

# Key Considerations for Electoral Registration Officers and their Deputies



## Aim

To clearly outline all the Electoral Registration Officers' statutory duties and explore how to maximise registration levels.

## Objectives

1. Ensure that Electoral Registration Officers and their deputies can identify their statutory duties and the personal nature of their legal responsibilities.
2. Encourage discussion about how to maximise registration and deliver quality electoral registration services at a time of diminishing resources.
3. Equip delegates with an understanding of key electoral processes including: the annual canvass and continuous invitation to register canvassing; and the impact of overwhelming registration and absent vote applications during an election.
4. Create awareness of electoral registration information governance and data sharing..

## Who is this course for?

Both newly appointed and experienced Electoral Registration Officers, their appointed Deputies and any accompanying Electoral Service Managers.

## Course overview

The course covers key processes to maintain the electoral register: the annual canvass and invitation to register canvassing hearings and appeals, prosecutions for non-responders, information governance and data sharing, absent voting applications, encouraging participation, using social media for target audiences and effective communications.

It will be delivered using a mixture of presentation material and exercises, with reference to example documentation and official guidance. Discussion will be encouraged during the day to exchange knowledge, experience and ideas.

Course notes will be provided.

Each course runs from 10:00 until 16:00 with suitable breaks, including for lunch.

## Dates and venues

**Tuesday 19 July 2022**

Online via Microsoft Teams

## Cost

<b>First delegate</b>	AEA member – £356 (plus vat) With member support fund discount <b>£250 (plus vat)</b>
<b>Second delegate from the same authority</b>	AEA member – £193 (plus vat) With member support fund discount <b>£125 (plus vat)</b>
<b>Subsequent delegates from the same authority*</b>	AEA member – £193 (plus vat) With member support fund discount <b>£62.50 (plus vat)</b>
<b>Non-member</b>	Non-member – <b>£462 (plus vat)</b>

Non-members who would like to join the Association can apply for membership online at [www.aea-elections.co.uk/join](http://www.aea-elections.co.uk/join)

\*If delegates from the same authority would like to attend this course on different dates/at different venues please clearly indicate this on the booking form.

## Terms and conditions

The AEA reserves the right to move any course online if face-to-face delivery becomes impractical.

### Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

### Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns about connectivity they can email [training@aea-elections.co.uk](mailto:training@aea-elections.co.uk) to arrange a pre course test.

[Find out more about our full range of training courses and professional qualifications on our website](#)