Template example scripts for local government count announcements

Good communication at the count is important as it allows those present to properly scrutinise all of the processes and will help to build confidence in the administration of the count. Providing information on the process can also help to lower the number of queries raised by candidates and agents – in particular from new or inexperienced candidates – thus reducing the pressure on staff.

This document provides suggested scripts that you can use to update attendees on progress throughout the verification and count.

They have been developed on the basis that there will be no break between the verification and the count and that the count will be conducted on a ward basis, but you may need to amend these to reflect your own particular count arrangements. You may also need to amend the scripts if you have community council elections in your area.

It is likely that individual teams will be at different count stages and you should consider how announcements can be made to ensure that attendees are clear what wards are at what stage at any particular time.

You should make all announcements in English and Welsh. The order of preference as to which language comes first is at your discretion.

The decision on how to break up any announcements, i.e. whether you make the announcements in both languages by section or by paragraph, again, is a matter for you. However, when declaring the result, you need to ensure that there is as little delay as possible between the announcement in English and the announcement in Welsh of the total number of votes given to each candidate. The script below provides an example that will minimise the delay between the English and Welsh announcements.

You should use fluent Welsh speakers for the Welsh language announcements to ensure they deliver the announcements accurately and they can be understood by Welsh-speakers in attendance. Where the Returning Officer is supported by a fluent Welsh speaker, twin microphones should be used.

Template scripts for use throughout the count

Example announcement prior to start of verification

Ladies and gentlemen, I'm [insert name] and I am the Returning Officer for the election in [insert name of local authority]. Welcome to [insert venue]. Today voters in [insert name of local authority] have had the opportunity to elect councillors for [insert name of local authority] [, as well as community councillors for X communities].	Foneddigion a boneddigesau, fy enw i yw [nodwch eich enw] a fi yw'r Swyddog Canlyniadau ar gyfer yr etholiad yn [nodwch enw'r awdurdod lleol]. Croeso i [nodwch y lleoliad]. Heddiw, mae pleidleiswyr yn [nodwch enw'r awdurdod lleol] wedi cael y cyfle i ethol cynghorwyr i [nodwch enw'r awdurdod lleol] [, yn ogystal â chynghorwyr cymunedol ar gyfer cymunedau X].
We are now about to start the first stage of the count. At this stage we will be counting the number of ballot papers only. We are not looking at how people have voted or identifying any doubtful ballot papers – at this stage we are only interested in counting the numbers of ballot papers in the ballot boxes.	Rydym ar fin dechrau cam cyntaf y broses gyfrif. Yn ystod y cam hwn, byddwn yn cyfrif nifer y papurau pleidleisio yn unig. Ni fyddwn yn edrych ar y ffordd mae pobl wedi pleidleisio nac yn nodi unrhyw bapurau pleidleisio amheus – ar y cam hwn dim ond cyfrif nifer y papurau pleidleisio yn y blychau pleidleisio a wnawn.
This stage is a very important part of the overall process - it checks that all of the polling station and postal ballot papers are properly accounted for and that the number of ballot papers delivered here matches the number we expected. We will be comparing the actual numbers of ballot papers in each ballot box against the ballot paper account. This is a form completed by the Presiding Officer at each polling station accounting for the ballot papers they have issued. A similar account has been completed for each box of postal ballot papers. We will also be checking the number of ballot papers that were not used and any that have been spoilt and replaced.	Mae'r cam hwn yn rhan bwysig iawn o'r broses gyffredinol – mae'n gwneud yn siŵr y rhoddir cyfrif priodol am bob gorsaf bleidleisio a phapur pleidleisio drwy'r post a bod nifer y papurau pleidleisio a gyflwynwyd yma yn cyfateb i'r nifer roeddem yn ei disgwyl. Byddwn yn cymharu niferoedd gwirioneddol y papurau pleidleisio ym mhob blwch pleidleisio â'r cyfrif papurau pleidleisio. Ffurflen yw hon a gaiff ei chwblhau gan y Swyddog Llywyddu ym mhob gorsaf bleidleisio sy'n rhoi cyfrif am y papurau pleidleisio maent wedi'u dosbarthu. Mae cyfrif tebyg wedi'i gwblhau ar gyfer pob blwch o bapurau pleidleisio drwy'r post. Byddwn hefyd yn gweld faint o bapurau pleidleisio na chawsant eu defnyddio ac unrhyw bapurau a ddifethwyd a phapurau

