



SCRUTINY MANAGEMENT COMMISSION 12 SEPTEMBER 2006

Report of the Director of Corporate and Adult Social Services

Draft Scoping Report – Electoral Registration Review

RECOMMENDATION

- 1.1 That the Commission consider the draft scoping report
- 1.2 If the proposals and timetable set out in the draft scoping report are agreed, that members proceed with the review.

SUPPORTING INFORMATION

- 2.1 At its meeting on 11 July 2006 the Scrutiny Management Commission agreed to conduct a review of Electoral Registration in Derby with the specific aim of seeing how more Derby people could be encouraged to register and requested that the Co-ordination Officer prepare a report setting out the scope of such a review.
- 2.2 The draft scoping report is contained in Appendix 2. The report is in two parts. The first part draws heavily on information contained in reports published by the Electoral Commission and:
 - 1. Provides the background to Electoral Registration in the UK
 - 2. Identifies the extent of non-registration in the UK
 - 3. Explains the reasons for non-registration
 - 4. Identifies some actions that have been taken by local authorities to encourage electoral registration
- 2.3 The second part of the report outlines the possible scope and methodology of a review by the Commission aimed at developing recommendations to improve electoral registration in Derby.
- 2.4 The Commission is asked to consider the draft scoping report. If members agree with the proposals and the timetable contained in the draft report, it is suggested that the c should proceed with the review.

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Background papers:	Appendix 1 – Implications
List of appendices:	Appendix 2 – Draft scoping report – Electoral Registration Review

IMPLICATIONS

Financial

1. Any expenses incurred in conducting the review must be contained within the Commission's research budget.

Legal

2. None arising from this report.

Personnel

3. None arising from this report.

Equalities impact

4. Improved levels of electoral registration will be of benefit to the people of Derby.

Corporate Objectives, Values and Priorities

5. This report has the potential to link with all the Council's Corporate Objectives.

SMC Elec Reg Scope

Scrutiny Management Commission

Draft Scoping Report

Electoral Registration Review

Introduction

- 1. At its meeting on 11 July 2006 the Scrutiny Management Commission agreed to conduct a review of Electoral Registration in Derby with the specific aim of seeing how more Derby people could be encouraged to register.
- 2. This report is in two parts. The first part draws heavily on information contained in reports published by the Electoral Commission and:
 - 1. Provides the background to Electoral Registration in the UK
 - 2. Identifies the extent of non-registration in the UK
 - 3. Explains the reasons for non-registration
 - 4. Identifies some actions that have been taken by local authorities to encourage electoral registration
- 3. The second part of the report outlines the possible scope and methodology of a review by the Commission aimed at developing recommendations to improve electoral registration in Derby.

Part 1

4. In preparing this scoping report considerable reliance has been placed on the information contained in the following report by the Electoral Commission (EC):

Understanding electoral registration. The extent and nature of non-registration in Britain - September 2005.

- 5. This report compares and combines information from the Electoral Commission's own research based on the 2001 Electoral Register with that from the 2001 Census. This data is also compared with a statistical register check conducted on the Commission's behalf by the Office for National Statistics (ONS), with public opinion research by MORI, and with evidence from eight local authorities.
- 6. The full report can be accessed via the following link or by entering the Electoral Commission's website and using their search facility:

http://www.electoralcommission.gov.uk/files/dms/Undreg-FINAL 18366-13545 E N S W .pdf

Electoral Registration in the UK

- 7. To vote in an election in the UK it is necessary to be included on an electoral register and to be registered an individual must satisfy criteria relating to age, nationality and residence.
- 8. The Representation of the People Act 1983 requires Electoral Registration Officers (EROs) to prepare and publish a register of electors for their area each year. The register is published on 1 December each year.
- 9. Registration in the UK is conducted on a household basis. The Electoral Registration Form, the 'Form A', is sent to each household in the autumn for completion by the 'occupier'. The form asks the occupier to provide details of all those in the household who are eligible to vote, and those aged 16 or 17 who will be eligible to vote on their 18th birthday (the attainers), and who are resident at that address on 15 October that year.
- 10. Although registration is not in itself compulsory, the ERO has the power to require information for the purpose of maintaining the register of electors, and it is an offence to fail to return the Form A or to give false information.
- 11. In addition to the autumn canvass, the Representation of the People Act 2000 introduced rolling registration. This enables people to be added to and deleted from the register at any time throughout the year, for example when they move house.
- 12. The February 2001 electoral register was used by the Electoral Commission in its research because it just pre-dates the introduction of rolling registration and because of its proximity to the 2001 Census.

