Home Returning Officer

Guidance and resources for Returning Officers administering Senedd elections

We have published supplementary guidance to support administrators with preparing for and delivering polls against the backdrop of the coronavirus pandemic. Planning considerations for 2021 polls - W (DOC) Absent voting considerations for 2021 polls - W (DOC) Nominations considerations for 2021 polls - W (DOC) Polling station considerations for 2021 polls - W (DOC) Verification and count considerations for 2021 polls - W (DOC) If you want to download emblems for political parties, visit our online database . If you have questions about the guidance please contact your local Commission team . Caveat wording regarding subscribers The UK government has made legislation to reduce the number of subscribers that are required by each candidate for PCC elections. We have updated the guidance and resources on this page accordingly. The nomination requirements for Senedd elections are not affected by this legislation. Part A Returning Officer role and responsibilities This part covers: How to use this guidance The Returning Officer's role, responsibilities, skills and knowledge Our performance standards for Returning Officers Part A Returning Officer guidance - combined Senedd and Police and Crime Commissioner elections Click here to view resources for Part A: Returning Officer role and responsibilities Data protection resource for EROs and ROs (DOC) Guidance on process for witholding or reducing (A)RO fees (PDF) Part B Planning and organisation This part covers: Planning (including the identification and training of staff, the selection and booking of venues and management of contractors and suppliers) How to maintain the integrity of the election Raising awareness Access to proceedings by electoral observers and Commission representatives Part B Returning Officer guidance - combined Senedd and Police and Crime Commissioner elections Planning considerations for 2021 polls - W (DOC) Click here to view resources for Part B: Planning and organisation Election timetable for the combined Senedd election and Police and Crime Commissioner elections Project Plan for elections (generic) (XLS) Risk register for elections (generic) (XLS) FAQs for frontline staff - combined Senedd and Police and Crime Commissioner election Quality Assurance Guidance for ROs (PDF) Part C Administering the poll This part covers: The nomination period (including access to the register by candidates, spending limits and the nominations process) The production of notices, poll cards and ballot papers Polling station voting Part C Returning Officer guidance - combined Senedd and Police and Crime Commissioner elections Nominations considerations for 2021 polls - W (DOC) Polling station considerations for 2021 polls - W (DOC) Click here to view resources for Part C: Administering the poll Briefing for candidates and agents at a constituency election - Senedd elections Briefing for candidates and agents at the regional election - Senedd election Briefing for candidates and agents - standalone Police and Crime Commissioner election (PPT) Code of Conduct for s - devolved Scottish and Welsh elections from January 2023 Nomination pack - constituency - Senedd elections (DOC) Nomination pack - region party list candidates - Senedd election (DOC) Nomination pack - region individual candidates - Senedd election (DOC) Nomination checklist Senedd election - constituency nominations (DOC) Nomination checklist Senedd election - regional nominations (DOC) Withdrawal form - constituency - Senedd elections (DOC) Withdrawal form - region - withdrawing a full party list - Senedd election (DOC) Withdrawal form - region - candidates included on a party list - for use either by the party's NO, or by the candidates themselves - Senedd election (DOC) Register request form (DOC) Absent voters' list request form (DOC) Design criteria for forms

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Guidance
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Electoral Registration Officer Use the Where am I and Guidance on filters to access links to the guidance you need. Click on the guidance topic you are looking for to access the complete suite of guidance for that topic. Additionally you can use the optional keyword search to help you find specific pages of guidance. Where am I Filter by location England Northern Ireland Scotland Wales Guidance on Filter by guidance on... Data protection guidance for Electoral Registration Officers and Returning Officers Delivering the annual canvass - England Delivering the annual canvass - Scotland Delivering the annual canvass - Wales Reviews of polling districts, polling places and polling stations Running electoral registration - England Running electoral registration - Scotland Running electoral registration - Wales Keyword search Clear all filters

Performance standards for Electoral Registration Officers

You are in the Electoral Registration Officer section Home Electoral Registration Officer On this page Performance standards Additional tools to support the standards Electoral registration in Great Britain in 2021 Progress with the canvass: July - September 2021 Analysis of electoral registration data 2020 Overview We set standards and monitor the performance of Electoral Registration Officers (EROs) through our performance standards framework. Performance standards for EROs Along with the guidance and resources provided by the Commission, the performance standards form part of a package which supports EROs with planning for and delivering well-run electoral registration services across Great Britain. Download the performance standards for EROs Performance standards for EROs - December 2022 Accessible version of the draft performance standards Outcome: electoral registers are as accurate and complete as possible, ensuring that everyone who is eligible and wants to vote is able to do so What inputs are needed? ERO understanding and delivery of role and responsibilities Management and oversight of delivery of the electoral registration service, including the statutory functions of the ERO, and stakeholder engagement Planning Maintaining a plan for registration throughout the year, ensuring it is kept under review and evaluation is undertaken, with lessons learnt fed back in, and a risk and issues register, identifying any risks to the effective delivery of your registration plan and corresponding mitigating actions Resource Identification and allocation of budget and staffing for electoral registration activities Training Identification and delivery of training to meet the needs of both permanent and temporary staff What activities are being undertaken? Identification of those not registered, including hard to reach groups: Using available data and information sources, identify those not registered, including hard to reach groups Develop and maintain a public engagement strategy, ensuring planned activities are tailored to meet the needs of different groups of electors What information is needed to understand the impact of these activities? Analysis of the scope and usefulness of data and information Ward level analysis of the registration area Identification of priority areas to target registration activity Evaluation of communications channels and approaches, including cost/benefit analysis of previous activity, supporting development of engagement strategy and activities Undertaking year-round registration activity: Maintain the property database Contact potential eligible electors, including carrying out work to target hard to reach groups Ensure those no longer entitled to be registered are identified and removed Develop and implement processes to identify and address potential integrity issues Manage special category electors What information is needed to understand the impact of these activities? Number of properties with UPRN/as a percentage of properties Analysis of any issues reported with the allocation of properties to polling districts to reflect relevant electoral boundaries The accuracy and usability of data sources used Analysis of response rates by channel, to understand impact of different approaches Number of ITRs sent (by channel) Number of ITRs followed up Number of ITRs not responded to after the reminder and personal visit stages Number of electors whose identity has not been verified and have yet to provide documentary evidence by type e.g. ordinary electors, overseas electors, etc. Number of registration applications received, by type e.g. ordinary electors, overseas electors, etc. Number of additions to the register, by type e.g. ordinary electors, overseas electors, etc. Number of reviews of registration and number of deletions as a result Number of deletions not as a result of a review, by type Number of registration applications referred to the police