	newydd a roddwyd.
It is crucial that this first stage is done properly and, as with the next stage, accuracy is more important than speed. At the conclusion of this first stage we will have a final figure for the total number of ballot papers that are going forward to the next stage of the count in each ward – and it is this figure with which the final results in each ward should reconcile.	Mae'n hollbwysig bod y cam cyntaf hwn yn cael ei gwblhau'n gywir ac, fel gyda'r cam nesaf, mae cywirdeb yn bwysicach na chyflymder. Ar ddiwedd y cam cyntaf hwn bydd gennym ffigur terfynol ar gyfer cyfanswm nifer y papurau pleidleisio sy'n mynd ymlaen i gam nesaf y broses gyfrif ym mhob ward – a dylai'r canlyniadau terfynol ym mhob ward fod yn gyson â'r ffigur hwn.
All of the information from this first stage will be brought together in a statement which all agents are entitled to a copy of. We will be receiving ballot boxes from [insert number of polling stations] polling stations. We are expecting our last ballot box to arrive at about [insert time] and expect this first stage to be completed for all wards around [insert time].	Caiff yr holl wybodaeth o'r cam cyntaf hwn ei dwyn ynghyd mewn datganiad a bydd gan bob asiant hawl i gael copi ohono. Byddwn yn cael blychau pleidleisio gan [nodwch nifer y gorsafoedd pleidleisio] o orsafoedd pleidleisio. Rydym yn disgwyl y bydd ein blwch pleidleisio olaf yn cyrraedd tua [nodwch yr amser] ac yn disgwyl cwblhau'r cam cyntaf hwn ar gyfer pob ward tua [nodwch yr amser].

Adapt to match your count arrangements:

Staff have been divided into teams. Each team will be allocated a ward. Once the number of ballot papers in the boxes from the ward have been counted and the number confirmed, the teams with start the next stage.	Mae staff wedi'u rhannu'n dimau. Caiff ward ei dyrannu i bob tîm. Ar ôl cyfrif y papurau pleidleisio yn y blychau o'r ward a chadarnhau'r nifer, bydd y timau'n dechrau ar y cam nesaf.
I will let you know when individual teams have completed the first stage and are ready to start counting the votes in their allocated ward. At that time I will also be able to let you know what the turnout has been in that ward. Once all teams have completed their first stage, I will be able to let you know the turnout for the local authority overall.	Byddaf yn rhoi gwybod i chi pan fydd y timau unigol wedi cwblhau'r cam cyntaf ac yn barod i ddechrau cyfrif y pleidleisiau yn y ward a ddyrannwyd iddynt. Bryd hynny, byddaf hefyd yn gallu dweud wrthych faint o bobl a bleidleisiodd yn y ward honno. Ar ôl i'r timau gwblhau eu cam cyntaf, byddaf

Once teams have completed their first stage, they will start sorting the ballot papers into votes for the candidates, identifying and adjudicating on any doubtful ballot papers and counting how many votes have been cast for each candidate. We expect the result declarations to be made somewhere between [insert time range].

The second stage is where we sort the ballot papers into votes for each candidate and establish how many votes each candidate has.

We also identify and adjudicate on doubtful ballot papers. Some ballot papers need to be looked at more carefully because, for example, the voter has marked their ballot paper in some way which means their intention is not obvious or they appear to have voted for more than one candidate or party. These ballot papers will need to be adjudicated by [insert details] to determine whether they should be rejected or accepted. The adjudication of doubtful ballot papers will commence almost immediately once the counting of votes has started and will be an ongoing process. Any agents wishing to observe and participate in this process should make their way to [insert location details].

Once all the votes have been counted in a ward and a provisional result has been established, I will consult with candidates and agents in that ward and determine whether any recounts are necessary. We'll make a further announcement shortly before the final results for that ward are ready to be declared so that you can make your way to the declaration area in [insert location]. The results will also be displayed on the screens in the declaration

yn gallu dweud wrthych faint o bobl a bleidleisiodd yn yr awdurdod lleol yn gyffredinol.

Ar ôl i'r timau gwblhau eu cam cyntaf, byddant yn dechrau didoli'r papurau pleidleisio yn bleidleisiau ar gyfer yr ymgeiswyr, gan nodi a dyfarnu ar unrhyw bapurau pleidleisio amheus a chyfrif faint o bleidleisiau a roddwyd i bob ymgeisydd. Rydym yn disgwyl i gyhoeddiad am y canlyniadau gael ei wneud rywbryd rhwng [nodwch yr amrediad amser].

