

# INTEGRATING REGISTRATION AT SERVICE TOUCH POINTS POSTER I

The electoral registration form becomes available at certain service touchpoints. Appropriate signage that raises awareness of both their presence



# INTEGRATING REGISTRATION AT SERVICE TOUCH POINTS POSTER II

The electoral registration form becomes available at certain service touchpoints. Appropriate signage that raises awareness of both their presence



Job Centres



Post office



Day Centres

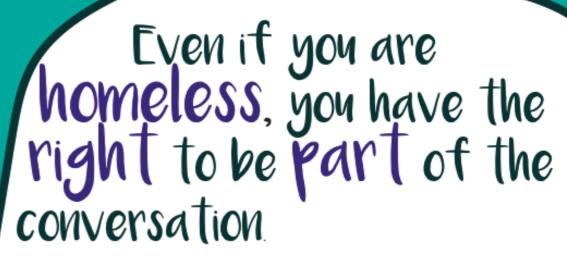


Libraries



Case worker/ Outreach work





# KEGISTER TO VOTE HERE

It's easy, ask our staff how!

or call 020 8489 1000 🔛



or register online at \_gov.uk/register-to-vote -no-fixed-abode\_





# INTEGRATING REGISTRATION AT SERVICE TOUCHPOINTS



#### Insights

"I did a promotion in advance of the general election at the homeless shelter... And when I was there, there was only one individual that didn't want to complete the application. They were alll quite willing... out of a group of about 20, it was just one"

Integration could be successful but service touchpoints have to be trusted and appropriate.

Giving options for how people engage is important. Any poster or other communications should give people the option to engage online, by phone, in person or by paper.

Homeless people may require support to register. Signposting or providing forms will not be sufficient. There should be someone who can support the homeless person to register there and then.

"Everyone moves, hostels and that, but the staff help me as well, how to register, and I'm still registered now, out here."

#### **Barriers**

Foodbanks especially have been identified as inappropriate due to the stigma of people accessing them, and the fact that people are often urgently in need when accessing them. There was also a feeling that people should not be ambushed with registration.

"Putting the posters in a food bank might be contentious as those who use food banks may feel it is the fault of government or politicians that they have to use a food bank."

"People that are going to foodbanks, a lot of them are going to be embarrased and just want to get in and get out."

Staff may not have the capacity or training to be able to provide this support. And the homeless person may have more urgent needs...

"And after, you've spoken to them about other stuff because their priority is, well I'm sleeping on the street. Could do with a new sleeping bag or whatever."

"If you wanted these services to take on this additional role you would have to fund them approrpriately to do so."

#### **Opportunities**

Engaging with people in a place or at a time when they expect to be filling in forms or doing other official business. Avoiding social situations such as dinners for places like the Job Centre and meetings with key workers.

"Councils and GPs should run a drop-in service where people can come along and register to vote face to face."

"You know there's no reason why we couldn't potentially if we had staff there [at emergency shelters] that we'd done some work with, we can give them a tablet and they could literally sign people up with the tablet"

"...it's quite important though, even if you are homeless, you have the right to be part of the conversation. Because that's inclusive of homeless people. So, they're not feeling a sense of being left out..."

"If they are hoping to get a home, you know if they want the bank account, if they do get some kind of housing, they will need to be on the register. You know, they should at least be on the register to open a bank account. So, maybe suggesting it's the first step. So, if you want to open a bank account it's advisable to be on the electoral register"

#### **Changes to Poster**

#### Poster 1

'We can be...' - this message was liked. The tone isn't right. Doesn't stand out and appears a bit 'moody'

Nothing on the poster suggested it was relevant to those who experience homelessness.

Start off with "Are you homeless?" to attract homeless people.

Add a section on the poster about how they can register online.

Colours too dark, looks like a poster for drug rehab.

Didn't like the phrase 'no fixed abode' and the use of the term 'declaration' is off putting.

'No fixed abode' isn't direct enough to suggest homelessness.

#### Poster 2

#### Be explicit that it is a free number

like the informality of typeface but text should be as clear as possible so those with reading difficulties can read.

