



Public Document Pack

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

Committee Manager Carley Lavender (Ext 37547)

18 January 2021

ELECTORAL REVIEW SUB-COMMITTEE

A meeting of the Electoral Review Sub-Committee will be held virtually on 28 January 2021 **at 6.00 pm** and you are requested to attend.

Members: Councillors Oppler (Chairman), Jones (Vice-Chair), Mrs Baker, Bower, Mrs Cooper, Goodheart, Mrs Stainton and Tilbrook

PLEASE NOTE: This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least **24 hours** before the meeting.

Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.

This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>

For further information on the items to be discussed, please contact: committees@arun.gov.uk

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officer should make their declaration by stating:

- a) the application they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest
- d) if it is a prejudicial or pecuniary interest, whether they will be exercising their right to speak to the application

3. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Electoral Review Sub-Committee held on 11 February 2020.

4. ITEMS NOT ON THE AGENDA THAT THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. CANVASS REPORT 2020 (Pages 3 - 14)

This report presents a review of the 2020 Canvass for consideration by Members. It summarises the changes resulting from the 2019 Canvass Reform Regulations, sets out the outcomes for Arun, what worked well, and lessons learned

6. ELECTIONS UPDATE FOR MAY 2021 (Pages 15 - 22)

This report sets out the arrangements for the Elections to be held on 6 May 2021, including changes as a result of the current Covid-19 pandemic.

7. PARLIAMENTARY BOUNDARY REVIEW

A verbal update will be provided at the meeting by the Group Head of Policy. Members are requested to read the update from the Boundary Commission for England [2023 Review launched | Boundary Commission for England \(independent.gov.uk\)](https://www.independent.gov.uk/news/politics/boundary-commission-for-england-2023-review-launched/).

Note : Reports are attached for all Members of the Sub-Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager.

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings - The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link

– [Filming Policy](#)

This page is intentionally left blank

ELECTORAL REVIEW SUB-COMMITTEE

11 February 2020 at 6.00 pm

Present: Councillors Jones (Vice-Chair, in the Chair), Mrs Cooper, Goodheart, Lury and Oppler

Apologies: Councillors Purchase and Gunner

10. DECLARATIONS OF INTEREST

There were no declarations of interest made.

11. MINUTES

The minutes of the meeting held on 16 October 2019 were approved by the Sub-Committee as a correct record and signed by the Chairman.

12. GENERAL ELECTION DECEMBER 2019 REPORT

The Sub-Committee received the General Election report from the Chief Executive, who advised Members that the snap Parliamentary Election had been called after the last meeting of this Sub-Committee. While there had been some challenges that arose due to the election having been called with such short notice, he was pleased to confirm that the teams involved delivered the UKPGE (United Kingdom Parliamentary General Election) efficiently and alongside business as usual.

The Group Head of Policy then presented the report to the Sub-Committee and in doing so, drew Members attention to the following key points;

- Voting turnout was lower than expected, however not out of sync with previous General Elections
- Arun District Council's Communications Team and Arun Direct Team supported promoting key messages to the public, via the Website & Social Media Pages and made sure that people were signposted to where more information could be found as well as managing the high volume of requests and queries that came in across other communication channels.
- Between 1 November and 26 November 2019, 3,994 new electors registered to vote.
- December presented the Council with a number of weather-related issues; however, these issues were mitigated with extra heaters, lighting and absorbent mats where required.
- There was a greater focus on security for the election, the Chief Executive worked with the Chief Inspector ahead of time and Police were present for the entire duration of the Count.

Electoral Review Sub-Committee - 11.02.20

- The count went smoothly and the decision to start verification as soon as the boxes arrived proved pivotal. The count finished at 04:35am.

In referring to the letter from Chloe Smith MP, the Group Head of Policy highlighted a number of changes that the current Government were intending to put in place, with an update due by Summer 2020;

- Replacing the Fixed Term Parliaments Act;
- Ensuing updated and equal Parliamentary boundaries;
- Introduction of identification to vote at polling stations; and
- Making it easier for British expats to vote in Parliamentary elections, and removing the 15-year limit on their voting rights

In summary the Chief Executive told Members that he was pleased with how our arrangements for the election ran in practice and believed a number of other objectives were achieved also;

- Avoiding challenge to the election
- Compliance with legislation and Electoral Commission Guidance
- Maximised Voter turnout
- Accurate verification and results

He expressed his thanks to the Election Team and the wider teams who provided help and support to ensure that this election was one that delivered professionalism and consistency.