Yr ail gam yw lle byddwn yn didoli'r papurau pleidleisio yn bleidleisiau ar gyfer pob ymgeisydd ac yn sefydlu faint o bleidleisiau sydd gan bob ymgeisydd.

Byddwn hefyd yn nodi a dyfarnu ar bapurau pleidleisio amheus. Bydd angen edrych ar rai papurau pleidleisio yn fwy gofalus oherwydd, er enghraifft, mae'r pleidleisiwr wedi marcio ei bapur pleidleisio mewn rhyw ffordd sy'n golygu nad yw ei fwriad yn amlwg neu mae'n ymddangos ei fod wedi pleidleisio dros fwy nag un ymgeisydd neu blaid. Bydd angen i [nodwch fanylion] ddyfarnu ar y papurau pleidleisio hyn er mwyn pennu a dylid eu gwrthod neu eu derbyn. Bydd y broses o ddyfarnu ar bapurau pleidleisio amheus yn dechrau bron yn syth unwaith y bydd y broses o gyfrif pleidleisiau wedi dechrau a bydd y broses yn un barhaus. Dylai unrhyw asiant sydd am arsylwi a chymryd rhan yn y broses hon wneud eu ffordd yn fuan i [nodwch fanylion y lleoliad].

Unwaith y bydd pob pleidlais wedi'i chyfrif mewn ward a bydd canlyniad dros dro wedi'i sefydlu, byddaf yn ymgynghori ag ymgeiswyr ac asiantiaid yn y ward honno ac yn penderfynu p'un a oes angen ailgyfrif. Byddwn yn gwneud cyhoeddiad pellach ychydig cyn y bydd y canlyniadau terfynol ar gyfer y ward honno yn barod i'w datgan fel y gallwch wneud eich ffordd i'r

area and copies of the final results will be available from [insert location].

More detailed information about the processes involved can be found in the information pack available to everyone attending tonight's event. If you have any questions about any aspect of tonight's proceedings, please speak to any member of the senior team who will be more than happy to provide further information.

ardal datgan canlyniadau yn [nodwch y lleoliad]. Caiff y canlyniadau eu harddangos ar y sgriniau yn yr ardal datgan canlyniadau hefyd a bydd copïau o'r canlyniadau terfynol ar gael o [nodwch y lleoliad].

Gellir dod o hyd i wybodaeth fanylach am y prosesau dan sylw yn y pecyn gwybodaeth sydd ar gael i bawb sy'n mynychu'r digwyddiad heno. Os oes gennych unrhyw gwestiynau ynglŷn ag unrhyw agwedd ar weithrediadau heno, siaradwch ag unrhyw aelod o'r uwch dîm a fydd yn fwy na pharod i roi rhagor o wybodaeth i chi.

Arrangements will vary locally, so the following will need to be amended to reflect your own particular arrangements:

Can I remind guests that smoking is not allowed within the building, nor is the consumption of alcohol. Drinks and light refreshments are available from the refreshment area. The nearest toilets are situated at [insert location].

You are welcome to use mobile phones and cameras when the results are being declared but please do not use these devices in the vicinity of the ballot papers. If the fire alarm sounds, please leave by the nearest exit and follow the instructions of the stewards.

Further announcements will be made during the course of tonight's proceedings to keep you informed of progress.

Hoffwn atgoffa ymwelwyr na chaniateir ysmygu o fewn yr adeilad, nac yfed alcohol chwaith. Mae diodydd a lluniaeth ysgafn ar gael o'r ardal lluniaeth. Mae'r toiledau agosaf wedi'u lleoli yn [nodwch y lleoliad].

Mae croeso i chi ddefnyddio ffonau symudol a chamerâu wrth i'r canlyniadau gael eu cyhoeddi ond peidiwch â defnyddio'r dyfeisiau hyn o amgylch y papurau pleidleisio. Os bydd y larwm tân yn canu, gadewch drwy'r allanfa agosaf a dilynwch gyfarwyddiadau'r stiwardiaid.

Caiff cyhoeddiadau pellach eu gwneud yn ystod gweithrediadau heno i roi gwybod i chi sut mae pethau'n mynd yn eu blaen.