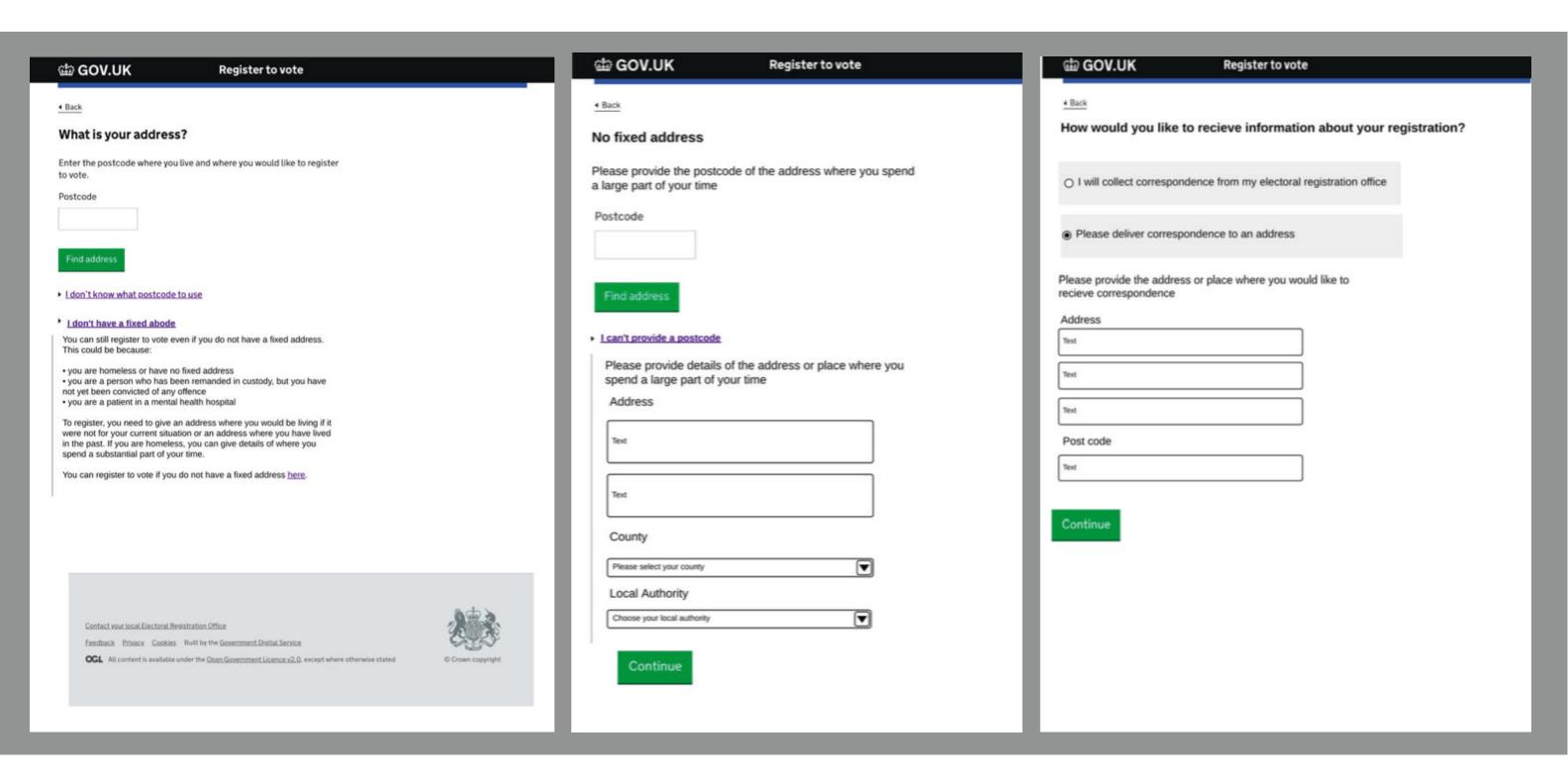
Colours are bright but the poster isn't eye catching. Es look like 5s. Feels the poster is being flippant about a serious issue. Make important issues bigger.



# DECLARATION OF LOCAL CONNECTION ONLINE



Currently those with no fixed address have to register on the electoral roll using a paper form. One intervention idea was to make the DoLC available online.



# DECLARATION OF LOCAL CONNECTION ONLINE



#### **Insights**

The DoLC should be online so that those who choose to do so can complete online. Local authorities were also in support of putting the form online.

"There's too many words in there...
There's just too much information..
they've got a lovely form to fill out
which with all due respect, a lot of
times people maybe filling in
forms isn't their strong point"

"some of these boxes have to be like this to enable the software to read them"

The online version participants were shown was favoured because it was shorter, simpler and used less jargon.

When engaging with marginalised groups previously, LA found they prefer online services as they are free.

Online access was contested. Almost all homeless participants we spoke to had access to the internet but most asserted that online access for rough sleepers would be very limited. However, hostels, libraries, day centres and by mobile phone were all identified as areas where homeless people would be able to get online.

People wanted choice in how they were contacted. Some people did not want to share their phone numbers and would prefer contact via email. Other people expressed that phone numbers often change and therefore it would not be useful to use this as a contact.

#### **Barriers**

There are small numbers of applications in total. No LA we conducted research with received over 30 DoLC froms per year. Several of these were not used by homeless people, but by those living on canal boats or in caravans.

Currently, when a DoLC form is received, it gets passed on to a senior member of staff as junior members don't understand what to do with it

The EU referendum did engage the homeless population to cast their vote but few have re-registered.

"Street homeless people do not have computer access or a phone. Lots of libraries are refusing homeless people access or access to services. To use a library you need a fixed address to prove you're in the catchment area to use that service."

#### **Opportunities**

"Anonymous voter registration has helped when registering homeless citizens but the awareness of this is limited."

Syncing with the Electoral Management Software like other online applications would be helpful.

If DoLC is online, opportunity for staff or contractors to go to shelters with tablets to sign citizens up.

#### Changes to the online form

LAs were largely positive about the online form but had concerns about the clarity of information. Current DoLC page isn't user friendly. A big wall of text underneath post code entry explaining homelessness and that you can register - turns people off. DoLC should be its own separate tab or page.

