**Electoral Registration and Elections Administration**

**Modules C1 and C2 (England and Wales)**

**Modules SC1 and SC2 (Scotland)**

**A. Data Protection**

A.1. Registration as a data controller

A.2. Data protection principles

A.3. Lawful basis for processing

A.4. Privacy notice

A.5. Subject access requests

A.6. Data sharing – using a processor

A.7. Data sharing – obtaining personal data from external organisations

A.8. Policy document for sensitive personal data

A.9. Data protection impact assessments

A.10. Document retention

A.11. Freedom of information in relation to EROs and ROs

**B. Dies non**

B.1. Electoral registration specifics

B.2. Elections specifics

**C. Publicity**

**D. List of schools and rooms for election meetings kept by the ERO**

**Electoral Registration**

**Module C1 (England and Wales)**

**Module SC1 (Scotland)**

**1. Electoral Registration Officer**

1.1. How appointed

1.2. Responsibilities and role

1.3. ERO’s Relationship to local authority

1.4. Appointment and use of staff

1.5. Payment of staff

1.6. Staff training

1.7. Appointment of deputy ERO

1.8. Incapacity of ERO

**2. Registration**

2.1. Eligibility/non-eligibility to register

2.2. Residence

2.3. Relevant date

2.4. Other key dates

2.5. Declaration electors

2.6. Property and elector information from other sources

2.6.1. Registration officer’s right to inspect certain records

2.6.2. Disclosure of certain local authorities’ records

2.6.3. Power to require information

2.7. Form design

2.8. Pre-printing of details

2.9. Use of IT

2.10. Storage of forms and data

**3. Maintenance of the register**

3.1. Alteration of registers (general)

3.2. Opt out

3.3. Alteration of registers (elections)

3.4. Alteration of registers (elections during canvass period)

3.5. Alteration of registers (clerical errors, court decisions and corrections)

3.6. Invitations to and applications for registration

3.7. Solicited and unsolicited applications

3.8. Listing of applications

3.9. Verification process

3.10. Exceptions process

3.11. Attestation process

3.12. Determination of applications

3.13. Exchange of information between EROs

3.14. Registration by way of declaration

3.15. Homeless

3.16. Patients in mental hospitals

3.17. Persons remanded in custody

3.18. Service voters

3.19. H.M. Forces

3.20. Crown Servants/British Council employees

3.21. Overseas electors

3.21.1. Overseas electors application

3.21.2. Overseas electors declaration

3.21.3. Renewing an overseas entry in the register

3.22. Anonymous registration

3.23. European Union citizens

3.24. Peers

3.25. Students

3.26. Second homes

3.27. Attainers

3.28. Mentally disordered persons or persons with learning disabilities

3.29. Blind and partially sighted persons

3.30. Objections to registration

3.31. Listing of objections

3.32. Determination of objections

3.33. Hearings of applications and objections

3.34. Review of entitlement of registration

3.35. Hearings of reviews

3.36. Deletions

3.37. Change of name

3.38. Appeals against ERO’s decision

**4. Annual Canvass**

4.1. Nature and timing of annual canvass

4.2. The canvass process

4.3. National data match

4.3.1. Exemptions from national data match

4.3.2. Matching process

4.4. Local data match

4.5. Route 1 – the matched property canvass route

4.5.1. E-communication (optional)

4.5.2. Responses to the e-communication

4.5.3. Canvass Communication A

4.5.4. Actions in response to a Route 1 communication

4.6. Route 2 – the unmatched property canvass route

4.6.1. Contact requirements

4.6.2. Different contact types

4.6.3. Route 2 – first contact

4.6.4. Route 2 – second contact

4.6.5. Route 2 – third contact

4.6.6. Canvass Communication B

4.6.7. Canvass form

4.6.8. Actions in response to a Route 2 communication

4.7. Route 3 – defined property canvass route

4.7.1. Properties that may be subject to Route 3

4.7.2. The responsible person

4.7.3. Actions in response to information from a responsible person

4.8. Failure to respond to canvass communication

