



# REGISTERING TO WORK FOR ELECTIONS

Moray Council Elections

Guidance and Information for staff registering to work  
in elections and referendums

Elections Office, Moray Council

[elections@moray.gov.uk](mailto:elections@moray.gov.uk)

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## YOU MUST SUBMIT THE FOLLOWING TO REGISTER FOR ELECTIONS WORK:

1. Staff Registration Form
2. Evidence of your identity
3. Payroll Form
4. HMRC Starter Checklist form (P46)

You will be asked to select on the registration form the type(s) of work you are interested in. Further detailed job descriptions are available and will be included with appointment letters.

*Would you like more information, then contact us below.*

**Elections helpline 01343 563334**  
[elections@moray.gov.uk](mailto:elections@moray.gov.uk)

## ELECTION ROLES AVAILABLE

### POLLING STAFF

On polling day staff are required to arrive at the polling station **at 6.30am** to set up the equipment and be ready to open the poll at 7:00am and **closing at 10pm**, with tidy up of polling station thereafter.

Training and guidance is provided for all staff, this may be online. New staff will be allocated with experienced staff at their first poll.

Each polling station will have one Presiding Officer and one or more Polling Clerk. Polling Assistants are used in some polling stations to assist and direct voters.

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### POLLING CLERKS (PC)

Duties include:

- acting impartially at all times and maintaining the secrecy of the ballot;
- assisting with polling station set-up and preparing for the opening of the poll;
- checking if electors are eligible to vote in their polling station;
- checking of voters' photographic ID (general election only)
- checking and marking the elector's number in the register of electors;
- answering voters' questions, where appropriate, in a friendly/business-like way.

Polling Clerks do not have the responsibilities of the Presiding Officer but should understand the voting procedures and how to deal with problems, in an emergency.

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### POLLING ASSISTANTS (PA)

Assisting voters in larger polling places with finding the right polling station, providing guidance and direction and covering Polling Clerks during breaks.

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## **PRESIDING OFFICERS (PO)**

A Presiding Officer has responsibility for the conduct of the poll in the polling place. Principal duties include:

- acting impartially at all times;
- maintaining the secrecy of the ballot;
- accounting and being responsible for all the ballot papers, paperwork and ballot boxes;
- providing assistance to voters where appropriate;
- maintaining order in the polling station;
- ensuring the proper procedure for voting is followed;
- dealing with special procedures for voting;
- instructing and supervising the work of Polling Clerks;
- organising and being responsible for the layout of the polling station on polling day, or maintaining the layout where the venue was prepared in advance, and liaison with the caretaker(s) of the building;
- issuing of ballot papers to voters.

**A Presiding Officer (PO1)** has overall responsibility at a Polling Place with more than one Polling Station this will usually be someone with a few years of experience as a PO.

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## **POLLING PLACE INSPECTORS**

Inspectors cover a number of assigned polling places, inspecting process and venue, assisting, trouble-shooting and providing support to staff and voters as required. This role requires a number of years of experience as Presiding Officer with Moray Council, flexibility and a willingness to travel.

## **POSTAL VOTE STAFF**

There are two teams of staff that work with us in the fortnight prior to polling day to assist with thousands of returned postal vote pack which undergo identity checks on statements.

- Postal Vote Opening Assistant (Opening and Extraction)
- Postal Vote Verification Assistant (Scanning and Adjudication) – using computers

Postal vote related posts require you to work on more than one day usually at the Council HQ buildings in Elgin. This is a daytime post.

## COUNT STAFF

Counts can be conducted manually or electronically. For large national elections and referendums the count is usually a manual count in Elgin. A number of counting and support roles are available

### COUNT STAFF - COUNTING ASSISTANTS/COUNT SUPERVISORS

Manual Counts are generally undertaken in the evening and overnight and you may be required to work into the early morning.

During a manual count, as a Counting Assistant you will have good number skills and ability to work under pressure and as part of a small team.

Supervisors oversee and participate in the counting of votes in an assigned team, completion of paperwork associated with the recording and counting of votes and liaising with Election Office staff.

### COUNT STAFF - OTHER ROLES

We have a number of auxiliary roles at the count including ballot box reception assistants, count security, runners and verification assistants who assist the core elections team during the count and support the process.

In addition we have a small number of roles in the week or so leading up to a poll, assisting the core election team with ballot box preparation and central dispatch.

