initiative are recorded at paragraph 3.3. This included development of a database used by EONI Helpline staff and Area Office staff to record information received from the public and to produce statistics which greatly assisted in the management of the process. In addition NISRA ran a data match with the census addressing property database outputting duplicate properties and mismatches on address and postcode. Over 2000 properties were identified for review and work on updating the property database commenced after the elections in

May 2014. This facilitated a tidy-up of the database and removal of over 300 duplicate properties.

3.16 Further workstreams for NISRA have been identified by the Registration Unit, including further matches with the POINTER property database system in preparation for the introduction of online registration.

Registration of New British Citizens

3.17 The NIO continued to provide information on all those in Northern Ireland who became British citizens. Between 1 April 2014 and 31 March 2015 my staff sent letters to 200 individuals who were not already registered. By 31 March 2015 approximately 75% had responded and been added to the electoral register.

Meeting the Registration Objectives

3.18 Under Section 9 of the Northern Ireland (Miscellaneous Provisions) Act 2006 I am required to include in the Annual Report an assessment of the extent to which the relevant registration objectives have been met.

3.19 These objectives are set out in Section 10ZB of the Representation of the People Act 1983 and are –

"to secure, so far as reasonably practicable –

(a) that every person who is entitled to be registered in a register is registered in it,

(b) that no person who is not entitled to be registered in a register is registered in it, and

(c) that none of the required information relating to any person registered in a register is false."

3.20 I am satisfied that the work completed during the reporting period has ensured, so far as reasonably practicable, the successful delivery of these objectives. The register published in December 2014 was 88.04%

comprehensive (as a proportion of the eligible population defined by NISRA). This reflects little change from the register published in December 2013 immediately following the canvass.

3.21 Accuracy of the register is more difficult to measure as there is no recent statistical basis on which to make an assessment. There is, however, no reason to believe that there was any significant change in accuracy during the period of this Report. The work described in the Report and the level of matching achieved with the records of the Department of Work and Pensions (around 98% of those registered), suggest that accuracy remains at a high level.

3.22 Having regard to the comments and observations above, no recommendation for a canvass in the year 2015/16 was made to the Secretary of State.

SECTION 4 - ELECTIONS

2014 European Parliamentary and Local Council Elections

4.1 The European Parliamentary election and the Northern Ireland Local Council elections were held on 22 May 2014. The eligible electorate was 1,226,771 and the turnout was 51.84%. The elections were organised on the basis of the revised local council ward boundary structure.

4.2 EONI managed all polling day operations along with the European Parliamentary election count. The local councils were responsible for the management of their respective counts. EONI staff provided training and guidance to all local council Deputy Returning Officers.

4.3 1470 polling stations were utilised and over 4,000 polling staff were appointed. Polling day proved successful with all polling stations being opened on time and no queues were reported at the close of poll.

4.4 The European Parliamentary election count took longer than anticipated. Contributory factors included an increase in the number of candidates and a higher than usual turnout. The count went to unprecedented eighth stage and a number of sub-stages before all three Members of the European Parliament were declared. The general efficiency of some count staff was also a matter for concern. This prompted a comprehensive review of the count staff pool in the autumn of 2014 and the introduction of a revised selection test for all count staff appointed to work at the 2015 UK Parliamentary election.

Polling Station Review 2014

4.5 A statutory review of the Parliamentary Polling Scheme was carried out in autumn 2014. A twelve week period of public consultation on the Scheme commenced on 12 September 2014, concluding on 5 December 2014. The revised Scheme was published on 30 January 2015.

4.6 The most significant change to the Scheme involved the closure of the polling place at Howard Memorial Primary School at Moygashel and the

consequential transfer of electors to Dungannon Leisure Centre and Roan St. Patrick's Primary School at Eglish. This decision was taken following reports of intimidation of electors arising from a loyalist flag protest at the school on polling day in May 2014 and the prosecution of an individual for damaging election posters and possessing an offensive weapon in the vicinity of the school. The decision to close the polling place is currently the subject of appeal to the Electoral Commission.

Electoral Offences

4.7 During the year four cases of electoral fraud were reported to the Public Prosecution Service (PPS) for failure to submit election expenses returns after the Local Government election in May 2014. The PPS directed 'No Further Action' in respect of two cases, whilst the other two are currently being pursued with a view to prosecution.

4.8 Fourteen cases of suspected breaches of Section 7(1) (bb) of the Representation of the People Act 1985 (fraudulent absent vote applications) were reported to the PSNI in July 2014. PSNI directed 'Discretionary Disposal' in eleven of the cases, two were given an 'Adult Caution' and one is still under investigation.

