

Birmingham City Council - Register of Electors 2012

TEMPORARY CANVASSERS - EMPLOYMENT DETAILS

1. Personal Canvass

A new Register of Electors is prepared each year. Royal Mail will deliver a household Registration Form in June followed by a reminder in July. The canvass arrangements involve the personal canvass of those households where the form has not been returned.

2. Timetable 2012

Briefing Sessions	To be Confirmed by Canvass Supervisor
Personal Canvass	Thursday 7 - Wednesday 19 September

Canvassers are required to attend a training session, given by their Canvass Supervisor, at a venue which will be confirmed at a later date.

Canvassers must be available to work for the entire period of the canvass (which will include both the first and second weekend).

Canvassers may be offered a canvass round anywhere in the city, unless they have specified a particular area they wish to work in.

3. Personal Canvass

The personal canvass is a crucial part of the exercise and will commence after a short briefing/ training session shortly before the Personal Canvass.

On average 40% of households do not respond to the delivery of the household Registration Form and an average canvass area will have about 150-250 households outstanding at the personal canvass stage.

A FIRST visit to EVERY outstanding household must be made over the first weekend (Friday evening to Sunday evening inclusive)

Up to 3 visits per household **must be made over the whole canvass period**, if necessary, to obtain the required information. These should be spread evenly so attempts to obtain information must include a morning, afternoon and evening visit, taking in both weekends if necessary and a visit during the midweek. The final visit to non responding households should **not** be made before the second weekend of canvass.

It is important to start your visits on the first weekend, by Saturday at the latest. You will not be able to visit all your households if you wait until Sunday. Your Supervisor will want to meet with you at some time over the first weekend to collect your first batch of forms.

You will be required to approach and make contact with each outstanding household in your canvass area, in order to obtain information on who resides there and who qualifies to register for voting. This will involve talking to a responsible adult at each of the properties. It will take a minimum of 22 hours to complete the personal canvass stage of an average canvass area.

There will be close supervision in the field by Canvass Supervisors.

Canvassers will be expected to make every effort to improve on the personal canvass response levels of last year. Completed forms etc. will be examined by Supervisors and will be returned for further action if not acceptable or targets not achieved. In such cases payment will be reduced.

Detailed written instructions and a briefing/training session will be provided prior to the personal canvass.

4. Qualifications

Candidates should be mature, responsible and conscientious and able to:-

- understand and apply detailed instructions
- write neat and accurate records of their visits
- be brief and courteous and to exercise tact, discretion and patience
- cope physically with the walking and climbing of steps etc. which will be necessary

Access to a telephone and e-mail is required. Regular progress reports to Canvass Supervisors are also required.

5. Payment

There will be a flat rate fee of £1.00 per form plus £20 training fee.

30% of the gross fee up to a limit of £500 will be treated as being non-taxable in order to cover clerical work etc. at home and travel costs.

Generally in each canvass area there will be between 150-250 properties requiring visits over the personal canvass stage in September.

Fees will be calculated on the total number of households. Payments will be made towards the end of October into your Bank. PAYE and National Insurance will be deducted, where applicable.

Payments will be reduced whenever rounds are not completed to the satisfaction of the Canvass Supervisor and Control Officer. This would include a poor response rate, a poor spread of visits or refusal to make further visits, if requested to by the Canvass Supervisor or Control Officer.

6. Applications for Employment

An application form is enclosed which, when completed, should be returned to the Elections Office, 150 Great Charles Street (adj. Chest Clinic), Queensway, Birmingham B3 3HS as soon as possible. It may be faxed to 0121 212 1065.

In the interest of economy no further correspondence will be sent to you if your application is unsuccessful.

Telephone No. 303 9452, 303 2738 or 303 8896

Enc. Application Form.