"That first page. Name, fixed or permanent address, even the people that live on a narrow boat or whatever are just going [to be turned off]"

The wording doesn't specifically highlight homelessness.

"No fixed abode" is an old fashioned term and excludes people such as boat dwellers.

People who could use the DoLC may not relate to this term.

On the form itself, is it possible to have a box to state what your housing situation is: River boat, Caravan, street etc.

Even on the shorter online form some of the information requested seems unneccesary. Confusing messaging on "where do you spend most of your time"

Asks for too much information eg previous address.

Any online form would have to ask people to select their local authority so that the application is directed to the correct LA office.

Could we add in a section where users select from a list of train/ bus stations within the LA to help identify their postcode?

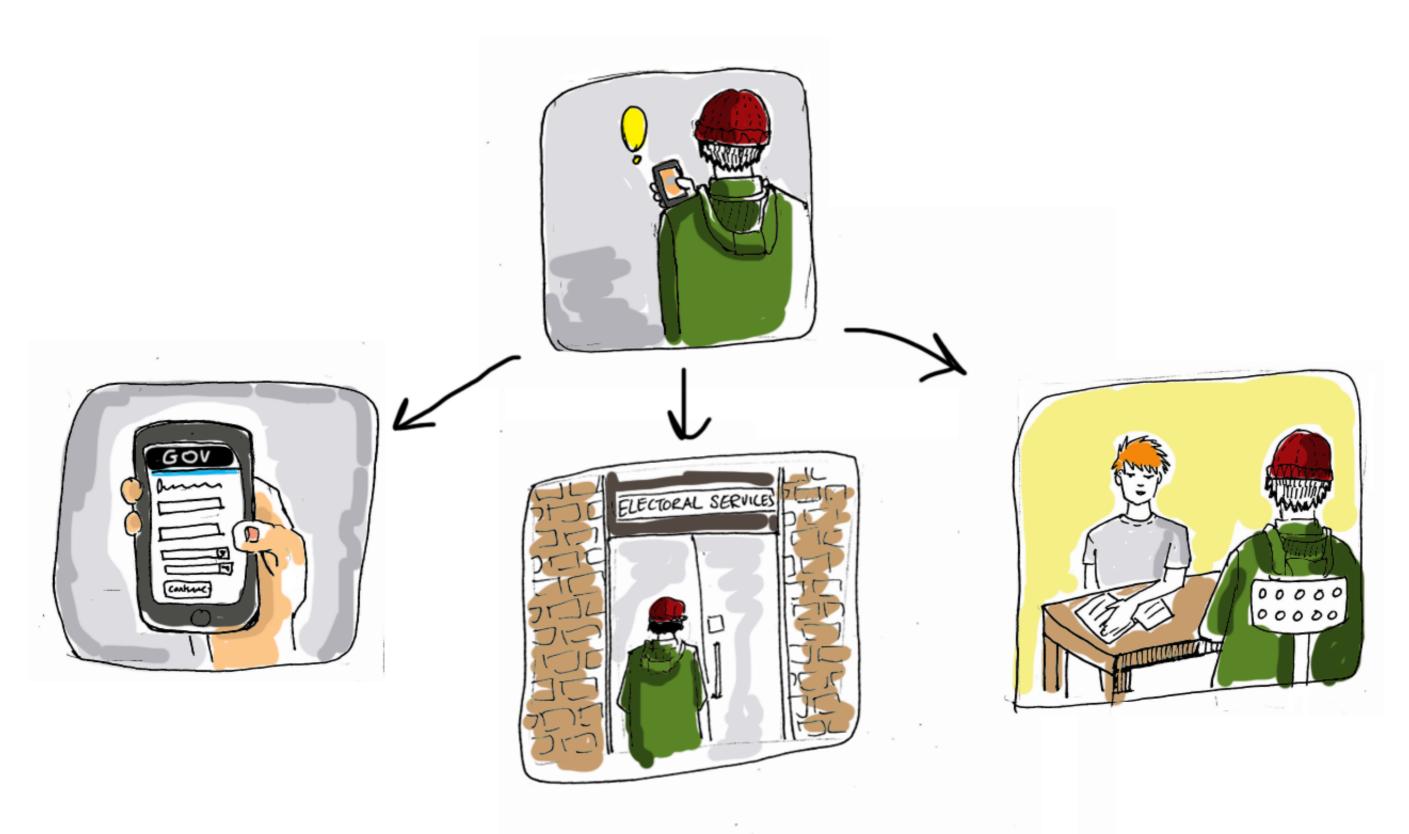




# DECLARATION OF LOCAL CONNECTION TEXT REMINDER

ELECTORAL POLICY ENGAGEMENTY

Sending text reminders to those with no fixed address to re-register using the DoLC. This has to be done annually otherwise the individual is struck off the electoral roll.



# DECLARATION OF LOCAL CONNECTION TEXT REMINDER



#### **Insights**

People often already received text reminders for other services and found them helpful. As an option for people, the feedback was mostly positive. Especially if there was an option for people to renew their DoLC via text.

