**FOI Request: Full Electoral Register**

**Leicester Council**

*Under the terms of the Freedom of Information Act, I would like to make the following FOI*

*request:*

**Other than normal “public inspection” of the paper version of the Full Electoral Register under the supervision of the Electoral Registration staff (or electronic access to the Edited Electoral Register):**

1. Does the council maintain a list of employees that have access to the Full Electoral

Register?

Yes

1. Approximately how many council staff have access to the Full Register?

280

1. Are employees that have access to the Full Electoral Register required to sign any written undertakings in relation to the employees' use of the Full Electoral Register?

No

**If so** please enclose a copy of the draft undertakings.

**If there are no such employee undertakings,** how does the council ensure that employees only use the Full Register for legal purposes?

The Head of each Service area is required to ensure that the employees they supervise are aware of the restriction of use and do not violate those restrictions.

1. Are logs maintained of each search of the Full Electoral Register that is made by each employee?

No

1. In the last 12 months have any audits been made to check that searches made by employees of the Full Electoral Register were made in accordance with the relevant regulations?

No

6. For what purposes is the Full Electoral Register used by the council?

*For each purpose below please mark either Y(Yes) or N(No) in the second column, to indicate whether the Full Electoral Register is used by the council in that way.*

|  |  |
| --- | --- |
| Checking applications to rent council property | No |
| Tracing residents for littering offences | No |
| Checking whether a person lives in a certain borough to assess eligibility for services | No |
| Resolving returned mail | No |
| Sending residents non-political information leaflets and mail such as council newsletters | No |
| Tracing people to collect council tax | Yes |
| Checking single person occupancy | Yes |
| Assessing other benefit entitlements | No |
| Tracing people to collect business rates debts | Yes |
| Tracing people in relation to housing benefit over-payment | No |
| Checking residency for parking permit applications | No |
| Tracing people who owe parking fines | No |
| Tracing people who owe other debts | No |
| Legal disputes | No |
| Checking residency of trading standards complainants | No |
| Tracing traders suspected of a crime | Yes |

Any other purposes (please list below):