

2017 Electoral Registration Canvass

Information pack

Thank you for your interest in helping us with our Annual Canvass.
Please read the following information carefully before completing the application form.

Your role

Every year the Electoral Registration Officer (ERO) has a legal duty to undertake a canvass of all households and produce a revised Register of Electors by 1 December 2017.

In order to meet that legal duty the ERO employs a team of canvassers to assist with the annual revision of the Register of Electors.

As a canvasser you will be employed by the Electoral Registration Officer (ERO), to undertake the delivery of Household Enquiry Forms (HEF) to all residential properties within the Borough. HEF's are used to gather information about who lives in each household and their eligibility to register to vote.

Once the completed HEF is received, any new eligible elector added to the HEF will be sent an Invitation to Register (ITR), which must be completed to add their name to the register. Anyone newly registering under the new system will need to register themselves individually by filling out a paper or online form.

Properties that do not respond to the request for information will also receive a reminder form, delivered by hand. Any properties still outstanding after receiving this reminder will receive a personal visit from an Electoral Registration Canvasser.

In your role as a canvasser you will make personal visits to both non-responding households and non-responding individuals to assist with the completion of forms. This role requires you to work in your own time, which will include evenings and weekends. For council staff, this will mean working outside of your normal council duties (i.e. evenings and Saturdays/Sundays or on leave days). This role is a temporary/sessional one. It is not a full-time position.

Successful applicants who are appointed to undertaking the visit stage will need to attend an additional briefing prior to commencing the personal visit stage which will take place in late September/ early October.

As a canvasser you will be required to have:

- The availability to work unsociable hours during evenings and weekends within a restricted period.
- Good mobility and be physically able to carry equipment and climb stairs.
- Good communication skills and complete neat and accurate records of your visits.
- Awareness of, and sensitivity to, cultural diversity
- The ability to work under pressure and the determination to meet deadlines
- Excellent attention to detail and the ability to organise own workload
- A professional and politically neutral manner
- The ability to ensure that confidentiality is maintained at all times

General Information:

- Canvassers may be offered a canvass round anywhere in the borough, though we try to allocate according to specific requests, where possible.
- All canvasser work will be checked against information from other sources and anyone found to be deliberately falsifying information and may face action.
- Canvassers must have good numeracy and literacy and must be aged 18 or over, due to lone-working.

Canvass Timetable 2017

(Dates may be subject to change depending on printing times)

Stage	Pick up forms on:	Finish delivery/visits by:
1. Initial Form	Thursday 17 August	Sunday 20 August
2. Reminder delivery	Thursday 7 September	Sunday 10 September
3. Visit stage training	Experienced Staff Tuesday 26 September– Friday 29 September	New Staff 2/4 October
4. Visit stage	Tuesday 26 September	Sunday 12 November

Your main duties and responsibilities will be:

1. To deliver Household Enquiry Forms to every property in a designated canvass area.
2. To identify new properties, and notify Electoral Services of other relevant changes e.g. conversions to flats or demolitions.
3. To deliver reminder forms where necessary.
4. To visit remaining non-responding properties personally and assist with the completion of the HEF.
5. To visit non-responding individual residents personally and assist with the completion of ITR.
6. To attend a training session covering all duties and procedures involved.
7. To record details of eligible electors accurately and make notes of visits.
8. To collect forms and other materials, and to return completed visit forms weekly to the electoral services office.
9. To keep to the timetable, and to contact the team leader in the first instance, in the event of any circumstances that may prevent the completion of work on time.
10. To carry out my work in accordance with the instruction given to me. Failure to do so may result in my employment being terminated.

Training - Visit Stage:

If your application to work as a canvasser is successful, you will be informed in your appointment letter whether you need to attend the experienced or new canvasser training session.

Experienced Canvassers

If you have worked for LBHF as a canvasser before, your training session for the door knocking/ personal visit stage of the canvass will take place between Tuesday 26

September and Friday 29 September. This session will last approximately 1 hour. Visit forms will be available for collection at the end of your training session.

New Canvassers

If you have not worked as a canvasser for LBHF before, you will be required to attend our new canvassers training session for the door knocking/personal visit stage. These sessions will take place on 2 or 4 October and will last approximately 2 hours. Visit forms will be available for collection at the end of your training session.

Please note that applications will not be acknowledged and unsuccessful applicants will not be contacted. Successful canvassers will be appointed by letter during late July/ early August. We may contact other Council's Electoral Services offices regarding any previous employment you may have had and equally we may share your details where necessary.

Payment

Delivery Stage Only

If completing the **delivery stage only** a fee of 15p per envelope delivered will be paid. Any forms that you are unable to deliver, will not be included in your payment calculation and **must** be returned to Electoral Services.

Delivery and Personal Visit stage

If you are completing **both** the delivery and personal visit stage, a fee of **20p per envelope** delivered will be paid. Any forms that you are unable to deliver, will not be included in your payment calculation and **must** be returned to electoral services.

Deliveries will be paid at 15p per form to all canvassers at the end of the delivery stage. Anyone who is completing both deliveries and visits will have the remainder 5p of your delivery fee paid upon the satisfactory completion of the personal visit stage. This remaining 5p will be paid included with your visit payment in December.

The ERO reserves the right to partially or wholly withhold payment if you do not keep to the timetable, or if you do not return your log book.

ITR Visits	
Visit Stages	<p>A flat rate fee of £2.00 per form will be paid for fully completed ITR forms.</p> <p>A fee of £1.00 per form will be paid for information only e.g. gone away/not eligible etc. More information about how to complete form be provided at training.</p>

HEF Visits		
Visit Stages	There will be a standard fee per completed visit form of £1.15* . There will be a bonus based on the percentage of GOOD forms returned.	
	Total visit forms completed	Fee per form
	80%	£1.75
	90%	£2.30
	95%	£2.90
	100%	£3.45
Notes	*No visit form fee will be paid unless 65% of forms are filled in. The percentage is based on the number of visit forms you are given, <u>not</u> the total number of properties in your area.	

Payment will be made directly into your bank account upon the satisfactory completion of your work and the submission of all necessary paperwork.

How to apply

Please download and complete the application form and post it back to us at the address as given below, or email it to electoral.servicesrecruit@lbhf.gov.uk

Preference will be given to applicants wanting to do all stages of the canvass.

If you wish, you can apply for only part of the canvass however your application will be given a lower priority.

The ERO has to comply with legislation to prevent the employment of illegal workers. If you are not employed by Hammersmith & Fulham Council you will be asked to provide your passport, and any relevant supporting documentation, to confirm that you are entitled to work in the UK. If you are registered unemployed you are strongly advised to consult your Jobcentre Plus office before you accept any offer of employment from us - taking up temporary employment as a canvasser as this may affect your entitlement to benefits.

To contact us, or to return a paper application form, use the following contact details:

By post: Electoral Services
Room 28
Hammersmith Town Hall
King Street
London
W6 9JU

Email: electoral.servicesrecruit@lbhf.gov.uk

Fax: 020 8753 2229 / 2007

Telephone: 020 8753 2176/2177

If you cannot get access to the internet, please contact Electoral Services on the number above.

Please note that applications will not be acknowledged and unsuccessful applicants will not be contacted. Successful canvassers will be appointed by letter during late July/ early August. We may contact other Council's Electoral Services offices regarding any previous employment you may have had and equally we may share your details where necessary.

If you no longer wish to be considered for the position after submitting your application, please contact Electoral Services immediately on 0208 753 2174.