Number of renewals sent by elector type Number of special category elector applications (both new and renewals) processed, from different elector groups (overseas, service etc.) Number of special category electors renewed by elector type Administering the canvass: Using available data and information, identify the most appropriate method to canvass properties in your area Make arrangements to deliver the planned canvass activities Undertake the planned canvass activities What information is needed to understand the impact of these activities? The accuracy and usability of local data sources used Results of data matching (national and local) Number of households intended for each route Analysis of available communications channels (e-communications, telephone, mail, etc.), to inform contact with individual properties Number of households canvassed, by route and channel Number of communications sent, by route and channel Number of responses by route and channel Assessment of success of canvass communication channels used Number of canvassers recruited and trained Evaluation of canvasser performance Administering the Voter Authority Certificate process Develop and maintain an engagement strategy for those less likely to hold an accepted form of ID on how to obtain a Voter Authority Certificate Process Voter Authority Certificate applications Manage production and distribution of temporary Voter Authority Certificates Process Anonymous Elector's document applications What information is needed to understand the impact of these activities? Identification of those less likely to hold a required form of ID, supporting targeting of activity Evaluation of communications channels and approaches, supporting development and delivery of engagement strategy and activities Number of Voter Authority Certificate applications received by channel Number of Voter Authority Certificate applications processed Number of Voter Authority Certificate applications rejected Number of Voter Authority Certificates issued Number of temporary Voter Authority Certificates issued Number of Anonymous Elector's document applications received and processed Number of Anonymous Elector's document applications rejected Number of Anonymous Elector's documents issued What difference is being made? The demographics of the registration area and the needs of groups of electors within it are understood, enabling services to be targeted and designed to meet the needs of residents Barriers to registration are minimised, enabling all eligible individuals, including those from different elector groups, to register Potential new electors are identified and are given every opportunity to register to vote Changes in the registration status of individuals are captured and applied to the register in a timely manner Elections are effectively supported by the register Voters without one of the accepted forms of ID are able to obtain a Voter Authority Certificate to enable them to cast their vote in person How can we determine the success of our work? Performance against the KPIs/objectives set out in your registration plans Evaluation of public engagement activities undertaken, including of changes made to the register as a result of the activity Changes in levels of registration within and across the registration area, both generally and within identified under-registered groups An assessment of levels of additions and deletions, during the canvass and throughout the year. A year-on-year analysis of additions and deletions Assessment of the numbers of eligible electors who tried to vote on polling day but were unable to do so as a result of not being registered to vote or who were unable to vote due to not having appropriate identification (at relevant polls) Outcome: absent voting is accessible, ensuring that everyone who is eligible and wants an absent vote is included on the relevant absent vote list What inputs are needed? ERO understanding and delivery of role and responsibilities Management and oversight of delivery of the absent voting function, including the

statutory responsibilities of the ERO, and stakeholder engagement. Planning Maintaining a plan throughout the year, including arrangements for managing the absent voting process, and a risk and issues register, identifying any risks to the effective delivery of your plan and corresponding mitigating actions. Resources Identification and allocation of budget and staffing for absent voting activities. Training Identification and delivery of training to meet the needs of both permanent and temporary staff. What activities are being undertaken? Supporting electors to engage with the absent voting process: Develop and implement a communications plan to ensure that electors are aware of the absent vote options available to them Ensure that all electors can access the absent vote process What information is needed to understand the impact of these activities? Evaluation of information made available to electors on the absent voting process to help them understand the options available to them Number of absent vote applications from different elector groups (overseas, service), by type (postal or proxy) Number and type of complaints received about ability to access the absent vote process from different elector groups (ordinary, overseas, service etc.) Administering absent vote processes: Process new applications Process requested changes to absent voting preferences Maintain absent vote records and lists Undertake postal vote refresh/ reapplication process (as relevant) Develop and implement processes to identify and address potential integrity issues What information is needed to understand the impact of these activities? Number of absent vote applications received by channel Number of absent vote applications received by type (postal or proxy) Number of absent vote applications rejected Number of absent vote confirmations sent Number of changes to voting arrangements processed Number of absent vote refresh notices sent, followed up and responses processed, by type (e.g. ordinary elector, overseas elector, etc.) Number of postal vote applications for postal votes to be redirected to one address Number of postal applications from one address Number of proxy applications from one address Number of emergency proxy applications by type Number of applications referred to the police for investigation What difference is being made? Electors are able to make an informed decision on what voting method is best for them Barriers to absent voting are minimised, enabling all eligible individuals, including those from different elector groups, to apply Changes to voting arrangements are captured and applied in a timely manner The integrity of absent voting records and lists is maintained How can we determine the success of our work? Performance against the KPIs/objectives set out in your plans Analysis of complaints and feedback received about ability to access the absent voting process Assessment of the numbers and types of errors in the absent voter lists Outcome: stakeholders and electors have confidence in the secure management of the electoral registers What inputs are needed? ERO understanding and delivery of role and responsibilities Management and oversight of delivery of the electoral registers, including the statutory functions of the ERO, and stakeholder engagement. Planning Maintaining a plan throughout the year, including details of the publication and supply of the register and arrangements for managing the security of systems, and a risk and issues register, identifying any risks to the effective delivery of your plan and corresponding mitigating actions Resources Identification and allocation of budget and staffing for electoral registration activities. Training Identification and delivery of training to meet the needs of both permanent and temporary staff. What activities are being undertaken? Publication and supply of the electoral register: Maintain record of those who are entitled to receive the electoral register Securely supply the electoral register to recipients Timely and accurate supply of electoral registers to the Returning Officer to support the

conduct of elections What information is needed to understand the impact of these activities? Evaluation of arrangements for publication of the revised register and monthly updates to the register Evaluation of arrangements for supplying the register to those entitled to receive it Number of requests received, number of requests approved and when supplied Audit trails showing how and when data has been transferred Evaluation of methods for transferring data Processes to ensure cyber security Timing of provision of the registers Information provided to recipients on appropriate use of the register What difference is being made? Everyone who is entitled to be supplied with the register receives data on time and in an appropriate format Electors have confidence in how their data is compiled, accessed and used Personal data is processed lawfully and transparently How can we determine the success of our work? Performance against the KPIs/objectives set out in your plans Analysis of complaints received from register recipients in relation to the provision of registers Analysis of complaints from electors about how their data is processed About the standards The standards are focussed on the outcomes that should be delivered, rather than the processes that are followed, with the objective of helping EROs and their teams to understand the impact of their electoral registration activities. This should help EROs to make informed decisions on what activities are undertaken, how these activities are carried out and how their limited resources can be deployed efficiently and effectively. Objectives of the performance standards To support EROs and their teams to deliver efficient and effective electoral registration services, and to allow them to demonstrate the impact of their electoral registration activity To provide reassurance to the public and key stakeholders (such as political parties and elected members) that EROs are doing everything they can to ensure that everyone who is eligible and wants to vote is able to do so What do the standards comprise of? An outcome: This states the broad goal that EROs should be seeking to achieve. The performance standards set out three broad goals that EROs should be seeking to achieve: Electoral registers are as accurate and complete as possible, ensuring that everyone who is eligible and wants to vote is able to do so Absent voting is accessible, ensuring that everyone who is eligible and wants an absent vote is included on the relevant absent vote list Stakeholders and electors have confidence in the secure management of the electoral registers What inputs are needed? This sets out the resources that will need to be put into the service to enable the necessary activities to be delivered. What activities are being undertaken? This does not provide an exhaustive list of activities, but instead summarises the headline activities that EROs are likely to need to undertake to be able to meet the outcome. Our guidance and resources for EROs are designed to support them in determining the specific activities that will need to be carried out in their particular circumstances. What information is needed to understand the impact of our activities? This highlights the data and qualitative information which will help to demonstrate the impact of the activities and which should form the basis of how EROs and the Commission can determine the success of their work. Again this is not an exhaustive list and the information listed may be supplemented by additional data or information that the ERO feels is relevant to their performance. What difference is being made? This summarises the combined effects that the activities should have and which, taken together, would contribute to the delivery of the overall outcome. How can we determine the success of our work? This sets out measures that will help to demonstrate what difference the work is making. In some cases the difference will not be straightforward to quantify or otherwise measure, and so an aggregation of several measures may be relied upon to demonstrate what the work is achieving. Using the ERO

