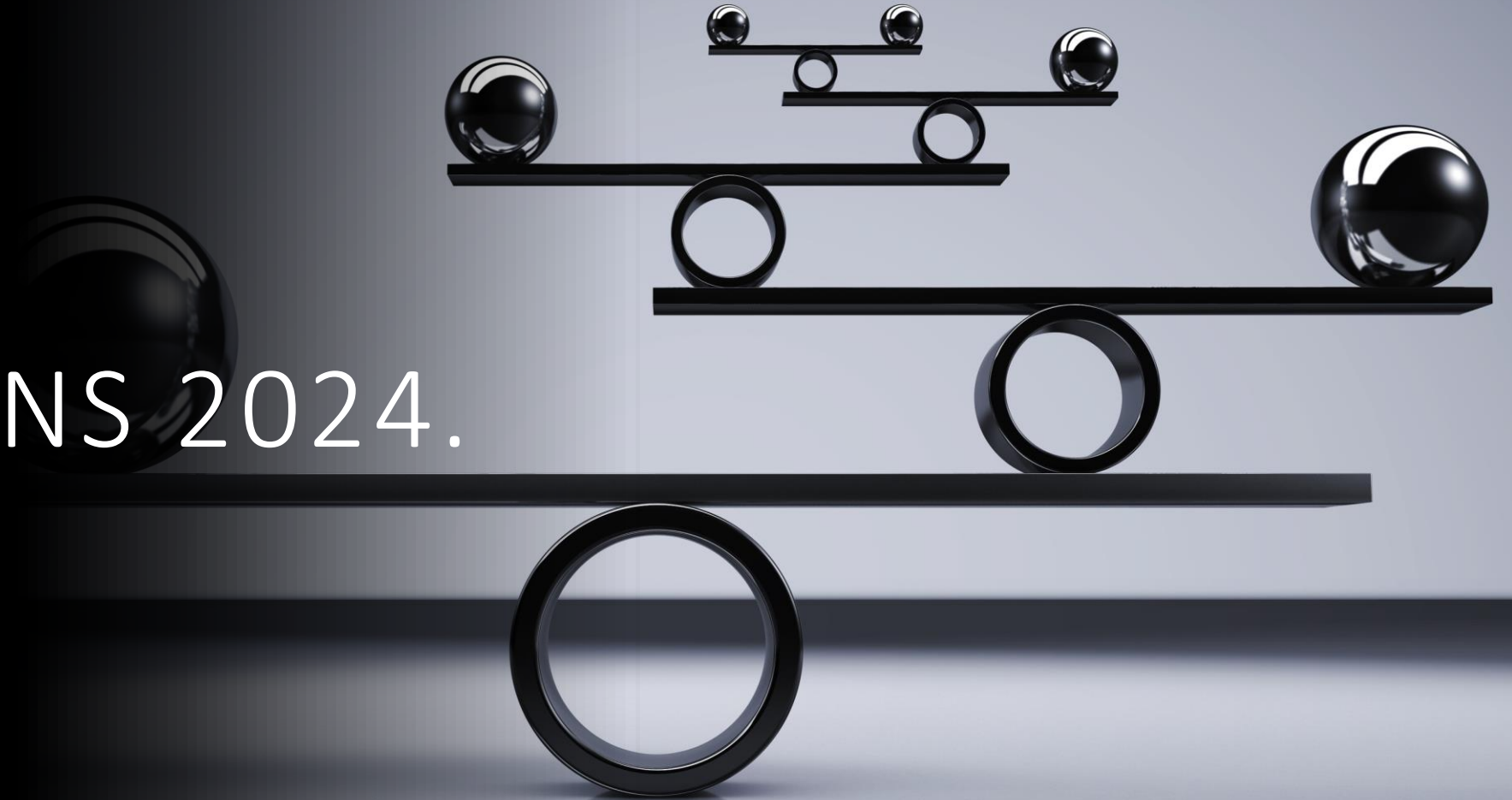