The Deputy Leader of the Council and Cabinet Member for Corporate Support expressed his thanks to all involved with not just this election, but for all of the elections that had taken place during 2019. He stated that as a candidate he felt that everything went smoothly and that the count had been uneventful which was a good thing.

The Sub-Committee noted the report and

RESOLVED – That

1. they agreed to support the Acting Returning Officer to implement any changes needed for future elections

(The meeting concluded at 6.45 pm)

ARUN DISTRICT COUNCIL

ELECTORAL REVIEW SUB-COMMITTEE 28 JANUARY 2021

PART A : REPORT

SUBJECT: Report on Canvass 2020

REPORT AUTHOR: Nigel Lynn, Electoral Registration Officer
DATE: 8 January 2021
EXTN: 37600

EXECUTIVE SUMMARY:

This report presents a review of the 2020 Canvass for consideration by Members. It summarises the changes resulting from the 2019 Canvass Reform Regulations, sets out the outcomes for Arun, what worked well, and lessons learned.

RECOMMENDATIONS:

That the Sub-Committee

- a) note the report; and
- b) agree that the Electoral Registration Officer continues to implement changes as necessary to the 2021 Canvass process for Arun District Council

BACKGROUND:

1. Reason for Canvass Reform

All ADC Councillors were sent a briefing note in July 2020 explaining the new process. Essentially this was developed by the Cabinet Office in order to enable Local Authority Electoral Registration Officers (EROs) to target their resources more effectively. The main change has been that the new process starts with data matching to identify those properties where it is likely that the occupiers remain the same. The intention is that where this is the case EROs can run a 'lighter-touch' canvass reducing confusion and inconvenience for electors and allowing Electoral Registration Teams to operate more efficiently.

2. The New Process

We are required to match our Electoral Register information against national and local data before we start the Canvass. In practice this means matching our Electoral Register with DWP records and also with Council Tax information. Where all our details for a property match those of other records, we send a canvass letter **which does not**

require a response (unless those householders wish to make a change to the details in the letter – e.g. request an absent vote). This is the most significant change. The result of our data matching was that 80% of our properties received letters that did not require a response (unless there were changes to be notified to us). This is ‘Route 1’.

3. Where there are differences between the records, households receive a letter that they need to respond to by law. This is ‘Route 2’. The letters show everybody registered to vote at an address, with their registration information. This year all our letters went out via Royal Mail, rather than being delivered by our canvassing team, and landed on doormats during the first two weeks of August. In previous years this would have been done in July but was still ahead of a number of other authorities. We sent out 61,972 Route 1 letters and 14,001 initial Route 2 letters in August, followed by 7,647 Route 2 reminders on 21 September. We also sent out 6,625 canvass forms at the end of October.
4. If households don’t respond when they are required to, we have a legal duty to chase them up. This includes a final step of making personal contact with the household (personal canvassing).
5. We planned to do as much personal canvassing as possible by phone and email, but we are required by law to do door-knocking if we don’t receive a response from these properties. Obviously, the safety concerns around this were paramount and along with most authorities we did not in the end carry out face to face canvassing in 2020. The guidance from the Electoral Commission confirmed that in the case of exceptional circumstances where this process was changed, we had to be able to produce evidence that justified such a change. As Electoral Registration Officer (ERO) I discussed this and confirmed with the service that the pandemic did constitute exceptional circumstances! The decision was made to carry out all follow ups by e-mail or telephone where possible.

Outcomes of 2020 Canvass

6. Response Rates

- a. Responses, numbers and channels are set out in Appendix 1. Whilst there was still some duplication, this was very much less than in the previous system as the Route 1 letters were very clear that responses were only required if there was a specific change to be made. The other side to this is that we are not chasing 80% of our properties for a response. Although the letter says people should respond only if there are changes, firstly we know they won’t necessarily, and secondly, as we’re not sending reminders, when people move out there is nothing to prompt new occupiers to notify us. The way we dealt with this was to continue processing the e-forms received by Electoral Services via Council Tax for new residents. We do this anyway, but now it’s even more important to capture as many changes as possible in a timely way. For various reasons we are not notified of all changes and this work is also very time-consuming.
- b. Overall we received 8,538 responses to Route 2 properties, however we need to recognise that given the amount of work which went into cleaning the data as part of the matching exercise the Route 2 properties contained a very high

proportion of properties that we would normally struggle to contact or get a response from.