The extent of Non-Registration in the UK

- According the Electoral Commission report, on 1 December 2004 the number of people registered to vote following the annual canvass was 43,602,190. This figure compares with a 2001 Census estimate of 45,434,897 for the number of people aged 18+ in the UK – a difference of around 4%.
- 14. This figure does not however take account of the non-eligibility to vote of certain sectors of the population. To do this it is necessary to determine the eligibility of a sample of people before comparing this figure with the number actually registered. The register check exercise conducted by the ONS for the EC looked at a specially constructed sample of 23,963 adults and this information was cross checked against electoral registers. According to ONS, this sample represented 95% of the household population of England and Wales. The 5% of the population not represented by the study sample is said to comprise people who were found by the census enumerator but who did not return their census form. Analysis of the 2001 Census data suggests that up to 55% of those not responding to the Census are unregistered.

- 15. Based on their register check exercise the ONS concluded that in October 2000, non-registration among the eligible household population in England and Wales was between 8% and 9%. This meant that in October 2000 there were about 3.5 million people in England and Wales who were eligible to be on the register and were not registered.
- 16. The figures developed by ONS for the EC are a snapshot as they only estimate the extent of non-registration in October 2000. Further work by ONS has suggested that there were falls of between 9.7% and 18.6% in registration in some parliamentary constituencies between February 2001 and December 2003. More recent work by the University of Plymouth Local Elections Centre looked at data from 213 local authorities and found an average percentage registration of 87% in 2004 for the 31 unitary authorities they sampled.
- 17. The non-registration among key groups was investigated by the ONS and they found that in 2000 the highest rate of non-registration was among the youngest age groups. The distribution of non-registration among all age groups is shown in Table 1 below.

Table 1 Non-registration by age					
Analysis 1		Analysis 2		Analysis 3	
Age Group	% not	Age Group	% not	Age Group	% not
	registered		registered		registered
16-17	28	16	34	18-34	13
18-24	16	17	25	35-54	5
25-35	11	18-19	15	55-99	2
35-44	6	20	17		
45-54	4	21-24	17		
55-64	3	25-29	14		
65-99	2				

18. The ONS also considered the effect of gender on registration and their findings are illustrated in Table 2.

Table 2 Non-registration by sex and age		
Age group	% not registered	
	Male	Female
All Ages	8	6
16-17	29	25
18-24	18	15
25-34	13	10
35-44	7	5
45-54	4	3
55-64	3	2
65+	2	2

- 19. The consistent difference in the percentage of registration between men and women across all the age groups led ONS to speculate that this may 'imply a genuine gender variation in propensity to register'.
- 20. As part of their study ONS looked at the level of non registration among ethnic groups and different religions and found that people from minority ethnic groups were about three times as likely to be non-registered as white people. However, as is shown in Table 3, the levels of nonregistration varied considerably among the different sub groups that made up the ethnic minority population.

Table 3 Non-registration by ethnic group		
Group	% not registered	
Black Caribbean	9	
Black African	37	
Black other	24	
Indian	6	
Pakistani	8	
Bangladeshi	6	
Chinese	30	
Other/mixed	33	
Ethnic minority (all)	17	
White	6	

- 21. It is of note that among Asian people (Bangladeshi, Indian and Pakistani) the percentage not registered to vote was 7% which is the same as the overall percentage for England and Wales. Also, the level of non-registration among Black Caribbean people was, at 9%, only slightly greater than the overall percentage for England and Wales. However, as will be seen from the Table, the level of non-registration among other ethnic groups was very high.
- 22. ONS also found that those of the ethnic minority population with UK, EU or Commonwealth nationalities were much less likely to be unregistered that those with other nationalities (17% compared with 71%).
- 23. ONS investigated non-registration among different religious groups and found that in 2000, Muslims were more likely to be unregistered than other religious groups. Table 4 shows the level of non-registration among different religious groups.

Table 4 Non-registration by Religion		
Religion	% not registered	
Muslims	14	
Sikhs	3	
Hindus	5	
Jews	7	
Christians	4	
'No religion'	8	

- 24. However ONS also found that non-registration among Muslims who had lived in the UK for 10 or more years was only 6% and concluded that the variations they had identified probably reflected other factors such as nationality and residency.
- 25. ONS found that there were important relationships between nonregistration, and country of birth and nationality and this is illustrated by Table 5.

