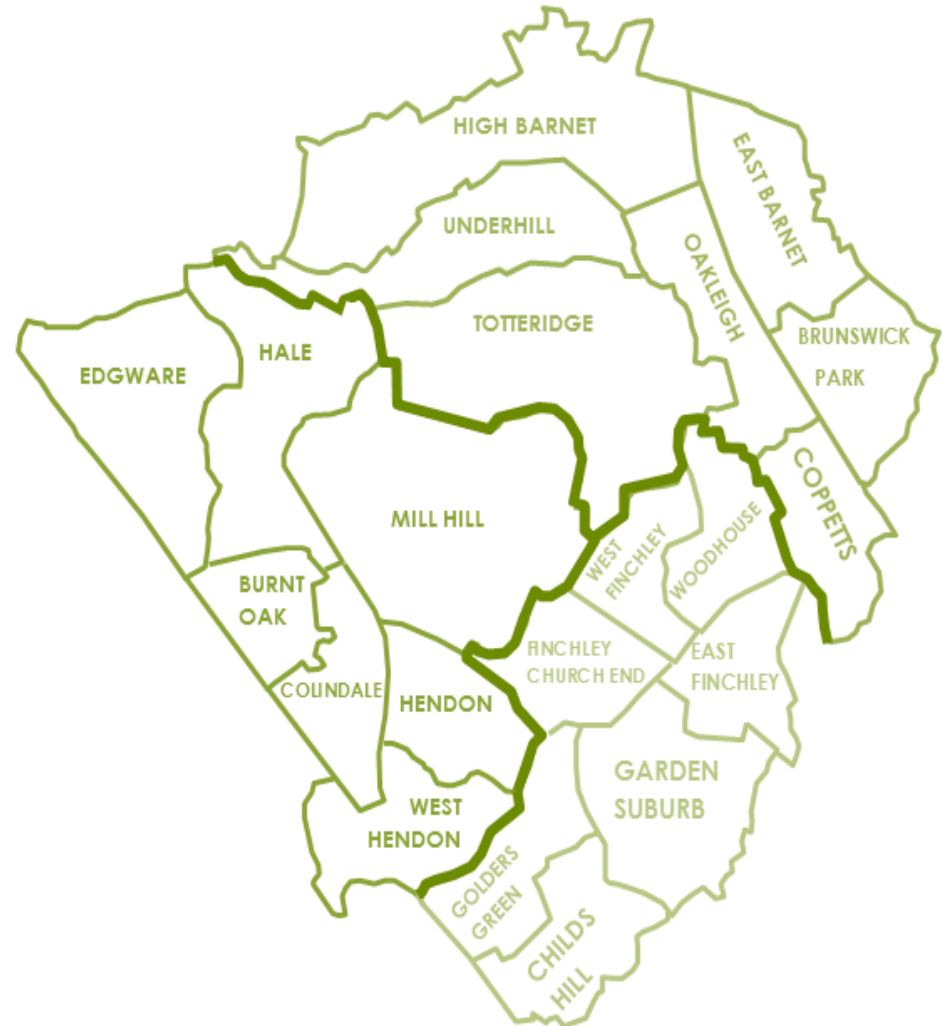


# **Local Elections – 3 May 2018**

## **Election Count Clerk Training**

# Local Government Elections

- Local Government Elections are held every 4 years
- LBB: 21 council wards x 3 councillors per ward = **63 Councillors**
- You will be counting votes for the candidates standing to be **local councillors** in each **ward** of the council
- **Each voter gets 3 votes per ballot paper**



# Staff roles at the Election Count



- **Returning Officer (RO)** - is the person with overall legislative responsibility for the conduct of the election
- **Deputy Returning Officer's (DROs)** – are given powers by the RO to take 'legal' decisions throughout count
- **Deputy Returning Officer Assistants** – supporting the DROs
- **Table Supervisor Managers (TSMs)** – manage and support the Table Supervisors
- **Table Supervisors (TS)** - direct a Ward 'count team' and report to the TSMs and DROs
- **Count Clerks** - responsible for accurately counting the ballot papers and the number of votes given to candidates