- c. Members should also note that the annual canvass only ever gives us a snapshot in time, and we expect changes throughout the year anyway. We need to report to the Electoral Commission on the operation of the canvass and it will be interesting to see what the national picture is on responses. Of course we were also not able to carry out personal canvassing and had a mixed response to e-mail and telephone canvassing. 'Cold calls' even from the Council are not necessarily welcome.
- d. We wrote to all households in the District in mid-January 2021 to inform them of a number of practical changes to the elections in May 2021 and part of this letter encouraged electors to consider how they wished to vote, encouraging applications for postal or proxy votes. We anticipate that some of the work we did not have to do following up Route 1 letters as part of the new canvass process, may move to a different time of year, particularly where we have big elections. That is registers may generally be slightly less accurate at the end of the canvass than in previous years, but that is likely to be adjusted as people make sure they can vote and that their details and voting preferences are accurate. Comparative canvass response rates are as follows:

Year	Overall Response Rate
2020	92.76%
2019	95.02
2018	96.45

7. Arun Direct Feedback

There was a noticeable decrease in calls this year due to most properties not having to respond. The view of Arun Direct staff is that there was surprisingly little confusion on the part of the public and some positive feedback about how much paper the new process saves (a regular complaint in previous years) and how much easier it is. Arun Direct did comment that there were quite a few old or incorrect telephone numbers which will not have helped the telephone canvass. Appendix 2 sets out overall contact numbers in the contact centre for the canvass period. These will only be indicative in terms of the canvass as specific 'wrap reasons' were not available in 2020.

8. What went well

- a. Electoral Services Staff spent a lot of time clarifying and understanding the new process, including briefings and training. This enabled the team with the ERO to make sensible decisions on what was practical in the first year, especially given the pandemic, which resulted in a number of adjustments to the original plan
- b. Communications worked well with briefings for the project team, including Arun

Direct, CMT, the Electoral Review Sub-Committee and Members generally. Electoral Services also worked with the Communications Team using video and social media in addition to letters to explain the new process to the public. The Canvass webpage was completely re-written and updated as things changed.

- c. There were considerable problems with set up, upload and download of data during testing, but this went smoothly when it had to be done 'for real' Thanks to IT for their support on this.
- d. Data matching worked well with Council Tax and was a very useful exercise. Unfortunately records need to match exactly (eg down to use of commas and spaces) which became obvious when manual matching identified more matches than the system. Need to look at this for next year.
- e. Printing went well with printers well briefed and working closely with us. There were practical difficulties for the team because of the need to do this work virtually.
- f. There was a good level of online responses for both Route 1 and Route 2 letters and the public generally liked this. Although we had a couple of comments, we are not aware of any complaints about the default process being solely an online response. This may have been in part because of the pandemic but is very encouraging as we move forward.
- g. Arun Direct were able to step in and support with telephone canvassing.
- h. Because a lot of people responded online to the canvass form we were able to send their ITRs by e-mail and were also able to use data from Chichester University to e-mail ITRs to students.
- i. Costs appear to be around 30% lower than in 2019, shown in Appendix 3, however we are not comparing like with like because of new processes anyway and different processes in 2020 because of Covid-19. It would be useful to have any detailed questions on costs from members in advance of the meeting.

9. What did not go so well

- a. Very stressful for the team planning for a totally new process alongside elections due in May 2020 which were only cancelled at the last minute (when most of the work had been done), all under very different working conditions. Elections and Electoral Registration remain relatively heavy paper processes despite the changes.
- b. Still some duplication with people in Route 1 properties responding where there were no changes. Hopefully this will become less of a problem as people get used to the new system.
- c. We had to use Arun Direct to do telephone canvassing (which they did

willingly) because they needed full access to the system to do it. Our software suppliers have now updated the system so tablets can be used for telephone canvassing so we can consider using personal canvassers to do this next year

- d. Canvassing of care homes and nursing homes was understandably a challenge. We would normally use a member of the team to visit each one as the phone doesn't really work well for this where we require updates/confirmation for a number of people.
- e. We had considered using the system to send initial letters by e-mail, which is a new provision of the reformed canvass. We decided against this for a number of reasons in this first year, and it seems to have been the right decision as other authorities who did this reported a high level of technical issues, bounce-backs and customers querying whether the emails were spam, which resulted in a lot more work for their teams. We will consider this again for 2021, once we are assured that the technical issues have been resolved.
- f. A lot of updates to 'fix bugs' in the new process and not able to do a second council tax matching exercise which we would normally do (the new canvass configuration does not allow this)