Table 5 Non-registration by nationality		
Nationality	% not registered	
UK	5	
Republic of Ireland	6	
Commonwealth	17	
Other European	19	
Union		
Other	60	

26. Tenure and length of residence were also found to have a marked effect on the level of non-registration. The effect of tenure is shown in Table 6.

Table 6 Effect of tenure on registration		
Type of tenure	% not registered	
Owner occupier	3-4	
Rented or rent free	15	
accommodation		
Rented from private	27	
landlord or letting		
agency		
Rented from	19	
employer		
Rented from local	10	
authority		
Rented from Housing	11	
association		
Rented from relative	9	
or friend		

27. The effect of length of residence on non-registration is illustrated by the graph in Figure 1.



28. Further analysis by ONS showed that moving home increased the likelihood of non-registration among all age groups. This effect is illustrated by Figure 2.



- 29. ONS found that the level of non-registration varied with the level of educational achievement and ranged from 4% for people with a higher educational qualification below degree level to 8% among those with no qualifications.
- 30. ONS also found that people who were divorced, single or separated were more likely to be unregistered than those who were widowed or married (8-14% compared to 2-3%). Men in each category were more likely to be unregistered than women.

31. The composition of the household was also found likely to have an effect on registration and ONS found that in households containing two or more unrelated adults, the head of the household was much more likely to be registered than other eligible household members. Table 7 illustrates the level of registration that ONS found for household members.

Table 7 Non-registration by relationship to 'head of household'		
	% not registered	
Single person		
households		
Head of household (sole	5	
member)		
All other households		
Head of household	6	
Spouse	3	
Partner	13	
Parent	6	
Child	12	
Other relative	18	
Sharer	46	
Lodger	42	
Friend	39	
Other non-relative	44	

32. ONS looked at the level of non-registration by region and local authority type and found that as might be expected non-registration was highest in areas where there were large numbers of young people and large ethnic minority communities and where there were high levels of population mobility. ONS also compared registration rates with the indices for deprivation and again as might be expected found that areas with high levels of unemployment and income deprivation had high levels of non-registration.

The profile of non-registrants

- 33. Analysis carried out by ONS found that over half of all non-registrants came from just three groups. These were:
 - Those living with their parents (particularly attainers)
 - Those having moved within the six months prior to the qualifying date
 - Those renting from private landlords
- 34. These three groups represented 19% of the ONS sample but accounted for 52% of non registration in 2000. Adding people who were unrelated to their head of household, the unemployed, those receiving certain benefits, full time students, single people under the age of 30 and those who were divorced or separated increased the percentage of the sample to just over

one third and the proportion of non registration to just over 75%. Thus approximately one third of the sample accounted for over three quarters of the non-registrants.

Table 8 Profile of non-registration		
Category	Estimated % of all	
	non-registration	
Being an attainer	8	
Living with parents	19	
Moved in 6 months prior to	23	
qualifying date		
Renting from private	21	
landlord		
Unrelated to head of	10	
household		
Receiving certain benefits*	8	
Being unemployed	7	
Being single and under 30	38	
Being a full time student	8	
Being divorced or separated	14	

35. Table 8 shows the contribution of each of the key groups to the level of non-registration. These figures are based the ONS sample.

* includes people receiving unemployment/council tax/income support/housing benefit

Reasons for non-registration

- 36. The Electoral Commission's report suggests that people's reasons for non-registration may be either situational or attitudinal.
- 37. Situational reasons are those that relate to a person's individual and household situation and circumstances. Attitudinal reasons include the person's perception of the principles and practices of electoral registration and ultimately their attitudes towards voting and politics.
- 38. In 2004/5 MORI, working on behalf of the Electoral Commission asked a 'rolled' sample of 274 non-registrants why they were not registered. Table 9 shows the top five responses to the MORI question.

Table 9 Top five unprompted responses for non-registration MORI 2004/5		
I'm not eligible to vote	29%	
I'm not interested in voting so there is no point in registering	14%	
Have just moved house	10%	
Haven't got round to it/will do it sometime 8%		
Don't know how to do it/who to contact	6%	

- 39. People's motivation to register was further explored by MORI in eight focus groups that they conducted for the EC in January and February 2005. These focus groups found a strong consensus that registration was a low priority and something of a hassle, and few non-registrants saw any particular advantage in becoming registered.
- 40. MORI used their research to develop seven different 'typologies' of non-registrants. These are listed in Table 10.

