

It is the time of the year again that we have to undertake Annual Canvass. Annual Canvass is the annual check of the Electoral Register, to ensure we have all eligible residents registered in the correct properties. It will run from this Friday 16th July until the end of November, when we will then publish the updated register on 1 December 2021.

Just a reminder that there were changes to the process last year, after a review was undertaken and changes to legislation made. During the review, it was ascertained that a high percentage of people do not move each year, so resources are wasted chasing people to respond, when there have not been any changes in registration in the property. Also the new process allows us to make use of other ways of contacting electors to ascertain if everyone in the household is registered, such as email and telephone.

The process starts by uploading our register data via the Cabinet Office to the DWP site, on a set date, to be compared with the DWP data. Our date was 8 July 2021. From this comparison the entries either match (green) or don't (red). The results were sent back down to us the following day and have been downloaded into our electoral system. Then the households are set into 3 routes.

Route 1 – Households that have matched – these Households will receive either

- an email, (if we have an email address for someone in the property), informing them of the details we hold, which they **have to** respond to, to confirm that the details are correct or changes made, if they do not respond they will then receive a CCA letter.
- Or a letter (if no email addresses held), CCA, which informs them of the details we hold, which they only have to respond to if there are any changes. No further chasing is undertaken.

Route 2 – Households that have not matched – these households will receive up to 3 communications from us, either a letter or form, called a CCB or CF, an email (if we have an email address for that property), a telephone call (if we have a telephone number), or as a last resort a house visit from a canvasser with a tablet.

Route 3 – These are properties that are different to normal households, such as care homes, HMO's, etc. There will be a letter sent initially and then they will be contacted either by telephone or in person.

We would be grateful if you could encourage your residents to respond, if they have to, via one of the digital routes, either online, telephone or text, not only to reduce the amount of paper my team will have to handle, but to save much needed Borough funds.

Many thanks for noting this and your assistance, and if you require any further information, please do not hesitate to contact me.

Head of Electoral Services
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