"Do you want to re-register? Yes. Thank you... So easy. Just do it that way because it should be easier for people. Having to go and fill it in al over again. Just be like do you want to re-register to vote? Yes. Done."

All members of one homeless group have pay as you go sims from services like giff gaff for financial reasons, rather than contracts - this may be because contracts requires providing more information like an address.

"Any text service would have to be completely free to the user."

"Text would be an easier and less intimidating way for homeless people to engage with the DoLC."

All prefer getting a text reminder rather than a call - might not be in the right headspace, intimidating being called by the council etc - feels an automated system has less opportunity to try 'influence'.

#### **Barriers**

There is a concern that low usage of DoLC means it would not be good value to provide a text service.

There were also concerns that homeless people change their phone number often.

Contact details tend to be more emails than mobile phone numbers.

General mistrust with government and feels that sharing with one service could result in that being mishared - may need to push the fact it is from the commission and is independent.

Texts from the government could be ignored as 'junk'.

Declaration needs renewed after it is a year old – this means they run out at different times of the year depending on when they were submitted. Therefore, only one or two need renewed every week – might not be worth using a text service for such a small number. Administrators felt it would be easier to phone them.

#### **Opportunities**

More than one Council had an outgoing text service that could be used.

"We've got a text service as well...
our printer deals with the text
service on our behalf... The text
service is for canvas registration"

"We've got two options for texts at the moment. We've got a system that our emergency planning team have, but that's full texts. It's not individualised, and then we've got the notify service, which we can use... But they're not a reply-to, so you can't just reply to the text"

Rechargable battery packs were desired and useful object - opportunity for promotion/information communication?

"I've got a power bank battery charger. It's great."

Coventry have a Trello board of common questions from citizens so the face-to-face team can answer. Could we add information about the DoLC onto FAQ systems so that public facing staff can be better informed?

#### Changes to text reminder

Text messaging is a useful way of contacting people however most respondents felt that any reminder should be sent out across multiple channels and offer multiple ways of registration.

"It's important for the individual because if you just get one choice, then obviously people aren't going to be able to do what they need... People who have households, if they're entitled to have choices, why aren't the homeless entitled to have choices?"

There aren't that many homeless people in Oxford, so LA staff are happy enough for every one to come in to the office to register or renew.

Electoral offices would want control over the wording in order to avoid jargon.



# DECLARATION OF LOCAL CONNECTION FORM

ELECTORAL POLICY LAB

Currently those with no fixed address have to register on the electoral roll using a paper form. We showed this form to Homeless groups and LA's to see what they thought of the current system.

	vote			
<ul> <li>Resident (usual or over (but you you are 18).</li> <li>Only one person</li> </ul>		ged 16 • A British until • A Comn remain i ing this form. Use	t also be either: , Irish or European Union nonwealth citizen who has n the UK or who does not black ink and write in CA nless stated otherwise) or	leave to enter or require such leave. PITALS.
Your full name First name(s) Surname				
Changed you	name?			
	our most recent previo	ous name (optiona	).	
Please tell us the	e date you changed yo	our name (optional	).	Y Y (More info P5)
	If you d	18 18-75	e of birth please tick if yo Aged 76 or over  oirth? Please see section	
Your national	ty			
If you have mor	e than one nationality,	please include the	m all	
	r nationality? Please s			(More info P5
Your National	Insurance number	t.		
You may find thi			out tax, pensions or bene ational Insurance number	
-	de these details we ma	•	nal Insurance numbe er documentary evidence	•

	Postcode
If this address wa	as overseas, were you registered in the UK as an overseas voter? No Yes
How would yo	u like to receive information about your registration?
I will collect co	prrespondence from my electoral registration office.
Please deliver	r correspondence to this address.
	Postcode
Do you live at an	other address? No Yes
lf you also live at information later.	another address don't give us the address now, but we may ask you for more
Your address f	for registration
Please tick ONE s	statement about your address:
I have no fixe time in Addre	d address – please give us the address or place where you spend a large part of you ss 1.
I am a menta	health patient living in a mental health hospital – please give both of the following:
	and address of the hospital in which you are being treated in Address 1
	ddress where you would be living if you were not a mental health patient or u have lived in the past in Address 2.
I am a persor	who has been remanded in custody – please give both of the following:
	and address of the place in which you are being detained in Address 1
	ss where you would be living if you had not been remanded in custody or u have lived in the past in Address 2.
Address 1	
	Postcode
-	contact you to ask about how much time you have spent at this address.
Address 2	
	Postcode

Contact deta	ils		
Telephone no.			
(optional)			
Email (optional)			
. ,	ail address gives us a quick and easy way to contact you about your application.		
The open reg			
	ter is an extract of the electoral register, but is not used for elections. It can be bought by often used to confirm name and address details.		
•	if you do not want your name and address to be included in the open register.		
	(More info P		
Registering a	nonymously?		
☐ I have also	submitted an application to register anonymously		
Can't vote in	norcon?		
	e to go to the polling station in person on polling day, please choose how you would		
	we will send you an application form, or you can download an application form at		
yourvotematte			
By post	By proxy (someone voting on your behalf)		
Declaration			
not require such To the best of n I understand that I understand that	nmonwealth citizens are people who have leave to enter or remain in the UK or who do n leave) n leave) ny knowledge, the information in this form is true. at the information I have given on this form will be used on the electoral register. at it is an offence to knowingly give false information in this form, and that I could face an nd/or up to six months in prison.		
Signature	Today's date		
	D D M M Y Y Y Y		
	ng in this form please contact your Electoral Registration Officer. Idress at <b>yourvotematters.co.uk</b>		

# DECLARATION OF LOCAL CONNECTION FORM



#### **Insights**

People thought that the DoLC is too long, complex and asked for information that they didn't feel was necessary.