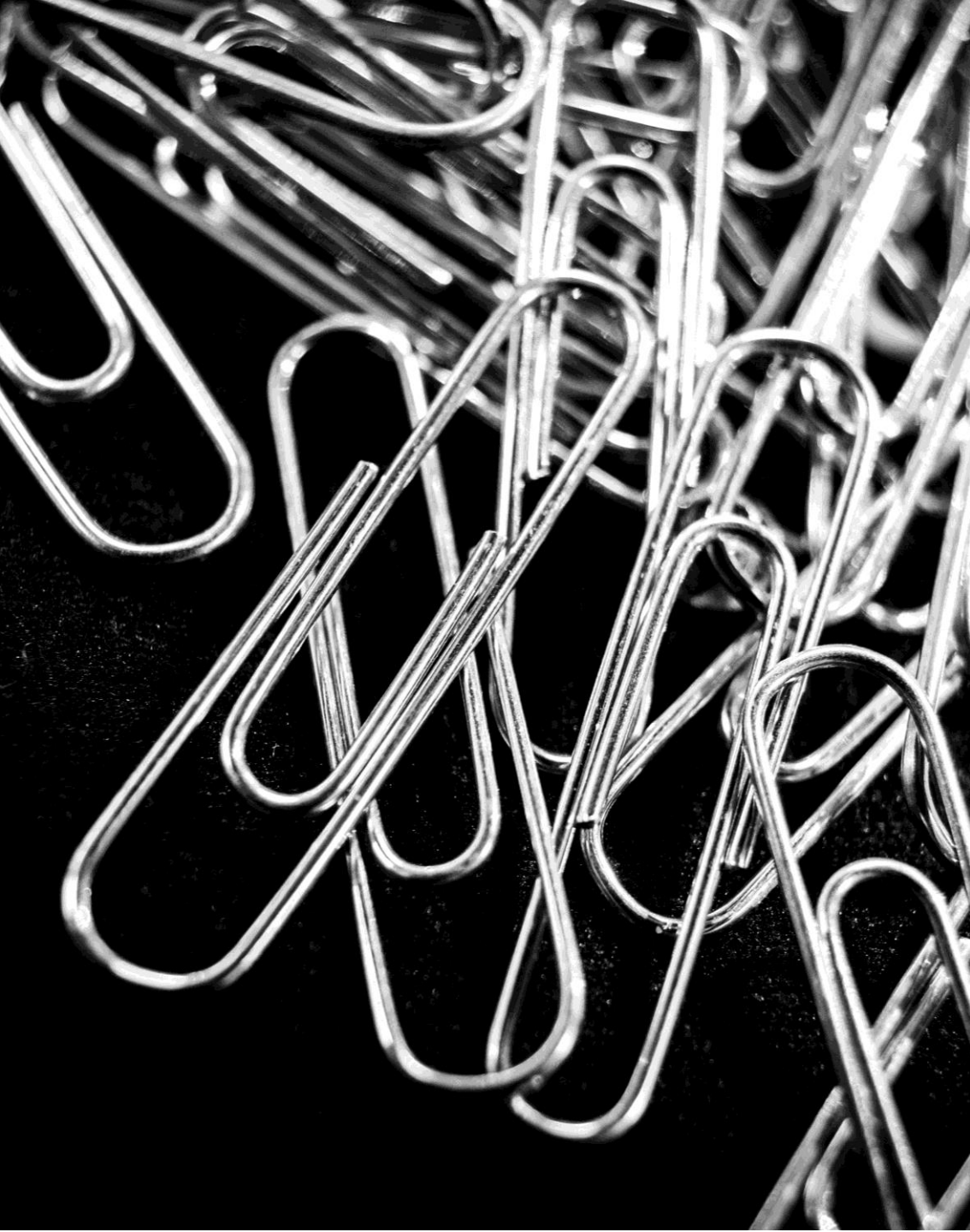


