

	Period	Risk	Impact	Outcome	Likelihood	Impact	Mitigation Measures	Likelihood	Impact	Mitigated Risk Score
1	Registration	Secondary legislation not in place to inform planning for May 2023	Risk mitigations and choices being made uninformed (see also comms risk)	Election outcome is open to challenge e.g., electors not being issued with electoral identity documents and being unable to vote	5	5	Kent Returning Officers and Kent Election Managers meeting and Maidstone Election Manager is part of the Business Change Network	5	5	25
2	Election	Secondary legislation not in place to inform delivery for May 2023	Decisions and election planning conducted uninformed (see also comms risk)	Failure to deliver polling e.g., electors prevented from voting leading to a challenge to the way the poll was conducted. Potential errors leading to lack of confidence in the administration of the poll and the result. Reputational damage for the local authority	5	5	Kent Returning Officers and Kent Election Managers meeting and Maidstone Election Manager is part of the Business Change Network	5	5	25
3	Registration	Electoral Commission Guidance not in place to inform planning for May 2023	Risk mitigations and choices being made uninformed (see also comms risk)	Election outcome is open to challenge e.g., electors not being issued with electoral identity documents and being unable to vote	5	5	Kent Returning Officers and Kent Election Managers meeting and Maidstone Election Manager is part	5	5	25

							of the Business Change Network			
4	Election	Electoral Commission Guidance not in place to inform delivery for May 2023	No guidance to inform decision making (see also comms risk)	Failure to deliver polling e.g., electors prevented from voting leading to a challenge to the way the poll was conducted. Potential errors leading to lack of confidence in the administration of the poll and the result. Reputational damage for the local authority	5	5		5	5	25
5	Registration/Election	Too much workload in Electoral Services	Unable to process applications in a timely manner	Disenfranchised electors (with disproportionate impact on certain demographics and deprived areas) Reputational damage Increased costs Impact on election capacity Impact on other activities	5	5		4	4	16

6	Registration/Election	ICT System failure (Portal)	Unable to process applications Authorised IDs incorrectly	Disenfranchised electors (with disproportionate impact on certain demographics and deprived areas) Reputational damage Increased workloads and costs Impact on election capacity Fraud Reputational damage Failure demand	5	5	Training of staff will be conducted once the system information is available. Additional staff to be recruited on minimum 1 year fixed term contract to increase capacity. Inbuilt resilience in sharing workload with Corporate and Electoral Support as part of wider Democratic and Electoral Service. Ability to issue temporary electoral identity documents in contingency situations where the usual determination, printing and distribution	4	5	20
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							process is disrupted.			
7	Election	Quality of product (Voter ID) is not fit for purpose	Voter ID becomes damaged or unusable prior to election Voter ID is forgeable for use in a polling station	Increased workload/failure demand Reputational Damage Disenfranchised electors Impact on Local Election results and election integrity	5	5	Extensive training package to be put in place (reliant on secondary legislation, guidance and training packages being available) The ERO will have the ability to allow the appointment of an emergency proxy for that polling day. Electoral identity	5	5	25

							document expected to be an A4 paper-based document with inherent security features Ability to issue temporary electoral identity documents in contingency situations where the usual determination, printing and distribution process is disrupted. Increase polling staffing levels for May 2023 elections			
Period	Risk	Impact	Outcome	Likelihood	Impact	Mitigation Measures	Likelihood	Impact	Mitigated Risk Score	

8	Registration/Election	Communications are not effective (Comms Risk)	<p>Increase in voter ID requests</p> <p>Electors do not have apply for Voter ID when they needed to/elector assumes Poll Card is ID</p> <p>Electors do not realise they need ID and do not like being challenged in the station</p>	<p>Unable to process applications in a timely manner (see above)</p> <p>Elector is disenfranchised</p> <p>Elector is disenfranchised/polling risks and disruption</p>	5	5	<p>Utilise internal comms team as far as able to - but reliant on secondary legislation and guidance being in place.</p> <p>Ahead of the introduction of the voter identification requirement, the Electoral Commission will carry out a wide- reaching public awareness campaign (from early 2023) to ensure voters understand the change and to support continued participation in the electoral process. The EC's advertising campaign will be designed to reach the general public</p>	5	5	25
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							and, as the majority already have an eligible form of photographic identification, it will focus on raising awareness of the change and serve as a reminder to those in election areas.			
9	Election	Additional Responsibilities for polling staff	Increased difficulty in recruiting (particularly presiding officers) Increased training requirements (including for experienced staff)	Risk to election delivery Increased issues in polling stations etc. Unable to deliver polls Time/cost	5	5	Increase polling staffing levels for May 2023 elections DLUHC funding provision Extensive training package to be put in place (reliant on secondary legislation, guidance and training packages being available) Contact staff	4	4	16

							early for May 2023 (underway), to inform planning Put all council teams and staffing on standby to assist if required			
10	Election	Increased <u>serious</u> polling station incidents due to additional 'challenge point' of ID	Increased resourcing requirement on police Risks to staff safety	Difficulty recruiting Police unable to respond to serious incidents as occupied elsewhere Staff are put in dangerous situations	4	5	Increase polling staffing levels for May 2023 elections DLUHC funding provision Extensive training package to be put in place (reliant on secondary legislation, guidance and training packages being available) Make early contact with police to discuss resourcing and cover	4	4	16

11	Election	Poll card changes (to an A4 letter) lead to increased costs and confusion	Electors are confused, voter ID vs Poll 'card', do not recognise poll card as its changing form (so goes from letterbox to bin) Turnout is impacted, including postal votes Costs of elections increase due to postage costs changing	Election integrity questioned and risks of challenge increase Political fall out and reputational damage Impact on Council's finances if not covered by DLUHC	5	5	Communications required (see Comms Risk) DLUHC dependency Additional staff to be recruited on minimum 1 year fixed term contract to increase capacity.	5	5	25
12	Election	Additional polling station requirements (Disabled access, private spaces)	Increased difficulty in finding suitable polling stations	Increased election costs (venue hire, extra staff) Disenfranchised electors (i.e. due to confusion on location of poll)	3	5	Early planning, analysis of anonymous electors Extra staff in each station Include in training to staff Polling station assessments to be carried out	2	5	10