

COMMUNITY PROTECTION

CONCIERGE SERVICE

DATE 20th Dec 2006

POLITICAL CANVASSING

The process of collating the relevant information for when representatives from Political parties may call at our Concierge sites has now been completed.

A list of which tenants want access to be allowed via either cold calling or leaflet drop has been distributed to all sites.

As from this date the procedure for dealing with any representatives from any party calling at any of our sites will be,

- Check the callers ID and enter details in the duty log book
- Advise the caller of the process we carried out previously
- Contact each tenant who requires cold calling and announce their arrival as we do normally.
- When leaflets are being dropped off make sure via cameras or patrols that tenants who don't want to be part of the process are not disturbed in any way.
- Report back to me any difficulties encountered whilst carrying out your duties in relation to this matter.

Please note that if any existing ward councillor wants to drop off their newsletters this is normal practice and should be allowed as long as ID is verified.

Thank You

Dean Kirby
Community Protection Co-ordinator