ELECTIONS 2024.

March 2024





ELECTION STAFF

- Working as a Poll Clerk
- Working as a Presiding Officer
- Working as Polling Station Inspector

POLL CLERK (PC)

What does a Poll Clerk have to do?

The role of polling station staff is to ensure that voters are able to cast their vote in secret free from influence and in a calm atmosphere.

As a Poll Clerk (PC) you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to electors, mark the polling station register and assist in the accurate completion of paperwork.

A PC will work for approximately 16 hours on election day between 6.15am and 10.30pm.

You will be required to provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness.

Polling station staff are not permitted to leave the premises during the hours of poll.

A PC is not permitted to have carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to this and maintain the secrecy of the poll.

Do I need to do anything before polling day?

- Attend a training session (this may be online or in person)
- Get in touch with your Presiding Officer to confirm arrangements and receive any necessary instructions
- Polling stations are open from 7am until 10pm. On polling day, staff are required to arrive at their polling station by 6.30am to set up in time for opening and should not leave the premises during polling hours.

How much will a PC earn for the day?

The rates are pay currently being finalised.

What are the main responsibilities of a PC?

- Assist the Presiding Officer and follow any instructions given
- Ensure that all people who come to vote are treated impartially, with respect and in a helpful, polite and professional manner
- Maintain the secrecy of the ballot

What does a PC have to do on election day?

- Get up polling booths (this will require some lifting)
- Prepare the polling station for the opening of poll
- Keep the polling station neat and tidy
- Help electors to understand voter ID is required and advise on acceptable forms of ID
- Ask for and check voter ID before ballot papers are issued
- Enable electors to present their ID in private when requested
- Check and mark voters' electoral numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to voters
- Ensure that voters cast their votes in secret and put them into the correct ballot box
- Provide assistance to voters where appropriate, including helping those that have a difficulty accessing the polling station and to cast their vote
- Undertake any other polling station duties on the instruction of the Presiding Officer
- At the close of poll, the PC is required to help the Presiding Officer to dismantle the polling station and ensure the building is returned to good order

What are the requirements for becoming a PC?

- Experience of working at a polling station is desirable
- Literate and numerate
- Good timekeeping
- Ability to carry out work as instructed, even under pressure
- Ability to treat people fairly and with respect at all times
- Ability to remain politically neutral
- Not connected to, nor will assist, any political party or candidate at the election
- Fit and capable of handling potentially heavy items of equipment

For more information please contact Democratic Services:
ElectionStaff@cheshirewestandchester.gov.uk

PRESIDING OFFICER (PO)

What does a Presiding Officer have to do?

The role of polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere. As a Presiding Officer (PO), you will assign work to the Poll Clerk(s), ensuring the accuracy of the poll and account for all of the ballot papers. You will be responsible for collecting and delivering your ballot box and you may have responsibility for ensuring your polling building is open and closed on the day.

A PO will work for approximately 18 hours (time includes collection of the equipment).

You will be required to provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness.

Polling station staff are not permitted to leave the premises during the hours of poll. A PO is not permitted to have carried out duties on behalf of any political party or candidate at the election.

All staff will be required to sign their agreement to this and to maintain the secrecy of the poll.

Do I need to do anything before polling day?

- Attend a training session (this may be on-line or in person)
- Up to two weeks prior to polling day liaise with the contact person for your polling station before polling day and arrange an in-person visit to confirm arrangements for opening and closing the building and the facilities available to you on polling day
- After your visit to the polling station, contact your Poll Clerk(s) to check arrangements and to brief them on facilities at the venue and their time of arrival on polling day
- Two to three days before polling day – collect and check the ballot box and all equipment from Civic Hall, Ellesmere Port

How much will a PO earn for the day?

The rates are pay currently being finalised.

What does a PO have to do on election day?

- Polling stations are open from 7am to 10pm. On polling day, the PO is required to arrive at their polling station by 6:15am to set it up in time for opening. (Poll Clerks will arrive at 6.30am)
- Transport the ballot box and contents to the polling station
- Set up polling booths with the Poll Clerk(s) (this will require some lifting)
- Organise the layout of the polling station taking all voter needs into account

- Be responsible for health and safety at the polling station for all staff and visitors
- Ensure the polling station is opened on time
- Ensure that all signs and instructions are clear, visible and remain in place
- Keep the polling station neat and tidy
- Instruct and supervise the work of the Poll Clerk(s) throughout the day
- Account for, and be responsible for, all ballot papers, issued and unissued
- Help electors understand that voterID is required and advise on acceptable forms of ID
- Ensure that voterID is checked before ballot papers are issued
- Refuse a voter ballot paper where you do not consider the ID to be a good likeness, or consider it to be a forgery
- Cover Poll Clerk duties during break times
- Ensure that voters cast their votes in secret and put them into the correct ballot box
- Provide assistance to voters where appropriate, including those that have difficulty to access the polling station and to cast their vote
- Receive and record the receipt of postal votes delivered by hand, ensuring the postal vote return form is completed
- Manage the attendance of those entitled to be present in the polling station, e.g. candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process
- Monitor the activities of tellers outside the polling place
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times

At the close of poll, Presiding Officers are required to:

- Ensure the polling station is closed on time or follow the process for queuing electors
- Supervise the dismantling of the polling station and ensure the building is returned in good order
- Complete the ballot paper account and associated paperwork correctly and pack up documents in accordance with the instructions given by the Returning Officer
- Deliver the ballot box and associated paperwork to the designated location

What are the requirements for becoming a PO?