performance standards We want to ensure that EROs and their teams find the standards useful in understanding, improving and reporting on their performance. The standards have been designed to help EROs understand the impact of their activities on the overall delivery of their registration services. They should also help to identify where improvements can be made, and support EROs to report on their own performance locally. EROs should be using the data and qualitative information set out in the standards to help them understand the impact of their activities so they can identify what works and what doesn't and where improvements can be made. The framework is designed to support this analysis and focus EROs on the key data and information that will indicate what is working well and what is not working so well. The standards should also help EROs to demonstrate locally – whether within an ERO's local authority, to elected members, or more broadly – how the activities they are carrying out contribute to the provision of an efficient and effective electoral registration service and, ultimately, will help to ensure that everyone who is eligible and wants to vote is able to do so. Additional tools to support the standards Additional tools to support the standards Alongside the standards, ongoing support from your local Commission team and our guidance for Electoral Registration Officers in England, Scotland and Wales - which sets out how to run registration services in line with both legislation and good practice - we are also publishing a suite of further tools and templates specifically to support EROs in using the performance standards and reporting on their performance locally. These tools include: Resources on using data, including information on how to access data , and how to analyse and assess data to help EROs make full use of the information which is available to them. Key performance indicator (KPI) setting guidance , which includes practical information on how to develop, monitor and evaluate against KPIs and should assist EROs with establishing a baseline of their own performance and setting targets which take into account their specific circumstances. Reporting template, which provides a framework for EROs to report on their performance to political stakeholders and voters locally, with an emphasis on how they've delivered the outcomes set out in the standards. The resources are in development and will be available to access from links above as soon as they become available. Electoral registration in Great Britain in 2021 This report looks at how the 2021 canvass in Great Britain was run and considers the ongoing impact on the electoral registers of the changes to the annual canvass process introduced in 2020. Progress with the canvass: July - September 2021 We have published a report on progress with the 2021 canvass . The report highlights the key findings from our engagement with EROs from July to September 2021, and also draws out some examples of good practice which have emerged. Analysis of electoral registration data 2020 We have published a report on the 2020 annual registers and the canvass process , which includes an analysis of the data and information we collected from EROs during and following last year's canvass.

Search

Guidance to support May 2021 elections during the coronavirus pandemic

You are in the Returning Officer section Home Returning Officer Coronavirus supplementary guidance We have published a suite of supplementary guidance to support administrators with preparing for and delivering the May 2021 polls during the coronavirus pandemic. COVID-19 supplementary guidance This guidance was developed in close consultation with our national public health bodies and should be read alongside our core guidance for electoral administrators and candidates and agents . England Supplementary guidance Planning considerations for the 2021 polls Nominations considerations for the 2021 polls Absent voting considerations for the 2021 polls Polling station considerations for the 2021 polls Verification and count considerations for the 2021 polls Supporting candidates and agents - May 2021 polls - England (DOC) Scotland Supplementary guidance Planning considerations for the 2021 polls Nominations considerations for the 2021 polls Absent voting considerations for the 2021 polls Polling station considerations for the 2021 polls Verification and count considerations for the 2021 polls Supporting candidates and agents - May 2021 polls - Scotland (DOC) Wales Supplementary guidance () Planning considerations for the 2021 polls Nominations considerations for the 2021 polls Absent voting considerations for the 2021 polls Polling station considerations for the 2021 polls Verification and count considerations for the 2021 polls Supporting candidates and agents - May 2021 polls - Wales (DOC) Main guidance Please read this guidance alongside our core guidance for: Electoral administrators Candidates and agents

Council elections in Scotland   You are in the Returning Officer section Home Returning Officer Guidance and resources for Returning Officers administering council elections in Scotland held on 5 May 2022 If you want to download emblems for political parties, visit our online database . If you have questions about the guidance, or changes in legislation, please contact the Commission team at the Scotland Office. We published supplementary guidance in 2021 to support administrators with preparing for and delivering polls against the backdrop of the coronavirus pandemic. This remains available for your reference: Planning considerations for 2021 polls - S (DOC) Nominations considerations for 2021 polls - S (DOC) Polling station considerations for 2021 polls - S (DOC) Absent voting considerations for 2021 polls - S (DOC) Verification and count considerations for 2021 polls - S (DOC) Part A Returning Officer role and responsibilities This part covers: How to use this guidance The Returning Officer's role, responsibilities, skills and knowledge Our performance standards for Returning Officers Part A: Returning Officer role and responsibilities (PDF) Click here to view resources for Part A: Returning Officer role and responsibilities Data protection resource for EROs and ROs (DOC) Part B Planning and organisation This part covers: Planning (including the identification and training of staff, the selection and booking of venues and management of contractors and suppliers) How to maintain the integrity of the election Raising awareness Access to proceedings by electoral observers and Commission representatives Part B: Planning and organisation (PDF) Click here to view resources for Part B: Planning and organisation Election timetable (DOC) Project Plan (XLS) Risk register (XLS) Contract development checklist (DOC) FAQs for frontline staff Scottish Council elections (DOC) Quality Assurance Guidance for ROs (PDF) Part C Administering the poll This part covers: The nomination period (including access to the register by candidates, spending limits and the nominations process) The production of notices, poll cards and ballot papers Polling station voting Part C: Administering the poll (PDF) Click here to view resources for Part C: Administering the poll Briefing for candidates and agents SLG (PTT) Nomination checklist for Scottish Local Government elections (DOC) Nomination papers - Scottish Local Government Elections - must be printed off (DOC) Withdrawal form SLG (DOC) Register request form (DOC) Code of Conduct for s - devolved Scottish and Welsh elections from January 2023 Absent voters' list request form (DOC) Polling agent appointment form (DOC) Design criteria for forms and notices (DOC) Proof checking fact sheet (DOC) Notice of election - local government elections in Scotland Notice of poll and situation of polling stations SLG (DOC) Polling station handbook SLG (PDF) Polling station quick guide (PDF) Polling station scenarios (DOC) Polling station quiz (DOC) Polling station accessibility checklist (DOC) Checklist for polling station inspectors (DOC) Log to record details of postal voters who claim not to have applied for a postal vote (DOC) Personation advice for Presiding Officers (DOC) Tellers' dos and don'ts (PDF) Close of poll packing instructions (DOC) Declaration for the companion of a voter with disabilities SLG (DOC) Secrecy requirements the poll local government election in Scotland Tellers guidance Part D Absent voting This part covers: The absent voting timetable Proxy voting Preparations for absent voting processes and the production of stationery Procedures for the issue, receipt and opening of postal votes Part D: Absent voting (PDF) Click here to view resources for Part D: Absent voting Postal vote issuing flowchart (DOC) Postal vote opening flowchart (DOC) Postal vote retrieval flowchart (DOC) Re-issuing of lost/spoilt postal votes flowchart (PDF) Forensic Science Service guidance on signature checking

(PDF) Postal voting ballot paper account (DOC) Postal vote matching spreadsheet (XLS) Postal voting agent appointment form (DOC) Secrecy requirements - postal voting SLG (DOC) Code of conduct for campaigners - reserved elections in GB from January 2023

