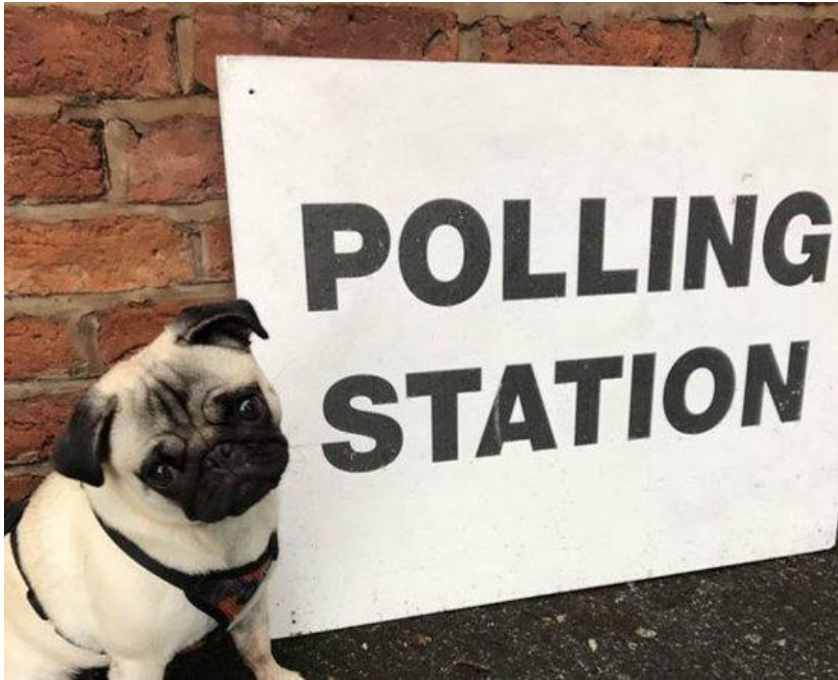


Coventry Decides



Presiding Officer Briefing



- Introduction
- The Team
- What can you expect on Polling Day?
- Roles and responsibilities
- Health and Safety
- Using the MEA App



The Team



- Julie Newman – Returning Officer
- Liz – Head of Electoral Services/Deputy RO
- Sharon – Deputy Electoral Services Manager
- Leanne – Electoral Services Officer
- Jack, Kieron and Salma – Electoral Services Support Officers
- Graham – Electoral Services Project Support



2 May 2024

3 Polls

- Local elections for all 18 wards, one seat in each (lilac)
- Police and Crime Commissioner of the West Midlands area (green)
- West Midlands Combined Authority Mayor (yellow)



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
- ensure voters are able to cast their vote safely and privately
- call the elections office without delay in event of problem



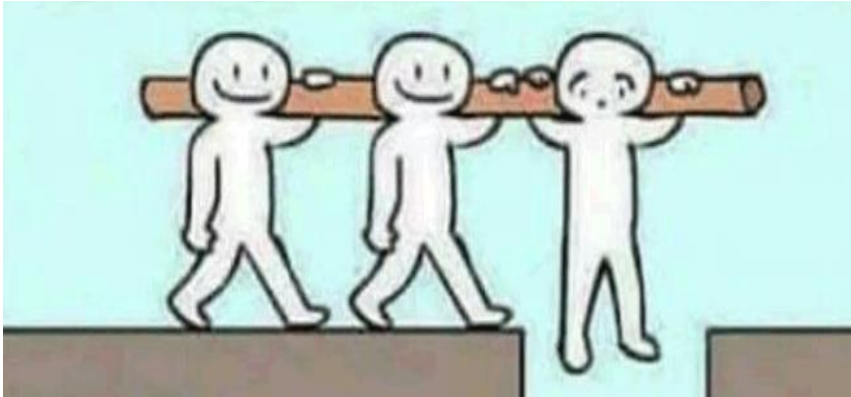
Changes

Significant changes that build on those made last year

- Voter ID
- Postal Vote handling
- Accessibility improvements
- Additional equipment
- New forms/packets
- New stations



