

THE ANNUAL CANVASS AND CANVASS REFORM

Background

Each year the Electoral Registration Officer (ERO) must conduct an annual canvass to ensure the electoral register is accurate and complete. To do this, ERO's were required to send every household an annual canvass form, follow up any non-responses with a further two reminders and carry out a personal household visit. A revised register must be published by 1 December each year.

The annual canvass was reformed in 2020 by the Cabinet Office to make the process simpler and give EROs greater discretion to run a tailored canvass which better suits the local area. The canvass reform also reduces the administrative burden on EROs and the financial burden on taxpayers as there is a significant reduction in the amount of paperwork that has to be sent and returned by post.

How will the new canvass work?

Step 1: Data matching

- The Electoral Register is sent securely to the Department for Work and Pensions (DWP) database to be matched. Electors' names and address will be matched against the National Insurance details and the information held by the DWP. In addition to this we will also use local data (e.g Council tax records) to perform a matching exercise.
- If all the registered electors at a property can be matched with either of these databases the property will be sent down **Route 1** canvass.
- If there are any electors at a property that cannot be matched, the property will be sent down **Route 2** canvass.
- Care homes, nursing homes and all other properties that have a responsible person i.e. a duty manager will be sent down **Route 3** canvass.

Step 2: Routes of communication

Route 1 (matched electors)

- If we hold an email address for an elector that has been matched we will send them an email asking them to confirm that we have the correct people registered at their address. This email must be responded to even if there are no changes to make. Responses can be made online via www.householdresponse.com/stroud.
- Two unique security codes to be used as a log in to identify the property will be provided within the email.
- If we do not hold an email address for a matched elector or if we do not receive a response to the e-communication, we will send the property a Canvass Communication A form which will have the elector details we hold listed. If they are correct, the electors will not need to do anything more, if changes need to be made they can go to the website address and use the security codes on the form to log in and complete that change.
- If changes need to be made and responding online is not an option, changes can be made by calling the Elections Team on 01453 754886.
Please note: a response is only required to this form if changes need to be made. Changes can be made online or over the phone, alternatively the form can be posted back to us but a prepaid reply envelope is not included with this form.

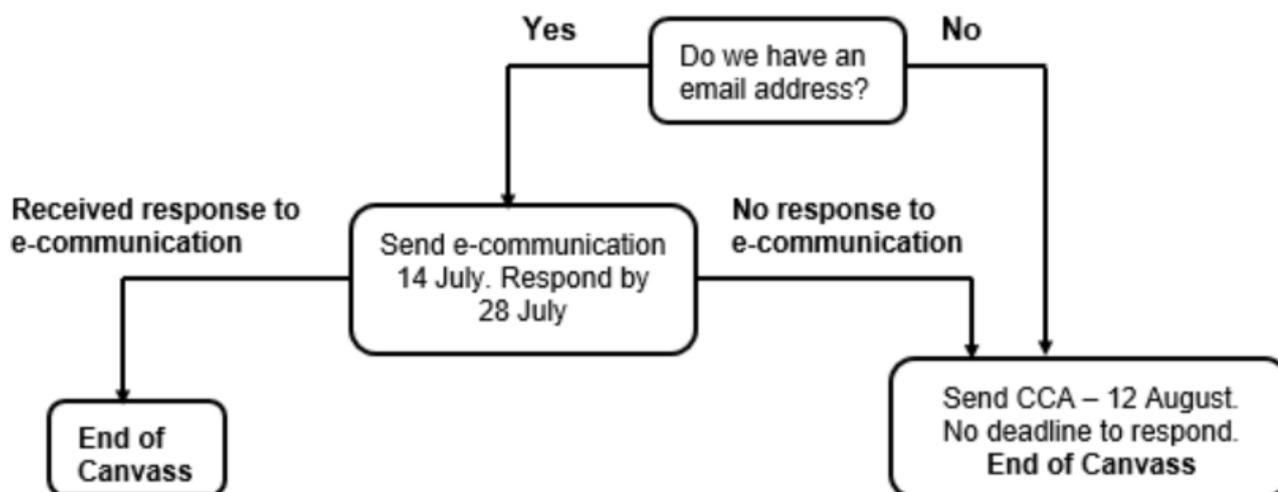
Route 2 (unmatched electors)

- Route 2 is most similar to the previous canvass process
- A form (either a Canvass Communication B or Canvass Form as explained in the table below) will be posted to the property which will have the details of electors that we have registered at the address. A blank form will be sent if the property is empty.
- We need a response from this form even if there are no changes to the details.
- The form can be returned by post, online or over the phone.
- If we do not receive a response to the forms we send, we will make every attempt to get a response, this may be via reminder forms, emails, telephone or a personal household visit.
- **Please note** as a result of the current public health situation, this year will be the first year a third part company will handle our postage returns and scanning of forms. Any postal returns will be directed to Civica Elections Services, 33 Clarendon Road, London, N8 0NW. This decision was made in light of maintaining not only the reduced access to Ebley Mill but also to minimise the amount of post being handled internally and to reduce any possible delays to publishing the register on 1 December in the result of a local lockdown.

Route 3 (care homes & nursing homes)

- Care managers or duty managers will receive a letter with a list of those registered at the address.
- The form can be responded to by email, telephone or posting the form back using the reply envelope that will be enclosed.
- If we do not receive a response to the forms we send, we will make every attempt to get a response, this may be via reminder forms, the telephone or a personal visit.

Route 1 – Matched electors



Route 2 - Unmatched electors