Part E Verifying and counting the votes This part covers: The principles for an effective verification and count Preparations for the count Managing the verification and count Verification and count procedures Part E: Verifying and counting the votes (PDF) Click here to view resources for Part E: Verifying and counting the votes Doubtful ballot paper booklet SLG (PDF) Doubtful ballot paper placemat SLG (PDF) Secrecy requirements - the count SLG (DOC) Tips on managing the media at the count (DOC) A guide to counting the votes at a Scottish local government election (PDF)

Part F After the declaration of result This part covers: Storage and disposal of documents Post-election activities Challenges to the result Review of election procedures Part F: After the declaration of result (PDF) Click here to view resources for Part F: After the declaration of result Guidance on the retention and inspection of election documents (SLG) (DOC) Access, supply and inspection checklist (DOC) Electoral data post election for Scotland (xls) Scotland Ward Upload for the Electoral commission data portal

Guidance :

Returning Officer   Use the Where Am I and Election type filters to access links to the guidance you need. Click on the election type you are looking for to access the complete suite of guidance for that topic. Additionally you can use the optional keyword search to help you find specific pages of guidance. Where am I Filter by location England Northern Ireland Scotland Wales Election type Election type Assistance with voting for disabled voters Data Protection Guidance Polling place reviews Recall petitions UK Parliamentary by-election Local government elections in England Parish council elections in England Local authority mayoral elections in England Combined authority mayoral elections Police and Crime Commissioner elections Keyword search Clear all filters

Performance standards for Returning Officers   You are in the Electoral Registration Officer section Home Electoral Registration Officer Overview We set standards and monitor the performance of Returning Officers (ROs) through our performance standards framework. Performance standards for ROs Together with our guidance and resources, the performance standards form an important part of our package of support for ROs in planning for and delivering elections across Great Britain. Performance standards for ROs - December 2022 Performance standards for ROs Outcome: electoral services are robust and support the delivery of well-run elections What inputs are needed? RO understanding and delivery of role and responsibilities Management and oversight of the delivery of elections, including the range of statutory functions of the RO, and an understanding of the strategic landscape, including any legislative changes that will impact on delivery Stakeholder engagement Establish and maintain strong relationships with key stakeholders Planning Maintain plans for the delivery of elections, scheduled and unscheduled, ensuring they are kept under review. Resources Identification and allocation of budget and permanent staffing; and management of contractors and suppliers What activities are being undertaken? Understanding of statutory responsibilities Polls are delivered in accordance with legislation, guidance and directions (where issued) RO knowledge and understanding of role and responsibilities is developed and maintained, including through training Formal appointment of deputies, ensuring clear delegations in place and roles are allocated and understood What information is needed to understand the impact of our activities? Awareness of guidance and legislation Records of training/meetings attended Evidence of quality assurance of the whole electoral process Notification of appointment of deputies Development and maintenance of robust delivery plans Establish project team to support preparations for and delivery of elections Clear plans in place, with objectives and success measures Contingency planning to ensure readiness for unscheduled events Business continuity planning Risk register in place, with risks monitored and mitigations identified and implemented Recruitment of all necessary staff and identification of training needs Robust arrangements in place for managing issues Access appropriate funding What information is needed to understand the impact of our activities? Clear agendas for and records of project team meetings, to support focus on outcomes Project planning documentation which is kept under regular review Evaluation of previous events and identification of lessons learned Analysis of wider context within which polls are being conducted Succession plans which are regularly monitored Training needs analysis and records of training Reconciliation of project costs against available budget Working with contractors and suppliers, both internal and external Identification of services required of services Contract development and management of delivery What information is needed to understand the impact of our activities? Records of formal procurement decisions Contracts in place with all suppliers, with mechanisms to manage and monitor performance Contract monitoring tools and escalation mechanisms, including supplier issues logs, risk registers and assurances of supplier business continuity plans Service level agreements Maintaining effective relationships with key stakeholders Engagement with key stakeholders on plans Ongoing engagement with stakeholders throughout the delivery of the polls What information is needed to understand the impact of our activities? Minutes of meetings with stakeholders Consultation with and feedback from local stakeholders on plans and election arrangements Assessment of local accessibility requirements and demonstrated understanding of needs Records of issues or concerns raised by stakeholders and resolutions implemented Evaluation of feedback from key stakeholders Coordination and

management of the poll (by ROs with a power of direction) Work across local authority boundaries with other ROs to develop guidance and issue directions where necessary to support consistent delivery of polls Engage with local Returning Officers on the arrangements they have in place to deliver the elections in their area What information is needed to understand the impact of our activities? Plans for communication with local ROs Plans for coordinating and delivering public awareness activity and engaging with electors across the electoral area Arrangements for the collation of results Records of any guidance issued and whether and how the power to issue directions has been used Analysis of post-election feedback What difference is being made? A consistent high-quality experience for electors, candidates and agents Public confidence in and satisfaction with election processes Teams delivering electoral services are supported to effectively deliver electoral processes The RO has the right skills, knowledge and influence to support the effective delivery of the polls How can we determine the success of our work? Events are delivered in accordance with legislation Elections delivered without legal challenge to the administration of the poll Analysis of team resilience, capability and capacity Analysis of feedback on the delivery of polls and any complaints received Performance against measures and objectives set out in your project plans Outcome: everybody who is eligible and wants to vote is able to do so and has confidence in the voting process What inputs are needed? RO understanding and delivery of role and responsibilities Management and oversight of the delivery of elections, including the range of statutory functions of the RO Planning Maintain plans for the delivery of elections, ensuring they are kept under review and actively used to support delivery Stakeholder engagement Establish and maintain strong relationships with key stakeholders Resources Identification and allocation of budget and temporary staffing; and management of contractors and suppliers Training Identification and delivery of training to meet the needs of both permanent and temporary staff What activities are being undertaken? Providing information to ensure voters understand how they can take part Develop and deliver a public awareness strategy, ensuring that electors are provided with the information they need to understand how they can take part Ensure all required election materials are accurate, accessible and made available as soon as practicable What information is needed to understand the impact of our activities? Analysis of different communication methods, to support targeting of messaging Evidence of working with partners to deliver public awareness Ballot paper rejection rates and postal vote rejection rates, contributing to an understanding of whether voters have been able to follow the instructions Feedback from polling station staff and data relating to those who were unable to vote due to not having appropriate identification (at relevant polls) (Wales only) Plans in place to ensure all information for electors is provided equally in and Welsh, including all election materials Production of election materials Production and publication of election notices Production and delivery of poll cards Proof-checking of election materials Production of ballot papers What information is needed to understand the impact of our activities? Accuracy of statutory notices Information on method and timing of delivery of poll cards and postal ballot packs Accuracy and timeliness of election materials: Record of arrangements for any outsourcing of production and delivery of poll cards, postal votes and ballot papers Record of proof checking processes Examples of election materials Record of data protection processes Managing absent voting Production and delivery of postal ballot packs Opening and processing returned postal votes What information is needed to understand the impact of our activities? Accuracy and timeliness of postal ballot packs: Record of arrangements

