

Voter registration canvass 2008

Team Leaders – Information

Please note : Team Leaders can also canvass, preferably in their own ward team.

Introduction

Hammersmith & Fulham have a history of providing an excellent voter registration and elections service to residents. The bedrock is a full and accurate Voters List. This is achieved by high standards of canvassing and thorough supervision of canvassers throughout the duration of the annual canvass.

Over the last few years, the number of canvassers has risen from around 70 to nearly 200. Since 2003 we have recruited Canvass Team Leaders, to relieve some of the pressure that falls on Electoral Services from supervising such a large number of staff. Each Team Leader takes responsibility for a ward in the borough, which means supervising 12 canvassers on average.

Team Leaders will be the canvasser's first line of contact, and it will be their responsibility to ensure that all aspects of the canvass are carried out correctly and efficiently by those under their supervision.

Canvassers are responsible for an area of about 350 – 450 properties. They deliver Voter Registration Forms and reminders to every household in their canvass area, and where no return is made, make personal visits to gather the necessary information. Canvassers are required to work in their own time. For Council staff, this means working outside of their normal Council duties (i.e. evenings and Saturdays/Sundays).

The information below is a brief outline of the duties that Team Leaders will be asked to carry out during the canvass

Please note: The Council's terms of recruitment, selection and employment do not apply to this job, as you will be employed by the Electoral Registration Officer.

The canvass takes place in four stages. These are

Stage 1 -Delivery of initial form to all households in the borough

Stage 2 -Delivery of a reminder to all households in the borough who have not registered

Stage 3 -Delivery of a second reminder

Stage 4 -Personal visits to any outstanding non-responding households.

The Team Leaders duties at each stage will include

Stage 1 – Delivery of first form

- Attendance at a Team Leader's briefing
- Attending the Electoral Registration Officers briefing on 3 September 2008 and ensuring that your team attends.
- Contacting and briefing all canvassers in the ward that the Team Leader is responsible for.

- Ensuring that all canvassers receive all the necessary paperwork (eg guidance manuals, logbooks, payroll information forms, id badges, “helpers letters” etc), and complete and return it to Electoral Services as required
- Agreeing any special arrangements needed for canvassers to collect their registration forms from Electoral Services.
- Chasing any canvassers who have not collected or delivered their forms in accordance with the timetable.

Stage 2 – Delivery of first reminder

- Ensuring that all canvassers know the date of collection, and any special collection requirements are agreed with Electoral Services
- Chasing any canvassers who have not collected or delivered their forms in accordance with the timetable.
- Forwarding lists of late received post to canvassers for extraction from their forms for delivery where necessary.

Stage 3 – Delivery of second reminder

As stage 2

Stage 4 – Visits

- Attendance at a briefing on the visit stage
- Briefing canvassers
- Ensuring that all canvassers know the date of collection, and any special collection requirements are notified to Electoral Services.
- Forwarding lists of daily post received to canvassers for notification on visit forms
- Chasing any canvassers who have not collected their forms in accordance with the timetable.
- Ensuring that completed visit forms are received from canvassers at least once a week, chasing canvassers where forms are not received.
- Ensuring that visit forms are completed correctly, and are collated and returned to Electoral Services as required.
- Motivating canvassers to make as many visits as possible during the visit stage and to encourage canvassers to participate in any final sweeps of the ward needed to meet the registration target.

All stages

- **Motivating canvassers and building team spirit.** Managing absence and co-ordinating cover for absent canvassers within the team – either until replacement canvassers are recruited or absent canvassers return to work.
- Notifying Electoral Services of any under-performing or absent canvasser.
- Maintaining records of contact with canvassers as requested by Electoral Services.
- Ensuring canvassers are maintaining records of deliveries and/or visits as required by Electoral Services.

A series of short meetings with Electoral Services staff will take place at key stages of the canvass.

At the end of canvass

Ensuring that all logbooks and other paperwork are returned to Electoral Services as required.

Payment

Payment reflects the key work of :

- keeping in touch with canvassers,
- motivating them,
- ensuring that everyone keeps to the timetable,
- covering vacancies, and
- achieving high returns of registration forms.

The pay structure is divided into three parts (all figures before usual deductions).

1. Basic - £7.50 per canvass area

2. Timetable – if ALL members of the team pick up forms, attend visit stage training, and return visit forms on time, the following sums will be paid for each event:

pick up of 1 st forms	£20
pick up of 1 st reminders	£20
pick up of 2 nd reminders	£20
pick up of visit forms	£20
attending training	£30
return of visit forms on 1 st Tuesday	£40
return of visit forms on 2 nd Tuesday	£40

3. Performance – this will be based on the final percentage of households that have registered

92%	£50
93%	£70
94%	£90
95%	£110
96%	£140
97%	£170
98%	£200

So, for example, a Team Leader with 12 areas, where everyone kept to the timetable, and overall response was 96% would earn :

Basic	12 x £7.50	=	£90
Timetable		=	£190
Performance		=	£140
Total		=	£420

How to apply

Please send an email to electoral.servicesrecruit@lbhf.gov.uk , giving your full name, address and contact details, with a short paragraph outlining your suitability for the post and any relevant previous experience.

If you are short listed you will be invited to attend a short interview in the week commencing 21 July 2008.

If you also wish to apply for a canvasser post, please note that you will need to make a separate application. Application forms are available on our website at www.lbhf.gov.uk/electoralservicesrecruit