Roles and responsibilities



Polling Station Inspectors

- 1st point of contact
- Advice, guidance and spare equipment/stationery
- Station checks and collection of valid postal votes

Presiding Officers

- Checking arrangements for polling day
- Manage station and poll clerks
- Specific duties eg deciding to refuse the issue of a ballot paper, paperwork etc
- Respond to concerns from electors

Poll Clerks

- Support the PO
- Greet electors and visitors
- Issue ballot papers



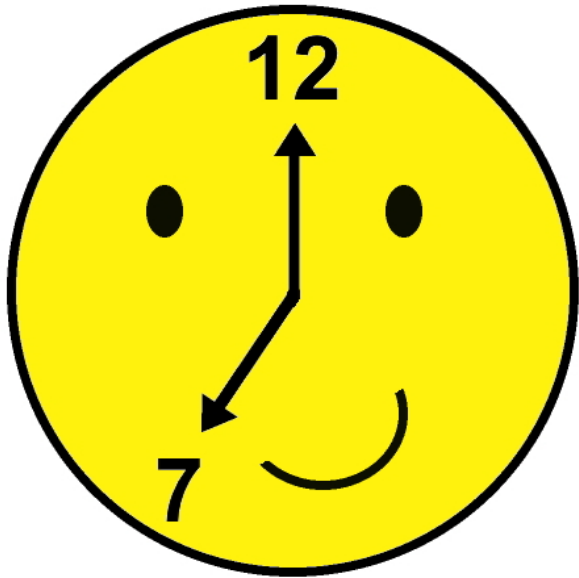
Your Polling Station



- Clear access to building and in station
- Ensure a flow of electors through the venue
- Use layouts provided by the ES office
- Voter ID pods
- Ballot box on chair on route to exit
- Split stations – 2 tables operating
- Meet and Greet Voter where sufficient staff
 - Check if have ID
 - Do not refuse entry
 - Accessibility awareness
- Be aware of potential risks
- Inspect premises regularly
- Remove hazards



Open of Poll



- MEA Portal – log arrival at station
- Set up station as per the layout provided and ensure signage is clear in and around the venue. There are new notices to use
- Make sure Poll Clerks understand process
- Register, ballot papers and CNLs, ballot paper refusal list (BPRL) and voter ID evaluation form (VIDEF) notes sheet at the ready.
- All 3 ballot paper books IN NUMBER ORDER!
- Ballot box seals ready
 - show empty box to anyone in attendance before sealing
- Be ready to greet the voters with a smile 😊



Customer Care



- Customer Service Standards
 - Professional
 - Helpful and approachable
 - If in doubt, contact office
- Enable electors to vote
 - If not on your register, carry out checks
 - Postal vote status – check with office
 - Do not turn away without speaking to office



Ensuring access for all voters

You have additional equipment to assist voters with disabilities. Ensure this is out on display so that voters can select it if they wish

Key points:

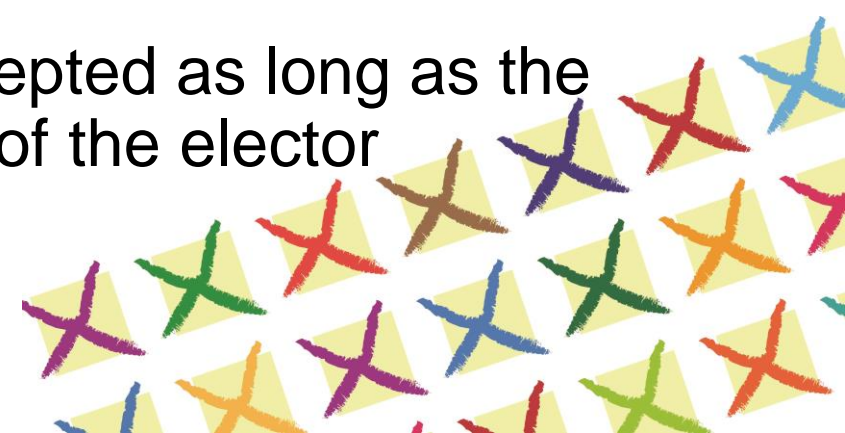
- speak directly to a disabled voter, not their companion and ask if they need support, don't assume they do!
- voting is principally a visual exercise, make sure
 - the large-print version of the ballot paper is displayed in a well-lit area
 - the enlarged sample ballot paper, tactile voting device and magnifier are available to voters
 - you offer partially sighted or blind voters the enlarged sample ballot paper as a guide
 - you know how to use the tactile voting device and that it is cleaned after use
- The experience of someone with sight loss when they vote in a polling station can be viewed at – [RNIB video](#)