for any outsourcing of production and delivery of postal ballot papers Audit trail of issuing of postal votes Record of checking processes Records of postal votes delivered by hand to council offices Accurate records of postal vote openings including audit trails of postal votes opened, verified and rejected Managing voting in person Identifying and booking suitable polling stations Assessing accessibility of polling stations Identifying and providing equipment to support voters with accessibility needs Ensuring polling stations are set up and staff are trained to support voters to vote independently and in secret Ensuring appropriate staffing levels at polling stations Providing training for polling station staff What information is needed to understand the impact of our activities? Evaluation checklists for polling stations to demonstrate suitability for use Polling station layout plans Approach taken to allocating electors and staff to polling stations Checklists of required polling station equipment Analysis of voter needs informing decisions about equipment to be provided to support voting Feedback from voters and local interest groups on equipment provided to support voting Guidance/training provided to polling station staff Records of those refused a ballot paper, by reason Records of postal votes delivered by hand to polling stations What difference is being made? Voters understand the different ways in which they can cast their vote Voters are able to cast their vote using their preferred method Voters are able to cast their vote in secret at polling stations Barriers to voting are minimised How can we determine the success of our work? Evaluation of public awareness activities Analysis of feedback and complaints from eligible voters, staff, candidates and agents Analysis of available data relating to voters who have not been able to cast their vote (for example, due to not having appropriate Identification (at relevant polls)) No voters are prevented from casting their vote due to inaccessibility of polling station arrangements Outcome: everybody who is eligible and wants to stand for election is able to do so and has confidence in the process What inputs are needed? RO understanding and delivery of role and responsibilities Management and oversight of the delivery of elections, including the range of statutory functions of the RO Planning Maintain plans for the delivery of elections, ensuring they are kept under review and actively used to support delivery Stakeholder engagement Establish and maintain strong relationships with key stakeholders Training Staff understand their responsibilities in relation to the processes to be followed for candidates seeking to stand for election What activities are being undertaken? Providing information to support anyone wishing to stand as a candidate in understanding what they need to do Ensuring accessibility and awareness of electoral processes Provision of information and guidance to parties, candidates and agents Briefings offered to candidates and agents Gathering feedback from attendees to inform continuous improvement What information is needed to understand the impact of our activities? Records of attendance at briefings Evaluation of feedback from candidates and agents on the information/briefings provided to those wanting to stand for election Analysis of process queries from candidates and agents to support provision of relevant information Number of nomination papers rejected by the RO, by reason Administration of the nominations process Provision of informal checks Determination of nomination papers Close of nomination processes Ensuring accurate ballot papers What information is needed to understand the impact of our activities? Records of arrangements in place for candidates to have their nominations informally checked Timeliness and accuracy of publication of the statement of persons nominated Accuracy of the ballot paper Assessment of GDPR requirements and records of management of personal data received as part of the nominations process Management of

access to electoral processes to ensure transparency and enable scrutiny Receipt of notifications of appointment of polling, postal voting and counting agents Provision of information relating to polling stations, postal vote opening sessions and the count (layout plan, process documents, etc.) What information is needed to understand the impact of our activities? Records of those entitled to access electoral processes Information provided to attendees What difference is being made? Candidates are aware of the process they need to follow to stand for election Nominations are accurately processed and everyone who is validly nominated is included on the ballot paper Candidates and appointed agents are aware of their entitlement to attend electoral processes and are able to carry out their scrutiny role effectively How can we determine the success of our work? No errors on the statement of persons nominated or ballot papers Analysis of feedback and complaints from candidates, agents or parties Outcome: everyone can have confidence that the election process is well managed and in the accuracy of the results What inputs are needed? RO understanding and delivery of role and responsibilities Management and oversight of the delivery of elections, including the range of statutory functions of the RO Planning Maintain plans for the delivery of elections, ensuring they are kept under review and actively used to support delivery Stakeholder engagement Establish and maintain strong relationships and manage communications with key stakeholders Resources Identification and allocation of budget and staffing Training Identification and delivery of training to meet the needs of both permanent and temporary staff What activities are being undertaken? Postal vote opening Accurate processing of returned postal votes Verification of postal vote identifiers What information is needed to understand the impact of our activities? Audit trail of receipt and opening of postal ballot packs Arrangements for the secure storage and transportation of returned postal votes Number of postal vote rejections, by reason Postal vote opening venue layout information Records of those entitled to attend Managing the verification and count Development of venue layout and processes to ensure an accessible and transparent count Managing attendance at the verification and count Managing the verification and count processes Managing media liaison What information is needed to understand the impact of our activities? Evaluation of previous count venues and processes Assessment of access needs, with actions taken to address any issues Count venue layout information Audit trail of receipt and opening of ballot boxes Audit trails of count processes Number of rejected ballots for each contest, by reason Strategy for dealing with both proactive and reactive communication with the media Managing the declaration of results Declarations are accurate and accessible Publication of results is timely and accurate What information is needed to understand the impact of our activities? Processes in place to quality assure results Accurate declarations of results (in Wales, in both and Welsh) Audit trails of verification and count paperwork Statement of results (in Wales, in both and Welsh) and where they are published Maintaining electoral integrity Ensuring the security of election materials Engagement with local SPOC Develop a fraud/integrity plan and work with the appropriate authorities to support the investigation of any allegations of electoral fraud/integrity issues What information is needed to understand the impact of our activities? Risk register showing security risks and associated mitigations Fraud/integrity plan, including risk assessments and mitigations Allegations of electoral fraud/integrity issues referred to the police What difference is being made? Voters have confidence their vote will be counted in the way they intended Candidates and agents have confidence in the accuracy of the result All those who have observed the election have confidence in the conduct of the election Voters can

easily access the results of the election Voters have confidence their vote is secure How can we determine the success of our work? Elections delivered without legal challenge to the administration of the poll Analysis of feedback and complaints from candidates, agents and other observers Election results are accurate and readily available Analysis of police data relating to allegations of electoral fraud/integrity issues About the standards The standards are focussed on the outcomes that should be delivered, rather than the processes that are followed, with the objective of helping ROs and their teams to understand and demonstrate the impact of their election activities. This should help ROs to make informed decisions on what activities are undertaken, how these activities are carried out and how their limited resources can be deployed efficiently and effectively. What do the standards comprise of? An outcome: This states the broad goal that ROs should be seeking to achieve. What inputs are needed? This sets out the resources that will need to be put into the service to enable the necessary activities to be delivered. What activities are being undertaken? This does not provide an exhaustive list of activities, but instead summarises the headline activities that ROs are likely to need to undertake to be able to meet the outcome. Our guidance and resources for ROs will support them in determining the specific activities that will need to be carried out. What information is needed to understand the impact of the activities? This highlights the data and qualitative information which will help to demonstrate the impact of the activities and which should form the basis of how ROs and the Commission can determine the success of their work. Again this is not an exhaustive list and the information listed may be supplemented by additional data or information that is relevant to their performance. What difference is being made? This summarises the combined effects that the activities should have and which, taken together, would contribute to the delivery of the overall outcome. How can we determine the success of the work? This sets out measures that will help to demonstrate what difference the work is making. In some cases the difference will not be straightforward to quantify or otherwise measure, and so an aggregation of several measures may be relied upon to demonstrate what the work is achieving. Using the standards in 2023 Over the next year we will use the performance standards to support ROs to focus, in particular, on the effective and consistent implementation of the changes introduced under the Elections Act.

