

## READING BOROUGH COUNCIL

### REPORT BY ELECTORAL REGISTRATION OFFICER AND RETURNING OFFICER

TO:	POLICY COMMITTEE		
DATE:	19 FEBRUARY 2018	AGENDA ITEM:	13
TITLE:	ELECTORAL REGISTRATION AND ELECTIONS UPDATE		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	LEADERSHIP
SERVICE:	ELECTORAL SERVICES	WARDS:	BOROUGH-WIDE
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#### 1. PURPOSE AND SUMMARY OF REPORT

- 1.1 Further to Minute 89 of the Policy Committee meeting on 14 March 2016, this report provides an update on the results of the 2017/18 annual canvass, and the 2018 electoral register published on 1 December 2017.
- 1.2 The complete details of the numbers of individually registered electors, by polling district and ward, is attached at **Appendix A**.

#### 2. RECOMMENDED ACTION

- 2.1 That the position be noted.

#### 3. POLICY CONTEXT

- 3.1 This is the sixteenth report reviewing the annual registration canvass.

#### 4. RESULTS OF THE 2017/18 CANVASS

- 4.1 Local authorities are required to undertake an annual canvass of electors living in their area each autumn year, in advance of the publication of the electoral register for the new year (2018), on 1 December. The 2017/18 canvass had a registration return of 91.06%. The 2016/17 canvass had a registration return of 90.01%.
- 4.2 The local electorate for Reading in the 2018 register published on 1 December 2017 was 113,222. This is an increase of 3,824 (3.5%) on the local electorate at 1 December 2016 (109,388).

#### 5. 2017 REGISTRATION PROCESS - 2018 REGISTER

- 5.1 Individual Electoral Registration (IER)

- 5.1.1 The 2017 annual canvass was undertaken under the individual voter registration provisions introduced by the Electoral Registration and Administration Act 2013. The transition to Individual Electoral Registration (IER) in England, Scotland and Wales began in June 2014, and ended with the publication of the revised electoral registers in December 2016.
- 5.1.2 Under IER, the canvass continues to involve contacting households, through a Household Enquiry Form (HEF), which lists current registered electors. The household is required to respond, either confirming that the information is correct, or reporting any changes. Where changes are identified, standard procedures are triggered as specified by the Regulations to check the position with the individual elector. Where a returned HEF shows a new person who is eligible to register, an Invitation to Register (ITR) form is sent directly to each individual, for them to complete, sign and return to establish their individual registration.
- 5.1.3 Before IER, the rate of return from Reading electors could be measured by the total number of properties where the “head of household” had either responded in writing, telephone, internet or text, regarding the number of people resident and qualifying to vote in that property. Since 2014/15, eligible members of the public must register to vote individually. This can be done using a quick and secure, national online service: [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote). All electors are required to provide their own individual name, address, date of birth and National Insurance number.

### 2017/18 Annual Canvass

#### 5.2 Timetable

- 5.2.1 The 2017/18 annual electoral registration canvass started on 17 July 2017, and ended on 30 November 2017. In total, 72,023 households in Reading were canvassed, including void properties. The total number of responses received over the canvass period in advance of the publication of the 2018 Register (published on 1 December 2017) was 65,592. This equates to a registration return of 91.06%, taking into account the 11,261 void properties.
- 5.2.2 The process of registering a person under IER requires the person’s full names, address, National Insurance Number and date of birth. These personal details are checked against the Department of Work & Pensions (DWP) database, as an anti-fraud and impersonation check required by the Regulations. If there is no match, the registration cannot proceed until the registering elector can provide further evidence to prove that they are who they say they are and they live at the address.
- 5.2.3 Table 1 below sets out the response rates for the previous four years, since the introduction of IER:

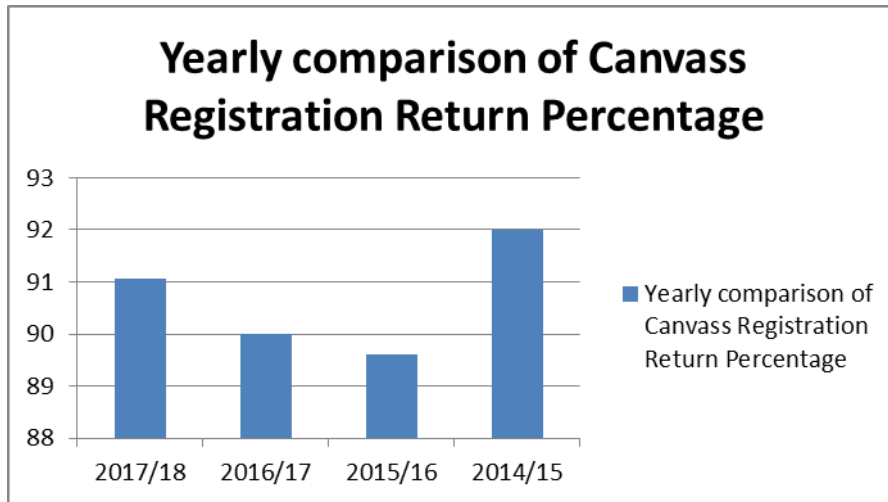
Table 1

	End of canvass %
2017/18	91.06
2016/17	90.01
2015/16	89.60
2014/15	92.01

- 5.2.4 There are currently 60,762 properties on the Reading electoral register, which are not classified as void properties.

- 5.2.5 As in 2016, the 2017 canvass started with sending HEFs (Household Enquiry Forms) to all 72,023 households. This happened on 17 July 2017.
- 5.2.6 The initial HEF forms were followed up with a posted reminder, sent 7 August 2017.
- 5.2.7 Where HEF forms were not returned, a second reminder was delivered to the household by door-to-door canvassers from the start of September 2017. They knocked on doors and encouraged residents to complete their forms on the doorstep, or register on-line. If no-one answered, the form was delivered through the letter box.
- 5.2.8 A further, final, reminder HEF was delivered for completion if there was still no response from a property.
- 5.2.9 Where additional or new residents were noted on a completed and returned HEF, they were each then sent an Invitation to Register (ITR) letter (which is the legal individual registration form). At all points in the canvass, people were encouraged to register on-line. For the last month of the annual canvass - November - the door-to-door canvass teams focused on contacting these potential new electors who had not completed their ITR registration.
- 5.2.10 We carry out a second door-to-door canvass outside the canvass period each new year, again targeted at potential new electors who have not yet returned their ITR registrations. This will next happen in February/March 2018.
- 5.3 Promoting Registration
- 5.3.1 Electoral Services promote participation in the electoral process in a number of ways, as set out in para. 9 below (community engagement and information).
- 5.4 Schools Elections
- 5.4.1 Reading schools commenced holding their annual elections in October/November 2017, through to early 2018, with support from Electoral Services. The team continues to liaise regularly with the Youth Parliament and Youth Council regarding the electoral process with the relevant literature to encourage registration to vote.
- 5.5 Manual Data-Matching
- 5.5.1 The Electoral Services database is routinely matched with the Council Tax database (Academy). This exercise happened during the 2017 canvass.
- 5.5.2 IER legislation requires that two forms of evidence are necessary before an elector is deleted from the register, so the Electoral Services Team routinely consult with the Academy database before placing an elector's record in the pending delete work queue on the database.
- 5.6 Registration Monitoring
- 5.6.1 The complete details of the numbers of individually registered electors, by polling district and ward, are attached at **Appendix A**.
- 5.6.2 Chart A below shows the yearly comparison of canvass registration return by percentage:

Chart A



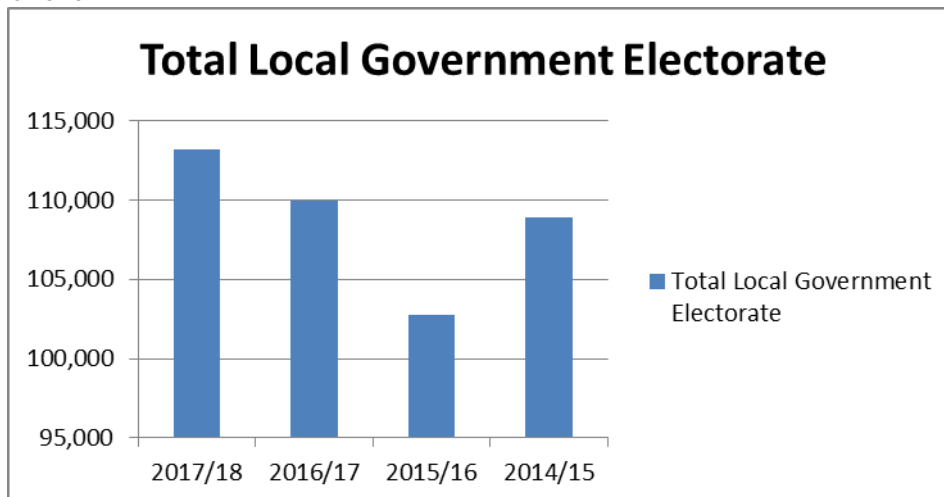
5.6.3 The total eligible Borough electorate in the 2018 Register published on 1 December 2017 was: 113,222. This is the local electorate, eligible to vote in local elections.

At the end of the 2017/18 canvass it was:	113,222
At the end of the 2016/17 canvass it was:	109,398
At the end of the 2015/16 canvass it was:	103,080
At the end of the 2014/15 canvass it was:	106,732

5.6.4 It can be seen that the local electorate has grown by 10,142 electors (10%) since 2014/15, which was the first canvass when the full effect of the introduction of IER was felt. By comparison, at the end of the 2013/14 canvass the pre-IER electorate was 118,060.

5.6.5 Chart B below shows the yearly comparison of the total local government electorate in Reading:

Chart B



5.6.6 Students: The principal reason for fall in registered electors following the introduction of IER was the registration of students at the University of Reading, in particular those living in university accommodation. Under IER, students living in Halls of residence can no longer be registered en bloc by the University, which was formerly the case. There is now a specific difficulty in registering students individually before the end of the canvass in November, which is not long after University students take up residence. Although the University of Reading was kind

enough to provide more detailed lists containing the names, addresses, nationalities, dates of birth and e-mail addresses of students in halls at the University, they were unable to submit individual National Insurance numbers, which is now a requirement under IER, to allow the individual elector's personal details to be checked against the DWP database. Students on the University lists were sent one initial ITR during Canvass, reminder ITR's are continuing to be sent during 2018.

5.6.7 The Electoral Services Team was proactive in targeting students living in private accommodation. Electoral Services had a stall at the Freshers' Fayre event twice in 2016/17 and once in 2017/18. Student literature included the message that it is important to register to vote at their University.

## 5.7 Door-to-Door Canvass

5.7.1 As stated above, Reading uses door-to-door canvassing to try to target the non-responding households. The second reminder HEFs were delivered to the Electoral Services office, at Darwin Close, on 29 August 2017. Door-to-door canvassers attended training briefings and collected their boxes of HEFs and, at a later stage, ITR forms. Teams commenced canvassing on the weekend of 2-3 September 2017. Their last completed and returned forms were returned to the Electoral Services office by 31 October (HEFs) and by 14 November (ITRs): a total of 10 weeks door to door canvassing. There were 22 teams of 2 people undertaking the canvassing.

5.7.2 In addition specialist canvasser teams dealt with student private properties and Nursing Homes were dealt with by the Electoral Services team.

5.7.3 The HEF canvass covered 9 weekends; the ITR canvass continued for a further two weekends. Canvassers were asked to return to properties where they could not get a response.

5.7.4 Canvassers were given HEFs (Household Enquiry Forms) and ITR (Invitation to Register) Forms. Full explanations and briefings were given on a one-to one basis regarding IER, types of forms and the processes.

5.7.5 Chart C below shows the total number of responses from canvassers per year:

Chart C

Year	Total Number of Responses from Canvassers
2017	14,209
2016	17,620
2015	23,483
2014	15,400

We used 22 teams of canvassers. The performance of the teams was monitored twice-weekly.

