



# Chelveston-cum-Caldecott Parish Council

## Northamptonshire

### Neighbourhood Development Plan



#### Voting procedures for the preferred options poll

1. A database (**Database A**) of households and voters has been created from the electoral roll provided by East Northamptonshire Council (dated 21<sup>st</sup> February 2014).
2. From this we have generated a set of randomised elector codes that will go onto the bottom of each page of the voting forms. Without the database it isn't possible to identify individuals.
3. The database was used to create a letter addressed to "The Residents" of each household detailing what had been provided in the voting pack: (<http://ndp.chelveston.org.uk/NDP-V001>). These letters were printed by Cllr Adrian Dale at Colemans in Higham Ferrers.
4. A file was created of all the voting forms for all electors (5304 pages!) This was sent to Stanley L. Hunt Printers of Rushden for printing and collation. No personal identifying information was sent with this file. The codes on the forms are useless without the post code to which they have been allocated. Therefore, the use of an external printer does not pose a security risk.
5. The database was also used to generate the individually addressed letters to go with the voting form to each elector. A labelled, sealable return envelope was also produced on which the voter code was printed. (An example of the letter and voting form can be found at <http://ndp.chelveston.org.uk/NDP-VOTE>) The individually addressed letters were printed under secure conditions at Colemans in Higham Ferrers by Cllr Adrian Dale.
6. Once the preparation of the voting forms was completed, the names of voters were eliminated from **Database A** to leave a list of households together with the codes issued for that household – **Database C. Database A was then destroyed.**
7. Once voting has started, the collection points and the internet database will be checked daily for returns. Returns will be recorded in a separate database (**Database B**) storing just the return code, the date of return and whether the return was on paper or electronic.
8. A query run between Databases B and C will produce a report showing which households have yet to return any vote. This report will be used to send reminders to those households. From this report, it will not be possible to identify precisely who has returned a vote from each household or how many votes have been returned.
9. The return envelopes will remain sealed and the electronically submitted files will not be opened until after the tally at the count has been completed.
10. The poll will close at midnight on Thursday 20<sup>th</sup> March 2014. On Friday 21<sup>st</sup> March 2014 a report will be produced showing which households have not returned a vote. Members of the working party will visit these houses to collect outstanding returns or to leave a return card if the householder is out. The card will offer the opportunity for residents to deliver remaining voting forms in person to the Village Hall on the morning of the count before 10:00am.
11. The count will be done in the Village Hall on Saturday 22<sup>nd</sup> March 2014. The process will be supervised by the Clerk to the Council. Any land owners will be free to attend and other residents may attend on request. However, they will not be able to handle or read any of the voting forms and will be kept at a suitable distance from the count to prevent overlooking.
12. For the count, the envelopes will be shuffled and distributed to the workstations. Each workstation will be 2 laptops – 1 to enter and 1 to verify. The votes cast on the papers will be entered into the online system by the first person and then handed to the second, who will call up the record and verify it. Any faulty entries will be alerted to the poll supervisor who will come to the workstation and will validate the change.
13. Q1 (household size by age) will be extracted from the dataset. Database C will be used to de-duplicate and clean this data to eliminate inconsistent returns. This will give us the population profile for the households returning a vote.
14. Once this is completed, the voter codes will be eliminated from the remaining dataset and be replaced by the post code. **Database C will then be destroyed.** Some post codes may be combined in the analysis to ensure that individual households cannot be identified.