4.9. Invitation and application to register (ITR)

4.10. Requirement to register

4.11. Notice of civil penalty

4.11.1. Review and appeal

**5. Publication of the registers**

5.1. Layout of registers

5.2. Annually revised registers (electoral, open and overseas)

5.3. Other revised electoral registers

5.4. Notice of intention to revise register

5.5. Other requirements to publish

5.6. Public deposit of registers

5.7. Inspection of registers under the control of the ERO

5.8. Archive copies

**6. Supply and sale**

6.1. Statutory supply of electoral registers

6.1.1. Other than on request

6.1.2. On request

6.2. Other revised open registers

6.3. Archive copies

6.4. Sale of registers

6.5. Statutory fees

**7. Absent voting applications**

7.1. Types of absent vote

7.2. Time periods

7.3. Deadlines for absent voting applications

7.4. Applications (generally)

7.5. Additional requirements for postal vote applications

7.6. Additional requirements for proxy vote applications

7.7. Restrictions on voting by proxies

7.8. Types of proxy vote applications

7.8.1. Indefinite and fixed period proxy vote applications

7.8.2. Particular election proxy vote applications

7.9. Application to vote by post by a proxy

7.10. Grant or refusal of absent voting applications

7.11. Appeals against decision of ERO

7.12. Refresh of signatures

7.13. Inquiries by the ERO of fixed period or indefinite proxies

7.14. Absent voter indicators in register

**8. Absent voting records and lists**

8.1. Records of absent voters

8.2. Lists of absent voters

8.3. Supply of lists of absent voters

8.4. Inspection of lists

**9. Other considerations**

9.1. Supply of registers for jury purposes **(England and Wales only)**

9.2. Use of fax, e-mail, etc.

9.3. Retention of paper copies

**Elections Administration**

**Module C2 (England and Wales)**

**Module SC2 (Scotland)**

**1. Returning Officer**

1.1. How appointed

1.2. RO designations

1.3. Responsibilities and role

1.4. RO and ARO at UK Parliamentary elections

1.5. RO at local government elections

1.6. PARO and LRO at Police and Crime Commissioner elections **(England and Wales only)**

1.6. RRO and CRO at Scottish Parliamentary elections **(Scotland only)**

1.7. Deputy Returning Officers **(England and Wales only)**

1.7. Depute Returning Officers **(Scotland only)**

1.8. Staff and resources

1.9. Requirement of secrecy

**2. Timetable**

2.1. Timing of UK Parliamentary general elections

2.2. Delivery of the Writ at UK Parliamentary elections

2.3. Cycle of local government and Police and Crime Commissioner elections **(England and Wales only)**

2.4. Timetable for UK Parliamentary elections

2.4.1. Timetable for Scottish Parliamentary elections **(Scotland only)**

2.5. Timetable for local government and Police and Crime Commissioner elections **(England and Wales only)**

2.5.1. Timetable for London Mayoral and London Assembly elections **(England and Wales only)**

2.6. Computation of time – matters other than the election timetable

2.7. Casual vacancies in local government and police areas

2.8. Notice of casual vacancy

2.9. Timing of the casual vacancy election

2.9.1. Principal areas **(England and Wales only)**

2.9.1. Local government elections**(Scotland only)**

2.9.2. Parish/community councils **(England and Wales only)**

2.9.3. Police and Crime Commissioners **(England and Wales only)**

2.9.4. Polling day for a casual vacancy election

2.9.5. Terms of office

**3. Nomination of candidates**

3.1. Qualifications and disqualifications

3.1.1. UK Parliamentary elections

3.1.2. Principal area, parish/community council, London Mayoral and London Assembly elections **(England and Wales only)**

3.1.3. Police and Crime Commissioner elections **(England and Wales only)**

3.1.4. Scottish Parliamentary elections **(Scotland only)**

3.1.5. Local government elections **(Scotland Only)**

3.2. Nomination paper

3.2.1. UK Parliamentary

3.2.1. Principal area in England, parish council, London Mayoral, London Assembly and Police and Crime Commissioner elections **(England and Wales only)**