## HOW THE ELECTIONS OFFICE RECRUIT AND ALLOCATE STAFF

There are no pre-requisites to registering to work at an election/referendum other than:

- only individuals who have a right to work in the UK are eligible for public appointments, including appointments made by the Returning Officer for elections or the Counting Officer for a Referendum.
- to be considered for duty you **cannot have worked/volunteered for any current candidate, or in support of any current election/referendum campaign.**

You **must also provide a National Insurance number and a HMRC starter form** for tax purposes. You will be only registered on the Elections Payroll once you are appointed and have worked with us.

## I'VE REGISTERED FOR ELECTIONS WORK, WHAT HAPPENS NOW?

### CANVASS - CHECKING AVAILABILITY

Annually or when a date has been set for a major poll the Elections Office will write to all registered staff and ask them to indicate their availability for the poll.

This allows you to tell us if you are still willing to be considered for work at an election and when a date has been set if you are unable to work for the particular poll, e.g. you might be on holiday, on maternity leave or have some other appointment which will not allow you to work on polling day.

You will be asked to send back a form stating your availability. If you are not available, your name will be rolled over to the next election event.

## ALLOCATING STAFF TO POSITIONS

If you have indicated that you are available, about 6 -12 weeks prior to the election (dependent on the election timetable) we will contact you with a Letter of Appointment which will detail where you have been posted.

You **must** return and sign the form attached to your appointment letter to 'accept' by the deadline indicated. By accepting the offer you are confirming that you are eligible to work in the UK, you have noted the 'Requirement for Secrecy' for that poll and do not work for a candidate or campaign.

**Please only accept the position if you are definitely able to work on that day.**

The Elections Office endeavour to place staff at the location/posts requested, but in popular Polling Stations and areas this may not always be possible. You may be asked to travel if you have indicated you can.

If you do not hear from us and you do not get posted for a particular poll please do not be disheartened, we endeavour to rotate all staff over a couple of poll events so that all have an opportunity to work.

## TRAINING/STAFF BRIEFING

Once you have been appointed for a poll we will send you further details and information about training. Training maybe in-person or online where applicable. We will always offer in-person training, if you are not able to access training online.

Attendance at training sessions whether you are new or experienced, particularly for poll and Count staff is **compulsory**.

## REMOVING OR CHANGING DETAILS

If at any time you wish to remove your details from the database, change your details or preferences please write or email [elections@moray.gov.uk](mailto:elections@moray.gov.uk)

Please note that during poll periods we may not be able to get back to you straight away.

If you move house, change personal details or bank account or vehicle details please tell the Elections Office you have moved house directly as your staff canvass forms or correspondence will be sent to your old address. We do not receive information about address changes from other council departments or the electoral registration office due to data protection restrictions.

If you change your bank / vehicle details you will be required to log onto the electronic payslip system (ESS) with your payroll number and update your details yourself.

## RIGHT TO WORK IDENTITY CHECK

### Required supporting document(s) to be submitted with your registration form

*This note **does not** apply to staff that are **currently** employed by Moray Council as these checks have already been made.* If you have left the permanent employment of the Council please provide information as below.

We are required to ensure everyone who is employed during a poll is legally entitled to work in this country. It is not sufficient proof that someone has a National Insurance number.

## HOW TO PROVIDE THIS INFORMATION

When registering please scan a copy of your ID document (e.g. PDF or JPEG) and send to [elections@moray.gov.uk](mailto:elections@moray.gov.uk) with your registration form.

If you have any concerns or difficulties in providing this information in this way contact the Elections Office on [elections@moray.gov.uk](mailto:elections@moray.gov.uk) or call 01343 563334 for a call back.

## WHAT DO YOU NEED TO PROVIDE?

Applicants **are required to provide a COPY OF ONE** of the following documents.

- **A passport** (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK or a passport or passport card (whether current or expired) showing that the holder is an Irish citizen.
- **A current passport** endorsed to show you are exempt from immigration control, allowed to stay indefinitely in the UK and has the right of abode in the UK, or has no stay time limit
- **A current Immigration Status Document** with an endorsement indicating you are allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving your permanent National Insurance number and your name.
- **A birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland**, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer
- **A certificate of registration or naturalization as a British citizen**, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer

If you are unable to provide one of the documents above or have a time limit on your right to work in the UK, please contact us using the details above.

