

Polling Station staff training session

Local Government Elections – 3 May 2018

Introduction

Returning Officer - John Hooton

Head of Electoral Services - John Bailey

Objectives of the training session



At this session we will:

- outline what we expect you to do on polling day
- discuss the voting procedures
- think about health and safety issues
- highlight a number of administrative arrangements
- discuss any differences with previous elections

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Key aims for the elections



- that voters have a good experience
- that all persons entitled to vote are able to do so
- that the voting process is transparent
- that the poll is consistently administered
- that the poll is professionally delivered

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Your role



Your role is vital in ensuring voters, political parties, candidates and agents have confidence in the election process.

It is essential that you:

- act impartially at all times
- comply with any instructions issued by the Returning Officer
- ensure the secrecy and security of the ballot
- call the elections office without delay in event of any problems

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The Presiding Officer (PO)

Responsible for management
of the polling station

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- Liaise with the **key-holder** of the building
- Organise the **layout** of the polling station
- Instruct and supervise the work of the **Poll Clerks**
- Account for all the **ballot papers, ballot boxes** and **paperwork**

The Poll Clerk (PC)

General duties

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- Assist with the layout of the polling station and prepare for the opening of the poll
- Be polite and professional in dealing with the voters
- Check that electors are eligible to vote at that polling station
- Understand the process for issuing ballot papers

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Polling Station Inspectors (PSI)

General duties

- Responsible for carrying out polling station checks throughout the day
- First point of contact for POs during polling day
- Will carry supply of spare stationery and equipment
- Will collect the PV1 packet
- Presiding Officers will know who their PSI is and have contact numbers

Countdown to polling day



Essential tasks

- Visit your polling place and check out contact and access arrangements
- Follow the arrangements for ballot box collection and check contents as soon as possible
- Contact other members of the polling station team
- Dress code - ensure clothing reflects professionalism and impartiality but is also comfortable and suitable for any possible weather conditions

