



Cabinet Office Elections Policy and Co-ordination Group

Terms of reference

1. To act as the lead group to oversee and co-ordinate the development of electoral policy and legislation for the effective delivery of upcoming elections and referendums, including local polls in 2013 and the European Parliamentary elections and local polls in 2014.
2. To consider the implications of proposed changes to legislation and funding arrangements on the electoral process and act as a forum for the coordination of electoral policy across Government, including identifying strategic high-level operational issues and risks. To take forward this role for future elections and referendums, with membership and the terms of reference to be kept under review.
3. To work with other forums (such as the Electoral Advisory Board) and associated working groups to identify best-practice approaches to the administration of elections to ensure consistency, effective delivery and integrity.
4. To consider issues which are escalated by any working groups and where necessary, to delegate requests for further input and advice to these working groups.

Membership

Cabinet Office (EPD)	Alex Thomas, Paul Docker, Colin Dingwall
Scotland Office	Roddy Angus
NI Office	Philippa Saunders
Wales Office	Peter Newbitt
Home Office	Emily Miles, Ashton Cotier
Communities and Local Government	Paul Rowsell, Ian Barber
Defra	Tom Surrey, Rebecca Waite
EONI	Graham Shields (also RRO for Northern Ireland)
Welsh Government	Hugh Rawlings
Electoral Commission	Peter Wardle, Andrew Scallan, Tom Hawthorn
AEA	John Turner, Karen Quaintmere
Returning Officers	Regional Returning Officers from the 11 Regions of England, Wales and Scotland; John Bennett (GLRO); and other relevant representatives.
Electoral Management Board for Scotland	Mary Pitcaithly

- Meetings take place as required on a 6-8 weekly basis;
- Cabinet Office (EPD) provides the secretariat for these meetings;
- Items for inclusion on the agenda and papers for the meeting should be sent to the Cabinet Office 7 working days prior to the meeting. The agenda and papers will be sent out 5 working days before the meeting;

- Cabinet Office will aim to send out the minutes from the meeting to members within ten working days of the meeting. Members will be responsible for cascading the information in the minutes to Returning Officers and electoral administrators within their respective regions;
- The terms of reference will be kept under review to reflect any changes to the electoral landscape;
- The membership of the group will be subject to changes to reflect ongoing statutory appointments.