Within the local authorities that we spoke to, very few DoLC are used - usually in the tens. Additionally, non-homeless people make up some of these in some local authorities eg boat dwellers.

"Everytime a form is revised it seems that they are made longer. This is off putting to everyone."

"I know you would say, homeless, well really? How can it be time consuming, because you're just on the streets? But... But you're always whizzing around doing something. Moving from one spot to another, whatever.

There was some perception that filling out a DoLC marks you as homeless and different from other citizens.

"it is like affirming for you, you are homeless, you have to do something differently because you are homeless"

"You shouldn't have to renew your DoLC yearly, only when your situation changes or before an election."

#### **Barriers**

Several homeless participants felt a lack of trust towards the government when reviewing the current DoLC form. Either the form asked for too much information and homeless people felt monitored and also its length was intimidating for users. They felt the form was deliberately design to exclude them.

"Especially in today's world, a lot of people are quite big brotherish kind of thing. It's a way of checking up on you"

"I wouldn't be worried about giving any of the information, it's just that some of the information I wouldn't have like telephone number, email address, at the moment I've got a mobile, but I still haven't got an email. But if I didn't have either of those things, would that matter? But if I can register anonymously, that would seem to me that it doesn't matter. That I don't necessarily have to give all this information"

Incorrect information on forms stops some applications especially if the correspondence address or telephone number is incorrect/missing.

"The form that you download from the website now is two or three pages, it looks like a lot to fill in, it is. And when it arrives we have to cut it up and make it into a single page to be able to scan it into the system. Because declarations, the systems were set up as a single page. Every time a form is revised, it's made longer. It just seems that people can't resist."

#### **Opportunities**

Local authorities can produce variations of the DoLC - Oxford's version is popular for being simpler to use.

#### Changes to the online form

Form needs to be one page to encourage people to complete it.

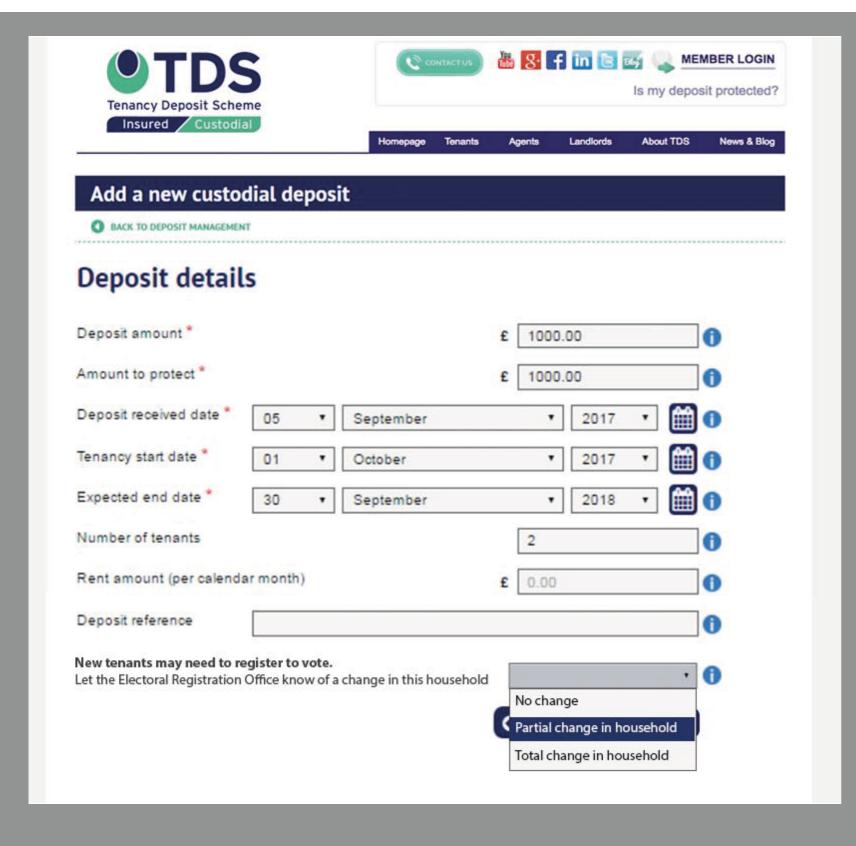
Confusion over the sentence 'address you would be living' - they felt that it was not clear what address they were being asked to put in, and that a majority of homeless people would not be able to provide this