5.7.6 Payment was by results:  
 HEFs: £2.00 per team for each completed form returned or 60p per team for each form posted, plus transport costs.  
 ITRs: £1.20 per team for each completed form returned or 60p per team for each form posted, plus transport costs.

- 5.7.7 Chart C above summarises the response to the canvass compared to previous years. In 2017/18, the door-to-door canvass generated responses of 14,209. These were either completed Household Enquiry Forms or completed Invitation to Register forms. There is no guarantee that the receipt of the form successfully lead to a registration to vote. An additional 15,301 forms were successfully delivered through letter boxes. It can only be estimated what the total of registrations under IER were as a result of the door-to-door canvass. A visit from a canvasser or a delivered form could have encouraged to people to go online and register also.
- 5.7.8 Any direct refusals were noted by canvassers on their canvasser log books. They were cross-referenced against other Council databases, so that there were a minimal number of outstanding non-registrations in respect of people refusing to complete forms on the doorstep.
- 5.7.9 A Hearing and Appeals process is now required by the Regulations in order to confirm someone is still registered at an address. Therefore the Council's electoral registration database (Xpresss) automatically generates either an ITR form for new registrations, or a standard letter to former electors whose names have been deleted on a returned HEF form to confirm that this is the case.
- 5.7.10 The total budget for the door-to-door canvass in 2017/18 was £30,000. In 2017/18 the total cost of the door-to-door canvass was £35,817.4 (includes 3<sup>rd</sup> reminder ITR Canvass). In 2016/17 the total cost of the door-to-door canvass was £30,463.80. A separate ITR Canvass was carried out in March 2016 at a cost of £6,476.40. In 2015/16, the total cost of the door-to-door canvass was £64,715.80, this figure includes various ITR reminders which were at different stages and an evidence request Canvass.
- 5.8 Total Local Electorate - by Ward
- 5.8.1 Table 2 sets out the changes to the Electoral Register by Ward - Borough Electorate.

Table 2

Ward	2017/18	2016/17	2015/16	% Difference between 2017/18 & 2016/17
Abbey	9,338	8,720	7,675	6.61%
Battle	7,750	7,272	6,798	6.16%
Caversham	7,435	7,279	6,960	2.09%
Church	6,553	6,219	5,790	5.09%
Katesgrove	6,938	6,602	6,025	4.84%
Kentwood	7,298	7,152	6,853	2.00%
Mapledurham (single member ward)	2,475	2,483	2,419	- 0.32%
Minster	7,439	7,288	6,775	2.02%
Norcot	7,699	7,441	6,997	3.35%
Park	6,892	6,588	6,159	4.41%
Peppard	7,569	7,490	7,301	1.04%
Redlands	5,969	5,583	5,200	6.4%
Southcote	6,607	6,479	6,283	1.93%
Thames	7,375	7,388	7,144	- 0.17%
Tilehurst	7,233	7,161	6,907	0.99%
Whitley	8,652	8,253	7,794	4.61%
	113,222	109,398	103,080	3.37%

All wards showed an increase in electors except Mapledurham and Thames, where there was a marginal fall. The biggest increases on 2016/17 were in Abbey, Redlands, Battle and Church wards, all of which showed an increase of over 5%.

5.8.2 These electorate figures are an indicator of comparative ward size. The Local Government Boundary Commission generally advise that ward sizes should be within a range of +/- 10% of the average. In Reading, the above figures give an average electorate for a 3-Member ward of 7,384 (2,461 for a single Member ward). This will give a range for ward size of between 6,646 and 8,122. On this basis, 5 of the 15 3-member wards are outside the tolerance range: Abbey (26.5% over) and Whitley (17.2%) are over, whilst Redlands (-19.2%), Church (11.2%) and Southcote (10.5%) are under. Electoral Services receive notifications of future developments and these are taken into account when the Polling District reviews are undertaken. The next polling station review is due to take place in 2018.

## 5.9 Postal Votes

5.9.1 In 2017/18, the number and percentage of postal voters on the register were 19,079 (16.85%). In 2016/17, the number and percentage of postal voters on the register were 18,378 (17.82%).

