

Electoral Services Group

Annex A

Staffing:

1 Full Time Scale 5

1 Full time Scale 3 / 4

1 Full Time Scale 2

1 Temporary Scale 2 – employed for 7 weeks during canvass

Roles and Responsibilities	Time Allocation
The following general tasks are on going for the 3 F/T Staff	01/01 – 01/09
General telephone calls-on average 5,700 calls Are answered annually on the three extensions Rolling registration – additions/deletions Notification to other councils Processing service voters Processing Overseas Electors Processing absent vote applications Issue of monthly registers to Members, parish councils, Political parties etc Produce confirmation letters to electors Produce postal vote confirmation letters Process deceased lists and delete from register Check and process applications for the Freedom Of the City	
In addition to the above the annual work load is broadly allocated as follows:	
Scale 5	
Canvass printing quotes	April/May
Stationery orders and proofs read	May/June
Quotes telephone registration/internet	May/June
Prepare register for canvass	June/July
Canvasser selection and training	August
Canvass queries	August/November
Inputting of additions/deletions/amendments	August/November
Produce 1 st ,2 nd reminders & final letter	October/November
Check register	December-February
Empty property check	February-March
Scale 3/4	
Canvass staff recruitment	May/June

New properties onto register	June
Canvass training	August
Organise annual Freedom Court	September
Canvass queries	August/November
Inputting additions/deletions/amendments	August/November
Council Tax check	Mid Oct/late November
Print new registers	Early December
Distribute registers	Early December
Check register	December – February
Postal Vote lists checked	February – March
Scale 2	
New properties onto register	May/June
Prepare canvass stationery	June/July
Canvass queries	August/November
Sorting changes/no changes-returned forms	August/November
Inputting additions/deletions/amendments	August/November
Prepare & distribute stationery for	
Reminders & final letter	Oct/November
Council tax check	Mid Oct/late November
Check register	December-February
Postal Vote lists checked	February-March
Temporary Scale 2	
All returned canvass forms scanned	7 weeks “ as and when” between August - November