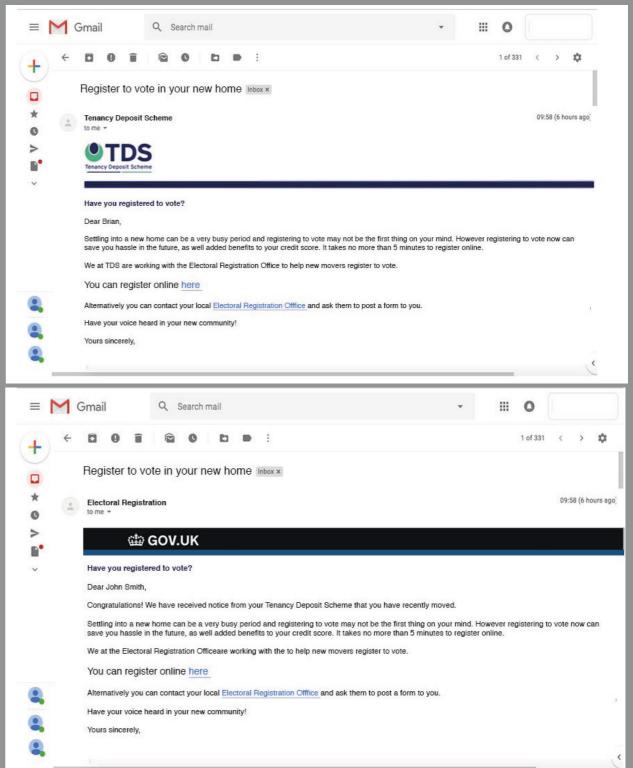


# TENANCY DEPOSIT SCHEME DATA SHARING



Could we encourage landlords to add in the email address of new tenants when registering them for the TDS. The act would send an email reminder to the new tenant about their deposit being secure and a line to the registration website.





# TENANCY DEPOSIT SCHEME DATA SHARING



#### Insights

People were very supportive of a nuge email from TDS with a link to online registration. People expressed a preference that this email come from TDS rather than Government.

"You're moving into a new place, so it comes with that you have to reregister or you have to register with this property, you know, this time."

# "Receiving an email from the government might be a bit scary."

Loacl authorities were generally quite wary of data-sharing suggestions, either due to GDPR concerns or past difficulties in accessing data. When they had been successful at accessing data such as council tax rolls this data was often incomplete. However, there was a consensus that this particular type of data would be helpful if it were in the correct format.

An insight from local authorities was that they had previously had success when integrating registration with other administrative tasks such as student enrollment. This was successful as the form looked like it was part of enrollment. Can we duplicate this with deposit registration?

#### **Barriers**

Not all tenants have their deposits registered in a scheme, particularly those in informal arrangements.

"So in terms of with friends that's then like a cash agreement that I've had with them, so I've always had the cash back... whereas through letting agents, it's like the deposit scheme. But I just haven't really had a positive experience with that"

"I mean there are still pockets where somebody will register and they'll go into the unknown address queue and we discover that a three bedroom house has somehow been subdivided into six. Six flats that the landlord would never... they're probably not even listed as a land that's HMO because they don't want anybody to find out and they'll particularly probably get annoyed... they want to be registered and stuff, but they've let the cat out of the bag that this property has been subdivided"

#### Opportunities

#### Changes

Would need to be a legal requirement for TDS to do this?

Prompt to the tenant is better than landlord initiated dara sharing.

A prompt on the website to register to vote at your new address may be useful too if data sharing proves too difficult.

If receiving an email, could involve a guide to registering as an attachment.

Potential to have an email sent to the council at the beginning of tenancy and the end of the tenancy.

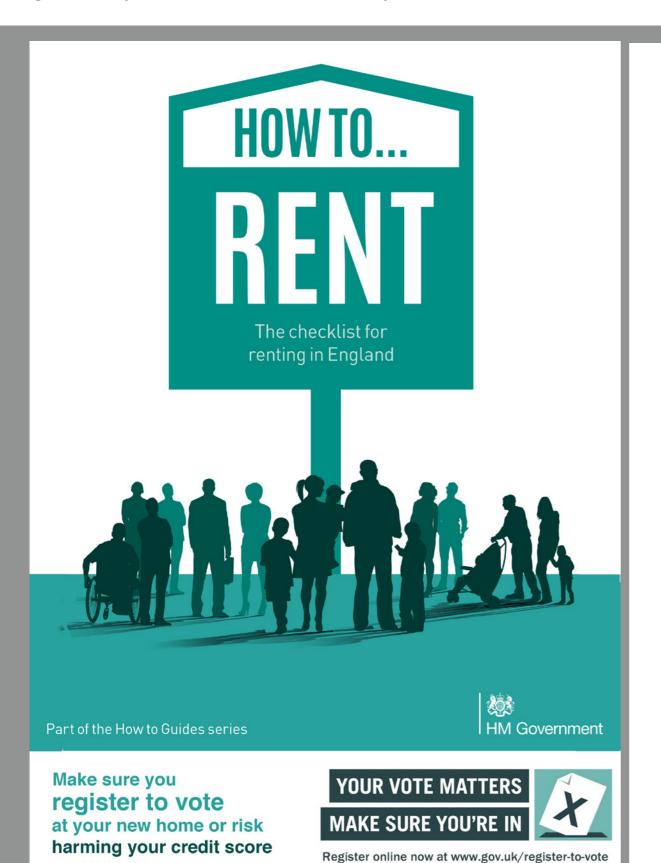
Local Authorities did not understand the simplicity of the idea. And continued to mention barriers to data sharing within LAs and third parites. We would need to improve how we communicate about this idea.



