

Register of electors – personal canvassers

The Process

The personal canvass process will be split into two distinct stages - Household Enquiry Forms (HEF) and Individual Registration Forms (IRF) - and will be undertaken over two different periods of time.

The process will start with HEFs being sent to every household in the District in late August. First Reminder forms, as necessary, have been posted on 20 September. The personal canvass stage will comprise the delivery of Second Reminder forms to non-responding households in October/November.

While IRFs will be issued throughout the above time period (in response to HEF returns), the IRF personal canvass stage will not take place until February/March 2017. Final dates for this will be confirmed later in the year when we will ask canvassers if they are able to help.

The key dates for the household form canvass are:

	HEF
Training and collection of equipment/paperwork	18 October
Visits to properties	18 October to 10 November
Last date for return of equipment/paperwork	15 November

Canvasser Visits

Canvassers will be required to visit identified properties to obtain either HEF and/or IRF information. At least one visit must be made; although you can choose to undertake a further visit in an attempt to secure the required information.

Visits must be made between specified dates, at reasonable times. Weekend visits may be preferable.

If contact cannot be made with the householder/individual, a form and "While You Were Out" card should be left at the property (unless you intend to visit again).

All visits must be recorded on the work-sheet, as this will be used as an audit trail for payment calculations.

Canvasser Payments

The fees are made up of two parts: a retainer fee to be available and or admin work and an amount per completed form returned to the office within the times given.

The fees will be calculated as follows:

	Urban	Rural
Retainer - per form	£0.50	£1.00
Per form returned, by any method	£1.00	£1.00
Per form delivered but not returned to office	£0.25	£0.25
Mileage	@ 45p per mile	

We will wait two weeks after the last date for form deliveries before working out the payments due, so that these reflect any forms returned as a result of visits made towards the end of each canvass period.

For the HEF canvass stage, provided all canvassers adhere to the dates identified, we will do our utmost to make payments for that element before the Christmas break.

Canvass Areas

We currently have a number of parish areas where canvassers are required. We would like to appoint staff to work in areas close to where they live if at all possible. The list of parishes currently needing canvassers is attached.

Further information

If you would like to help, please complete and return the attached application form no later than 5pm on Tuesday 3 October to sarah.dalby@cotswold.gov.uk

If you would like to discuss the role in more detail, please contact either Sarah Dalby (01285 623229) or Katrina Keylock (01285 623227) or email elections@cotswold.gov.uk

Final appointments will be confirmed no later than Monday 9 October.