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Countdown to polling day

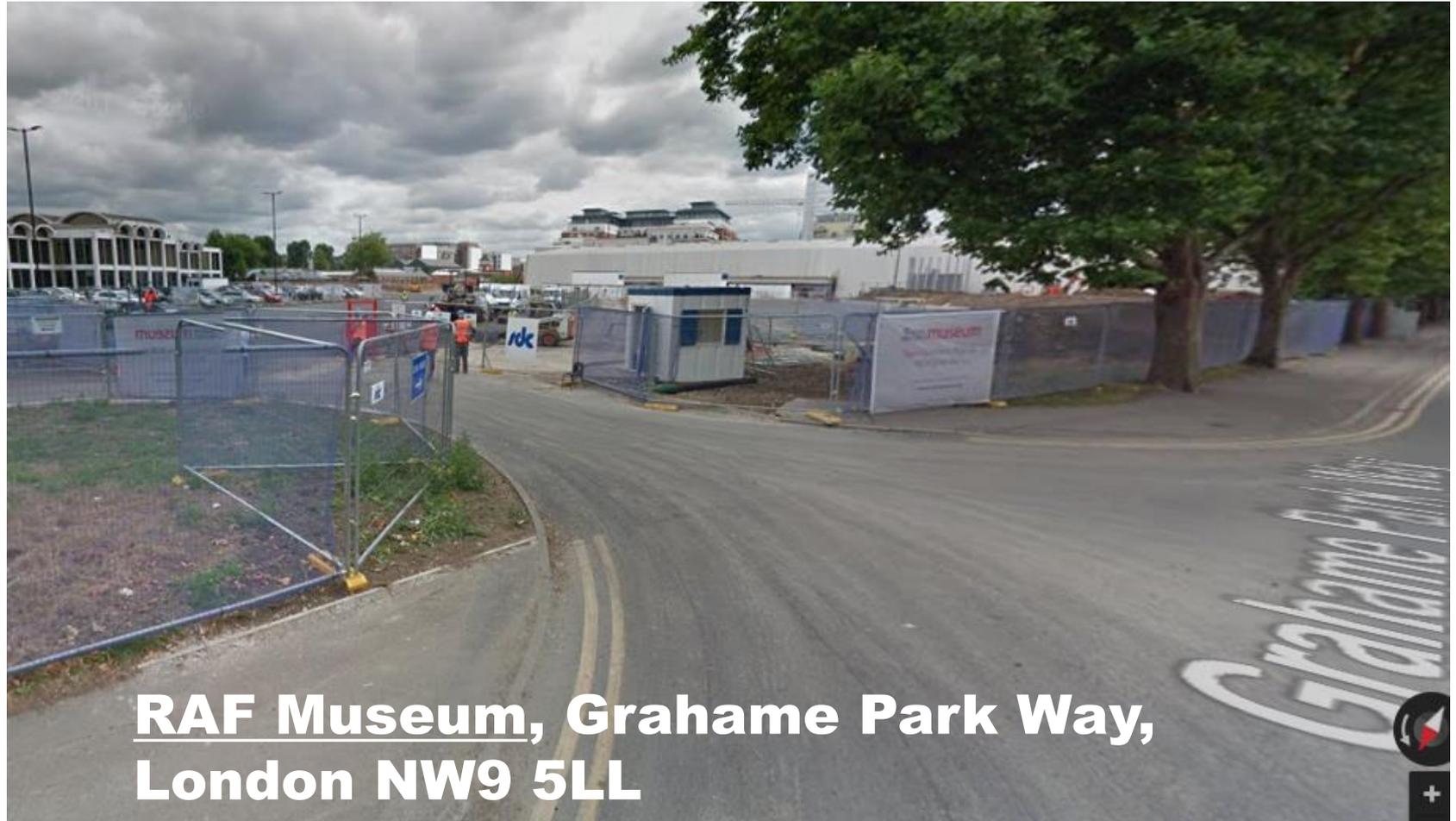


Ballot Box collection arrangements:

Note: New pick up location!

- **Where:** RAF Museum, Grahame Park Way, London NW9 5LL
- **When:** Tuesday 1 May
 - 6.00pm - 6.30pm = stations 1 to 50
 - 6.30pm – 7.00pm = stations 51 to 100
 - 7.00pm - 7.30pm = stations 101 to 156
- Process same as for General Election in 2017:
 - POs take away their ballot box and contents and check everything at home (that evening)
- **Call the Elections Office on Wednesday morning** between 8am and midday to confirm that you have all required items and that all is correct
- *Registers are thoroughly checked and they now include elector quantities by street to help you check them for completeness.*

Ballot Box Collection Tuesday 1 May 2018



Linden Gardens (cont)			Linden Gardens (cont)		
1310A	DANBROOK, Elsie M	52	1355/2	MUSTAFA, Eray	102
1311	JOSEPH, Audrey	54	1355/3	MUSTAFA, Erkan	102
1312	ANTONIOU- LIASI, Flora	56	1356	KARABETCA, Mahmut	104
1313	ANTONIOU- LIASI, Katerina	56	1357	KARABETCA, Saziye	104
1314A	MUSTAFA, Ahmet	58	1358	KARABETCA, Sengul	104
1315A	MUSTAFA, Serat	58	1359	KARABETCA, Sevcan	104
1316A	LANGLEY, Edna L	60	1360	PANAYI, Gabriella T	106
1317	NICOLAS, Anna	62	1361	PANAYI, Peter	106
1318	TCHIAPI, Leonel	64	1362	OKONKWO, Chike N	108
1319	TCHIAPI KAIKEN, Adeline	64	1363	OKONKWO, Chinvere O	108
1320	TCHIAPI KAIKEN, Leaboda	64	1364	OKONKWO, Ummah O	108
1321	WANG, Feng	66	1365	DJIKI, Kelechukwu	110
1322	WANG, Jinliang	66	1366	SWADY OJIKE, Fiona	110
1323	ZHANG, Haiyan	66	1367A	HURRELL, Neil	112
1324	JONES, Gareth W	68	1368	WETHERLEY, Audrey L	114
1325	JONES, Hayley R	68	1369A	BADHAM, Alan F	116
1326	JONES, Karen	68	1370A	BADHAM, Jacqueline A	116
1327A	MARDEN, Margaret R	70	1371	MILES, Colin L	118
1328	NICOLA, Andrew	72	1372	GAJADHAR, Andrea	120
1329	NICOLA, Androulla	72	1373	SILVAIN, Collin	120
1330	NICOLA, Mario	72	1374	ROMANCIUK, Emma	122
1331	MARKHAM, Patricia	76	1375	ROMANCIUK, Michael	122
1332	MARKHAM, Patricia	76	1376	ROMANCIUK, Michael	122
1333A	MARKHAM, Patricia	76	1377	ROMANCIUK, Michael	122
1334A	SHELTON, Matthew B	78	1378	ERTAM, Ergun	124
1335A	SHELTON, Sarah	78	1379	ERTAM, Ergun	124
1336	TRAVIS, Jeanette	80	1380	FLAHERTY, David J	128
1337	TRAVIS, Joseph T	80	1381	MENEZES, Joe D	128
1338	ROBINSON, Terry	82	1382	MENEZES, Kelly J	128
1339	ROBINSON, Terry	82	1383	MENEZES, Kelly J	128
1340	TULER, Ali	88	1384	MENEZES, Richard	128
1341	TULER, Meyrem M	88	1385G	RADOMISKE, Andrejs	130
1342	D'CRUZ-FOSTER, Gaurav	92	1386	MORADI, Donna	132
1343	FOSTER, William F	92	1387	MORADI, Siamak	132
1344	CHAPMAN, Bradley	92	1388	MORADI, Siamak	132
1345	CHAPMAN, Hayley L	92	1389	NICOLA, Apostolis C	134
1346	CHAPMAN, John H	92	1390	NICOLA, Katina	134