Example announcement at conclusion of the verification for a particular ward

Ladies and gentlemen, I can confirm that the first stage in determining the outcome of the election for the [insert name of ward] has been completed. The turnout is [insert percentage turnout]. A total number of [insert total number of verified ballot papers] ballot papers are being included in the next stage. Copies of the statement providing details of the first stage are now available from [insert details].	Foneddigion a boneddigesau, gallaf gadarnhau bod cam cyntaf pennu canlyniad yr etholiad ar gyfer [nodwch enw'r ward] wedi'i gwblhau. Canran y bobl a bleidleisiodd yw [nodwch ganran nifer y pleidleiswyr]. Bydd cyfanswm o [nodwch gyfanswm nifer y papurau pleidleisio sydd wedi'u dilysu] o bapurau pleidleisio yn cael eu cynnwys yn y cam nesaf. Mae copïau o'r datganiad sy'n rhoi manylion y cam cyntaf bellach ar gael o [nodwch fanylion].

Example announcement prior to the start of the counting stage for a particular ward

Ladies and gentlemen, very shortly we will be moving to the second stage of the proceedings in [insert name of ward] - the counting of votes.	Foneddigion a boneddigesau, yn fuan iawn byddwn yn symud ymlaen at ail gam y gweithrediadau yn [nodwch enw'r ward] – sef cyfrif y pleidleisiau.

Example script for the declaration of the results at the ward election

You should announce the following in both English and Welsh, before getting into the detail of the number of votes for each candidate:

'I, [insert name] Returning Officer for the [insert name of local authority], declare that the total number of votes given to each candidate in [insert name of ward] was as follows:

'Yr wyf i, [nodwch eich enw] Swyddog Canlyniadau ar gyfer [nodwch enw'r awdurdod lleol] yn datgan bod cyfanswm nifer y pleidleisiau a roddwyd i bob ymgeisydd yn [nodwch enw'r ward] fel a ganlyn:

You should then announce the results as set out in the table below. After reading out the name and description (if any) of the candidate who first appears on the ballot paper, you should provide the total number of votes for the candidate in both English and Welsh. This approach should be repeated separately for each of the other candidates in the order that they appear on the ballot paper.

Candidate name	Description (if any)	Total number of votes for candidate
Announce as it appears on ballot paper	**Announce as it appears on ballot paper**	**Announce number in English** **Announce number in Welsh**
		Announce number in English **Announce number in Welsh**
		Announce number in English **Announce number in Welsh**

After announcing the total number of votes for each candidate, you should proceed to the declaration in both languages:

'Therefore, I give public notice that [insert name(s) of candidate(s) elected] is duly elected as the member(s) for the [insert ward name].'

'Felly, rwyf yn datgan bod [nodwch enw(au)'r ymgeisydd/ymgeiswyr etholedig] wedi'i lawn ethol fel yr aelod(au) ar gyfer [nodwch enw'r ward].'

After announcing who has been elected in both languages, you should then proceed to the announcement of the total number of votes cast and the total number of ballot papers rejected under the different headings:

The total number of votes cast across [insert name of ward] at the election held on [insert date] was [insert number].

Cyfanswm nifer y pleidleisiau a fwriwyd ar draws [nodwch enw'r ward] yn yr etholiad a gynhaliwyd ar y [nodwch y dyddiad] oedd [nodwch y nifer].

The total number of ballot papers rejected was [Insert number]

Cyfanswm nifer y papurau pleidleisio a wrthodwyd oedd [nodwch y nifer].

The ballot papers were rejected for the following reasons:

Gwrthodwyd y papurau pleidleisio am y rhesymau canlynol:

Announce number	**ballot papers were rejected because they did not bear the official mark**
Gwrthodwyd (cyhoeddwch y nifer)	**o bapurau pleidleisio am nad oeddent yn cynnwys y marc swyddogol**
Announce number	**ballot papers were rejected because votes were given for more candidates than the voter was entitled to vote for**
Gwrthodwyd (cyhoeddwch y nifer)	**o bapurau pleidleisio oherwydd bod pleidlais wedi'i bwrw i fwy o ymgeiswyr nag yr oedd gan yr ymgeisydd yr hawl i bleidleisio drostynt**
Announce number	**ballot papers were rejected because there was something written or marked on the ballot paper by which the voter could be identified**
Gwrthodwyd (cyhoeddwch y nifer)	**o bapurau pleidleisio gan fod modd adnabod y pleidleisiwr drwy rywbeth a oedd wedi'i ysgrifennu neu ei farcio ar y papur pleidleisio**
Announce number	**ballot papers were rejected because they were unmarked or void for uncertainty**
Gwrthodwyd (cyhoeddwch y nifer)	**o bapurau pleidleisio am nad oeddent wedi'u marcio neu eu bod yn ddi-rym oherwydd ansicrwydd**