5.9.2 In January 2017, January 2016, January 2015 and October 2013, the personal indicators were refreshed for postal voters who had a postal vote for five years. This was the fifth time that this exercise was undertaken since the introduction of personal indicators being a requirement in order to have a postal vote. Postal voters were asked to re-submit their signatures and dates of birth. Any postal voter not responding after the required two reminders will have their postal vote deleted. In

January 2017, 975 postal voters were written to requesting an updated signature and (optional) date of birth.

#### 5.10 Attainers - Rising Voters

5.10.1 Attainers are rising voters aged 16 and 17, who can be added to the Register with the date on which they would attain the age of 18. Their details, along with all electors, must be matched with the IER-DS database in order to appear on the register. The Electoral Services Team have endeavoured to have as many attainer details as possible entered on the register but, like students, they will need to register individually in order to be entered upon the register. They are not qualified to vote in a Local Election until they achieve 18 years of age.

5.10.2 The responses in recent years have been as follows:

Year	Aged	Number	Percent
2014/15	Aged 16/17	549	0.51%
2015/16	Aged 16/17	417	0.40%
2016/17	Aged 16/17	842	0.76%
2017/18	Aged 16/17	814	0.71%

#### 5.11 Nationality of Electors

5.11.1 In accordance with the Electoral Administration Act 2006, the HEF and ITR forms routinely require an elector to specify their nationality. Other than UK, the biggest nationality groups are Poland (3.28%), India (2.31%), and the Irish Republic (1.35%).

5.11.2 In 2017/18 there were 10,824 (9.55%) European Union nationals on the register. In 2016/17 there were 9,157 (8.37%), and in 2015/16 there were 6,977 (6.76%). This does not include citizens of the Irish Republic, Cyprus or Malta (who are also Commonwealth citizens). EU nationals may vote in local elections, but not in Parliamentary elections or national referendums. Therefore over 8% of the Reading electorate are not able to vote in General Elections.

#### 5.12 Open Register

5.12.1 In 2017/18, 74,113 electors opted out of the open register (65.4%). In 2016/17, 70,083 electors opted out of the open register (64%). In 2015/16 61,846 electors opted out of the (what was then referred to as) edited register (59.9%). In 2014, a total of 57,013 electors opted out of (what was then referred to as) the edited register (53.4%).

#### 5.13 Electoral Commission Performance Standards

5.13.1 The Electoral Commission sets national Canvass Performance Standards. Since 2011 Reading has met them (a total of 10 Standards).

5.13.2 The initiatives employed by the Electoral Services Team to increase the accuracy of the register routinely include:

- Organising a stall at the University of Reading Freshers' Fayre. Students are encouraged to supply their names, addresses and e-mail details, so they may be sent Invitations to Register forms. Promotional items are available to further encourage students to register.
- Registration Posters are translated into Polish and Urdu and are distributed to local Polish and Urdu communities.



- Reading supports School Elections every autumn, providing advice, ballot boxes and Polling Booths to enable the elections to take place.
- Door-to-door canvassers are provided with Translation Booklets to enable communication with all nationalities and communities when encouraging residents to complete their registration forms.

5.13.3 Feedback and evaluation exercises are conducted at the end of every canvass when the statistics, Door-to-Door Canvasser comments and the Audit Team input are reviewed and an action plan drawn up so that further and continuing improvements can be made in following years, and an achievable higher target of registration agreed.

5.13.4 The upper age limit for Jury Service is now "76 or over" and no longer "from over 70". Forms incorporate this and door to door canvassers are briefed accordingly.

## 6. LOCAL BOROUGH ELECTIONS 3 MAY 2018

### 6.1 Elections

6.1.1 For the Local Borough Elections, 15 Wards will have elections. Mapledurham will not have an election.

6.1.2 The Local Borough Elections will be held on **Thursday 3 May 2018**.

6.1.3 In Reading, the Local Returning Officer will undertake the normal election arrangements for voters. The electorate will vote at their normal polling station and the Electoral Services team will issue postal votes.