Returning Officer | Electoral Commission   Guidance :
     Returning Officer   Guidance for recall petitions, polling place reviews, Local government elections in England, Police and Crime Commissioner elections and UK Parliamentary elections We provide guidance and resources to help Returning Officers (ROs) and their staff run polling place reviews and elections successfully. You can access our guidance and resources for Returning Officers for polling place reviews, local government elections in England, PCC elections and UK Parliamentary elections and our guidance for Petition Officers by clicking the 'Next' button. Our guidance for all other elections is available below. Next How to guide We have produced a guide that should answer any initial queries you may have about how to filter and search for guidance . Guidance for all other elections We provide guidance and resources to help Returning Officers (ROs) and their staff run elections and referendums successfully. In the menu below you will find links to all of our guidance and resources for electoral administrators, organised by election type. Click on the relevant link to find all the information you'll require to plan for and deliver forthcoming elections. Key considerations for the implementation of the Elections Act 2022 We have published two pieces of guidance highlighting key areas of planning for ROs and EROs on the Elections Act 2022. In the first piece of guidance we cover the new requirements under the and accessibility provisions, and in the second we cover the various provisions included in Tranche 2, which will be implemented throughout 2023 and 2024 . This guidance is based on our current knowledge of UK Government implementation plans and will be updated as needed. We will highlight when any changes are made in future EA Bulletins. Key considerations for the implementation of Tranche 1 of the Elections Act 2022 (PDF) Key considerations for the implementation of Tranche 2 of the Elections Act 2022 (PDF) Guidance menu Northern Ireland Assembly and local government elections Greater London Authority elections Local elections in Wales Scottish Parliamentary elections Senedd elections Council elections in Scotland Guidance to support May 2021 elections during the coronavirus pandemic Voter material guidance Other related content Guidance for Returning Officers - Assistance with voting for disabled voters Data protection guidance for Electoral Registration Officers and Returning Officers Electoral Registration Officer

Guidance and resources for Returning Officers administering local government elections taking place in Wales The guidance on this page has been updated to reflect provisions of The Local Elections (Principal Areas) (Wales) Rules 2021, The Local Elections (Communities) (Wales) Rules 2021 and The Local Elections (Miscellaneous and Consequential Amendments)(Wales) Regulations 2022 that take effect for principal area and community council elections held on and after the 5 May 2022. If you are running a by-election please contact the Electoral Commission Wales team via infowales@electoralcommission.org.uk Supplementary guidance ■We published supplementary guidance in 2021 to support administrators with preparing for and delivering polls against the backdrop of the coronavirus pandemic. This remains available for your reference: Planning considerations for 2021 polls - W (DOC) Nominations considerations for 2021 polls - W (DOC) Absent voting considerations for 2021 polls - W (DOC) Polling station considerations for 2021 polls - W (DOC) Verification and count considerations for 2021 polls - W (DOC) If you want to download emblems for political parties, visit our online database . Part A Returning Officer role and responsibilities This part covers: How to use this guidance The Returning Officer's role, responsibilities, skills and knowledge Our performance standards for Returning Officers Part A Returning Officer guidance - local government elections in Wales (PDF) Click here to view resources for Part A: Returning Officer role and responsibilities Data protection resource for EROs and ROs (DOC) Part B Planning and organisation This part covers: Planning (including the identification and training of staff, the selection and booking of venues and management of contractors and suppliers) How to maintain the integrity of the election Raising awareness Access to proceedings by electoral observers and Commission representatives Part B Returning Officer guidance - local government elections in Wales (PDF) Planning considerations for 2021 polls - W (DOC) Click here to view resources for Part B: Planning and organisation Contract development checklist (DOC) FAQ for frontline staff LGW (DOC) Project plan - local elections in England and Wales (XLS) Risk Register LGW (XLS) Timetable scheduled elections LGW (DOC) Timetable (non scheduled) elections LGW (DOC) Quality Assurance Guidance for ROs (PDF) Part C Administering the poll This part covers: The nomination period (including access to the register by candidates, spending limits and the nominations process) The production of notices, poll cards and ballot papers Polling station voting Part C Returning Officer guidance - local government elections in Wales (PDF) Nominations considerations for 2021 polls - W (DOC) Polling station considerations for 2021 polls - W (DOC) Click here to view resources for Part C: Administering the poll Absent voters' list request form (DOC) Ballot paper account - WB (DOC) Checklist for polling station inspectors (DOC) Code of Conduct for s - devolved Scottish and Welsh elections from January 2023 Close of poll packing instructions (DOC) Design criteria for forms and notices (DOC) FAQ for frontline staff LGW (DOC) Log to record details of postal voters who claim not to have applied for a postal vote (DOC) Log to record details of postal voters who claim not to have applied for a postal vote - Wales (DOC) LGW Briefing for candidates and agents (PPT) LGW Briefing for polling station staff (PPT) Nomination pack (including election agent notification form) -principal area elections Wales (DOCX) Nomination pack - Community Council elections in Wales (DOCX) Nomination checklist for Returning Officers LGW Nomination checklist for Returning Officers (communities) LGW (DOC) Notice of poll, notice of situation of polling stations and statement of person nominated LGW Notification of appointment of

polling agents form Notice of election/Hysbysiad o etholiad Observer access restrictions log - Wales (DOC) Observer access restrictions log (DOC) Personation advice for Presiding Officers (DOC) Personation advice for Presiding Officers Bilingual(DOC) Polling station accessibility checklist (DOC) Polling station handbook local government elections in Wales (PDF) Polling station quick guide - local government elections Wales Polling station scenarios LGW (DOC) Polling Station quiz LGW (DOC) Proof checking fact sheet (DOC) Withdrawal form Community council elections LGW (DOC) Register request form (DOC) Secrecy requirements - the poll - Wales (DOC) Tellers' dos and don'ts (PDF) Withdrawal form - must be printed off (DOC) Tellers guidance Part D Absent voting This part covers: The absent voting timetable Proxy voting Preparations for absent voting processes and the production of stationery Procedures for the issue, receipt and opening of postal votes Part D Returning Officer guidance - local government elections in Wales (PDF) Absent voting considerations for 2021 polls - W (DOC) Click here to view resources for Part D: Absent voting FAQs for postal vote rejection notices (DOC) Forensic Science Service guidance on signature checking (PDF) Code of conduct for campaigners - reserved elections in GB from January 2023 Postal vote issuing flowchart (DOC) Postal vote matching spreadsheet (XLS) Postal vote opening flowchart (DOC) Postal vote retrieval flowchart (DOC) Postal voting agent appointment form (DOC) Re-issuing of lost/spoilt postal votes flowchart (PDF) Secrecy requirements - postal voting - Wales (DOC) Template postal vote rejection notices (DOC) Part E Verifying and counting the votes This part covers: The principles for an effective verification and count Preparations for the count Managing the verification and count Verification and count procedures Part E Returning Officer guidance - local government elections in Wales (PDF) Verification and count considerations for 2021 polls - W (DOC) Click here to view resources for Part E: Verifying and counting the votes Counting agent appointment form (DOC) Doubtful ballot paper booklet - LGW (DOC) Doubtful ballot paper placemat - single member ward LGW (PDF) Doubtful ballot paper placemat - two member ward LGW (PDF) Doubtful ballot paper placemat - three member ward LGW (PDF) Secrecy requirements - verification and count - Wales (DOC) Template example scripts for local government count announcements - Wales (DOC) Tips on managing the media at the count (DOC) Verification and Count Toolkit (PDF) Part F After the declaration of result This part covers: Storage and disposal of documents Post-election activities Challenges to the result Review of election procedures Part F Returning Officer guidance - local government elections in Wales (PDF) Click here to view resources for Part F: After the declaration of result Access, supply and inspection checklist (DOC) Guidance for Proper Officers and candidate returns (PDF) Guidance on retention and inspection of election documentation LGW (DOC) 2022 onwards Electoral Data collected by electoral commission User Guide for Post Poll Portal May 2023 (including voter ID stats)