SECTION 5 – CENTRAL SERVICES

Premises

5.1 There were no changes to the premises occupied by Headquarters or the seven Area Electoral Offices.

Staff

Recruitment

5.2 During 2014 a recruitment campaign was carried out for staff to work at the poll or the count at the UK Parliamentary Elections in May 2015. In line with previous practice, only those who passed a counting/sorting test were employed as count assistants.

5.3 An open recruitment competition for casual electoral assistants was also run for all Area Electoral Offices.

5.4 A number of internal temporary transfers and promotion arrangements were put in place to cover staffing requirements arising as a result of maternity leave and business requirements. There were no resignations or retirements during the course of the year.

Training

5.5 In preparation for May 2015 election all poll staff, count calculators and supervisors attended training workshops at various locations throughout Northern Ireland.

5.6 Mandatory information assurance training was undertaken in the first quarter 2015 by all permanent staff. The e-learning training programme now includes fraud awareness and the use of social media.

5.7 Other Personal Development Plan training requirements were met during the period within the budget available, including on-going Adult Further Education courses.

Information Assurance – Staff Awareness

5.8 EONI have developed a security culture that supports business and security priorities and is aligned to HMG's overarching priorities and the organisation's own appreciation of risk. There are multiple policies, processes and systems in place to deliver this. All EONI staff complete an annual Responsible for Information package relevant to their job role with frequent Information Assurance reminders relating to best practice distributed to all staff.

Equality

5.9 The annual fair employment monitoring return was submitted to the Equality Commission in April 2014.

5.10 A Section 75 annual progress report was completed and submitted to the Equality Commission in August 2014.

Sick Absence

5.11 EONI's absence target rate for the period 1/4/14 – 31/3/15 was 4%. If non-work related long term sick absence is excluded the rate for the 12 month period is 2.2%. The non-work related sick absence rate is 5.4%.

5.12 Monitoring of sick absence was reviewed by the Management Board on a monthly basis.

Funding

5.13 Total operational funding, excluding capital, provided to EONI for 2014/15 was £2.336m compared with £2.452m in 2013/14. Total expenditure

excluding capital was £2.320m, an underspend of £16k. Capital expenditure was £56.2k which matched funding.

5.14 Approximately 180 separate procurement exercises were completed. Based on prompt payment statistics 660 invoices were sent to NIO Central Finance and on average the prompt payment target was met.

5.15 Funding for elections is non-voted money and does not form part of EONI core funding. Election expenditure is accounted for in the annual Returning Officers' Expenses which are audited by the National Audit Office before being presented to Parliament.

5.16 The budget for the European Parliamentary election held in May 2014 was £2.018m. Actual expenditure at 31 March 2015 was £1.74m, excluding candidates mailing costs of £1.26m.

Stakeholder and Media Relations

Media

5.17 Sole responsibility for all matters relating to public awareness of elections and registration remained with the Electoral Commission.

5.18 A number of press releases were issued during the year and I participated in a number of printed and broadcast interviews on electoral registration and election issues.

5.19 Area Electoral Officers continued to develop good relationships with their local newspapers and radio stations. These continue to be used to good effect to give free publicity for local registration and election matters.

5.20 I continued to receive invaluable support in my dealings with the media from the staff of the Strategy and Communications Group within the Northern Ireland Office.

5.21 A procurement process will be used to appoint a dedicated media and communications adviser in advance of the May 2015 elections.

Political Parties

5.22 I attended all of the Assembly Parties Panel meetings convened by the Electoral Commission to discuss electoral matters. At these meetings, I provided information on changes made to electoral law and practice, on current initiatives and planning arrangements for the elections.

Electoral Commission

5.23 A mutually beneficial and constructive working relationship continued to exist at all levels between my staff and the Head of the Commission's Belfast Office and her staff.

Northern Ireland Office

5.24 I worked closely with the staff from the Constitutional and Political Group and the Corporate Governance Unit at the Northern Ireland Office throughout the year. There was daily contact on a range of issues, including suggested amendments to various aspects of electoral legislation.

5.25 I also attended the quarterly meetings of the Electoral Policy and Co-ordination Group and the Electoral Advisory Board in London.

Helpline

5.26 The Helpline at Headquarters dealt with 61,513 enquiries from 1 April 2014 to 31 March 2015. Customer service standards were achieved or exceeded throughout the year.

Website

5.27 There were 160,164 visits made to the EONI website during the year.

Records Management

5.28 7 requests were received for information under the Freedom of Information Act and 62 Data Protection Act Subject Access Requests.

