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|  | Ask for: | Erica Gant |
| Telephone:  E-mail: | 01279 502176  [election.staff@eastherts.gov.uk](mailto:election.staff@eastherts.gov.uk) |
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**EAST HERTS ELECTIONS – 2023**

**DATES TO REMEMBER**

We are back in 2023 with all out District and Parish Elections for the East Herts District Council area.

At this stage we would like to know if you have interest and availability in helping to deliver these polls:

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| **Election Day – Thursday 4th May 2023**  (various locations across East Herts – 06:15 – 22:15)  Presiding Officer Fee: £273.74 (including travel + £24.07 training fee if attended)  Poll Clerk Fee: £166.46 (including travel + £24.07 training fee if attended)  Presiding Officers will be required to deliver the ballot box to the Count Centre after the close of poll  **District Council Election Count – Thursday 4th May 2023**  (approx. times 21:30 – 04:00am) (Wodson Park, Ware)  Current Fee: £23.10 per hour + £5.51 travel fee  **Parish Council Election Count – Friday 5th May 2023**  (approx. timings – 11:00 am – 17:00) (Wodson Park, Ware)  Current Fee: £19.25 per hour + £5.51 travel fee  **Postal Vote Assistant**  (Wallfields, Pegs Lane, Hertford, SG13 8EQ)  (approx. times 10:00am – 16:00)  Current Fee: £11.01 per hour  You must be available for **all** dates listed below  19/20/21/24/25/26/27/28 April 2023  2/3/4 May 2023  4 May evening at Wodson Park  (approx. times 20:30 –04:00am)  Current Fee: £23.10 per hour + £5.51 travel fee  After postal vote finish you will be required to assist with the count |

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| **\*PRESIDING OFFICER & POLL CLERK ROLES**  Please note, there will be additional duties added to the roles of Presiding Officer and Poll Clerks to fit with the changes being introduced in the Elections Act 2022. Before you agree to undertake either of these roles, please read the additional notes. |

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| If you have previously been a Poll Clerk and are interested in finding out more about being a Presiding Officer, we will be running some additional training sessions at Wallfields, Pegs Lane, Hertford. Please indicate on the form below and we will contact you with available dates. |

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| As part of a polling station review some polling stations are subject to change. If you can please indicate your preferred area and any additional requests. |

Please reply via email - [election.staff@eastherts.gov.uk](mailto:election.staff@eastherts.gov.uk)

**ADDITIONAL INFORMATION FOR PRESIDING OFFICERS AND POLL CLERKS**

***Please note this information is correct as at 10 October 2022 and is subject to change.***

The Elections Act 2022 changes and updates the ways in which we administer and deliver polls. The following is what we understand to be the process but we are still waiting for secondary legislation and guidance.. As we have a big election in May 2023, we need to start planning and preparing now for these changes to take place and be as seamless as possible.

**PRESIDING OFFICER**

The role of Presiding Officer will essentially remain the same. The additional work that we will have to undertake is the verification of the elector with photographic evidence.

A list of acceptable ID will be provided at the polling stations, which will include:

* Passport
* Photographic driving licence
* Authorised Bus Pass
* Voter Authorisation Certificate (This will be issued by the Council)

As part of the Presiding Officer role, you will need to ensure that the new rules governing Voter ID are followed. Your polling station staff will need to check the photographic ID BEFORE the elector is allowed to collect a ballot paper. Anyone arriving at the polling station without the correct ID will have to be asked to leave and return before the close of poll at 10pm with the correct form of photographic ID. In addition to checking the ID and being satisfied the elector is eligible to vote, you will also be required to maintain accurate records as to the number of electors whom have had to be turned away.

There are also changes to the way in which voters with disabilities are able to vote. They will be able to attend the polling station and have assistance with whomever they choose. Additional resources will also be provided across all polling stations. We are currently reviewing the latest guidance to ensure we are fully compliant.

**POLL CLERKS**

The role of Poll Clerk will essentially remain the same, there will be some additional duties related to checking identification. This will be covered in training.

Additional training will be available but if you do have any questions please do not hesitate to contact us and we will do our best to answer all your questions.

**Please complete and return either by post or email election.staff@eastherts.gov.uk**

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| **Staffing for the District and Parish Elections May 2023 Expressions of Interest** | |
| Name |  |
| Address |  |
| Phone Contact |  |
| Email Contact |  |
|  | |
| **PREFERRED ROLE** | **Please tick in the relevant boxes below.** |
| Presiding Officer |  |
| Poll Clerk |  |
| Preferred Areas within East Herts  for polling station |  |
|  |  |
| Count Assistant – Thursday |  |
| Count Assistant – Friday |  |
| Postal Vote Assistant |  |
|  |  |
| Any additional requests |  |

Thank you again for your help this year.

Yours faithfully,



Erica Gant

Electoral Services Officer

**Privacy Statement**

We will only use the information you give us for electoral purposes and administering elections. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer and Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Registration Officer is the Data Controller. You should refer to the Privacy Notice on our website for further information relating to the processing of personal data.