

EMAIL TO ALL EMPLOYEES WHO RESIDE WITHIN THE DUNDEE CITY COUNCIL AREA KMcN/LR

22 April 2021

Dear Colleague,

AN APPEAL FOR HELP – SCOTTISH PARLIAMENT ELECTION DAY STANDBY

Once again, I find myself writing to you to ask for some assistance and so I would first of all like to thank you in advance for taking the time to consider this latest request. COVID-19 has presented so many challenges to both Tayside Contracts and our constituent Councils and I am really proud and grateful that we have been able to assist our colleagues, whenever we can.

As you will be aware, the Scottish Parliament election is being held on Thursday 6 May 2021. We have been approached by colleagues at Dundee City Council who have asked if any of our employees would be able to help to resource their polling stations across the city, particularly due to the challenges of COVID-19. Specifically, Dundee City Council are looking for individuals who would be willing to be recorded on a standby list to undertake the role of Information Officer within any of their polling stations, if they find that they are unable to resource this role at short notice due to last minute call offs from members of the team due to sickness absence etc.

Therefore, we are asking anyone who is available and who would be prepared to put themselves forward to potentially undertake work as an Information Officer at a polling station within the Dundee City area, should this be required by Dundee City Council. I should stress here that there is no guarantee that if you put yourself forward for this work, that you will be required or selected to do so - it will depend on the circumstances at the time - I understand that this might be frustrating but I would still encourage you to assist if you are able to.

Free and fair elections are at the centre of our way of life, and it is so important to play our part in giving people the chance to cast their vote, especially in these COVID-19 restricted times.

Hours of Work

Polling stations will be operational from 7am to 10pm on Thursday 6 May. Information Officers would require to be able to work from 6.30am until 10pm that day. Information Officers would also be required to attend the polling station at 5pm on Wednesday 5 May to assist with setting the polling station up.

You will be contacted by Dundee City Council by 5pm on 5 May 2021 if you are selected to undertake the work.

If you are already scheduled to be working for Tayside Contracts on Wednesday 5 May and/or Thursday 6 May, you are expected to agree with your line manager that you can be released from this. Managers are expected to release you, to support this vital democratic work, unless this would have a serious impact on the operation of our service.

Rate of Pay

If you are called upon by Dundee City Council and undertake the role of Information Officer you will be paid a flat fee of £200 plus a £20 training fee with the usual deductions for tax and national insurance etc. This would be paid along with your normal Tayside Contracts pay.

Expectations of the Role

The duties of an Information Officer will be as follows:

- Stand at the entrance of the Polling Station and direct voters to the correct station
- Ensure all voters sanitise their hands on entrance
- Ensure voters are wearing a face covering on entrance and offer one if they have forgotten
- Manage the queue outside if there is one
- Only allow 1 voter into each polling station at any time
- Ensure voters sanitise hands on exit

Travelling to the Polling Station

If selected, and wherever reasonably possible, Dundee City Council will allocate you to the polling station nearest to your home address. Those selected to undertake work as an Information Officer would be expected to make their own way to and from the relevant polling station.

If using public transport, please ensure that you have read and understood the guidance on [Using Public Transport in Scotland during COVID-19](#).

Risk Assessment and PPE

The operation of the polling station has been risk assessed and relevant PPE will be provided by Dundee City Council.

We are putting this request to all our employees who reside in the Dundee City Council area, regardless of where you currently work and would invite you to consider this request, whatever your job is in the organisation.

I continue to be so proud of everyone in Tayside Contracts for how you have responded so impressively to this pandemic, and if you could consider putting yourself forward for this latest area of need, I would be very grateful.

If you wish to put yourself forward for this work, please follow the link below to register your interest and allow Tayside Contracts to pass your contact details (name, home address and phone number) onto Dundee City Council to enable them to contact you if selected for this role:

[Click here to provide your details.](#)



[Polish version here.](#)

It would help us greatly if you could respond by **30 April 2021**.

If you have any questions regarding this request which have not been answered in the above, please contact an HR Adviser using one of the following email addresses:

amy.coburn@tayside-contracts.co.uk

jenny.mcallister@tayside-contracts.co.uk

suzanne.keay@tayside-contracts.co.uk

Yours sincerely

A handwritten signature in black ink that reads "Keith McNamee".

Managing Director