# TENANCY PACK



Could we insert a voter registration form into a tenancy pack, given to private renters when they move into their new home?



HOW TO RENT 6

#### When you've found a place

#### Check the paperwork

- ☐ **Tenancy Agreement.** Make sure you have a written tenancy agreement and read it carefully to understand your rights and responsibilities. The landlord or agent usually provides one but you can request to use a different version. The government has published a model tenancy agreement that can be used.
  - If you have any concerns about the agreement, seek advice before you sign.
- ☐ **Inventory.** Agree an inventory (or check-in report) with your landlord before you move in and, as an extra safeguard, make sure that you take photos. This will make things easier if there 

  Register to vote. Make sure is a dispute about the deposit at the end of the tenancy. If you are happy with the inventory, sign it and keep a copy.
- ☐ **Meter Readings.** Remember to take meter readings when you move in. This will help make sure you don't pay for the previous tenant's bills.
- ☐ Contact details. Make sure that you have the correct contact details for the landlord or agent, including a telephone number you can use in case of an emergency. You are legally entitled to know the name and address of y
- ☐ Code of practice. Check whether is managing the property is follo practice.
  - to vote at your new home either post. Contact your local Electo Registration Office for support. you may harm your credit score you are not registered.

☐ Register to vote. Make sure you register to vote at your new home either online or by post. Contact your local Electoral Registration Office for support. Remember you may harm your credit score the longer you are not registered.

#### The landlord must provide you with:

- A copy of this guide How to rent: The checklist for renting in England either as a hard copy or, if you agree, via email as a PDF attachment.
- A gas safety certificate. The landlord must provide one at the start of the tenancy and within 28 days of each annual gas safety check, if there is a gas installation.
- **Deposit paperwork.** If you have provided a deposit, the landlord must protect it in a government approved scheme within 30 days and provide you with prescribed information about it. Make sure you get the official information from your landlord, and that you understand how to get your money back at the end of the tenancy. Keep this information safe as you will need it later.
- The Energy Performance Certificate. This will affect your energy bills and the landlord must provide one (except for Houses in Multiple Occupation). Properties let on tenancies entered into after 1 April 2018 must have an EPC rating of at least 'E' (unless a valid exemption applies).

If your tenancy started or was renewed after 1 October 2015 your landlord cannot evict you with a Section 21 notice (no fault eviction) if they have not provided you with these documents. You can still be evicted with a Section 8 notice if you break the terms of your tenancy.

#### The landlord should also provide you with:

- A record of any electrical inspections. All appliances must be safe and checks every 5 years are recommended.
- Evidence that smoke alarms and any carbon monoxide alarms are in working order at the start of the tenancy. Tenants should then regularly check they are working.

### TENANCY PACK



#### **Insights**

There was a positive response to including a banner on the how to rent guide. Tenants liked it and it would not require anything additional for the landlord or letting agency.

The idea of the banner on the 'How to Rent Guide' was positively received by all participants in Manchester.

#### **Barriers**

Very few participants received a tenancy pack and often agreements were unofficial.

In one tenancy participant was asked not to register at that address as the tenancy was not official.

Local authorities have previously found it difficult to engage landlords or letting agencies, especially when asking them to do something such as include a registration form in a tenancy pack.

Even when entering into a more formal tenancy where the deposit is protected and there is a tenancy agreement, a renter hasn't been given a tenancy pack. "I did get just like an agreement to which I was... Yes. I just signed that one. There was no welcome pack."

Coventry trialled this and letting agents hated it as it was extra work.

"[Agents asked] Who's going to supply the forms to us to put in these packs? And then they were like, well, what's in it for us? Its another bit of work for us to do, and we're not getting anything for it"

"I don't really think the paper form would influence me to register to vote."

#### **Opportunities**

Add registering to vote in the 'How to rent guide'. Possibly give advice to letting agents to go through the pack with tenants.

The administrators currently use keychain loops to engage, this could be useful when new keys are handed out to tenants.

#### Changes

A leaflet would be better than a form as want to encourage people to register online.

LAs would rather be receiving online forms.

If putting a registration form in a tenancy pack it should be the same style as the rest of the pack.