- Experience of having worked at a polling station is desirable
- Ability to work independently under pressure
- Access to a car for the whole day
- Literate and numerate
- Good timekeeping
- Ability to treat people fairly and with respect at all times
- Ability to remain politically neutral
- Previous line-management or supervisory experience is desirable
- Fit and capable of handling potentially heavy items of equipment

For more information please contact Democratic Services:
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POLLING STATION INSPECTOR (PSI)

What does a Polling Station Inspector have to do?

The role of Polling Station Inspector (PSI) is to supervise your allocated Presiding Officers to ensure that their polling stations are being managed as advised. You will make regular visits to each of your stations and provide telephone and face-to-face support to each of your Presiding Officers.

You will ensure that the requirements for completing the prescribed legal paperwork is understood and offer assistance/training if required. You will provide details of emergency proxy information and clerical errors to your Presiding Officers as well as communicating with the Senior PSI to advise of any concerns throughout the day.

PSIs are provided with a tablet and digital checklist to complete. PSIs are responsible for ensuring that polling stations are open and operating in accordance with election rules and the instructions of the Returning Officer. They must have a comprehensive knowledge of the voting procedures and the ability to deal with and correct any problems or situations that arise.

PSIs will work approximately 18 hours on election day starting from 6:15am at selected poll stations and finishing around 10:45pm. You may be required to stay on at the verification at the designated Count Centre to support.

Do I need to do anything before polling day?

- Polling stations are open from 7am until 10pm. On polling day each PSI is required to start arriving at their selected polling station from 6.15am to support the polling station set up before opening at 7am.
- Attend a PSI and PO training session (this may be on-line or in person)
- Contact your Presiding Officers to check arrangements and to brief them on any necessary procedures
- Two to three days before polling day – collect your ballot box and any equipment if required from Civic Hall, Ellesmere Port
- Plan your route to your polling stations

How much will a PSI earn for the day?

The rates are pay currently being finalised.

What does a PSI have to do on election day?

- comply with any instructions from the Returning Officer to ensure that all polling stations are open, correctly staffed and signed, with all equipment in place and that all functions of the polling station are correct

- Ensure that all signs and instructions are clear, visible and remain in place
- Instruct and supervise the work of the Polling Station staff throughout the day
- Account for, and be responsible for, all ballot papers, issued and unissued
- Helping electors understand that voterID is required and advise on acceptable forms of ID
- Ensure that voterID is checked before ballot papers are issued
- Ensure that voters cast their votes in secret and put them into the correct ballot box
- Manage the attendance of those entitled to be present in the polling station, e.g. candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process
- Monitor the activities of tellers outside the polling place
- Visit all allocated polling stations on your route and report progress back to the Senior PSI through a designated communication channel
- Ensure the secrecy of the ballot is maintained in all your assigned polling stations
- Resolve any operational problems and to help distribute any additional polling station equipment and stationery if required
- Ensure that the layout of the polling station takes all voter needs into account
- Be aware of access issues at the polling station
- Ensure that health and safety at the polling station for all staff, electors, candidates and agents and observers are monitored
- Ensure that all signs and instructions are clear, visible and remain in place
- Ensure that the polling station is neat and tidy
- Ensure that the Presiding Officer has the appropriate stationery and equipment
- Ensure that the polling station register is being marked correctly and that the corresponding number lists are being completed correctly
- Provide assistance to polling station staff and voters where appropriate
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Collect and return postal ballot packs from polling stations and returned to designated office throughout the day.

What are the requirements for becoming a PSI?

- Experience of having worked at a polling station is desirable
- Ability to work independently under pressure
- Access to a car for the whole day
- Literate and numerate
- Good timekeeping
- Ability to treat people fairly and with respect at all times
- Ability to remain politically neutral
- Previous line-management or supervisory experience is desirable
- Fit and capable of handling potentially heavy items of equipment

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