Subscribe to our EA bulletins

You are in the EA Bulletins section Home Electoral Registration Officer EA Bulletins First published: 23 July 2019 Last updated: 23 July 2019 Summary We issue bulletins on a regular basis. The bulletins are a summary of key messages to Returning Officers, Electoral Registration Officers, their staff and other stakeholders. Form to subscribe Subscribe to EA bulletins Are you in: England Scotland Wales Local authority Name First name Last name Email Telephone number Job title Previous local authority (where applicable) Status message By subscribing you are made aware and agree that: we may store information about you to help us analyse how people read the bulletins and improve our service to our readers. We will not disclose your information to any third parties. I have read and agree to the above terms Leave this field blank

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Electoral Registration Officer   Access the guidance We provide guidance and resources to help Electoral Registration Officers (EROs) and their staff in running electoral registration and the annual canvass. You can access all of our guidance and resources for Electoral Registration Officers by clicking the Next button below. Next How to guide We have produced a guide that should answer any initial queries you may have about how to filter and search for guidance. Key considerations for the implementation of the Elections Act 2022 We have published two pieces of guidance highlighting key areas of planning for ROs and EROs on the Elections Act 2022. In the first piece of guidance we cover the new requirements under the and accessibility provisions, and in the second we cover the various provisions included in Tranche 2, which will be implemented throughout 2023 and 2024 . This guidance is based on our current knowledge of UK Government implementation plans and will be updated as needed. We will highlight when any changes are made in future EA Bulletins. Key considerations for the implementation of Tranche 1 of the Elections Act 2022 (PDF) Key considerations for the implementation of Tranche 2 of the Elections Act 2022 (PDF) Other related content You can use the links below to navigate to our forms, letters and envelope templates for EROs, to navigate to guidance for Returning Officers or to navigate to our guidance on Data Protection. Registration forms and letters Data protection guidance for Electoral Registration Officers and Returning Officers Returning Officer

Northern Ireland Assembly and local government elections

You are in the Returning Officer section Home Returning Officer Guidance and resources Elections in Northern Ireland are administered centrally by the Chief Electoral Officer for Northern Ireland who is both the returning officer and registration officer for all elections in Northern Ireland. You can find out more information on the Electoral Office for Northern Ireland's website . We provide advice and guidance to help the Chief Electoral Officer for Northern Ireland run elections and referendums successfully. If you want to download emblems for political parties, visit our online database . If you have questions please contact the Commission team at the Northern Ireland Office . Guidance for dealing with doubtful ballots: Doubtful ballot paper booklet NI (PDF) Doubtful ballot paper placemat NI (PDF)

Greater London Authority elections   You are in the Returning Officer section

Home Returning Officer Guidance and resources for Returning Officers administering a Greater London Authority election We have published supplementary guidance to support administrators with preparing for and delivering polls against the backdrop of the coronavirus pandemic. Planning considerations for 2021 polls - E (DOC) Nominations considerations for 2021 polls - E (DOC) Absent voting considerations for 2021 polls - E (DOC) Polling station considerations for 2021 polls - E (DOC) Verification and count considerations for 2021 polls - E (DOC) If you have any questions please contact London Elects . If you want to download emblems for political parties, visit our online database . Part A Returning Officer role and responsibilities This part covers: How to use this guidance The Returning Officer's role, responsibilities, skills and knowledge Our performance standards for Returning Officers Part A - Returning Officer guidance Greater London Authority Elections (PDF) Part B Planning and organisation This part covers: Planning (including the identification and training of staff, the selection and booking of venues and management of contractors and suppliers) How to maintain the integrity of the election Raising awareness Access to proceedings by electoral observers and Commission representatives Part B - Returning Officer guidance Greater London Authority elections (PDF) Planning considerations for 2021 polls - E (DOC) Click here to view resources for Part B: Planning and organisation Election timetable for Greater London Authority elections (DOC) Project Plan for elections (generic) (XLS) Risk register for elections (generic) (XLS) FAQs for frontline staff - Greater London Authority election Quality Assurance Guidance for ROs (PDF) Part C Administering the poll This part covers: The nomination period (including access to the register by candidates, spending limits and the nominations process) The production of notices, poll cards and ballot papers Polling station voting Part C Returning Officer guidance - Greater London Authority elections (PDF) Nominations considerations for 2021 polls - E (DOC) Polling station considerations for 2021 polls - E (DOC) For a candidate requiring a nomination pack, please contact London Elects Click here to view resources for Part C: Administering the poll Polling station handbook - Greater London Authority elections (PDF) Polling station quick guide - Greater London Authority elections (PDF) Secrecy requirements - the poll - Greater London Authority election (DOC) Code of conduct for campaigners - reserved elections in GB from January 2023 GLA - FAQ for front line staff (DOC) Part D Absent voting This part covers: The absent voting timetable Proxy voting Preparations for absent voting processes and the production of stationery Procedures for the issue, receipt and opening of postal votes Part D Returning Officer guidance - Greater London Authority elections (PDF) Absent voting considerations for 2021 polls - E (DOC) Click here to view resources for Part D: Absent voting Secrecy requirements - postal voting - Greater London Authority Election (DOC) Code of conduct for campaigners - reserved elections in GB from January 2023 Template postal vote rejection notices (DOC) FAQs for postal vote rejection notices (DOC) Part E Verifying and counting the votes This part covers: The principles for an effective verification and count Preparations for the count Managing the verification and count Verification and count procedures Part E Returning Officer guidance - Greater London Authority elections (PDF) Verification and count considerations for 2021 polls - E (DOC) Click here to view resources for Part E: Verifying and counting the votes Secrecy requirements - the count - Greater London Authority election (DOC) Part F After the declaration of the results This part covers: Storage and disposal of documents Post-election activities Challenges to the result Review of election

procedures requests Part F Returning Officer guidance - Greater London Authority elections (PDF) GLROs guidance Guidance for GLROs - Greater London Authority elections This part covers: The Greater London Returning Officers, responsibilities and knowledge Key planning considerations for the Greater London Returning Officer Planning guidance for GLROs - Greater London Authority elections Guidance for GLROs - Delivery of key processes

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Guidance to support May 2021 elections during the coronavirus pandemic

You are in the Returning Officer section Home Returning Officer Coronavirus supplementary guidance

We have published a suite of supplementary guidance to support administrators with preparing for and delivering the May 2021 polls during the coronavirus pandemic.

COVID-19 supplementary guidance

This guidance was developed in close consultation with our national public health bodies and should be read alongside our core guidance for electoral administrators and candidates and agents .