Electoral Identity Cards

5.29 There were 27,181 Electoral Identity Cards issued during the year.

Complaints

5.30 During the year 78 formal complaints were received compared with 25 in 2013/14. The increase in the number of complaints is directly related to the issues connected with the elections in May 2014. The nature and outcome of the formal complaints is summarised in Table 1 below: –

Table 1 – Formal Complaints Received 2014/15

Nature of Complaint	No.	Outcome
Registration evidence requirements/ tone of letter	8	Relevant legislation explained/ evidence requirements and tone of letter revised
Registration issues/difficulties encountered	18	Apology issued/remedial action taken where applicable
Postal Voting deadlines/ Rejected AV applications	10	Relevant legislation explained
Polling Station	12	Advised of remedial action planned
Service received at an Area Office/HQ	3	Relevant legislation explained/ apology issued
Voting issues/difficulties encountered	22	Relevant legislation explained/ apology issued/remedial action taken where applicable

Political Party Cavassers	3	Remedial action taken/ voluntary Code of Conduct
Casual Staff Payments	2	Remedial action taken
Total	**78**	

IT System

5.31 EONI IT systems were accredited to IL3 in 2014. This is reviewed and updated on an ongoing basis. All EONI IT systems, services and software are configured to reduce the level of vulnerability with a stringent patch management policy in place. EONI are currently in the process of migrating to PSN (Public Service Network) and have annual independent internal and external IT Health Checks. All identified vulnerabilities are addressed and mitigated against with a Remedial Action Plan (RAP) update.

SECTION 6 – CORPORATE GOVERNANCE

Management Board

6.1 There were no significant changes to the composition or practices of the Board during the year. It continued to meet monthly or more often as required. I chaired the Board which was comprised of both the Assistant and Temporary Assistant CEO and the Heads of both Corporate Services and Information Services. Two members of staff, who are Northern Ireland Public Service Alliance (NIPSA) representatives, received copies of all Board papers and were invited to all the meetings.

6.2 In addition to taking all strategic business decisions, the Board reviewed performance against targets and development objectives, finance, contracts and procurement, staffing issues, risk management and complaints. The Board continued to take account of equality and human rights considerations as part of the normal decision making process. The Board also acted as the EONI audit committee because of the small size of the organisation.

Internal Audit

6.3 During 2014-15, internal audit services were provided by Ministry of Justice. The internal audit services undertook planned audits of four areas agreed by the Chief Electoral Officer and the Management Board as suitable for detailed examination.

6.4 The auditors made a total of twenty-one recommendations which were accepted by the Management Board. Progress of implementation of these recommendations is monitored by the Management Board.

6.5 Internal Audit reported that they were satisfied with progress made and that the majority of recommendations have been implemented by due dates and explanations provided where there has been slippage. Progress reports were provided to the NIO's Audit and Risk Committee.

6.6 The Internal Audit opinion for 2014-15 reported a moderate level of assurance that EONI's overall risk control and governance framework is adequate to enable the achievement of its objectives in 2014-15 and that the EONI's key risks are being effectively measured.

SECTION 7 – THE AREA OFFICES

7.1 There are seven Area Electoral Offices located across Northern Ireland to provide a point of contact for members of the public on electoral and registration matters.

7.2 The locations of these offices and the constituencies for which they were responsible are shown in Table 2.

Table 2 – Area Electoral Offices

LOCATION	CONSTITUENCIES
Londonderry/Derry	Foyle East Londonderry
Ballymena	North Antrim Mid Ulster
Omagh	West Tyrone Fermanagh & South Tyrone
Banbridge	Upper Bann Newry & Armagh South Down Lagan Valley
Newtownabbey	Belfast North East Antrim South Antrim
Newtownards	Belfast East Strangford North Down
Belfast	Belfast South Belfast West

7.3 Each office is managed by an Area Electoral Officer who acted as deputy registration officer for either 2 or 3 constituencies. As such, these officers had, under my supervision, responsibility for all matters relating to electoral registration. Each Area Electoral Officer was supported by an Assistant Area Electoral Officer and a number of registration officers appropriate to the workload of that office.

7.4 The Area Offices provide an important means of access to registration and electoral services for local communities. Throughout the year each of the offices participated in a range of registration and electoral ID events aimed

at encouraging registration. The Area Electoral Officers and their staff also played an important role in organising and managing the combined polls on 22 May 2014.