Marking the register

We have examples of the register you will be using on the day here for you to view
PO's will have a register 'sorted by surname' to help with any queries (not to be marked or used instead)

Who is eligible to vote at the polling station?

Letters	Who
No letters	Ordinary electors
No letters + N	Anonymously registered electors
Date on or before polling day	Electors who will turn 18 years of age on or before polling day
G or G+N	Certain citizens of EU member states
K or K+N	Certain citizens of EU member states
L or L+N	Peers

Who cannot vote at the polling station?

Letters	Who
Date after polling day	Electors who will not be 18 years of age until after polling day
A or A+N	Postal voters
F or F+N	Overseas electors
E or E+N	Overseas peers



Marking the register and the CNL

- Ask the elector to confirm their name and address
- Mark electors' elector number in the register
- Call out the name and elector number of the elector
- Enter the elector number on the Corresponding Number List (CNL)
- Do NOT write the elector number on the ballot paper!

The ballot paper

- Official mark, ballot paper number and Unique Identifying Mark (UIM)
- Fold the ballot paper, then hand it to the voter unfolded

Example reverse of ballot paper



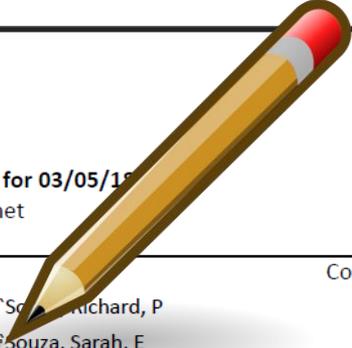
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Example of a ballot paper reverse

No. L0005023
LD 005023
Election for the
UNDERHILL WARD of
LONDON BOROUGH OF BARNET
on Thursday 3 May 2018

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Marking the register



Polling Station Register for 03/05/18					Brunswick Park				
London Borough of Barnet					Polling District: CCB Brunswick Park B				
					Polling Place: Osidge Primary School Station Code: B19				
OXFORD AVENUE			Contd	OXFORD AVENUE			Contd		
2061	G	D'Souza, Richard, P	1	2110		Squire, Jonathan, M	45		
2062	G	D'Souza, Sarah, E	1	2111		Mudhar, Ayse	47		
2063	A	Catmull, Claire, E	3	2112		Mudhar, Jatinder	47		
2064	A	Pugh, Gareth, C	3	2113	A	Smith, Kirsty, A	49		
2065		Lichtman, Burton, K	5	2114	A	Smith, Linda, M	49		
2066		Lichtman, Frances, J	5	2116	A	Smith, Philip, C	49		
2067	G	Ioannou, Debbie	11	2117		Killengrey, Beryl	51		
2068	G	Ioannou, Maria	11	2118		Killengrey, George, R	51		
2069		Ioannou, Nicholas	11	2119		Hardoon, David, I	53		
2070		Burrell, Tony	13	2120		Hardoon, Karen, A	53		
2072		Churchill, Emma, J	13	2121	G	Boz, Enes	55		
2073	A	Dixon, Pauline, M	15	2121/500	G	Boz, Neslihan	55		
2074	A	Dixon, Stuart	15	2122		Onyuma, Nese, S	55		
2075		Napal, Dhunwantee	17	2123		Onyuma, William, A O	55		
2076		Tyler, Colin, J	19	2124		14/04/18-Sayan, Nese	57		
2076/500		Tyler, Sandra, A	19	2125		Bragg, Malcolm	57		

