

# Electoral Registration Data Standards

## Case Study - Congleton Borough Council



### Our approach

Initially, we were all a bit daunted by the process of trying to meet the compliance, but now we have started, we feel we are well on the road to meeting the December 2009 deadline.

We put forward our objections to the compliance date of 1 December 2008, particularly given the Local Government Review to become part of a unitary authority within Cheshire by 1 April 2009. Notwithstanding, we decided to start work on the implementation with the view that the data matching exercise would take up a large proportion of the work.

### Data matching

We started by speaking to the Electoral Registration (ER) Officer to agree an appropriate date to take a data extract from the council's electoral registration system. We then spoke with the system supplier who was very helpful in providing advice on the whole process, including timescales. We agreed on 2 June 2008 when we would send data. We then spoke with Intelligent Addressing (IA) to agree a date to send an extract file to them, for data matching. The file was sent via FTP on 17 June 2008. IA confirmed a 97.15% street match and 98.71% property match rates the next day, 18 June 2008! The full report took a week to develop.

The manual data matching exercise is currently in progress by an Electoral Registration Officer, with help from the LLPG custodian and LLPG data cleanser. This started on 23 June 2008 and continues to the present day.

Many people have been involved in the process including: LLPG custodian, LLPG data cleanser, Electoral Registration Officer, relevant staff to check address properties in the field, and the Street Numbering and Naming (SNN) Officer. It is important to consider that this work needs to fit into the normal everyday workload.

#### *Things which may have helped include:*

- Early access to the guidance notes on the process
- Agreeing a good time to take an extract for matching
- Knowing from which register should this be taken.

#### *Issues or problems, which we anticipate, include:*

- Problem address areas, which have never been resolved by previous SNN Officer.
- Properties not listed on the electoral register. IA is currently in the process of supplying a list of those properties that may be checked for electors.
- New properties not matched on the electoral registration system since the data extract was taken. These properties will then be matched manually.
- How to deal with international addresses so that you can input the correct format.
- Where to obtain the British Forces address.
- How to deal with LLPG addresses which do not fit the postal addresses.

*The next steps are:*

- If possible, complete the data match exercise to 100% accuracy.
- Send data match files back to Intelligent Addressing.
- Load the matched data prior to a new rolling register being generated in December 2008.
- Identify any additional new properties added since the extract was taken, and match the records.
- Discuss, with all three districts within our East Cheshire Unitary Authority, the progress of CORE MoJ, and decide on the course of action to become integrated with the Electoral Registration system, as a Unitary.

For further information, contact: [caroline.buttle@congleton.gov.uk](mailto:caroline.buttle@congleton.gov.uk)