10. Conclusion

The Electoral Services Team has worked hard under difficult circumstances to deliver the new Canvass Reform process successfully. There are some areas that need further attention and improvements which the team would like to implement, but I am confident that we have a good understanding of what these are and how we should approach them. Uncertainties around the timing of the 2021 elections may not be helpful to this, especially if timing changes and encroaches on the canvass period.

I would like to express my sincere thanks as ERO to the Electoral Services Team and everybody else in the Council who supported them in delivering the 2021 Canvass.

2. PROPOSAL(S):		
To note the contents of the report		
3. OPTIONS:		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x

Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Safeguarding		x
Other (please explain)	x	
6. IMPLICATIONS: Ensuring the right of residents to vote in all relevant polls		

7. REASON FOR THE DECISION:
To understand the new canvass process, what has worked and not worked and what areas need to be improved for 2021

8. BACKGROUND PAPERS:

CANVASS 2020 RESPONSES**Initial forms and responses:**

Route 1 - 61,972 sent 1-14 August

Route 2 - 14,001 sent 1-14 August, reminders 7,647 sent 21 September

Route 3 Canvass Forms - 6,625 sent 23-30 October

(We also generated 668 telephone canvass contacts, of which we received 198 full responses)

We received 6,007 responses to Route 1 properties, of which 2,071 were for major changes, and 3,936 were for minor or no changes

We received 8,538 responses to Route 2 properties, 54% response rate.

Response Channel	Route 1 total responses**	Route 2 total responses**
Post	152	580
Internet (CES)	5391	6,474
Phone (automated)	1	614
SMS	3	134
Email (includes via Arun Direct*)	76	187
Telephone canvass	N/A	198
Other responses (eg via CT)	384	351
TOTAL	6,007	8,538

* when Arun Direct received a phone call in response to the canvass letter, they would email us with the response, and we would attach the response to the property, so on the reports it shows up as an email response.

** these are the property totals, but in addition to this we received multiple responses from some properties, as we always do. Sometimes this is because circumstances have changed since the initial response, sometimes because we have to produce the data a while in advance of printing, so some people might respond, then receive a reminder. Sometimes there is no reason at all for people to respond more, but they do.

This page is intentionally left blank

Arun Direct contact figures

2020: Month	2020: Total elections calls	2019: Month	2019: Total elections calls
July 2020	49 (canvass started 1 Aug)	July 2019	1,084 (Canvass started 1 July)
August 2020	953	August 2019	654
September 2020	321	September 2019	624
October 2020	183	October 2019	504
November 2020	148	November 2019	1,653

This page is intentionally left blank

Canvass Stage	Description	2019 Cost	2020 Cost	Comment
Initial Forms	Printing	11571.29	9235.03	Printing on A4 sheets instead of A3 decreased costs in 2020
	Hand Delivery	14302.80	N/A	Could not complete hand delivery in 2020 due to pandemic
	Postage	888.81	23162.68	Increase in postage as we were not able to hand deliver in 2020
1st Reminder	Printing	1846.44	748.20	Less forms due to CCA's not needing to receive reminders in 2020
	Postage	4857.75	2523.00	Less postage due to CCA's not needing to receive reminders in 2020
	Personal Canvassing	6700.00	N/A	Could not complete personal canvassing in 2020 due to pandemic
Final Reminder	Printing	383.71	1426.71	Increase in printing as we were not able to complete personal canvassing using tablets in 2020
	Postage	859.17	2432.85	Increase in postage as we were not able to complete personal canvassing using tablets in 2020
	Telephone Canvassing	N/A	192.40	Telephone canvassing was not available in 2019
	Personal Canvassing	8005.43	N/A	Could not complete personal canvassing in 2020 due to pandemic
Automated Response Service		5937.64	3905.93	
	Total	55353.04	39720.87	

This page is intentionally left blank

ARUN DISTRICT COUNCIL

ELECTORAL REVIEW SUB-COMMITTEE 28 JANUARY 2021

PART A : REPORT

SUBJECT: Elections Update for May 2021

REPORT AUTHOR: Nigel Lynn, Electoral Registration Officer
DATE: 18 January 2021
EXTN: 37600