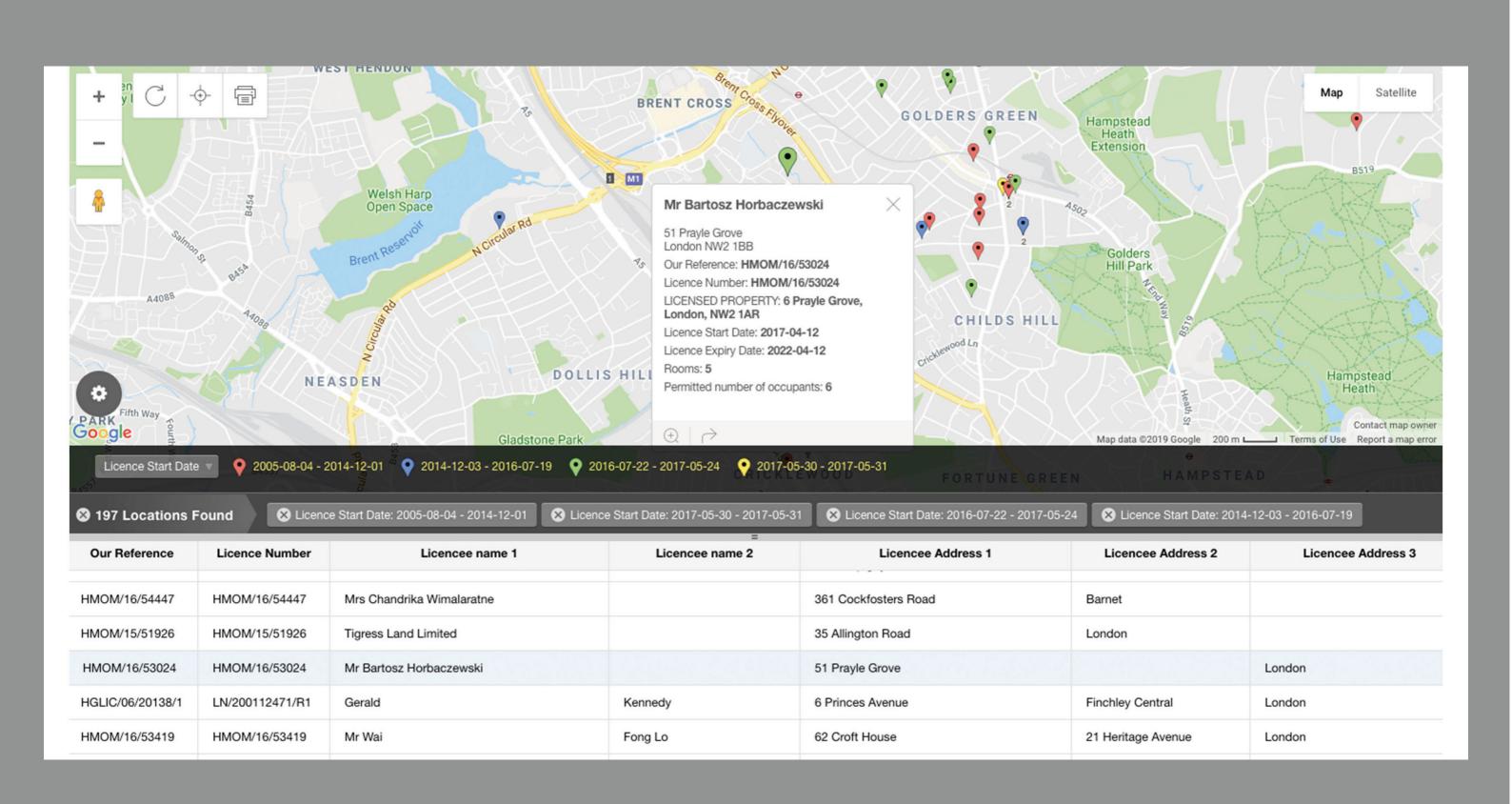
Messaging around credit rating can be effective.



# GEOMAPPING



Provide better data driven tools to target outreach for the canvas and identify new people to register.





Changes

#### **Insights**

Some geo-mapping already goes on in local authorities and all were keen to make better use of it. However, there were concerns about staff capability and IT support.

Coventry use geo-mapping when divvying up canvass work for contractors. With a more robust geo-mapping tool, they could 'wipe off' certain houses / streets off their lists.

The geo-data received for registration tends to be a huge divide between rich and poor.

Coventry perform a BAU canvass in January to 'mop up' those leftover from the main canvass. They have tablets which are linked to head office and produce live data. They'll receive updates of areas where registration is low. They don't have actual maps, just street names which get put onto maps. If standardised maps were created for canvassing, that could be useful for an LA.

Homeless people are not canvassed.
Canvassing teams walk past street homeless; they're not expected to stop and talk to them.
Homeless citizens are moved on in a lot of city centres. Wouldn't have accurate placements of homeless people.

#### **Barriers**

Previously had tablets for canvassing but there were lots of IT/network issues and so they were scrapped.

#### **Opportunities**

Would be helpful to track areas with lots of movement or areas of new builds.

Geomapping could help with the new properties for which they don't have a UPRN.

Postcoded hotspots in city centres: have dedicated areas in the city / town where homeless people can register to vote and have that area as their local connection. Could put collection points for homeless citizens to collect their correspondence.

Coventry have Neighbourhood Enforcement Officers who move on the homeless. These teams might have data/information on homeless citizens. We could look in to other cities and if they have these types of roles.