Example

Corresponding Number List (CNL)



**Barnet
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Elections**

Corresponding Number List

UK Parliamentary Election June 2017

Constituency: *Chipping Barnet*

Date of Poll: *Thursday 8 June 2017*

CAA

Sheet: 1

Polling Station Number: **B1**

28001

Ballot Paper	Elector No.	Ballot Paper		Ballot Paper	Elector No.	Ballot Paper	
28001	CAA	28026	CAA	28051	CAA	28076	CAA
28002	CAA	28027	CAA	28052	CAA	28077	CAA
28003	CAA	28028	CAA	28053	CAA	28078	CAA
28004	CAA	28029	CAA	28054	CAA	28079	CAA
28005	CAA	28030	CAA	28055	CAA	28080	CAA
28006	CAA	28031	CAA	28056	CAA	28081	CAA
28007	CAA	28032	CAA	28057	CAA	28082	CAA
28008	CAA	28033	CAA	28058	CAA	28083	CAA
28009	CAA	28034	CAA	28059	CAA	28084	CAA
28010	CAA	28035	CAA	28060	CAA	28085	CAA
28011	CAA	28036	CAA	28061	CAA	28086	CAA
28012	CAA	28037	CAA	28062	CAA	28087	CAA
28013	CAA	28038	CAA	28063	CAA	28088	CAA
28014	CAA	28039	CAA	28064	CAA	28089	CAA
28015	CAA	28040	CAA	28065	CAA	28090	CAA

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‘How do I vote?’

- Voters at a Local Elections have **three** votes.
- Don't get into conversations about the election, the council or anything other than how to vote.
- They should mark their ballot paper by placing an 'X' in the box next to the three candidates of their choice.
Note: Electors can choose to vote for only one or two candidates if they wish!
- If voters ask you how to vote, say 'put a cross' or 'put an 'X'' in the box next to the candidates of your choice.
- If they make a mistake, simply follow the spoilt procedure.

Polling Station Handbook: Page 15

The prescribed questions

Appendix 5a Pages 29 - 31



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The prescribed questions must be asked:

- when a candidate, an election agent or polling agent requests them
- before issuing a tendered ballot paper

The prescribed questions should be asked:

- when you suspect personation
- when a registered elector is clearly under age
- when an elector states their name is not as shown in the register of electors

No other enquiry or questioning of electors is allowed

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Common Risks or Issues



- Can't make contact with key-holder
- Can't gain access to the polling station
- Staff failing to turn up or being late
- Bad weather, flooding
- Missing paperwork or equipment

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The Polling Station

Setting up, layout and who can enter the polling station

Polling day - timings



- Polling stations are open at **7am** and close at **10pm**
- You must arrive at your polling station by **6.15am**
- Your polling station must be ready by **6.30am**
- You must phone the Election Team by **6.45am** to say your polling station is open (number to call will be included in with your Ballot Box)

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Setting up the polling station

Key Considerations

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Layout (see set-up checklist in Appendix 11 of the *Polling station handbook*)

- Must work for the voter and be accessible – walk the route they are expected to follow and consider needs of wheelchair users
- Provide seats for electors who may need to rest
- Check notices are up

Setting up the polling station

Key Considerations

Prepare the stationery

- arrange the ballot papers in numerical order
- prepare register, corresponding number list and ensure pencils are sharpened
- keep tendered ballot papers in packet!

Ballot box

- keep ballot box accessible and secure
- show box is empty just before 7am and then seal
- don't allow other seals at this time

Polling agents, tellers and others

- consider where polling agents, tellers, other supporters/campaigners can / can't be and what they can and cannot do.

Who can enter the polling station?