EXECUTIVE SUMMARY:

This report sets out arrangements for the Elections to be held on 6 May 2021, including changes as a result of the current pandemic

RECOMMENDATIONS:

To note the report

1. BACKGROUND:

2. Following the postponement of Elections in May 2020 the elections/polls taking place on 6 May 2021 are as follows:
 - Police and Crime Commissioner (PCC) election for Sussex (Brighton and Hove are in charge of the election for Sussex)
 - West Sussex County Council (WSCC) elections
 - Brookfield District ward by-election
 - Littlehampton Town Council by-election – Beach ward
 - Littlehampton Town Council by-election – Wickbourne ward
 - Walberton Neighbourhood Plan Referendum (to be confirmed)
3. The count for WSCC and local by-elections will take place on Friday 7 May 2021 and for the PCC on Monday 10 May.
4. We have had to consider the arrangements for the elections very carefully to ensure a covid secure environment for all stakeholders, that is voters, candidates, agents and staff. We have been working with the Returning Officers for the PCC and WSCC and Health and Safety at Arun District Council. We have also taken into account detailed advice from the Electoral Commission (EC) and the Association of Electoral Administrators, the professional body for Electoral

Services who work very closely with the Electoral Commission.

5. We have carried out coronavirus risk assessments at all polling stations, reviewed arrangements for postal vote opening and the counts and contacted staff to ascertain how willing they are to work under what levels of coronavirus restrictions. This has been extremely challenging for the Elections Team who have also been carrying out a new canvass process for the first time this year at the same time. Arrangements to be considered are:
 - Covid secure voting – a lot of this is set out in Appendix 1 – the letter to all households which was sent out on 15 January.
 - Securing sufficient staff
 - PPE including sanitiser, masks, gloves, Perspex screens
 - Cleaning of polling venues before, during and after voting
 - Count arrangements and social distancing
 - Safe postal vote opening for staff and observers
 - Legal requirements around proxy votes
6. There is a concern that all stages of the elections process could take longer than normal due to the limits on staff and observers at the key venues. This is due in part to the requirement for staff ‘bubbles’ as we cannot risk all staff involved in postal vote opening becoming ill immediately before polling day and the count. This also applies to a very small elections team and the wider election control team of senior staff who will not be able to work together in the normal way prior to the elections as they are all required at the election.
7. A number of polling stations have had to change because they cannot be made covid secure. Voters are encouraged to make alternative arrangements, postal or proxy votes, where they do not wish to vote at their new polling station if it has changed. These arrangements will only be in place whilst there is a risk because of the pandemic. There are varying estimates from the Government, but even the most optimistic do not have all adults vaccinated by 6 May.
8. Agents and members were sent a copy of these letters, the election timetable (included here at Appendix 2) and information on briefings. All the information is available on our website and as more information is made available this will be updated and e-mails sent to Agents and Candidates.

2. PROPOSAL(S):

To note the contents of the report

3. OPTIONS:

To note the contents of the report

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Safeguarding		x
Other (please explain)	x	
6. IMPLICATIONS: Ensuring the right of residents to vote safely in the May 2021 elections		

7. REASON FOR THE DECISION: To inform Members about the process for and concerns around the May 2021 elections
--

8. BACKGROUND PAPERS:

This page is intentionally left blank



Arun District Council
 Arun Civic Centre
 Maltravers Road, Littlehampton
 West Sussex BN17 5LF
 Call 01903 737616
 Email elections@arun.gov.uk
 Web www.arun.gov.uk/registration

Date: 15 January 2021

Dear Occupier(s)

Is the electoral register information for this property correct?

On Thursday 6 May 2021, the Police and Crime Commissioner election for Sussex and the West Sussex County Council elections will take place. Eligible electors who are **18 or over** on polling day are able to vote at these elections.

Please read the accompanying leaflet which gives you important information on the election arrangements for this May.

If you currently have a postal vote in place, you will **not** be able to vote in person at the polling station.

At this address the following people are listed on the electoral register:

First Name	Surname	Nationality	Current Voting Method

Page 19

- **If all the information is correct, you do not need to do anything.**
- **If there is a name missing – your urgent attention is required**
 Anyone living at this property who is over the age of 16, a British, Commonwealth or European Citizen and is not listed above is required to register. Please visit www.gov.uk/register-to-vote to complete your registration.

