

London Mayor and Assembly Election 2012



The London Mayor and Assembly Elections will take place on Thursday 3 May 2012. London has one Mayor and 25 Assembly Members who work to make the capital a great city – and who are elected by you. For this election we will need hundreds of people to help us with a variety of jobs. We are always looking for local residents and council staff who can demonstrate:

- Good communication skills, and an ability to relate to people
- An awareness of, and sensitivity to, cultural diversity
- An ability to work under pressure and meet deadlines
- A professional and politically neutral manner

If you would like to be considered for work in the London Mayor and Assembly Elections, you can download an application form at <http://www.lbhf.gov.uk/electoralservicesrecruit> and return it to us by email, post or fax.

Please also make sure that you read the following information carefully before you apply London Mayor and Assembly Elections jobs.

Line managers approval (London Borough of Hammersmith & Fulham staff)

It is the council's practice to give the Returning Officer the fullest support at election time. However, the council still needs to provide normal services, especially on polling day. It is for managers to decide who can, and cannot, be released for London Mayor and Assembly Elections duties.

Before applying for any London Mayor and Assembly job you should discuss the matter with your line manager.

If you are offered polling station duties, or to help with postal votes or counting, your Acceptance of Appointment MUST be countersigned by your line manager, to agree your release.

Non-Council staff

The Returning Officer welcomes applications from people who are not employed by the council, especially from local residents, members of the annual voter registration canvass team, or from applicants with previous election experience.

Impartial staff

All staff employed by the Returning Officer must be absolutely impartial and MUST NOT have canvassed for, assisted or openly supported a campaign at London Mayor and Assembly Elections.

Deadline for applications

Please apply as soon as possible. Applications received after Monday 27th February will be placed on a reserve list.

Electoral Services will contact appointed staff on 5 March.

Please do NOT ring us to find out if we have got your application – we do not have the staff resources to respond individually to every application as it comes in.

Please include email addresses on your application form. (Where possible, we will send all further communications to you by email)

Monitoring of staff

All applicants are asked to complete a staff monitoring form. This helps us to make sure that the staff who are appointed reflect the borough's diverse community. Your co-operation is appreciated.

Polling station staff

There will be 59 polling stations each supervised by a Presiding Officer. In larger stations the Presiding Officer may also have a Deputy Presiding Officer to assist them. The number of poll clerks at each station will vary depending on the number of electors, but each station requires at least 2 to 3 experienced poll clerks. Presiding Officers and Deputy Presiding Officers will be selected on previous experience.

Polling Station opening hours

Polling stations will be open for voting from 7.00 am until 10pm. Polling station staff must be able to report to their polling station by 6:15am at the latest, and maybe earlier at some stations (you will be told if this is the case).

Fees (including attending training)

Presiding Officer £ 334.50
Deputy Presiding Officer £285.00
Poll Clerk £235.00

Training

All Polling Station staff will receive training before working on a polling station. All training will take place in Hammersmith Town Hall.

Training will take place on Wednesday 11 and Thursday 12 April for Presiding Officers and Deputy Presiding Officers.

Poll clerks will be trained between Friday 13 April - Wednesday 18 April.

We will not be able to let you work on polling day if you do not attend a training session. Further details will be sent to all staff who are appointed.

Postal vote issue staff

Issuing of postal votes will be during the morning of Friday 20 April 2012 and will take place at Hammersmith Town Hall in the Assembly Hall.

Fees for issuing staff are likely to be at least £30.

There will be no formal training, but each session will start with a briefing.

We would particularly welcome applications from experience polling station staff, as they are used to the issuing procedure.

Support staff

We have a wide range of other interesting jobs, all of which are vital to run a smooth London Mayor and Assembly Elections. These vary from stuffing envelopes to preparing stationery for polling stations. We pay an hourly rate – depending on the type of job – and the work is usually done out of work hours and at weekends.

If you are flexible and don't mind rolling up your sleeves, we would like to hear from you.

Please note that this post is not a full day (am-pm) position – jobs will only last a few hours or over a weekend

Representation of the People Act 1983*Section 66*

(1) The following persons -

- (a) every returning officer and every presiding officer or clerk attending the polling station;
- (b) every candidate or election agent or polling agent so attending,
- (c) every person so attending by virtue of any Sections 6(A) to 6(D) of the Political Parties, Elections and Referendums Act 2000,

shall maintain and aid in maintaining the secrecy of voting and shall not, except for some purpose authorised by law, communicate to any person before the poll is closed any information as to -

- I. the name of any elector or proxy for an elector who has or has not applied for a ballot paper or voted at a polling station;
- II. the number on the register of electors of any elector who, or whose proxy, has or has not applied for a ballot paper or voted at a polling station; or
- III. the official mark

(2) Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not -

- (a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;
- (b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.

(3) No person shall -

- (a) interfere with or attempt to interfere with a voter when recording his vote;
- (b) otherwise obtain or attempt to obtain in a polling station information as to the candidate for whom a voter in that station is about to vote or has voted;
- (c) communicate at any time to any person any information obtained in a polling station as to the candidate for whom a voter in that station is about to vote or has voted, or as to the number or other unique identifying mark on the back of the ballot paper given to a voter at that station;
- (d) directly or indirectly induce a voter to display his ballot paper after he has marked it so as to make known to any person the name of the candidate for whom he has or has not voted.

(4) Every person attending the proceedings in connection with the issue or the receipt of ballot papers for persons voting by post shall maintain and aid in maintaining the secrecy of the voting and shall not -

- a) except for some purpose authorised by law, communicate, before the poll is closed, to any person any information obtained at those proceedings as to the official mark; or
- b) except for some purpose authorised by law, communicate to any person at any time any information obtained at those proceedings as to the number or other unique identifying mark on the back of the ballot paper sent to any person; or
- c) except for some purpose authorised by law, attempt to ascertain at the proceedings in connection with the receipt of ballot papers the number on the back of any ballot paper or other unique identifying mark on the back of any ballot paper; or
- d) attempt to ascertain at the proceedings in connection with the receipt of the ballot papers the candidate for whom any vote is given in any particular ballot paper or communicate with respect thereto obtain at those proceedings.

(5) No person having undertaken to assist a blind voter to vote shall communicate at any time to any person any information as to the candidate for that voter intends to vote or has voted, or as to the

number or other unique identifying mark on the back of the ballot paper given for the use of that voter.

- (6) If a person acts in contravention of this section he shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale or to imprisonment for a term not exceeding 6 month.
- (7) In their application in relation to an election of the London members of the London Assembly at an ordinary election, the preceding provisions of this section shall have effect with the insertion, after the words "the candidate for whom", in each place where they occur of ", or the registered political party towards the return of whose candidates",
- (8) In relation to an election of the London Members of the London Assembly at an ordinary election, any reference in this section to the return of a registered political party's candidates is a reference to the return of candidates included on the list of candidates submitted by the registered political party for the purpose of the election.