

## The 2018 Register of Electors

### **INFORMATION FOR TEMPORARY ELECTORAL CANVASSERS – 2018**

#### **1. PERSONAL CANVASS**

A new Register of Electors is prepared each year. During early July the 'Household Enquiry Form' (HEF) will be sent to all households in the Mid Sussex District Council area. This is not in itself a voter registration form but it requires a householder to list each eligible elector resident at the property. They reply online: [www.registerbyinternet.com/midsussex](http://www.registerbyinternet.com/midsussex) or by completing and returning the paper form to the Council. Where responses notify the council of new eligible electors, an individual 'Invitation to Register' (ITR) is dispatched. This requires the individual to make a registration application, which they can do online: [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) or by completing and returning the paper form to the Council.

Non-responders are followed up by direct dispatch of reminder forms in August and September. The details of these people are automatically lodged with a secure data centre. Handheld mobile devices are issued to canvassers that contain the details of all non-responders within a canvass area and it is these people that Electoral Canvassers will visit in an effort to complete their registration application. The device syncs with the data centre each time it is used so that tasking (the people to be visited) is continually kept up-to-date.

You will be required to approach and engage with each outstanding household in your canvass area to obtain information about whom resides there and who qualifies to register for voting. This will involve talking to a responsible adult at each of the properties, assisting them to complete their form and where necessary obtaining the prescribed personal identifiers (NINO and Date of Birth). Good people skills are essential in this role as is the ability to use a straight-forward tablet or the willingness to learn how to use one.

The sizes of canvass areas vary, but could be as many as 400-550 properties to visit. There may be opportunities for canvassers to take on 2 or 3 such areas if desired.

#### **2. TRAINING**

Canvassers are required to attend a training session at MSDC's Oaklands campus and a range of dates for this training will be in August for successful candidates. A training fee is payable and completion of the training is deemed to represent a commitment to carry out the work. Clear instruction aids will also be provided for reference and to support you in this role.

#### **3. SUPPORT FROM ELECTORAL SERVICES**

Canvassers must report in person to the Electoral Services office at the start and at the end of the canvass period to receive and return equipment, and to do required administration.

Electoral services staff are on hand by telephone to advise and support canvassers during office hours and email requests can be sent anytime where there is no need of instant reply.

#### **4. QUALIFICATIONS & REQUIREMENTS**

Candidates should be keen to get things done, responsible, conscientious and able to:-

- understand and apply detailed instructions
- type succinct and accurate records of their visits
- be courteous and to exercise tact, discretion and patience
- display a professional image of Mid Sussex District Council at all times
- cope physically with much walking and climbing of steps etc. which will be necessary
- carry a fully functioning personal mobile phone and the canvasser tablet at all times while canvassing (other essential equipment and materials will be supplied)
- use of a vehicle in some out of town areas would be useful though not essential

#### **5. PAYMENT**

There is an hourly rate of £9.00 per hour. In addition, each household response will earn canvassers an extra 25p & each individual registration will earn canvassers an additional £1. Timesheets are required to be completed each time you canvass and submitted to us at the end of each working month via email.

**Please note:** the number of visits within an assignment can be fluid as people complete applications and new follow-up visits are added. In previous years many of our canvassers earned more than £500 gross for this work.

Successful applicants will need to attend a training session in August which attracts a payment of £30. Further details will be supplied.

**Mileage claims** – Mileage claims may be submitted in respect of the attendance at training and any visits to the Electoral Services team. Claims are not normally permitted for travel directly relating to the personal canvass itself, unless we ask you to travel a significant distance or in other circumstances we agree it in advance.

#### **6. COMMITMENT**

It is important to you and to us that we establishment a clear commitment. The work is offered on a casual temporary basis and should not unduly affect contractual conditions of any other employment you may have. All payments are scheduled to be made as promptly as possible following the end of the personal canvass period and could be subject to income tax unless you have a tax exemption certificate.