Voter ID Checks



- All electors are required to show an accepted form of photographic ID in order to receive the ballot papers
- the image on the photographic ID must have a good likeness of the elector and be genuine
- electors may present an accepted form of photographic ID, on which the name varies from the name of the elector on the register of electors
- some electors may request for their ID to be checked in private, use the Voter ID booth
- if elector is concerned about removing a face mask, you can take them outside
- expired documents can be accepted as long as the photo still has a good likeness of the elector



Accepted ID



- a passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state, or a Commonwealth country (including an Irish Passport Card)
- a driving licence issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state
- a biometric immigration document
- an identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- a Ministry of Defence Form 90 (Defence Identity Card)
- a Blue Badge
- a national identity card issued by an EEA state
- an Older Person's Bus Pass
- a Disabled Person's Bus Pass
- an Oyster 60+ Card
- a Freedom Pass
- a National Entitlement Card issued in Scotland
- a 60 and Over Welsh Concessionary Travel Card issued in Wales
- a Disabled Person's Welsh Concessionary Travel Card issued in Wales
- a Senior SmartPass issued in Northern Ireland
- a Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- a War Disablement SmartPass issued in Northern Ireland
- a 60+ SmartPass issued in Northern Ireland
- a Half Fare SmartPass issued in Northern Ireland
- an Electoral Identity Card issued in Northern Ireland
- a Voter Authority Certificate
- an Elector's Document issued to an anonymous elector



Voter Authority Certificate (VAC)

Temporary Voter Authority Certificate



Temporary Voter Authority Certificate



Name
Albert Brian Sample

Issued by the Electoral Registration Officer appointed by
Hartlepool Borough Council

Date of issue
16/01/2023

Valid on
16/01/2033

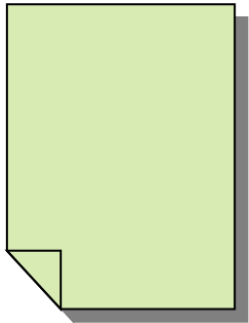
Electoral Registration Officer's signature

Certificate number
DEZPJX3AZY1ZA9DR001

This certificate can only be used by the named person.
For more information, contact your local electoral registration office.



Marking the register and completing the voter ID paperwork



- Ask the elector to confirm their name and address – this **must** be done before asking for ID
- Ask the elector for their photographic ID
- Mark against their elector number in the register
 - User ruler and take care
 - You will be distributing all three ballot papers to each elector, make sure the ballot papers match on each CNL and they are in order
- Enter the elector number on the CNL for each ballot paper
- Update the VIDEF notes sheet and BPRL if necessary
- **Do NOT write the elector number on the ballot paper!**