- Voters
- Returning Officer and staff
- Candidates and election agents
- Polling agents
- Police officers and community support officers on duty
- Representatives of the Electoral Commission
- Accredited observers
- Under 18s accompanying voters
- Companions of voters with disabilities

Accredited observers and Commission representatives



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Customer care



- Listen and understand - be helpful and approachable
- Ensure voting is accessible to all
- Don't interrupt or argue - allow people to put their point across before responding
- Don't say 'No', tell them what you can do for them and what they can do
- **But** the election rules **must** be followed at all times, no matter how insistent, upset or angry people are
- If in doubt, contact your Polling Station Inspector (PSI)
- Remember! You are the representative of the Returning Officer

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Making voting accessible

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- Clear access to building and in station
- Offer enlarged sample ballot paper as a guide or the tactile voting device to blind and partially sighted voters (make sure you know how to use the tactile voting device)
- Provide information to disabled electors on options for voting
- Only the PO can assist a voter who needs help voting
- A voter can also bring a companion with them to assist with the voting process
- Refer to Appendix 1 of the polling station handbook

What happens if...?



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- a voter spoils a ballot paper - Page 26
- a person believes they should be on the register but they are not listed Page 23
- a voter has nominated a proxy but the voter arrives before the proxy -Page 27
- a person arrives to vote but the register indicates the person has already voted
- a person arrives to vote but the register indicates the person is a postal voter
- a person arrives wanting to vote as an emergency proxy - Page 27

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Postal votes



- voters can hand in their 'Barnet' postal vote packs at any polling station within the borough (our voting area)
- You should ask for and record the name of any person handing in **more than one** postal vote pack
- Returned postal vote packs must be stored in the PV1 or PV2 envelopes (*which are sealed before they leave the station*)
- **postal votes in PV1 will be collected during the day, with the remainder returned in PV2 with the ballot box at close of poll.**
Return PV2 envelopes to Allianz Park - even if empty!
- 'A' markers cannot be given an ordinary ballot paper at the polling station:
 - direct to Elections Office for replacement **if before 5pm**
 - *'possible'* tendered ballot paper procedure after 5pm...

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Close of Poll

**The procedures to be followed,
including how to manage queues**

Managing a queue

- At any point in the day – *call the elections office*
- Just before 10pm
 - make sure those waiting can cast their vote
 - check that anyone waiting to vote is queuing at the correct polling station for their street or address



Managing a queue (2)



- At 10pm:
 - bring all the waiting electors into the room/building and close the door, OR
 - if the room/building is not big enough, a member of the team should stand at the end of the queue to mark it
 - continue to issue ballot papers until everyone who was in the queue by 10pm has voted

Anyone who was not in the queue at 10pm must NOT be issued with a ballot paper.

Close of poll

- **Once the last voter has voted, seal the ballot box**
 - Ensure lid and slot are not 'loose' (you should not be able to slip paper into the box)
 - Record the seal numbers used in log book