# Staffing Arrangements

The count hall is arranged into 21 Ward specific Count Tables

- 4 x DROs (each supported by 2 x DRO Assistants)
- 4 x Table Supervisor Managers (TSMs)
- 21 x Table Supervisors
- 8 x Count Clerks per table

*(2 Count Clerks per table will start with \*Ballot Box Receiving (BBR) – once this is complete, a rolling rota for 20min breaks will commence)*

# General arrangements

- Coach from NLBP and parking on site
- Count staff to attend Allianz Park between 8.30 and 9pm
- Staff specific entrance to Olympic Bar
- T-shirts for all count staff at Tables (which act as Security Pass)
- Drinks, bags, phones etc. are not permitted at the Count Tables
- Have your normal evening meal before you arrive

# The Count Process

**To ensure consistency and transparency, all of our counting processes are prescribed.**

# Election count



There are 2 stages to an Election Count:


**Stage 1: Verification** - counting the number of ballot papers

- Will start at 10pm
- Counting number of ballot papers from:
  - Postal votes
  - Polling stations

**Stage 2: Sorting and Counting** of the votes on the ballot papers

# Postal Vote Ballot Boxes

## *Prescribed method for verifying:*

- Neat bundles of Ballot Papers (BPs), already in bundles of 10
- ‘Single Paper’ counting method... 
- Add up bundles and loose BPs to verify box total
- Double check if any discrepancy to BPA
- Verified by bundle – so only need to re-count bundles that don’t match 10

*....Verified BPs into ‘mixing box’*




# Polling Station Ballot Boxes



**Barnet**  
**Local**  
**Elections**

*Prescribed method for verifying:*

- TS collects 'Box Checking Sheet' from DRO
- 'Single Paper' sort and count into 10s... 
- No tolerance for discrepancy, so swap and re-count bundles, even if only 1 out from BPA!

***Note:** verify all 'multiple-station boxes' before re-checking any of them*

- Verified if second count matches Box Checking Sheet or first count *(must get two to match if different again!)*

*....Verified BPs into 'mixing box'*

## Once all boxes ‘Verified’...

- TS checks Ward Verification with DRO’s Assistant  
(RO Function: Printed Verification Report given to relevant Agents)
- Political Party\*, ‘Doubtful’ and ‘Mixed’ sorting trays are laid out on table (*\*where three candidates standing*)
- All Count Clerks given a ‘Cereal Box’ template
- DRO gives go-ahead for Sort and Count to start  
(with RO’s consent)

# Sort and Count

## Prescribed method:

- BPs from Mixing Box shared out to Count Clerks
- All BPs must be compared to 'Cereal Box':



# Sort and Count cont.

*Prescribed method:*

**Block Votes** = **Three** votes on Ballot Paper and all for candidates from **same party**

**Mixed Votes** = Three votes on Ballot Paper but for candidates from **different parties** (inc. Independent)

**or**

**only 1 or 2 votes on Ballot Paper**

# Sort and Count cont.

*Prescribed method:*

Doubtful =

- More than three votes on Ballot Paper
- Any uncertainty of Voter's intention(s)
- Blank (i.e. no votes given)
- Possibly identify an elector
- Any challenge or query from a Count Agent
- Does not have the 'Official Mark' (top right corner)



# Sort and Count cont.

*Prescribed method:*

**NOT** (necessarily) **Doubtful** =

- Voter has used ticks\* instead of crosses  
(\*or other indicating marks such as 'Y', '☺' etc.)
- Voter has clearly marked, but not in the boxes



...But any challenge or query = doubtful!

# Sort and Count cont.



**Barnet  
Local  
Elections**

*Prescribed method:*

**Giraffe!**

**Used for recording  
and counting all  
Mixed Votes**




"Mock" Ward - Mixed Vote Giraffe Sheet																	Team:	Sheet No:		Candidate	Total Votes	
20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1			
																					BARRETT	
																					BOWLER	
																					BRITTON	
																					COHEN	
																					COHEN	
																					CRIBHTON	
																					OREEN	
																					HALLBIERE	
																					MARCHANT	
																					MINNEY	
																					OBALADON	
																					KAPAPIRO	
																					ROWE	
																				IND.	TOMALUX	
																				Unused Votes		
																				Grand Total:		

# Sort and Count cont.

*Prescribed method:*

## How to use the Giraffe!

- **Work in Pairs** – and Count Clerks check each others work throughout
- **Person on the left** - lines up the Ballot paper  and states what column is being used
- **Person on right** - records the votes (*used and unused*)





# Sort and Count cont.



*Prescribed method:* MIXED VOTES

Giraffe sheets started as soon as there are enough BPs in the 'Mixed' tray...



