

COMBINED AUTHORITY MAYORAL ELECTIONS – THURSDAY 2 MAY 2024

We are in the process of appointing staff to work in polling stations as poll clerks on polling day on 2 May and for the verification and counting of votes on 3 and 4 May 2024.

Please read the following information carefully – details on how to apply can be found at the bottom of this document.

This year we would ask that you consider your own personal circumstances when advising us of your availability to work.

1. Eligibility

You must be at least 18 years old to work in a polling station and at least 16 years old to work as a counting assistant. You must also be entitled to work in the UK and if successful, prior to taking up your appointment, must provide evidence of your eligibility to work in the UK by showing us either:

- a passport, or
- full birth certificate showing parentage and proof of National Insurance Number (e.g. P60, P45, payslip, etc.); or
- A Home Office issued Registration Certificate or document certifying permanent residence.

You must not be employed (paid or unpaid) by/on behalf of any candidate or political party – **see point 5.**

Your application is supported by your Line Manager/Supervisor (City Council employees only).

2. Processing Your Application

For each election we begin by appointing staff who have worked at previous elections and who have received good reports from the supervising staff. Once we have established where there are vacancies, we will begin to contact people who have applied to work in those areas. We will contact you via an appointment e-mail which states the location, terms and conditions of employment. If you wish

to accept the appointment you should reply according to the instructions given in the appointment e-mail.

Even when we have filled all vacancies, there will be a number of people who will drop out for various reasons. Therefore, we are filling vacancies right up until the day before the election. When we get closer to the election, we may ring you to see if you are available for any last-minute vacancies.

We would ask you not to contact the office to follow up your application or ask if there are any vacancies. We will only contact you if we are able to appoint you.

You must provide us with an e-mail address and mobile number that are solely for your use. We will be using e-mail and text messages to keep staff updated with important messages.

3. Payment & Hours of Work

Poll Clerks:

Gross Fee: £194.24 (plus training fee TBC)

Hours: Thursday 2 May 2024 - 6.30am to 10.15pm

Counting Assistants:

Gross Fee: £15.92 per hour plus a £10.00 training fee

Hours: Friday 3 May & Saturday 4 May 2024 – hours to be confirmed but you must be available from 8am on both days. (Priority will be given to people who are available both days)

Payment of fees will be made on Friday 28 June 2024.

4. Short Description of Role for Poll Clerks (full instructions will be provided if you are appointed)

Poll Clerks assist the person in charge of the Polling Station who is called the Presiding Officer. At each Polling Station we appoint between one and three Poll Clerks dependant on the size of the electorate for the station.

Poll Clerks must be at the station at 6.30am to assist the Presiding Officer to set up the room before the start of poll at 7am. Polling must, by law, start at 7am. The job of the Poll Clerk is to greet voters and obtain their name and address so

that their name can be marked against the Register of Electors. The Presiding Officer will give any further details of what is required on the day.

Poll Clerks must remain at the Polling Station until close of poll at 10pm and then assist the Presiding Officer to close the station (approximately 15 minutes). Poll Clerks must remain at the Polling Station during polling hours and there are no official breaks. Breaks will be taken at the station as directed by the Presiding Officer.

Dress code is to be comfortable but neat and bear in mind that the temperature between early morning and late evening is likely to fluctuate so that warmer clothing or layers may be appropriate. Any badges, slogans or colours that might bring the impartiality of the polling station staff into question must be avoided. Poll Clerks are required to bring with them any food and drink they need for the day (and possibly a book or similar for any quiet periods). Poll Clerks will be contacted by the Presiding Officer prior to Polling Day and they will be able to give further details of facilities at the station for making drinks, etc.

If you are appointed to the Polling Station at which you usually vote, you may vote there on the day as usual. If you live in Birmingham and normally vote in person at another station to where you are appointed, arrangements can be made to allow you to vote. Except for those who are appointed very close to the election, you should make your own arrangements for a Postal or Proxy Vote. You can read more about this and find out how to apply at <http://www.birmingham.gov.uk/elections>

You will also be required to attend a short training session (less than 1 hour) about the role. Details of this are to be confirmed – but it is likely to be held via MS Teams.

5. Short Description of Role for Counting Assistants (full instructions will be provided if you are appointed)

The verification of the ballot papers will take place on Friday 3 May 2024 and counting of the votes will take place on Saturday 4 May 2024.

Both will take place at the ICC on Broad Street.

The role will involve working as a team, as directed by the Table Supervisor, to verify and count the number of ballot papers in the ballot boxes for each station.

Count staff should act impartially at all times and not wear any badges, slogans or colours that may bring that impartiality into question.

You should bring adequate refreshment to last you throughout the day.

6. Conflicts of interest

You must decline any offer of appointment if you have assisted or intend to assist any candidate at this election.

If you have worked for, promoted or undertook any campaigning for any political party or candidate in the last 5 years you must declare this. We may have to withdraw any offer of appointment.

Any failure to inform us of the above may result in your fee being withheld and prevent you from working for us again in the future.

If you wish to apply to work in one of the roles above, please e-mail EOstaffing@birmingham.gov.uk to request an application form.