Table 10 'Typologies' of non-registrants – MORI research		
False Positives	Those who mistakenly believe that they are	
	registered when, in all likelihood, they are not.	
'Big Brother' phobics	Those who have a general suspicion of	
	'bureaucracy' or 'government' and are unwilling to	
	provide their details.	
Nervous of bureaucracy	Those who find the actual process of completing	
	the forms daunting or off-putting.	
Politically disengaged	Those who have a general lack of interest in politics	
	and, as a result, see no point in registering or	
	voting.	
Politically hostile	Those who actively dislike politicians and politics	
	and consequently wish to take no part in voting or	
	registering to vote.	
Recent movers	Those who have recently moved house but have	
	not yet got around to completing a form.	
Not got around to it	Those who say they simply have not got around to	
	filling in a registration form.	

41. There also appears to be a lack of knowledge of the registration system with knowledge varying very much with age. This is illustrated in Figure 3 below.



- 42. MORI also found some misconceptions about registration which impacted in the following ways:
 - 'False positives' think it necessary to register only when moving house or think registration is automatic or related to other processes such as payment of council tax.
 - Some "Big Brother" phobics' are concerned about 'junk mail', but are unaware of the optout provision now available when registering to vote (see 3.24 below).
 - Among 'recent movers', there is a low level of knowledge of rolling registration.
 - Claimed non-registration is relatively high among 16–17-year-olds who might not be aware of their eligibility to register (as attainers).
 - There is low awareness of the legal requirement to return registration forms.

Local Authorities' experiences of non-registration

- 43. As part of the Electoral Commission's investigation, evidence on the extent and nature of non-registration and the impact of administrative practice was collected from eight local authorities during December 2004 and January 2005. The eight local authorities were:
 - Cardiff County Council Ceredigion County Council Copeland Borough Council Dundee City Council Fife Council Leeds City Council The London Borough of Newham Stevenage Borough Council.
- 44. These local authorities reported percentage rates of return of Form A ranging from 75% to 99% and almost all said that there were significant variations in rates of return within their areas. Most of the eight authorities said that whilst it was relatively easy to identify which population groups were least likely to return their Form As, it was more difficult to see how best to tackle the non-registrants.
- 45. Most of the eight case study councils reported problems registering one or other (or several) of the following groups: students, people in inner city areas and people living in areas with a high percentage of rented accommodation. Leeds, in particular, were concerned about non-registration among students resulting from either low engagement or their being absent from term-time addresses during much of the annual canvasss period.

- 46. Newham and Cardiff two of the eight authorities with relatively high ethnic minority populations did not think ethnicity was itself a cause of non-registration, but did recognise the increasing challenge of explaining the why and how of registration to those without English as a first language.
- 47. The eight authorities were however confident that they had in place adequate procedures to ensure that individuals could register if they wanted to.
- 48. Some of the initiatives taken by the eight authorities to encourage electoral registration among more hard-to-reach groups are listed in the following table.

Table 11 Local authority initiatives to encourage electoral registration		
Cardiff reported a Form A response rate of 93% following the 2004 annual canvasss. The authority uses several methods in response to the challenges it faces in registering particular groups of people, including those who live in the inner city, mobile residents, students and those from minority ethnic communities. For example, registration is promoted though the universities at the beginning of term and information leaflets are distributed together with registration forms to travellers via site managers. In addition, the ERO works in partnership with the housing department who send out registration forms with council tax forms to new home movers.	Newham is an urban, diverse, multi-ethnic area of inner London and has a large electorate in the region of 172,000. The council reports higher non-registration in specific areas of the borough, especially where there is a high concentration of student accommodation, and particular challenges involved in raising public awareness and comprehension in an area where there are so many non-native English speakers. In response, the registration officer and her team use publicity, outreach and partnerships with community groups to raise public awareness of the registration process. Personal door-to-door canvasssers are employed during the canvasss period and the team work closely with council departments	
Ceredigion , a rural authority in Wales, had a 93% response rate during the last canvasss. While registration rates are fairly consistent across the authority area, they are thought to be lower in areas with a mobile population (people living in flats and bedsits) and among students living in halls of residence (the University of Aberystwyth is situated in Ceredigion). According to the authority, notices in newspapers and advertisements on the radio have proved to be successful tools for maximising registration rates.	Dundee reported an 85% response rate, but aimed to increase this in future through the use of personal canvassers. The authority reports particular difficulties in registering the sizeable number of students in the area – especially as they are a mobile population and tend to live in multiple occupation dwellings – and uses a number of different methods to tackle non-registration. These have included obtaining a list of 16–17-year- old attainers from the council's education department, and information from housing associations, local solicitors, private landlords and the council tax department to target new home movers.	