Voter ID Evaluation Form notes sheet

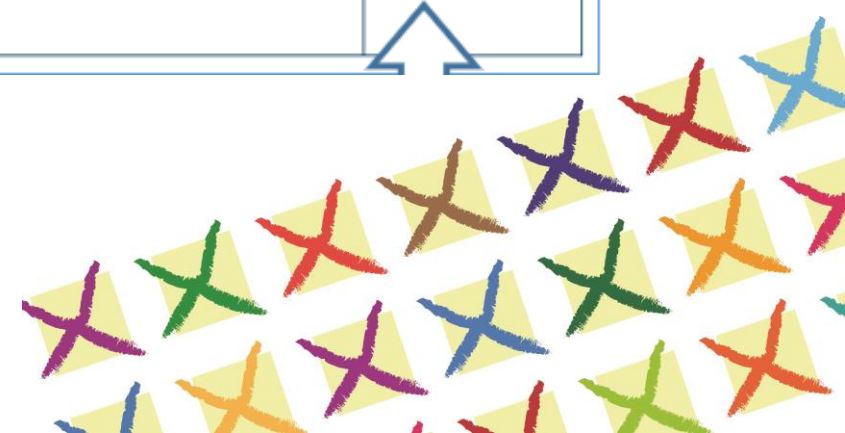
Voter identification evaluation notes sheet

Note: pages 1, 2 and 3 are for recording data as you go along; page 5 is a one-page final summary which also includes data from the ballot paper refusal list.

Note: The section numbers match the sections on the final summary sheet.

Tally sheet (Copy totals to page 5 summary sheet at the end)

1. Electoral identity document information How many voters produced each of these identification documents	Use this column to record (keep a running tally using the bar gate method  TOTAL <i>At close of poll add up the tallies for 1a, 1b and 2 separately and record the Total for each or enter '0' if there are none)</i>	
1a – A Voter Authority Certificate (VAC)	### ##	11
1b – An Anonymous Elector's Document		2
2. Privacy requests How many voters asked to use privacy screen/private area	###	6



Ballot Paper Refusal List

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be (e.g. the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The elector or proxy was asked the statutory questions and did not answer as required.

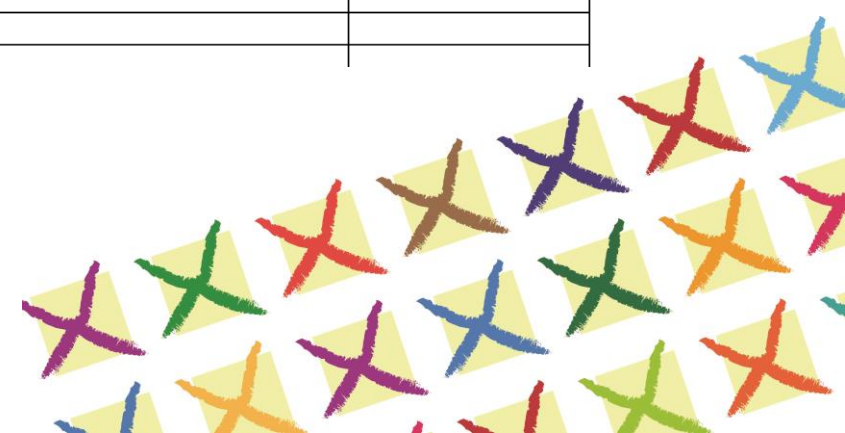
Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy **for any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector's electoral number <i>OR</i> If a proxy attempted to vote on behalf of an elector, the proxy's <u>name</u> and address	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The elector or proxy was asked the statutory questions, and did not answer as required	Tick if elector or proxy later returned and was issued a ballot paper



What happens if ...? (Voter ID)



- a voter produces a photographic ID that is not on the accepted ID list
- a voter refuses to provide photographic ID and demands a ballot paper
- a voter does not have an accepted voter ID
- a voter is known to the polling staff
- the photographic ID provided does not resemble the voter
- the voter's name on the register is different from the name on the photographic ID
- a voter is wearing a face covering and refuses to remove it to verify their identity
- a voter's photographic ID appears to be a forgery



Postal votes being handed in at polling stations

- voters can hand in their postal votes at any polling station (make sure they are Coventry)
- a postal vote return form must be completed to enable the polling station staff to determine if the postal votes are to be accepted or rejected
- if the form is not completed in full, the polling station staff must reject the postal vote(s)
- returned postal ballot packs must be stored, sealed and labelled using the red wallet as instructed
- postal votes will be collected during the day. Any not collected will be returned with the ballot box at close of poll



Who can hand in postal votes at the polling station

An individual can hand in:

- their own postal vote
- as well as postal votes for up to five other people
- political campaigners can only hand in:
 - their own postal vote
 - and up to five others who are either a close relative or someone for whom they provide regular care

Anyone handing in postal votes must complete a postal vote return form



Procedure for receiving postal votes handed in at the polling station

- completion of the postal vote return form

1. confirm that the postal vote(s) can be returned to your polling station and inform the individual that they will need to provide some details to return the postal votes
2. polling station staff should assist the individual with completing section 1 of the form
3. the individual to check the information provided in section 1 is correct and to complete section 2
4. if satisfied that the form has been completed correctly with the required information, accept the postal votes and complete section 3A of the form



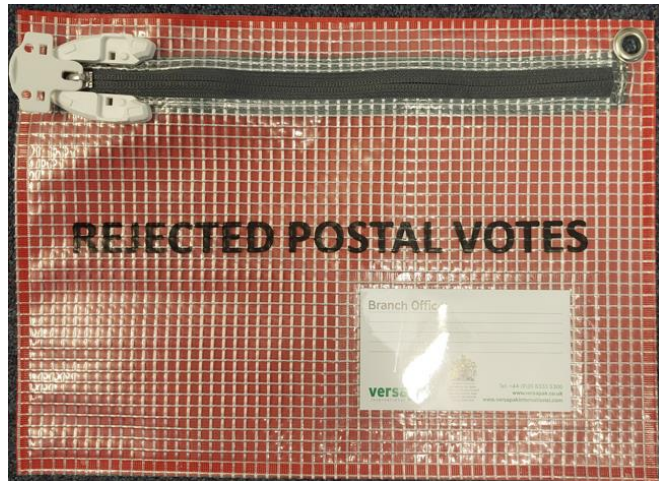
Procedure for receiving postal votes handed in at the polling station

- storage of the handed in postal votes

- Once you are satisfied the form has been completed fully, thank the individual and inform them the postal votes will be forwarded to the Returning Officer
- Put the postal votes in the green wallet
- Put the completed postal vote return form into packet 11 as these must be stored separately



Rejecting postal votes handed in at the polling station



There are 4 situations when you must reject postal vote(s) that are handed in. These are where the individual:

- did not fully complete the postal vote return form
- handed in more postal votes on behalf of other electors than permitted
- is a campaigner not permitted to handle the postal votes
- did not complete the postal vote return form

In all of these cases you must complete section 3B of the postal vote return form.

The form needs to be banded around the rejected packs and put into the red Rejected Postal Votes wallet and brought back to the CBS



Close of Poll

- Managing the queue
- Sealing the ballot box
- BP account submission via MEA PO App and paperwork including the VIDEF using the data recorded during the day
- Ensure all documents are in correct packets
- Closing the poll and the red and green postal vote wallets
- Taking equipment down and leaving the station



Ballot Box Collection

You should have already used the MEA portal to book onto a Ballot Box collection time.

Wednesday 1 May

7.30-9.30am OR 4.00-6.30pm

For collection, drive to GATE 26, CBS Arena

Check the contents of your box when you get home, report anything missing to your PSI or Elections Office



Ballot Box Receipt



- Get to the CBS Arena asap after the close of poll
- Drive around to Car Park B as directed by the security teams you will then be directed to Gate 26 in order of arrival
- You will be met by the Ballot Box collection team, follow their guidance
- Be contactable until at least 11.30pm for any queries



MEA PO App

- It is essential that actions on the MEA PO App are complete
- Arrival at the polling station and opening the poll
- Ensure that you are using the Poll Clerk button correctly
- Hourly BP account submission
- Logging visitors to the station and any incidences/accidents
- Closing the poll



GDPR

- You must delete all contact numbers
- Do not retain data for polling staff or venue staff
- Data breach



Contact throughout the day



- It is essential that we can contact you throughout the day. Have your phone audible and at hand – pass to the poll clerk if you are with an elector
- PSI is your 1st point of contact for issues
- Have Electoral Services Office number in your phone for elector queries



QUESTIONS