ANNEX A

Performance Against Targets and Development Objectives 2014/15

OT	**On Target**
A	**Achieved**
NA	**Not Achieved**
NP	**Not Proceeding**

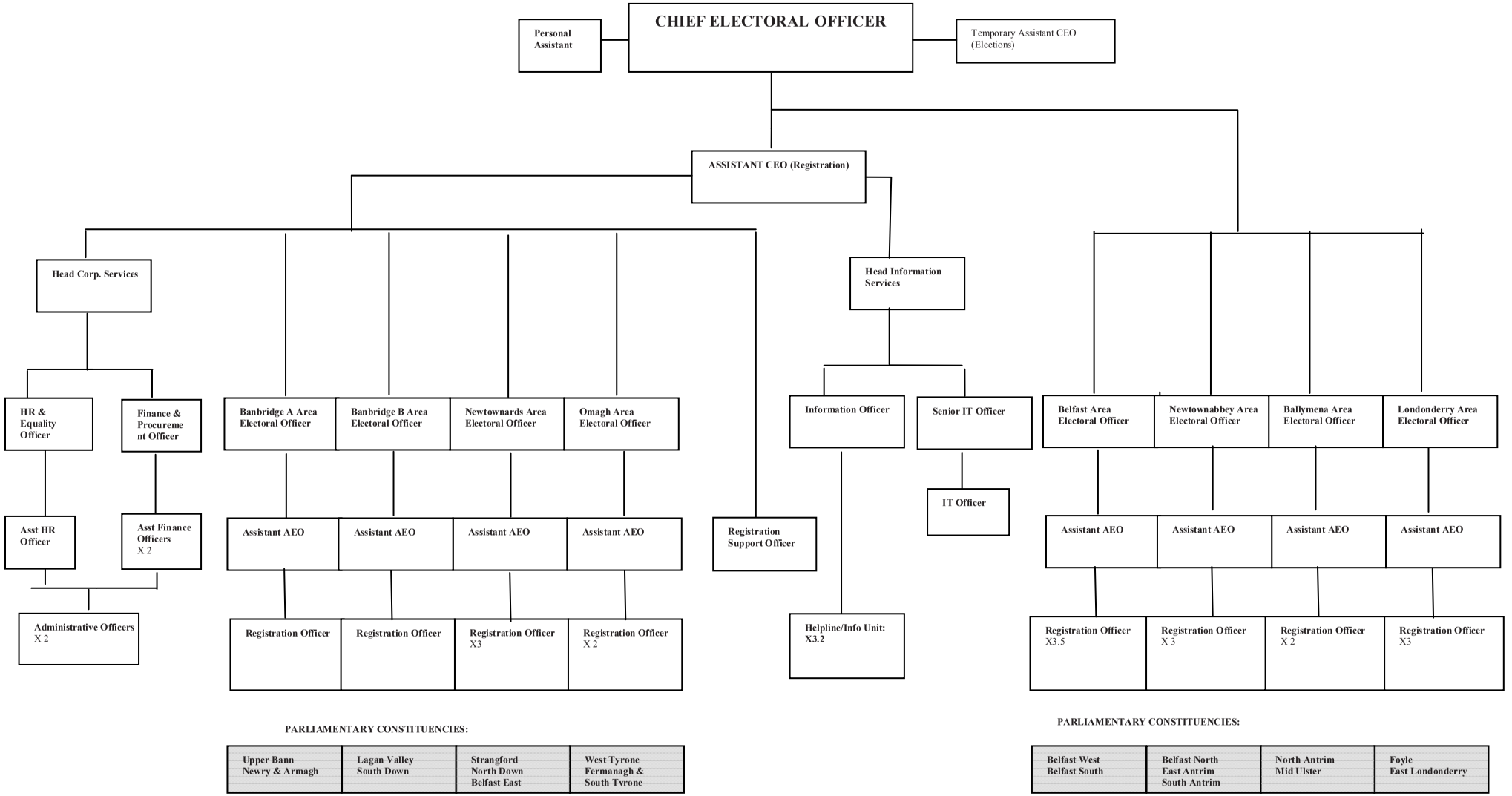
REGISTRATION			
Target:		**Status**	**Comments**
1.	To publish on 1 December 2014 a register that contains more electors than the December 2013 register.	A	15,993 more electors on the December 2014 register than the December 2013 register.
Development Objectives:		**Status**	**Comments**
1.	By 1 December 2014 to have increased the number of attainers on the register by contacting schools with pupils in the 16-17 age range, implementing registration initiatives aimed at contacting those in Further Education Colleges or who have left full-time education.	A	179 schools contacted and freshers days at Further Education Colleges attended. 9352 additions to December register.
2.	By 1 December 2014 to have increased the comprehensiveness and accuracy of the register by the use of prescribed data sources to contact those entitled to be registered who are not registered, those whose details on the register have changed and to remove those not entitled to be registered.	A	
3.	By 1 December 2014 to have implemented changes in the property database as a result of addressing projects initiated in local councils and to have streamlined the database in line with	A	Over 90% of property database allocated UPRNs in line with POINTER addressing protocol. Changes to addresses received