- **If the details are incorrect – your urgent attention is required**

1 Visit the website
www.householdresponse.com/Arun

2 Enter your unique security code
 Part 1: «unique security code»
 Part 2: «unique security code»

3 Update your household information and submit
 Include the names and nationalities of everyone who lives at this address

Yours sincerely



Nigel Lynn
 Electoral Registration Officer



6 May 2021

Election Arrangements

Due to the Coronavirus pandemic and the need to make sure that all polling stations are Covid compliant and safe for voters, your polling station for these elections, will be:

If your polling station has changed from your normal venue we apologise for this inconvenience, but we have carried out risk assessments and have chosen the venues that we feel work best for these elections.

How you can vote – Polling Station/Postal Vote/Proxy Vote

If you find that you cannot get to or would prefer not to vote at the polling station above, we advise that you apply to vote by post or by proxy. This is particularly important if you are clinically vulnerable or clinically extremely vulnerable. (Please note that your chosen proxy will need to travel to your allocated polling station above to cast your vote).

To download a postal or proxy form please visit www.arun.gov.uk/elections

Or for more information on this please call our helpline on **01903 737616**.

Postal and proxy votes can be temporary for these elections only, if that is what you would prefer.

Deadlines to apply for these elections:

- To register to vote – Monday 19 April 2021
- To apply for a new or cancel a current postal vote – 5pm on Tuesday 20 April 2021
- To apply for a new or cancel a current proxy vote – 5pm on Tuesday 27 April 2021

Continued...

What to expect if voting at the polling station

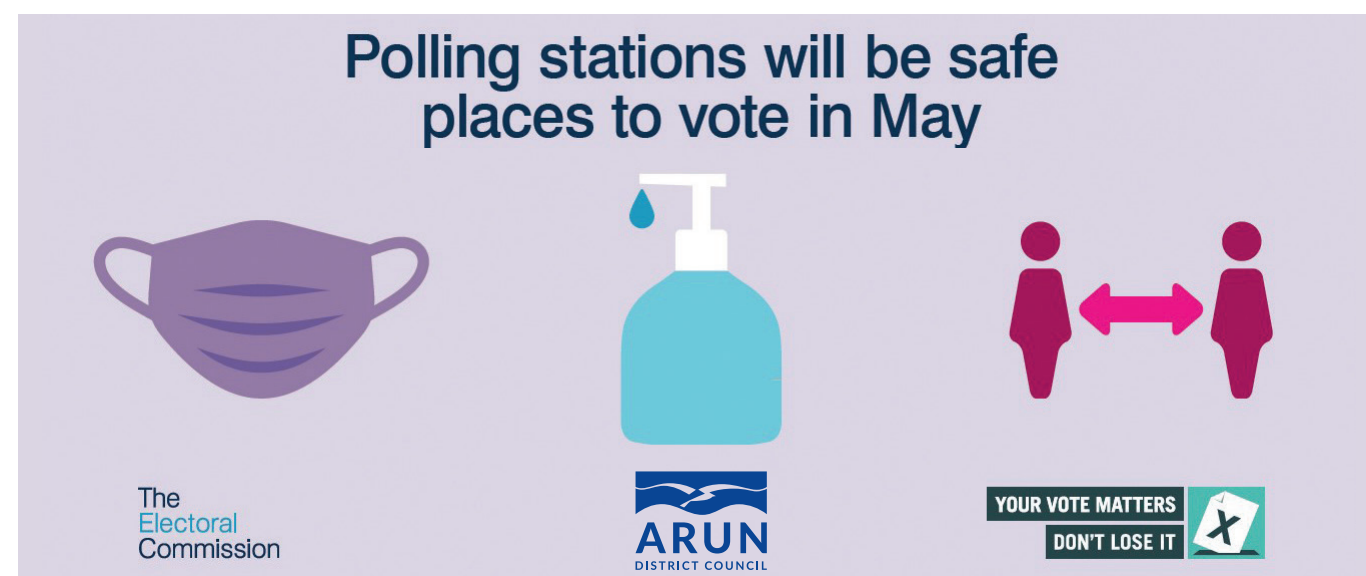
- Polling stations will be thoroughly cleaned before, during and after the poll
- Please expect to queue outside, there will be signs for social distancing and staff members to help you. Only 2 voters will be allowed in the polling station at any one time.
- You must wear a face covering (unless you have a medical exemption).
- If you have symptoms of Coronavirus or have been instructed to self-isolate, please do not attend your polling station and call our helpline on 01903 737616 on how you can cast your vote. Symptoms include;
 - a high temperature
 - a new, continuous cough
 - a loss of, or change to, your sense of smell or taste
- It will be a longer process than normal, please bring your poll card with you to make it easier, as this can be scanned at the desk. If you would like to receive an electronic poll card, please email elections@arun.gov.uk so that we can set this up for you. Then you will be able to show the poll card on your smartphone/tablet instead of bringing your paper poll card.
- Please scan the NHS poster with the QR code at the entrance.
- There will be an entrance and a separate exit for you to use (where possible), please follow the guidance of the staff.
- Abuse to staff will not be tolerated. Police may be called if this occurs. Any extra measures, including queuing arrangements, are in place to protect you and those working at the polling stations.
- If you would prefer to bring your own pencil or pen then this would be very helpful. Pencils that are provided will be sanitised between use, there will be a box to put the pencil in after use.
- Booths will be cleaned between each elector casting their vote.
- There will be no toilet facilities available to use.
- All signs will be laminated so can be wiped down throughout the day.