3.2.1. Scottish Parliamentary and local government elections in Scotland **(Scotland only)**

3.2.2. Principal area and community council elections in Wales **(England and Wales only)**

3.3. Commonly used names

3.4. Candidate's description

3.5. Effect of registration of political parties on candidates’ descriptions

3.6. Use of registered party emblems on ballot papers

3.7. Subscribers

3.8. Number of nomination papers submitted

3.9. Home address form

3.10. Consent to nomination

3.11. Delivery of nomination papers, home address forms and consents to nomination

3.12. Alterations to nomination papers

3.13. Deposits

3.14. Inspection of and objections to nomination papers and home address forms

3.15. Decisions as to validity

3.16. Withdrawal of candidate

3.17. Death of candidate

3.18. Uncontested elections

**4. Election documents**

4.1. Notice of election

4.2. Statement as to persons nominated

4.3. Notice of poll

4.4. Notice of situation of polling stations

4.5. Notice of details of election agents

4.6. Definition of ‘publish’

4.7. Imprint on election material

4.8. Poll cards

4.9. Ballot papers

**5. Agents**

5.1. Agents

5.2. Prohibition from acting as an agent

5.3. Election agents

5.4. Notice of appointment of election agents

5.5. Election agent's office

5.6. Death of election agent

5.7. Revocation of appointment

5.8. Candidate acting as own election agent

5.9. Appointment of sub-agent

5.10. Election expenses – duties and responsibilities of an election agent

5.11. Rights of election agent to attend proceedings

5.12. Polling agent

5.13. Counting agent

5.14. Postal vote agent

**6. Issue of postal ballot papers**

6.1. Issue of postal ballot papers

6.2. Time of issue

6.3. Persons entitled to be present

6.4. Written procedures

6.5. Official mark

6.6. Postal voting statement

6.7. Envelopes

6.8. Statement as to Postal Ballot Papers

6.9. Sealing up of documents

6.10. Delivery

6.11. Other information

6.12. Spoilt postal ballot papers

6.13. Lost postal ballot papers

6.14. Procedure for combined polls

**7. Receipt and opening of postal ballots**

7.1. Receipt and opening of postal ballot papers

7.2. Postal vote ballot boxes

7.3. Notice of time(s) and place(s) of opening

7.4. Persons entitled to be present

7.5. Number of agents

7.6. Means of returning postal ballot papers

7.7. Confirmation of receipt

7.8. Opening procedures

7.9. Dealing with provisionally rejected and rejected postal votes

7.10. Sealing of receptacles

7.11. Retrieval of cancelled ballot papers

7.12. Compilation of Statement as to Postal Ballot Papers

7.13. Notification of rejected postal voting statements

7.14. Marked copy of list of postal voters

**8. Polling Districts/Polling Places/Polling Stations**

8.1. Polling districts

8.2. Polling places

8.3. Polling stations

8.4. Review of polling districts and places

**9. Polling station procedures**

9.1. Polling station procedures

9.2. Official mark

9.3. Furniture and equipment including ballot box

9.4. Statutory notices

9.5. Hours of poll

9.6. Sealing of ballot box

9.7. Persons entitled to be present

9.8. Tellers

9.9. Attendance by police and PCSOs

9.10. Polling procedures

9.11. Register to be conclusive

9.12. Prescribed questions

9.13. Tendered votes

9.14. Under age voters

9.15. Voters with disabilities

9.16. Spoilt ballot papers

9.17. Access for disabled people

9.18. Adjournment of poll

9.19. Close of poll

9.20. Ballot paper account

**10. Staffing arrangements**

10.1. General arrangements

10.2. Postal voting staff

10.3. Poll cards – sorting and delivery

10.4. Presiding officers

10.5. Poll clerks

10.6. Counting staff

10.7. Other staff assistance

10.8. Appointment of deputy returning officers **(England and Wales only)**

10.8. Appointment of depute returning officers **(Scotland only)**

10.9. Voting arrangements for staff

