

Record of operational decision

Decision title:	Decision to conclude the 2020 annual electoral register canvass without undertaking door-knock for non-responsive properties, due to Covid -19
Date of decision:	23 rd November 2020
Decision maker:	Electoral Registration Officer
Authority for delegated decision:	The chief executive's scheme of delegation updated 29 September 2020, SPO4 Electoral Registration Officer and Returning Officer
Ward:	'Countywide'
Consultation:	none
Decision made:	Not to undertake door knocking activity as part of the personal canvass stage of the annual canvass of the 2020 Electoral Register publication.
Reasons for decision:	To minimise the risk to staff and the public in light of Covid-19 as, the door-knock aspect to the personal canvass would require staff to engage directly with electors in order to enable updates to the register as part of that visit.
Highlight any associated risks/finance/legal/equality considerations:	<ul style="list-style-type: none"> • Risk of compliance with statutory duties under regulation 32ZBD (7) of the Representation of the People (Annual Canvass) (Amendment) Regulations 2019, due to the pandemic: Mitigation: <ul style="list-style-type: none"> ○ Promote registration with leaflet drops by engagement officers, making clear electronic means available to residents to support them with registration including email, telephone and online ○ Identify empty properties in the process, identifying occupied properties and using other data sets to conduct telephone canvass for non-responders, which is an alternative form of a personal canvass. ○ Follow guidance issued by the Electoral Commission and Association of Electoral Administrators
Details of any alternative options considered and rejected:	Include door knocking as an activity for the personal canvass for non-responding properties. This option was discounted to minimise the risk to both staff and residents in light of Covid-19.
Details of any declarations of interest made:	

Signed..... Date:

Please ensure that signatures are redacted before publishing.