Stevenage in the south of England has an electorate of about 57,000 people and secured a 92% response rate following the last canvasss. The council report that an original 75% response rate was boosted to 92% following a systematic cross-check of the register against council tax records, including housing lists. Additional initiatives designed to boost registration rates have included promotional events, working closely with local community groups and issuing schools with registration forms for attainers.	Fife in the east of Scotland had an initial 82% response rate, which was boosted to 92% through the use of council records. The council's ERO identified two important obstacles to registration: people not wanting others to know their personal details, or simply assuming that they were automatically registered. In an attempt to boost registration rates, the council has held publicity drives, including the use of specifically designed posters and leaflets, registration forms on the council website, media releases, bookmarks and adverts in cinema magazines. In addition, they receive information from the council's education service in relation to 16-and 17-year-olds, and student information froms to new tenants on the ERO's behalf.
Leeds had a response rate of 93% in 2004. The authority has found that inner city areas tend to have lower registration rates, in part, related to a concentration of minority ethnic and student populations. The latter are particularly difficult to register given the difficulties created by not knowing if they are registered at home, rather than term-time, addresses. The electoral registration team use a variety of methods to promote registration, including advertising, events and partnership working with local community groups, and also work closely with other council departments and local authorities.	Copeland is an authority in rural Cumbria and had a 99% response rate to the 2004 canvass – 85% of Form As were returned initially, but reminders from door-to-door canvassers boosted this figure. It is thought that younger people are less inclined to register – especially if they live in multiple occupancy younger households – but the authority's ERO thought that the desire to obtain credit often prompted registration. In addition to using personal canvassers, Copeland have found that working with other council departments and sharing best practice with other local authorities helps to maximise registration rates.

Part 2

Objectives of the Review

49. It is suggested that the objectives of the Commission's review should be:

- 1. To achieve an understanding of the electoral registration process and of the barriers to registration
- 2. To examine any examples of electoral registration best practice by UK local authorities and assess the outcomes of that best practice
- 3. To consider the actions taken by the Council to encourage electoral registration in Derby.

- 4. Through discussion with selected stakeholder groups, to assess the outcomes of the Council's initiatives to encourage electoral registration and see whether there is the potential to achieve further significant increases in the level of electoral registration in Derby
- 5. If it is considered that there is the potential to significantly increase the level of electoral registration in Derby, to formulate recommendations, supported by reasons, for achieving the increases, and to give an indication of the level of financial and personnel resources that would be required to achieve the potential increases that have been identified.

Stakeholders for the Review

- 50. The elected members of the Council and that proportion of the population of Derby who are eligible to vote, represent the opposite ends of the electoral registration process. These two ends are linked by the electoral registration process. It is therefore suggested that the primary stakeholders for this review should be:
 - The elected members of the Council
 - MPs and MEPs
 - The Council officers involved in the electoral registration process
 - Representatives of the main non-registrant groups in Derby where it is possible to identify such representatives

Proposed Methodology

- 51. As the first step in its review the Commission will need to gain a reasonable working knowledge of the electoral registration process and the barriers to registration for certain groups of the public. A lot of information about the electoral registration process can be gathered from the reports published by the Electoral Commission and links to these reports can be provided. In addition it is suggested that the Commission would benefit from an overview presentation on the registration process and on the barriers to registration. This could be provided by one of the Council's officers who are involved in electoral registration or alternatively it might be possible to arrange for someone from the Electoral Commission and/or the Association of Electoral Administrators to speak to the Commission.
- 52. It is thought that the Electoral Commission will also be able to suggest some examples of electoral registration best practice by UK local authorities, and it should then be possible to arrange visits or presentations for the Commission.
- 53. Once the Commission has an achieved an understanding of the electoral registration process and the barriers to registration, and is aware of how some other local authorities are addressing issues in their areas, they should be in a position to meaningfully discuss the approach to electoral

registration taken in Derby with the officers engaged in the Council's electoral registration process.