Sheet No.		Time		Candidate		Total Votes	
1	2	1	2	1	2	1	2
X	X	X	X	BARNEY		3	
X	X	X	X	BOYER		6	
X	X	X	X	BRETON		4	
X	X	X	X	COHEN		7	
X	X	X	X	COHEN		3	
X	X	X	X	ORDON		3	
X	X	X	X	GREEN		4	
X	X	X	X	HARLES		2	
X	X	X	X	BARHAM		4	
X	X	X	X	WINNEY		3	
X	X	X	X	OSAHADON		2	
X	X	X	X	KAPAPRO		3	
X	X	X	X	ROWE		2	
X	X	X	X	IND. TOBALUK		60	
Grand Total:						2	60

Sheet No.		Time		Candidate		Total Votes	
1	2	1	2	1	2	1	2
				BARNEY			
				BOYER			
				BRETON			
				COHEN			
				COHEN			
				ORDON			
				GREEN			
				HARLES			
				BARHAM			
				WINNEY			
				OSAHADON			
				KAPAPRO			
				ROWE			
				IND. TOBALUK			
Grand Total:							



Sheet No.		Time		Candidate		Total Votes	
1	2	1	2	1	2	1	2
X	X	X	X	BARNEY		3	
X	X	X	X	BOYER		6	
X	X	X	X	BRETON		4	
X	X	X	X	COHEN		7	
X	X	X	X	COHEN		3	
X	X	X	X	ORDON		3	
X	X	X	X	GREEN		5	
X	X	X	X	HARLES		2	
X	X	X	X	BARHAM		4	
X	X	X	X	WINNEY		3	
X	X	X	X	OSAHADON		2	
X	X	X	X	KAPAPRO		4	
X	X	X	X	ROWE		3	
X	X	X	X	IND. TOBALUK		2	
Grand Total:						2	60

# Sort and Count cont.

*Prescribed method:*

**BLOCK VOTES!**

- Count Clerks work in pairs
- Use Single Paper count method to make up and paperclip bundles of 10
- Swap and check each others bundles (scanning to ensure all for same party)
- Elastic band around 10 x bundles to form '**100's**' that TS will collate on their table

# Breaks

- Count clerks will take their breaks in pairs
- Light refreshments will be available
- Table Supervisors will monitor break times
- Counting at each table continues uninterrupted until the Ward results are ready



# End of the count?

- Once your table has finished counting, the Returning Officer will review the results with the Ward Candidates and Agents:

- Option 1 = Results are declared
- Option 2 = Request for a recount:
  - *Bundle checks*
  - *Bundle 'flicks'*
  - *Review of Giraffes*
  - *Full recount (recount all Block bundles and review all Giraffes)!*
  - *Doubtfuls are not adjudicated again...*

Election of Councillors for MOCK Ward of London Borough of Barnet on Thursday 3rd May 2018.  
I, John Hooton, being the Returning Officer at the above election, do hereby give notice that the number of votes recorded for each Candidate at the said election is as follows:

Phil BASSETT	21
Paul David BOVILER	31
Amanda Helen BRITTON	35
Bridget COHEN	33
Michael Philip COHEN	15
Marianne CREIGHTON	31
Duncan GREEN	15
Philip HALLEMEYER	31
Valerie MARCHANT	21
Stephen MINNEY	36
ROB HANCOCK	0
Wendy HILL	15
Monika TOTAL	20

And I therefore declare that:  
Amanda Helen BRITTON  
and Bridget COHEN  
are duly elected as Councillors for MOCK Ward.

The number of ballot papers rejected was as follows:

Writ of Official Mark:	0
Voting for more candidates than entitled:	1
Writing or mark by which a voter could be identified:	0
Blank or void for uncertainty:	1
Rejected in Part:	0

**“...are duly elected”**

# Local Elections – 3 May 2018

Election Count Clerk Training

**Thank you...**