Page 20

Candidate information will be available on our website or by calling our helpline on 01903 737616 from 4pm on Friday 9 April 2021, we will not be able to provide this information in the polling station.

We hope to have live updates on our website and social media on the level of queues at each polling station so that you can decide what time is best for you to vote.

Please check our website for information www.arun.gov.uk/2021-elections



Frequently Asked Questions

Someone in my household isn't registered, what should I do?

Everyone is now responsible for registering themselves. Anyone whose name is not included in this letter should go to www.gov.uk/register-to-vote to register. We can also provide paper application forms on request.

I have already told the council I live here and I have voted in the past – why am I not registered?

Even if you have registered for council tax or council services, you still need to apply to register. We are writing to every household to make sure everyone who is eligible is registered.

What elections are happening in my area?

For information on up and coming elections in your area please visit www.arun.gov.uk/2021-elections. If you are entitled to vote at an election, you will receive a poll card with more information.

Will I be able to vote at the next election in my area?

You need to be included on the electoral register in order to vote.

There are some people who are entitled to be registered, but won't be entitled to vote at the next election.

For example, while you can register to vote before you turn 18, you have to be 18 or older on election day in order to vote.

EU nationals (other than those who are British, Irish or Commonwealth) cannot vote at UK Parliamentary elections, but they can register to vote at local and certain other elections.

Privacy statement

We collect information under the legal basis of a task carried out in the public interest, as set out in the Representation of the People Act 1983 and related regulations. We will look after personal information securely and follow data protection legislation.

If you opted-out of the open register we will only use the information you give us for electoral purposes, including matching it against other sources of data to support the electoral register. We will not give personal information to anyone else, unless we have to by law. The law requires us to share your information with candidates, political parties and campaigners for democratic engagement purposes and credit reference agencies to check your identity when you apply for credit.

If you have not opted-out of the open register your name and address can be bought by anyone and used for lots of purposes, including direct marketing.

The Electoral Registration Officer is the Controller. They must have a policy document known as a privacy notice setting out how they process personal data. Refer to the privacy notice at www.arun.gov.uk/registration or contact us to request a copy on 01903 737616.

**ARUN DISTRICT COUNCIL
POLICE AND CRIME COMMISSIONER ELECTION,
WEST SUSSEX COUNTY COUNCIL ELECTIONS, COMBINED WITH VARIOUS
BY-ELECTIONS ACROSS ARUN – THURSDAY 6 MAY 2021**

ELECTION TIMETABLE

[Shaded boxes are part of the statutory timetable]