**Candidates or agents are entitled to affix a seal to the ballot box at this point if present at close of poll*

After close of poll



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Ballot Paper Account

Local Elections – 3 May 2018

High Barnet Ward

Polling Station: **B1**

Polling Station Name: **Hadley Memorial Hall**

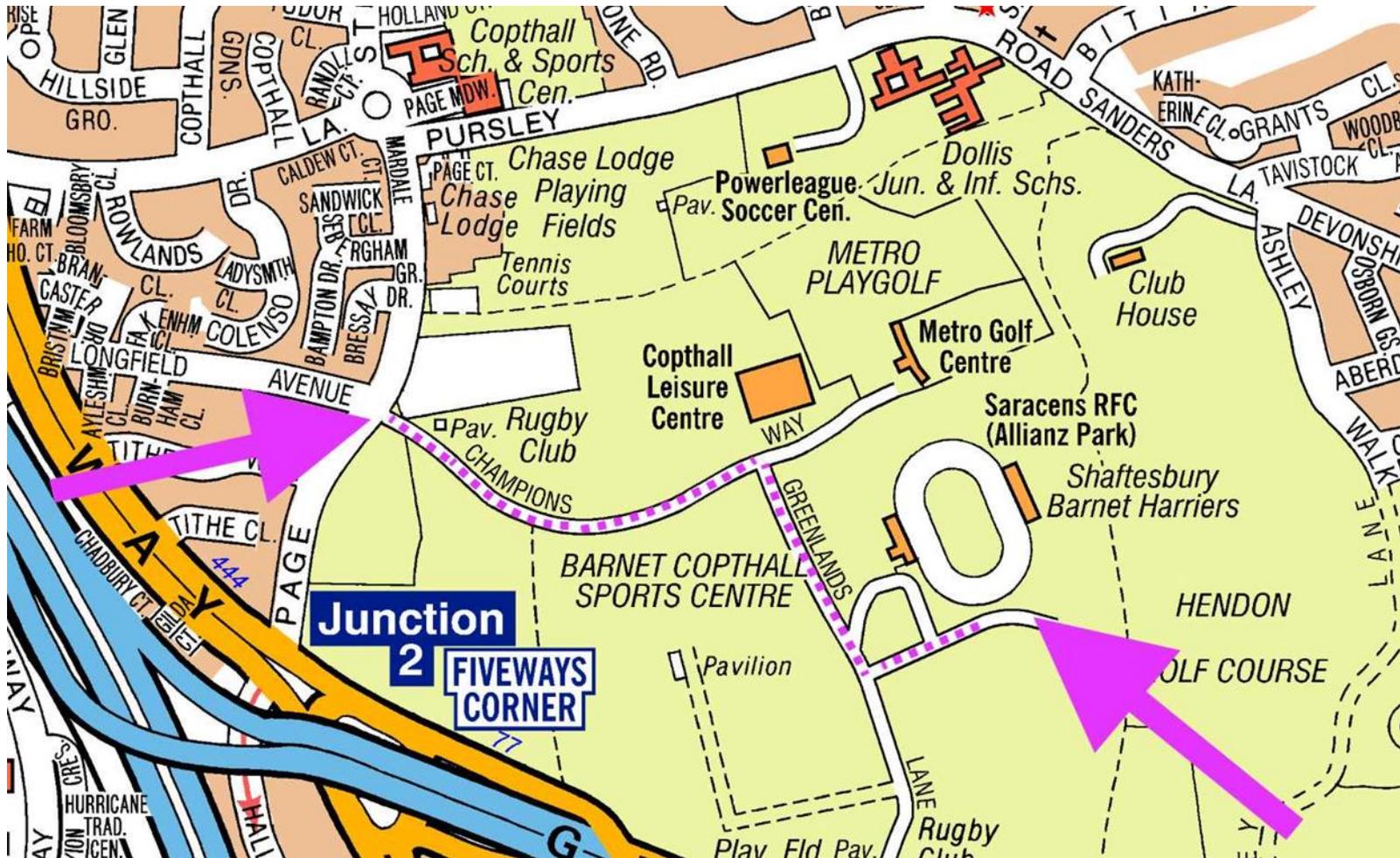
Ordinary Ballot Papers		<i>Please ensure all figures are accurate:</i>
A	Total number Ballot Papers received by Presiding Officer: (numbered from 28001 to 28500)	500
B	Serial number on the back of the next ballot paper to be issued:	
C	Serial number of the first ballot paper issued (as on CNL):	28001
D	Total ballot papers issued: <i>(B minus C)</i>	
E	Number of spoilt ballot papers that replacements were issued for:	
F	Total ballot papers issued and not spoilt <i>(D minus E)</i>	
G	Total unused ballot papers: <i>(A minus D)</i>	
Tendered Ballot Papers		<i>(Pink)</i>
<i>(Only issued in circumstances described in Appendix 5b of the Handbook for Polling Station Staff)</i>		
Total received by Presiding Officer		25

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After close of poll



- Essential that the ballot paper account is completed accurately
- The ballot paper account must be kept with the ballot box (in clear sleeve)
- Ensure all documents placed in correct packets and signed as appropriate
- Poll clerks to assist packing up station to allow presiding officer to do these important tasks



Returning your ballot box:



1. Enter the Allianz Park site from Page Street and proceed to the access road of the East Stand
2. You'll stop at the marquee to hand in your 'non-critical' items
3. You will queue behind the East Stand in your car until your ballot box and critical items can be accepted
4. You'll be shown where to park so that you can return your *Ballot Box (&BPA), *Yellow and Blue packets, *Unused ballot papers and *Tendereds
5. You go home and relax!

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Health & Safety and Security

Appendix 9:

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- never put the safety of anyone inside the polling station at risk
- be aware of any potential risks to safety
- inspect the premises regularly
- if hazards are discovered – find a remedy
- be careful when lifting heavy objects
- if an accident occurs – follow procedures and record on accident report sheet in Log Book

Any questions?

Additional Information

Contact the Elections Project Team

Mandy – 020 8359 5563

electionsprojectoffice@barnet.gov.uk

Electoral Commission website

www.electoralcommission.org.uk

www.yourvotematters.co.uk