

Electoral Shared Services

Bromsgrove District Council and Redditch Borough Council

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Responsibilities of Postal Vote Assistants

Role

To assist the Returning Officer in the issue, opening and handling of postal ballot papers.

To make sure that the postal ballot is dealt with fairly, efficiently and accurately.

Duties

- Follow instructions provided by the elections officers and ensure that the proper procedure is followed
- Ensure the requirements for secrecy and security are observed
- Act impartially at all times, be polite and professional but not engage in debate with any Candidate or Agent.
- During the counting of the votes, draw the Table Supervisors attention to any doubtful papers as instructed.
- Be responsible for the Health and Safety of yourself and others



Bromsgrove
District Council
www.bromsgrove.gov.uk



www.redditchbc.gov.uk