

Poll Clerk Position

Main Purpose of the Job/Key Objectives:

- Comply with any instructions from the Returning Officer/Presiding Officer
- Assist the Presiding Officer with running a polling station
- Issue ballot papers and mark the electoral register and corresponding numbers list
- Ensure that all electors are treated impartially and with respect
- Maintain the secrecy of the ballot
- Ensure compliance with the requirements of Elections, the Requirement for Secrecy and the Data Protection Act

Job Context:

1. The postholder reports to: Election Services Manager
2. The postholder will be required to work from 6.15 am until the polling station has been packed up, approximately 10:30 pm.

Experience

Previous election experience is desirable but not essential.

Working conditions/circumstances

Poll Clerks are required to attend a training session prior to every election. This training may be scheduled outside of normal office hours. Failure to attend and successfully complete this training could lead to any appointment offered being rescinded.

On polling day Poll Clerks will be required to be available and on duty during the whole period from 6.15 am until the polling station is closed and packed up.

Poll Clerks are not permitted to leave the polling place during the hours of poll, and must provide their own refreshments to cover this period.

All staff will be required to sign an agreement to waive their rights under the European Working Time directive.

Duties:

Before Polling day

- Read the polling station handbook
- Attend training sessions as directed by Electoral Services
- Ensure you have been in contact with the Presiding Officer

Polling Day

- Assist with the setup of the polling station
- Ensure that all signs and instructions are clear, visible and remain in place for the duration of polling
- Check voters' electoral numbers and mark in the Register of Electors and on the Corresponding Number List.

- Correctly issue ballot papers to voters.
- Ensure that all electors cast their vote in secret, and put their ballot paper(s) in the (correct) ballot box.
- Carry out any other duties as required by the Presiding Officer
- Remain impartial at all times
- Ensure Data Protection and Requirements for Secrecy are adhered to

Close of poll

- Help in the packing away of the polling station and equipment and ensure the building is returned in good order
- Only leave the polling station when given permission to do so by the Presiding Officer

DISQUALIFYING FACTORS

The Returning Officer is not permitted to employ anyone who is carrying out duties on behalf of any political party or candidate at the election.

All appointed staff will be required to sign a declaration confirming their agreement to maintain the secrecy of the poll.

The Returning Officer and / or Electoral Services have the right to revoke any appointment at any time if it is believed that the obligations inherent in that appointment are not being met. If your appointment is revoked, you must return any items issued to Electoral Services immediately.

Any indication of sexist, racist or anti-disability attitudes, or any other attitudes inconsistent with the Council's Equal Opportunities Policy, will result in the immediate termination of any appointment.

Asylum and Immigration Act 2006: The Returning Officer is required to ensure that all staff working on the Election are entitled to work in the United Kingdom. Staff who are not an employee of London Borough Havering must provide a current passport or, if not available, must contact the Election Services office for the full list of documents that can be accepted.

Please note that staff must bring in the original document in person in order to be verified.

NOTE

This job description reflects the current requirements of these posts, and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change as necessity requires.

For data protection purposes, please be aware that acceptance of any appointment to a polling station role includes your permission for your name and contact details (e-mail address and mobile telephone number) to be shared with the other staff appointed to your station (including the Polling Station Inspector). This is to enable teams to be able to contact each other in advance of polling day or in an emergency. The Returning Officer is under a duty to protect the public funds administered, and to this end may use the information you have provided on this form for the prevention

and detection of fraud. They may also share this information with other bodies responsible for auditing or administering public funds for these purposes.