

BROMSGROVE DISTRICT COUNCIL

PARISH COUNCILS' FORUM

22ND SEPTEMBER 2009

ELECTORAL SERVICES BRIEFING NOTE

1. Shared Services

Electoral Services became one of the first of the Council's services to become a shared service provision with Redditch Borough Council. In fact Bromsgrove and Redditch Councils are one of the first authorities in the country to have a shared electoral services provision. There is now a combined team of experienced electoral administrators in place to provide a more robust specialist service for the future.

This has been a large project involving the transfer of data from Redditch to a new software provision and the movement of staff and documents from Redditch to Bromsgrove. The restructured team is now situated in a new office off the Main Reception Area at the Council House, which will be more convenient when dealing with Councillors, candidates and electors.

Members of the team will be working from offices at the Town Hall, Redditch during the months covering the period of an election timetable to deal with candidates and electors, and the Count for those elections held in Redditch. The Returning Officer for Redditch is Sue Hanley, Deputy Chief Executive.

Future planned improvements in the project include access to electoral software screen for Customer Service Centre and Call Centre staff to respond to initial electoral enquiries at the Dolphin Centre, Bromsgrove, and at the four One Stop Shops in Redditch.

The new Electoral Services team:

Susan Mould	Electoral Services Manager
Heather Hayes	Senior Electoral Services Officer
Lizzie Tovey	Electoral Services Officer
June Neal	Electoral Services Assistant (Mon - Wed)
Julie Wheeler	Electoral Services Assistant (Thurs - Fri)

Contact Details:

Helpline: 01527 881421

Email: elections@bromsgroveandredditch.gov.uk

Please take time to look at the Electoral Services area of the new revised websites that should be available from the end of September:

www.bromsgrove.gov.uk and www.redditchbc.gov.uk

2. **Annual Canvass for the Register of Electors**

As you may be aware, the annual canvass for the Register of Electors is currently taking place - a registration form is being sent to every household in Bromsgrove and Redditch with details of current information held.

Residents are asked to check this information and either confirm that it is correct or make any amendments required. There are four ways available to respond - free phone, internet, text and freepost. It is important that people are correctly registered to be able to vote at elections held during the following twelve months. Many people do not realise that the Register of Electors is also used as a check via credit reference agencies as part of financial arrangements.

3. **Annual Review of Polling Stations**

A General Election must be held before June 2010 and, in preparation for this event, we will be conducting the annual review of polling stations this Autumn - if you are aware of more suitable premises for a Polling District in your area please provide details to our office for further investigation by Monday 28th September (a list of existing polling stations is attached).

4. **Parish Council Casual Vacancies**

For information, the most up-to-date list of Parish Council Casual Vacancies is attached.

Contact Officer

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