

Poll Clerk *Training Session*

Local Elections – 3 May 2018

Introduction

Trainers: Anne Marie Forde

Lesley Holland

Mandy Marchant

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 instructions issued by your Presiding 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
- Polite and professional in dealing with the voters
- Check that electors are eligible to vote at that polling station
- Fully understand and apply 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 the polling place to check your route and access arrangements
- Contact your PO if you haven't heard from them already by 30 April 2018
- Dress code - ensure clothing reflects professionalism and impartiality but is also comfortable and suitable for any possible weather conditions

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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	90	1386	MORADI, Donna	132
1343	FOSTER, William F	90	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
London Borough of Barnet

Brunswick Park
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)



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Corresponding Number List

**Barnet Local Government Elections
High Barnet Ward**

Date of Poll: Thursday 3 May 2018

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 might choose to vote for only one or two candidates...
- 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.

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The prescribed questions

Appendix 5a Pages 29 - 31

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

These must be asked by the Presiding Officer and no other enquiry or questioning of electors is allowed

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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 **6.30am** at the very latest.. (*POs will be arriving for 6.15am*)
- **You must call 020 8359 5563 if your PO is not there when you arrive** (*please don't call before 6.30am*)
- We expect to hear from all polling stations by 6.45am to say that they will be ready and open at 7am

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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
- If possible, provide seats for electors who may need to rest
- Check all required notices are up

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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
- Do your best to ensure voting is accessible to all
- Don't interrupt or argue - allow people to put their point across before responding
- Try not to say 'No', better to tell people what you can do for them and what they can do themselves
- **However** the election rules **must** always be followed no matter how insistent, upset or angry people might be
- If in doubt, contact your PO will contact the PSI
- Remember! You are all representatives of the Returning Officer and must uphold electoral law...

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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
- The PO (*only*) may assist a voter who needs help to mark their ballot paper
- 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)
- The PO will 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. PV2 envelopes are returned 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 – PO *calls the Election 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:
 - PO can bring all 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

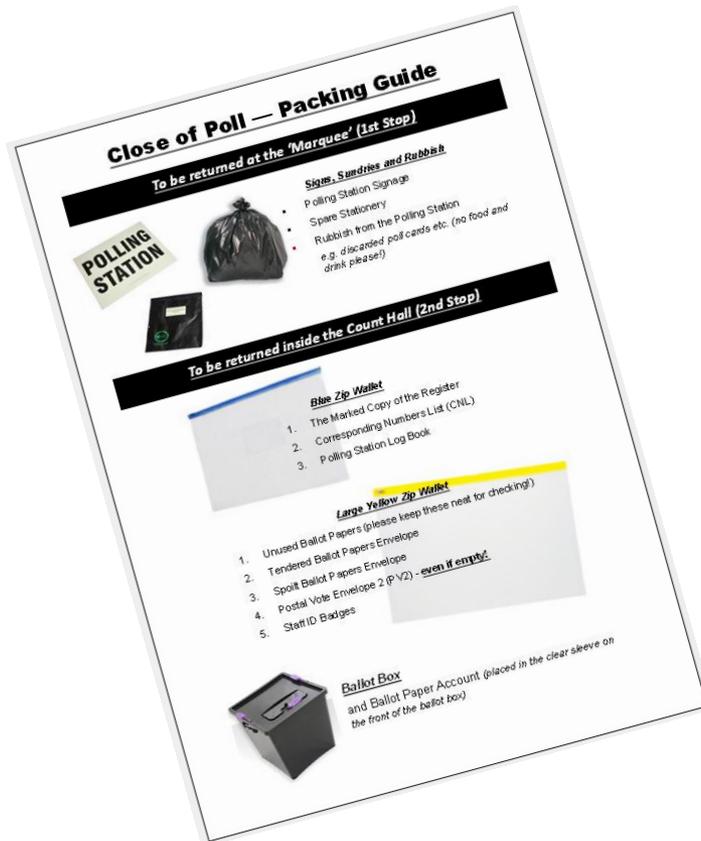
Anyone who was not in the queue at 10pm must NOT be issued with a ballot paper.

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



- Essential that the PO completes the ballot paper account accurately
- All documents to be placed in correct packets and signed as appropriate
- Poll clerks to assist packing away the station to allow presiding officer to complete their tasks

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.youvoicematters.co.uk