Date	Note/Deadline	Electoral Event
Friday 15 January 2021		Mail out of Household Notification Letter (HNL) and election leaflet
Thursday 25 February 2021	2.30pm	Candidates and Agents virtual briefing
Monday 29 March 2021		Publication of Notice of Election
Monday 29 March – Sunday 11 April 2021		Poll Card hand delivery
Tuesday 30 March 2021	Nominations must be delivered by hand within normal office hours	Police and Crime Commissioner election - 1 st date to deliver nomination papers to the Regional Returning Officer at Brighton and Hove City Council West Sussex County Council elections - 1 st date to deliver nomination papers to the Deputy County Returning Officer at Arun District Council
Friday 2 April – Monday 5 April 2021		Easter bank holiday weekend
Thursday 8 April 2021	<i>Not later than 4pm</i>	Police and Crime Commissioner Election - Deadline for the delivery of nomination papers to the Returning Officer at Brighton and Hove City Council West Sussex County Council elections - Deadline for the delivery of nomination papers to the Deputy County Returning Officer at Arun District Council
	<i>Not later than 4pm</i>	Deadline for withdrawals of nomination
	<i>Not later than 4pm</i>	Deadline for Appointment of Election Agents Publication of Notice of Election Agents (to relevant Returning Officer)
		Publication of 1 st interim Notice of Alteration to Register of Electors
Friday 9 April 2021	<i>Not later than 4pm</i>	Publication of Statement of Persons Nominated In an uncontested election, relevant Returning Officer to: Declare elected the person remaining validly nominated Give public notice of the name of the person elected
Monday 19 April 2021	- 12	Deadline for registration applications to vote in the election
Tuesday 20 April 2021	<i>Not later than 5pm</i> - 11	Deadline for requests for new postal votes or to change or cancel an existing postal vote or proxy appointment
Wednesday 21 April 2021	<i>Publish between -18 and -6 days</i>	Publication of 2 nd interim Notice of Alteration to Register of Electors
Wednesday 21 April 2021		Post out of postal vote packs – 1 st issue
Friday 23 April 2021	1.30pm	Postal vote opening starts (1)
Monday 26 April 2021		Post out of postal vote packs – 2 nd issue Post out of poll cards – 2 nd issue

Monday 26 April 2021	9.30am 1.30pm	Postal vote opening (2) Postal vote opening (3)
Tuesday 27 April 2021	9.30am 1.30pm	Postal vote opening (4) Postal vote opening (5)
Tuesday 27 April 2021	- 6	Publication of Notice of Poll and Notice of Polling Stations
	<i>Not later than 5pm</i> - 6	Deadline for new applications to vote by proxy (except for emergencies)
Wednesday 28 April 2021	9.30am 1.30pm	Postal vote opening (6) Postal vote opening (7)
Wednesday 28 April 2021	- 5	Publication of final Notice of Alteration of Register for late applications
	- 5	Deadline for appointment of Counting and Polling Agents
Thursday 29 April 2021	9.30am 1.30pm	Postal vote opening (8) Postal vote opening (9)
Thursday 29 April 2021	- 4	First day to issue replacement postal ballot papers where lost
Friday 30 April 2021	9.30am 1.30pm	Postal vote opening (10) Postal vote opening (11)
Saturday 1 May 2021	9.30am	Postal vote opening (12)
Monday 3 May 2021		Bank Holiday
Tuesday 4 May 2021	9.30am 1.30pm	Postal vote opening (13) Postal vote opening (14)
Wednesday 5 May 2021	9.30am 1.30pm	Postal vote opening (15) Postal vote opening (16)
Thursday 6 May 2021	<i>Hrs of Poll -7.00am to 10.00pm</i>	POLLING DAY
	<i>Not later than 5pm</i>	Deadline for new applications to vote by proxy on grounds of emergency
	<i>Not later than 5pm</i>	Deadline to issue replacement postal ballot papers where lost or spoilt
	<i>Not later than 9pm</i>	Deadline to make alterations to the Register due to clerical error
Thursday 6 May 2021	9.30am 1.30pm 9.00pm – final session	Postal vote opening (17), Civic Centre (JF) Postal vote opening (18), Civic Centre (JF) Postal Vote opening (Final) (19), Civic Centre
Friday 7 May 2021	9.00am start	VERIFICATION AND COUNT (Arun Leisure Centre) <ul style="list-style-type: none"> • Verification for all ballot boxes • WSCC & local by-election/NPR counts
Monday 10 May 2021		POLICE AND CRIME COMMISSIONER ELECTION COUNT (Arun Leisure Centre)
Thursday 10 June 2021		Deadline for Returns of Election Expenses to County Returning Officer of West Sussex County Council
Friday 16 July 2021		Deadline for Returns of Election Expenses to Police Area Returning Officer of Brighton and Hove City Council
Thursday 5 August 2021	<i>Within 3 months beginning with the date of poll</i>	Last day to send postal vote identifier rejection notices