- 54. This meeting will be one of the most important of the whole review and it will be important for members to have achieved a good understanding of the electoral registration process before they meet with the Council's officers.
- 55. The next stage in the review will be for members to look in detail at the barriers to electoral registration for certain sectors of the public and to see how these might be overcome. Part 1 of this report identifies some of the 'target' groups and one of these are the 'attainers'. These are young people who are 16-17 years old and will attain voting age during the qualifying 'life' of a future register. There will be the opportunity for the Commission to put some questions about electoral registration to young people at the Local Democracy Week event that is being organised for 14 November 2006.
- 56. The ways of getting feedback from other hard-to-engage groups may become apparent in the course of the review and if/when this occurs, steps can as necessary be taken to obtain the views of these groups.
- 57. The final stage of the review will consist of drawing together the conclusions from the evidence that has been gathered by the Commission. Once this has been done members should be in a position to identify any actions that the Council could take to improve electoral registration in Derby.
- 58. It is suggested that the Commission should confine itself to making recommendations that, if implemented, are likely to achieve a significant increase in electoral registration in Derby and that in addition to providing reasons for the recommendations members should also attempt to identify the financial and personnel resources needed to implement their recommendations.

Terms of Reference for the Review

Tab	Table 11 – Terms of Reference			
	Issue	Action		
1.	For the Commission to	Assessment of information contained		
	understand the electoral	in published reports on electoral		
	registration process and the	registration and of information		
	barriers to registration for certain	provided to the Commission through		
	sectors of the population	interviews and presentations.		

59. The suggested terms of reference for the review are shown in the following table:

2.	For the Commission to be aware of the actions taken by the City Council to encourage electoral	Assessment of the information provided to the Commission by City Council officers
3	registration For the Commission to consider initiatives of other supposedly	Assessment of the initiatives of any 'best practice' local authorities
4.	'best practice' local authorities For the Commission to seek and understand the views of representatives of hard-to- engage groups within Derby	Assessment of information provided to the Commission by representatives of hard-to-engage groups within Derby
5.	For the Commission to formulate any recommendations that it is thought would significantly increase electoral registration in Derby.	Assessment of all the evidence gathered by the Commission and the identification of actions that could result in a significant increase in electoral registration in Derby.

Timetable and member input into the review

- 60. It is suggested that the aim of the Commission should be to complete the review and issue the report before the end of December 2006. This would then leave January 2007 free for the Commission to concentrate on budget scrutiny, and if members wished there would then be the opportunity to conduct a further short review in February/March 2007.
- 61. Table 12 sets out a proposed timetable for the review which is based on completion in December 2006.
- 62. On the basis of this timetable and assuming that all members of the Commission will be going to the Local Democracy Week event on 14 November, the review will involve members in seven extra meetings or visits.
- 63. To assist in planning the meetings it would help if members would indicate whether they would prefer daytime or evening meetings.

DRR 21 July 2006

Table	Table 12 Suggested Timetable for the review				
	Activity	Date			
1.	Scoping report approved by the Commission	12 September 2006 - scheduled meeting of the Commission			
2	Publicise the review and seek comments from the public on the electoral registration process	September 2006			
3	Meetings with the Council's officers and with representatives of the Electoral Commission to inform the Commission of the electoral registration process	Mid September – early October 2006			
4	Visits to, or presentations by 'best practice' local authorities	October 2006 – dates will depend on witness availability			
5	Update report to the Commission	24 October 2006 – scheduled meeting of the Commission			
6	Key meeting with the Council's officers to update the Commission on the Council's initiatives for encouraging electoral registration, to give members the opportunity to discuss and compare the approach taken by Derby with that of other local authorities, and to consider options for encouraging electoral registration in Derby	Week commencing 30 October 2006			
7	Meetings with any accessible representatives of hard-to-reach groups	Early November 2006			
0	Meeting with the attainers representatives	14 November 2006			
8	Meeting of the Commission to discuss the evidence it has gathered and develop its recommendations	Week commencing 20 November 2006			
9	Preparation of the draft report by the Co-ordination Officer	Week commencing 20 November 2006			
10	Consideration of the draft report by the Scrutiny Management Commission	5 December 2006 – scheduled meeting of the Commission			
11	Issue of the final report	Week commencing 11 December 2006.			