6.1.4 The Notices for the Local Borough Elections will be published by Tuesday, 27 March 2018. Nominations will be received from the date stated on the Notice of Election. The local election purdah period will commence from this date. The deadline for the delivery of nomination papers for the Local Borough Elections will be 16.00 on Friday 6 April 2018.

6.1.5 The last day for new or changed registrations will be midnight on Tuesday, 17 April 2018 and for new or changed applications for new postal votes, will be 17.00 on Wednesday, 18 April 2018.

6.1.6 Postal ballot packs will be issued on or around 20 April 2018.

6.1.7 Poll cards will be issued around 31 March 2018 in order to allow electors reasonable time to contact the Electoral Services team to make late requests for postal votes by 18 April 2018. Postal poll cards will be issued to people with postal votes.

### 6.2 Verification and Counts

6.2.1 The Local Borough Verification exercise will be held in the Sports Hall, Rivermead), from 22.01 on Thursday, 3 May 2018.

6.2.2 The Verification will be conducted from Close of Poll overnight. Ballot boxes in respect of the elections will be delivered to Rivermead, as normal.

6.2.3 The Local Borough Election Count will commence after the Local Borough Verification exercise has come to an end. It is estimated that this should be before 02.00 on Friday, 4 May 2018. It is estimated that the Declarations of Result of the Local Borough Elections should conclude by 03.00 at the latest on Friday, 4 May 2018.

## 7. MAYORAL PETITIONS

7.1 Under the Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000, the number of signatures required to make a Mayoral petition valid is 5% of the number of local government electors shown in the Electoral Register on 15 February 2018. The threshold figure for determining the validity of any petition will be reported to tonight's meeting, but based on the 2018 electoral register published on 1 December 2017 it will be in the order of 5,661.

## 8 CONTRIBUTION TO STRATEGIC AIMS

8.1 The electoral registration process and elections support the promotion of the participation of Reading people in local democracy.

## 9 COMMUNITY ENGAGEMENT AND INFORMATION

9.1 Following the initial communications plan in 2010 which adopted a "Your Vote Counts" campaign, Electoral Services promotes participation in the democratic process by:

- Production of posters in A4 and A3 size, in English, Polish and Urdu, circulated to all on the Promotion Team's circulation list (all RBC venues, libraries, leisure centres etc)
- A Communications Plan composed in liaison with the Promotions Team to include press releases and press articles to coincide with the start of the door-to-door Canvass, the run-up to the election to ensure maximum registration, explanations of IER, dates to take note of in the run-up to elections.
- Targeted registration of university students
- Production of business cards and posters/flyers encouraging registration on line were circulated to all in line with the Electoral Services publicity strategy/contact list (RBC venues, libraries, leisure centres etc)
- A press release to coincide with milestones in the Canvass
- Targeted registration of university students
- Door-to-door canvassers have translation booklets with them to enable a better understanding of the process
- Door-to-door canvassers feedback about their experiences and an evaluation process follows to ensure lessons are learned.

9.2 As in previous years, in 2017, Reading was proactive in contacting Reading University. Initiatives included:

- Putting the information on the University student home page
- Encouragement to register on-line, business cards inserted into Freshers' starter packs upon commencement at the University of Reading
- Including information about registration on the Students' Union web page
- Attendance at the Freshers' Fayre to promote personal registration by students
- Information to students in pre-arrival e-mails

9.3 The timetable that was used for the 2017 annual canvass and supporting promotional campaign is shown in Table 2 below:

**Table 2 - Timetable - 2017 Canvass**

Date	Activity	Comment
14 July 11 September 6 November	<p>First press release regarding the canvass.</p> <p>Second press release: Canvassers begin chasing Electoral Forms</p> <p>Third press release: Look out for Final Reminder Household Enquiry Forms</p> <p>For each release, uploading of a feature on the home page of the website: <a href="http://news.reading.gov.uk/">http://news.reading.gov.uk/</a></p> <p>Links tweeted to the above piece.</p> <p>Tailored messaging on Twitter and Facebook to target young people.</p> <p>Further information regarding registration to vote on the Electoral page of the Reading website</p>	<p>Reading had 19,300 followers on twitter during the canvass period.</p> <p>Effective publicity tool.</p>
17 July	Send out Household Enquiry Forms to all households, including void properties	72,023 HEFs issued
7 August	1 <sup>st</sup> reminder Household Enquiry Forms to all households, including void properties who have not responded to the initial HEF	44,407 1 <sup>st</sup> reminder HEFs issued
w/c 28 August	2 <sup>nd</sup> reminder HEFs arrive at Electoral Services offices. Canvasser briefings take place and forms distributed to Canvassers	31,123 2 <sup>nd</sup> reminder HEFs for door knocking distributed to canvassers
w/c 17 August	<p>2<sup>nd</sup> press release.</p> <p>Business cards included in student starter packs.</p> <p>Encouraging online Registration at:- <a href="http://www.gov.uk/register-to-vote">www.gov.uk/register-to-vote</a>.</p> <p>Distribution of Posters and Flyers to other local organisations</p>	Encouragement to Register. Publicity Strategy.
25 October	<p>Invitation To Register (ITRs) arrive at Electoral Services offices. Distributed to door to door canvassers for further door knocking (3<sup>rd</sup> reminder)</p> <p>Tweet, Facebook and website updates</p>	<p>Statutory IER requirement.</p> <p>3,194 reminder ITRs for door knocking distributed to canvassers</p>
31 Oct 2017	End of HEF door-to-door canvass	
14 Nov 2017	End of ITR door-to-door canvass	
1 Dec 2017	Publication of new Electoral Register	

- 9.4 Electoral Services meet with the Promotions team regularly. They have added the IER branding and press updates to the website at set phases and in internal publications.
- 9.5 The Anti-Fraud team have a list of addresses and comparisons are made manually with the Anti-Fraud and Electoral databases in order to confirm whether they still live at the same addresses.
- 9.6 The cost of the press and promotional activity was approximately £6,000 in 2017 and will be a similar figure in 2018.

## **10. LEGAL IMPLICATIONS**

- 10.1.1 The electoral registration process is prescribed by the Representation of the People Act 1983, in particular Sections 8-17. Section 10 governs the maintenance of registers and the annual canvass. The Electoral Registration Officer is required to carry out an annual canvass and all individuals have a duty to complete and return the electoral registration form.
- 10.1.2 Section 10(A) - and Regulations 33 and 34 - used to provide for the carry forward and removal of names from the register. Where the Electoral Registration Officer was unable to confirm, during the annual canvass, that a registered elector was resident because the canvass return was not returned or because he had obtained insufficient other information to indicate residence, then the ERO used to carry forward that elector's entry on the electoral register until the publication of the next year's register.
- 10.1.3 Under the Electoral Registration and Administration Act 2013 and the Representation of the People (England and Wales) Act 1983 and Amendments, the duty on the ERO is to take all necessary steps to maintain the Electoral Register (Section 9). Regulation 32ZB requires the annual canvass including making house-to-house enquiries. If no information has been received, second and third canvass forms have to be issued and at least one visit to the address must take place.
- 10.1.4 Individual Electoral Registration was introduced by the Electoral Registration and Administration Act 2013.
- 10.1.5 The electoral registration process is governed by The Representation of the People (England and Wales) Regulations 2001. These are regularly amended by Parliament, including following the introduction of IER, which they now govern.

## **11. FINANCIAL IMPLICATIONS**

- 11.1 The 2017/18 budget for electoral registration is £327,810. Of this, the door-to-door canvass cost in 2017 was £35,000.
- 11.2 Additional funding was received from the Cabinet Office in order to meet the costs of IER in 2014/15 (£110,426) and 2015/16 (£84,000). In 2016/17 Reading received £47,164 but we requested a further payment of £62,620, which the Cabinet Office granted, giving a total payment for 2016/17 of £109,784. In 2017/18 Reading has received £87,923. An additional funding claim will be submitted. IER funding is due to end in 2019/20.

## 12. BACKGROUND PAPERS

### 12.1 Representation of the People Acts

Representation of the People (England and Wales) Regulations 2001 (as amended).