	POINTER addressing protocol.		from Addressing projects in Fermanagh and Newry and Mourne councils implemented.
4.	By 31 March 2015 to have improved the accuracy of the register by achieving verification of 90% of information (surname, date of birth and national insurance number) on the database relating to an elector and to have implemented initiatives to query discrepancies.	A	
5.	By 15 September 2014 to be ready to process applications for Anonymous Registration.	A	
6.	During the current financial year to collaborate with the Electoral Commission on the development and implementation of a registration performance standards pilot study.	NP	Electoral Commission is still working on the production of draft registration standards.
ELECTIONS			
Target:		**Status**	**Comments**
1.	To conduct the combined European Parliamentary and Local Council Elections effectively and efficiently within budget.	A	
2.	By 31 October 2014 to have a project plan and risk register in place for the UK Parliamentary Election 2015.	A	
3.	To conduct the statutory review of the Parliamentary Polling Station Scheme and publish the approved Scheme no later than 28 February 2015.	A	
Development Objectives:		**Status**	**Comments**
1.	By 31 October 2014 to have issued final invoices to the 11 Local Councils for their share of the cost of 2014 Combined Elections.	NA	Late submission of invoices from Contractors caused delay. All future contracts to include a clause that invoices must be submitted to EONI within 30 days from the date the goods or services are provided.
2.	By 31 March 2015 to have implemented plans and procedures for the 2015 UK Parliamentary Election.	A	

3.	By 31 March 2015 to close the Local Council Elections Account.	NA	Delay in receipt of supporting documentation from external suppliers.
4.	By 31 March 2015 to ensure that the 2014 European Parliamentary Elections Account is within the maximum limit set in the Returning Officer's Charges Order.	A	
5.	By 31 March 2015 to have a sufficient number of staff recruited for the 2015 UK Parliamentary Election.	A	
CORPORATE GOVERNANCE			
Targets:		**Status**	**Comments**
1.	Throughout the year to ensure EONI will operate efficiently, effectively and within budget.	A	
2.	Throughout the year to ensure all tendering and procurement processes are run and managed in accordance with procurement policies and relevant EU Directives.	A	
3.	To submit an annual report for the year ending 31 March 2014 to the Secretary of State by 30 June 2014.	A	
4.	By 31 March 2015 to publish the Corporate Plan for the period 2015-2018 and Business Plan for the year commencing 1 April 2015.	A	
Development Objectives:		**Status**	**Comments**
1.	Throughout the year financial management systems will be continually monitored against business needs, with policies, procedures and processes being updated as required.	A	
2.	By 31 March 2015 to complete the programme of work for year 3 in accordance with the Equality Scheme three year Action Plan.	A	
3.	By 31 March 2015 to ensure the Business Continuity and IT Disaster Recovery Plan is tested and reviewed.	A	

ANNEX B

ELECTORAL OFFICE STRUCTURE AS AT 31 MARCH 2015



ANNEX C

OPERATING COSTS 2014/15

	£k
Basic Pay -	
Permanent Staff	1,035.7
Temporary Staff	55.9
Basic Pay Total	1,091.6
Overtime -	
Permanent Staff	1.9
Temporary Staff	1.5
Overtime Total	3.4
Employers National Insurance -	
Permanent Staff	100.6
Temporary Staff	2.2
Employers National Insurance Total	102.8
Accrued Superannuation Liability Charge	246.4
Total Staff	**1,444.2**
Power, Rates, Water	137.7
Premises	243.0
Staff Costs	10.9
Training	0.7
Travel	9.5
Hospitality	0.5
Printing, Stationery, Postage	199.3
Computers (Software, Hardware, Maintenance, Line Rental etc)	195.5
Professional Services	51.3
Telecommunications	87.0
Total Goods & Services	**935.4**
Electoral Identity Card	20.0
Non Cash Costs	67.3
Receipts	(146.9)
TOTAL PROGRAMME	**2,320**
Capital	56.2
GRAND TOTAL	**2,376.2**

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