

LONDON BOROUGH OF HILLINGDON

BRIEF DESCRIPTION OF ELECTION DUTIES FOR THE MAYOR OF LONDON ELECTION 6TH MAY 2021

ALL STAFF

Please note that the Council's terms of recruitment, selection and employment do not apply to these posts, as employment is by the Returning Officer in a personal capacity.

You cannot be employed if you have carried out any duties on behalf of any political party or candidate at the election.

All staff must follow health and safety guidance as set by Public Health England to protect themselves and others against Coronavirus.

Polling station staff must be prepared to work at ANY STATION within the Borough. Staff are normally appointed to the polling station where they worked previously, however this is not always possible. Applications will NOT be acknowledged. Election staff will be contacted if and when they are appointed and will receive further information with their appointment letter by the end of March.

JOB ROLES

Senior Presiding Officers / Presiding Officers are in charge of the Polling Station and the Poll Clerks who work there. They answer any questions from electors and manage the attendance of those entitled to be present (including Candidates, Agents and Electoral Commission representatives). They must have a sound knowledge of all voting procedures and previous experience working as a Poll Clerk on at least two occasions. Split polling stations may have a Senior Presiding Officer and a Presiding Officer, the Senior Presiding Officer being in overall charge. To apply to be a Senior Presiding Officer you must have experience of being a Presiding Officer on at least two occasions. On Election Day polling station staff are required to work from 6.15am until after 10:00pm without leaving the polling station. You will be in charge of all paperwork and will also have to collect materials from Electoral Services two days before the election and return the Ballot boxes and election paperwork to the Civic Centre, Uxbridge at close of poll. Staff must have use of a car and be insured for business use. You must be able to work under pressure with attention to detail and accuracy. Staff must ensure the station remains COVID secure and monitor this throughout the day. Training for polling station staff is compulsory which means non-attendance at the relevant training course to be run during the working day or early evening will result in appointments being withdrawn. The fees are £340 approximately (Presiding Officer) £360 approximately (Senior Presiding Officer). These figures include all training fees and mobile phone payments. There will be no reimbursement for travel; any travel costs will have to be met from your fee.

Poll Clerks are responsible for the conduct of the ballot in each polling station, making sure that the proper procedure for voting is followed. They will help set up the Polling Station and tidy up after the close of poll and are required to work from 6.15am until after 10:00pm without leaving the polling station. They are responsible for checking that all electors are eligible to vote, marking the register of electors and issuing ballot papers. Poll clerks must understand all procedures for voting and be able to deal with queries. Staff must be able to follow instructions, communicate with the public effectively, and have attention to detail. Staff will be required to undertake queue management, this includes directing residents and ensuring residents follow COVID guidelines. Training for Polling Station staff is compulsory which means non-attendance/completion of the relevant online training will result in appointments being withdrawn. The fee is £240.00 approximately and these figures include all training fees and mobile phone payments. There will be no reimbursement for travel; any travel costs will have to be met from your fee.

COVID-19

All staff will be required to carry out periodic cleaning of touch points within the polling station. This includes wiping down the polling booths, pencils and any other surfaces as required. On a rotational basis, staff will be required to manage the entry/exit of electors to the polling station, this includes advising electors on entry to hand sanitise and wear a face covering.

As a minimum, Public Health England standards will be followed at all times. All PPE will be provided to staff.

Count Staff The count will take place at Olympia on Friday 7th May. This will be counted electronically so there will be no requirement for staffing for this election.

Postal Vote Openers will work at the Civic Centre on a number of days and times from 9:30am on 26th April – 6th May in accordance with the election timetable and guidance. The finishing time each day will depend on the number of Postal Packs returned. Staff work in pairs, manually opening envelopes to check the enclosed papers are correct and that the Postal Vote Statement contains the elector's signature and date of birth. Staff must have good numeric skills along with visual accuracy and attention to detail. Priority will be given to those who can attend all / most sessions. The fees are £13.00 per hour. There will be no reimbursement for travel; any travel costs will have to be met from your fee.

FEES Payment will be made by BACS after the election and ALL staff will have to supply their bank details on a Bank Account Details Form to be sent out with staff appointment emails.

COUNCIL STAFF Appropriate leave arrangements must be made in order to undertake polling duties.

NON COUNCIL STAFF If you are not a Hillingdon Council employee and have not worked on elections or the annual canvass for us previously, we will need to see evidence of your identity and eligibility to work in the UK. You will need provide a scanned copy of your passport or birth certificate as proof or email it through to electoralservices@hillingdon.gov.uk.

Please note that we cannot guarantee employment, and if you have not heard anything from us by the end of March 2021 you will be on our reserve list and will be contacted if a vacancy arises.

The Application Form

About You

You should fill in all sections of this page, please provide as many contact numbers as possible as there may be last minute changes to your working arrangements that we need to get in touch with you about.

New national regulations determine that tax will be deducted at basic rate from all transactions. If you are a non tax payer it will be your responsibility to claim this back after the election.

All applicants must provide their national insurance number and date of birth. Applications not containing this information will be rejected.

Your Application

Tell us which posts you are applying for on this form. You must give details of your previous election experience as well as any other information on your experience or skills that will help you to undertake your chosen role(s). You should ensure that you meet the requirements of the person specification of the role that you are applying for. We receive many more applications for elections work than there are posts to fill so this section is vital if you wish to be considered.

For those applying to work in a polling station please tell us if you have your own transport and if you are prepared to transport a ballot box to the Count. Presiding Officer applicants must have their own transport as they are expected to pick up their ballot boxes before the poll date and take the ballot boxes to the Count.

Class 1 (Business Use) insurance is required for any car used by Presiding Officers in connection with election work and current proof of insurance and a valid MOT certificate must be provided on request.

Presiding Officers should also ensure that they have access to a mobile phone in good working order.

Poll Clerk/Presiding Officer Training

Training is compulsory for all polling station staff and you will not be allowed to work without it. **You must attend the entire training session or complete the online learning module as required.** Progress and completion of the Online Learning Module will be closely monitored.

Presiding Officers are required to attend a briefing session and must also complete the Online Learning Module. If you cannot make any of the sessions indicated for your chosen role please do not apply, there are no catch up sessions.

Poll Clerks must complete the Online Learning Module before the given deadline.

Applications from Hillingdon Council staff – leave

All council staff who can undertake election duties must obtain the approval of their Business Line Manager for the absence and ensure that appropriate annual leave arrangements are made.

Smoking

Smoking will not be permitted whilst on duty at polling stations.

Appointments

Applications will not be acknowledged. All appointment emails will be sent out by the end of March. If you have not received an appointment email by 31st March 2021 then your name will have been placed on the reserve list.

The Returning Officer's decision is final and no correspondence will be entered into relating to appointments.

Mike Liddiard
Electoral and Registration Services Manager
February 2021