We reserve the right to check all ID in hard copy, if required.

# Moray Council - Elections

## Privacy Notice for Temporary Election Staff



Under the Representation of the People Act 1983 each Local Authority must by law appoint a 'Returning Officer'. This is a personal appointment with its own statutory functions, separate to Moray Council.

The Returning Officer has a statutory duty to process certain personal data for the purpose of administering election and referenda; and as such, is subject to the requirements of data protection regulations as a 'data controller'. Denise Whitworth is the Returning Officer for Moray Council and is the registered Data Controller with the Information Commissioners Office (ICO).

For many of the Returning Officer functions, the Council's Elections Office will not be processing personal data on behalf of the Council; it will instead be processing personal data on behalf of one or more of the following statutory office holders:

- the Registration Officer appointed by the Council under section 8 of the Representation of the People Act 1983;
- the Returning Officer appointed for the purposes of local authority elections by the Council under section 41 of the Representation of the People Act 1983;
- the Counting Officer responsible for the administration, within the Council's local authority area, of any local, regional or national referendum as appointed;
- any other statutory office holder whose duties relate to administering elections or referenda and whose office is held by virtue of holding one or more of the offices described above or is otherwise required by law be held by an officer of the Council.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at [info@moray.gov.uk](mailto:info@moray.gov.uk). You can also consult the information available at the Information Commissioner's websites, [ico.org.uk](http://ico.org.uk)

The personal data that we collect from this process will be deleted once it is no longer required as specified in the appropriate retention schedules. You can view our full list of retention schedules at [www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html)

**As a member of the temporary election staff your data is required for the following purposes:**

- With your consent, to be included in the annual 'Staff Canvass' to ascertain your availability and preference for forthcoming temporary election posts
- Managing election processes in which you are involved. This includes: appointment to temporary election posts and providing information relating to the same, attendance at training, pass and door checklists, ensuring security and efficient administration at polling places, providing contact information to supervisors and colleagues where and whom you are working with, reporting statutory returns to central government.



- Transferring data to neighbouring local authorities elections offices with which the council shares a cross constituency during certain elections
- Transferring your data to the Council's Human Resource and Payroll department and HMRC for the purposes of staff fee payments

**Your personal data is used in relation to the above activities under the following legal basis:**

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (i.e. the Returning Officer).

The exception is the use of your personal information in the Staff Canvass, which takes place under the following legal basis:

- The data subject (i.e. you) has given consent to the processing.

Personal data concerning your political opinions is classed as 'Special Category' data, and as such a secondary legal basis is required for processing this data. The relevant legal basis is the 'Political Parties' condition of the 'Substantial Public Interest' subsection of the Data Protection Act 2018 (Schedule 1, Part 2, Paragraph 22).

**The personal data that may be required includes:**

- Name
- Address
- Contact details (e.g. phone number, email address)
- National Insurance Number
- Stated political affiliation (if any)

We will keep a record of your assigned payroll number and the gross amount payable to you. We may require further evidence from you such as copies of your passport or identification or driving licence.

**Your information may be shared with the following recipients or categories of recipient:**

- Presiding Officers (e.g. Moray Council Returning Officer)
- Count supervisors and door supervisors
- Polling Place Inspectors
- Security colleagues (if required)
- Scottish Office (names and payroll number only)
- Scottish Government (names and payroll number only)
- Electoral Claims Unit (names and payroll number only)
- The Council's Human Resources and Payroll department
- HMRC
- Electoral Registration Office (names and phone numbers only)
- Single Point of Contact (SPOC) officer at Police Scotland, if required

Moray Council Returning Officer is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order

to prevent and detect fraud. Personal data relating to this process will not be shared outside of the EU.

**Please note that you have the following rights:**

- To lodge a complaint with the Information Commissioner's Office (see below for contact details)
- To request access to your personal data
- To request rectification or erasure of your personal data, as so far as the legislation permits
- to object to any processing undertaken for the purposes of scientific/historical research and statistics, as so far as the data protection legislation permits
- To object to processing carried out under the 'public task' legal basis
- Where the legal basis for processing is your consent (i.e. the Staff Canvas), to withdraw consent at any time

Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF | 0303 123 1113 | casework@ico.gov.uk