10.10. Payments to staff

10.11. Travelling and other expenses

10.12. Income tax, national insurance and superannuation

10.13. Staff instructions, training and briefing

10.14. Other staff considerations

**11. The Count**

11.1. The count

11.2. Notice of time and place

11.3. Security implications

11.4. The media

11.5. Persons entitled to be present

11.6. Opening and verification of polling station ballot boxes

11.7. Verification of postal vote ballot boxes

11.8. Statement as to verification

11.9. Mix of ballot papers

11.10. Count of ballot papers – single member vacancy

11.11. Count of ballot papers – multi-member vacancy

11.12. E-counting

11.13. Doubtful and rejected ballot papers

11.14. Duty to confer before declaring

11.15. Re-counts

11.16. Equality of votes

11.17. Declaration and public notice of result at a contested election

11.18. Declaration and public notice of result at an uncontested election

11.19. Term of office

**12. Post count procedures**

12.1. Completion and return of the Writ at a UK Parliamentary election

12.1. Completion and return of the Certificate of Election at a Scottish Parliamentary election **(Scotland only)**

12.1. Completion and return of the Certificate of Election at a Senedd election **(Wales only)**

12.2. Sealing up and forwarding of documents

12.3. Retention of documents

12.4. Inspection of documents

12.5. Candidates' deposits

12.6. Candidate’s home address form

12.7. Return of election expenses

**Scottish Public and Electoral Administration**

**Module SC3 (Scotland Only)**

**1. Scottish Parliamentary Elections**

1.1. Combined polls with other polls

1.2. Voting systems – constituency and d’Hondt method

1.3. Legislative process

**2. Community Councils**

2.1. Non-statutory elections

2.2. Scottish Government advice on conduct of elections

2.3. Non-election of community council

2.4. Functions and powers of community councils

2.5. Model scheme for community councils

**3. National Park Board Elections**

3.1. Method of election

3.2. Franchise

3.3. Candidates

3.4. Electoral area

3.5. Consultative processes

**4. Devolved and Reserved Powers**

4.1. Scotland Acts

4.2. Elections

4.3. Registration

4.4. Electoral Commission

4.5. UK and Scottish legislation

4.6. Local government elections

4.7. Role of Scotland Office

4.8. Role of Scottish Government

4.9. Role of Electoral Management Board

**5. Scottish Local Government**

5.1. Functions and funding of local government

5.2. Political arrangements and representation

5.3. Role of officers

5.4. Relationship of local government to other public bodies

5.5. Role and responsibilities of Assessors

**6. General Overview**

6.1. Electoral registration in Scotland. This will expect knowledge of the following sections module SC1:

1. Electoral Registration Officer

2. Registration

3. Maintenance of the register

4. Annual Canvass

5. Publication of the registers

7. Absent voting applications

8. Absent voting records and lists

6.2. Elections Administration in Scotland. This will expect knowledge of following sections of module SC2:

1. Returning Officer

2. Timetable

3. Nomination of candidates

4. Election documents

5. Agents

8. Polling Districts/Polling Places/Polling Stations

9. Polling station procedures

10. Staffing arrangements

11. The count

| **Title** | **Author(s) / Publisher** | **Part** |
| --- | --- | --- |
| AEA Foundation Course Manual | The AEA | Certificate and Diploma |
| AEA website  <https://www.aea-elections.co.uk/> | The AEA | Certificate and Diploma |
| Cabinet Office website  <https://www.gov.uk/government/organisations/cabinet-office> | The Cabinet Office | Certificate and Diploma |
| Data Protection Act Guidelines  <https://ico.org.uk/for-organisations/guide-to-data-protection/> | The Information Commissioner | Certificate and Diploma |
| Electoral Commission Guidance to Candidates  <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent> | The Electoral Commission | Certificate and Diploma |
| Electoral Commission website  <https://www.electoralcommission.org.uk/> | The Electoral Commission | Certificate and Diploma |
| Examiners’ Reports | The AEA | Certificate and Diploma |
| Guidance to Returning Officers and materials  <https://www.electoralcommission.org.uk/i-am-a/electoral-administrator> | The Electoral Commission | Certificate and Diploma |
| Legislation Website  <https://www.legislation.gov.uk/> | UK Parliament | Certificate and Diploma |
| Parker’s Law and Conduct of Elections | Price / Lexis Nexis | Certificate and Diploma |
| Running Electoral Registration  <https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/running-electoral-registration> | The Electoral Commission | Certificate and Diploma |
| Schofield’s Election Law | Posner and Footner / Sweet and Maxwell | Certificate and Diploma |
| AEA Management Modules   * Electoral Law * Electoral Arrangements * Management and Finance | The AEA | Diploma |
| Electoral Management website  <http://www.electoralmanagement.com/> | Electoral Management | Diploma |
| Toby S James website  <https://tobysjames.com/> | Professor Toby James, UEA | Diploma |
| International IDEA website  <https://www.idea.int/> | International IDEA | Diploma |
| Parliament Website (House of Commons / House of Lords)  <https://www.parliament.uk/> | UK Parliament | D1 and D2 |
| Electoral Reviews – Guidance and Procedural Advice  <https://www.lgbce.org.uk/how-reviews-work> | Local Government Boundary Commission | D2 |
| Good Commonwealth Electoral Practice  <https://read.thecommonwealth-ilibrary.org/commonwealth/governance/election-management_9781848599413-en#page4/> | Commonwealth Secretariat | D2 |
| Guide to the Local Government Ombudsman Service  <https://www.lgo.org.uk/> | Ombudsman website | D2 |
| International IDEA Handbook of Electoral System Design  <https://www.idea.int/publications/catalogue/electoral-system-design-new-international-idea-handbook/> | Reynolds and Reilly / IDEA | D2 |
| Review of UK Parliamentary Constituencies  England – <https://boundarycommissionforengland.independent.gov.uk/>  Scotland – <https://www.bcomm-scotland.independent.gov.uk/>  Wales – <https://bcomm-wales.gov.uk/>  Northern Ireland – <https://www.boundarycommission.org.uk/> | Parliamentary Boundary Commissions | D2 |
| National Occupational Standards  <https://www.ukstandards.org.uk/NOS-Finder#k=electoral/> | National Occupational Standards website | D3 |
| UK Parliamentary Election Accounts Guidance | Electoral Claims Unit | D3 |

**Module SC3 (Scotland)**

| **Title** |
| --- |
| Scottish Local Government (Elections) Acts 2002 and 2009 |
| Scottish Parliament (Elections etc.) Order 2015 |
| Scottish Government publication "Community Councils" |
| National Parks (Scotland) Act 2000 and, in particular, Schedule 1 and Designation Orders made under the Act |
| Scotland Acts |
| Scottish Local Government Elections Rules 2011 |
| Representation of the People (Scotland) Regulations 2001 |
| Local Government (Scotland) Acts |
| Websites:   * <http://www.electoralcommission.org.uk/i-am-a/electoral-administrator/scottish-parliament-elections> * <https://www.legislation.gov.uk/> * <http://www.gov.scot/Topics/Government/PublicServiceReform/CommunityCouncils> * <https://www.communitycouncils.scot/> * <https://en.wikipedia.org/wiki/Community_council> * <http://www.snh.gov.uk/> * <http://www.electoralcommission.org.uk> * <https://www.gov.uk/government/organisations/scotland-office> * <https://www.gov.scot/about/> * <http://www.parliament.scot/visitandlearn/83134.aspx> * <http://www.scotland.gov.uk> * <http://www.scotlandoffice.gov.uk/scotlandoffice/49.33.html> * <http://www.cosla.gov.uk/> * <http://www.scottishlaw.org.uk/scotlaw/locgov.html> * <http://www.saa.gov.uk/> * <https://www.emb.scot/> |