England Supplementary guidance

Planning considerations for the 2021 polls Nominations considerations for the 2021 polls Absent voting considerations for the 2021 polls Polling station considerations for the 2021 polls Verification and count considerations for the 2021 polls Supporting candidates and agents - May 2021 polls - England (DOC)

Scotland Supplementary guidance

Planning considerations for the 2021 polls Nominations considerations for the 2021 polls Absent voting considerations for the 2021 polls Polling station considerations for the 2021 polls Verification and count considerations for the 2021 polls Supporting candidates and agents - May 2021 polls - Scotland (DOC)

Wales Supplementary guidance

() Planning considerations for the 2021 polls Nominations considerations for the 2021 polls Absent voting considerations for the 2021 polls Polling station considerations for the 2021 polls Verification and count considerations for the 2021 polls Supporting candidates and agents - May 2021 polls - Wales (DOC)

Main guidance

Please read this guidance alongside our core guidance for: Electoral administrators Candidates and agents

Search

Voter material guidance

Home Returning Officer

Overview

We have created best practice guidance and example materials for using when designing voter materials, including:

- ballot papers
- guidance notices in polling stations and polling booths
- postal voting materials
- bilingual materials

Making your mark

Design guidance for electoral administrators

This includes:

- design considerations
- function, style and structure of voter materials
- bilingual materials

Full guidance

- Making your mark - design guidance for EAs
- Making your mark: design guidance for government policy-makers

Example materials

- Making your mark - example polling station notice colour A4
- Making your mark - example polling station notice bilingual colour A4
- Making your mark - example polling station notice colour A2
- Making your mark - example polling station notice greyscale A4
- Making your mark - example polling station notice greyscale A2
- Making your mark - example polling station notice bilingual greyscale A2
- Making your mark - example polling station notice bilingual greyscale A4
- Making your mark - example booth notice bilingual colour A2
- Making your mark - example booth notice bilingual greyscale A4
- Making your mark - example booth notice colour A4
- Making your mark - example booth notice greyscale A2
- Making your mark - example booth notice bilingual colour A4
- Making your mark - example booth notice bilingual greyscale A2
- Making your mark - example booth notice colour A2

Postal voting quick start guides

- Making your mark - First past the post guide GB A4
- Making your mark - First past the post guide GB bilingual A4
- Making your mark - STV Scotland A4
- Making your mark - First past the post guide NI A4
- Making your mark - STV Northern Ireland A4

Postal voting statements

- Making your mark - Postal voting statement GB A4
- Making your mark - Postal voting statement GB bilingual A4
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30/03/2022 EA Bulletin 319 May 2022 elections: update on party names, descriptions and emblems - Update on recent changes to the register of political parties May 2022 elections: postelection data collection - Information about our plans for collecting data and feedback following the May 2022 elections. Dissolution and Calling of Parliament Act: update - Information on the Dissolution and Calling of Parliament Act. Job vacancies at the Electoral Commission - Information about two job vacancies and how to apply. 23/03/2022 EA Bulletin 318 May 2022 elections: update on party names, descriptions and emblems - Update on recent changes to the register of political parties. May 2022 elections: further call for polling station data - Reminder of our request for polling station data to update the polling station finder. Job vacancies at the Electoral Commission - Information about five job vacancies and how to apply. 16/03/2022 EA Bulletin 317 May 2022 elections: update on party names, descriptions and emblems - Update on recent changes to the register of political parties. May 2022 elections: out-ofhours advice during the election period - Information on how you can contact us for advice during the election period. May 2022 elections: public awareness update - Information on and links to a range of public awareness resources. Job vacancies at the Electoral Commission - Information about four job vacancies and how to apply. 09/03/2022 EA Bulletin 316 May 2022 elections: update on party names, descriptions and emblems - Information on updates to party names, descriptions and emblems ahead of the May 2022 elections. Job vacancies at the Electoral Commission - Information about two job vacancies and how to apply. 02/03/2022 EA Bulletin 315 May 2022 elections: guidance update - Information on and links to a new resource for ROs on quality assurance of the production and delivery of election materials, and an update on the publication and delivery of polling station handbooks. Welcome to Your Vote Day - Information on and a link to our resources to raise awareness about the right to vote amongst recently enfranchised qualifying foreign citizens. May 2022 elections: call for polling station data - A request for information to update our polling station finder. 18/2/22 EA Bulletin 314 May 2022 elections: guidance update - Information on and links to our updated guidance 9/2/22 EA Bulletin 313 May 2022 elections: public awareness update - Information on and links to a range of public awareness resources. May 2022 elections: postelection data collection - Information about our plans for collecting data following the May 2022 elections. Job vacancy at the Electoral Commission - Information about a job vacancy and how to apply 1/2/22 EA Bulletin 312 May 2022 elections: guidance update - Information on and links to our updated guidance. 7/1/22 EA Bulletin 311 May 2022 elections: guidance update - Information on and a link to our guidance, and a reminder to submit orders for hard copies of polling station handbooks and quick guides May 2022 elections: management information survey - Request to submit management information relating to the May 2022 polls Welcome to Your Vote week - Update on our plans for Welcome to Your Vote week, which will take place from 24 – 30 January 2022 Electoral Commission Chief Executive - Information on the appointment of a new Chief Executive of the Commission EA Bulletins 2021 EA Bulletins - England 2021 Date of issue Bulletin number (and link to the Bulletin) In this issue... 15/12/21 EA Bulletin 320 May 2022 elections: polling station handbooks and quick guides - Link to an order form for hard copies of polling station handbooks and quick guides Update to UK Government regulations on face coverings - Information on changes to UK Government regulations on face coverings 01/12/2021 EA Bulletin 319 2021 canvass: information about collection of electoral registration data   Information about our forthcoming collection of data following publication of the revised registers. Office for National Statistics research on

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for candidates and agents and a request to collect consent from candidates to enable local police forces to engage with every candidate. UK Parliamentary general election: update on party names, descriptions and emblems - Information on party names, descriptions and emblems in relation to the UK Parliamentary general election. UK Parliamentary general election: easy read guide for voters - Information about and a link to an easy read guide for voters, produced by the Commission and Mencap. 08/11/2019 EA Bulletin 264 UK Parliamentary general election: electoral register to be used for nominations - Reminder about which electoral register should be used for the nominations process. UK Parliamentary general election: expediting postal ballot packs to overseas and BFPO addresses - Information from Cabinet Office on services available to expedite postal ballot packs to overseas and BFPO addresses. UK Parliamentary general election: update on party names, descriptions and emblems - Information on party names, descriptions and emblems in relation to the UK Parliamentary general election. UK Parliamentary general election: cyber security advice - Information on and links to cyber security advice. UK Parliamentary general election: public awareness update - voter information resources - An overview of and links to voter information resources for the UKPGE. UK Parliamentary general election: out-of-hours advice during the election period - Information on how you can contact us for advice during the election period. 01/11/2019 EA Bulletin 263 UK Parliamentary general election: reminder of guidance and support - A reminder of the guidance and support that is available from the Commission. UK Parliamentary general election: update on party names, descriptions and emblems - Information on party names, descriptions and emblems in relation to the UK Parliamentary general election. UK Parliamentary general election: public awareness update - An overview of the Commission's public awareness campaign. May 2020 polls: publication of guidance - Information on the publication of updated guidance for the May 2020 polls. The Representation of the People (Annual Canvass) (Amendment) Regulations 2019 - Information on and a link to the regulations which have now been made. 23/10/2019 EA Bulletin 262 Your Vote Matters: integration of information for voters into the Commission's website - Information about the integration of Your Vote Matters into the Electoral Commission's website. Public awareness update: supporting our partners – new toolkit - Information about and a link to a new voter registration toolkit. 16/10/2019 EA Bulletin 261 Electoral Commission report on the on the recall petitions held in Peterborough and Brecon and Radnorshire. May 2020 polls: publication of guidance update - Further information on the publication of updated guidance for the May 2020 polls. 08/10/2019 EA Bulletin 260 Electoral Commission report on the administration of the May 2019 European Parliamentary elections. 02/10/2019 EA Bulletin 259 2019 canvass: management information survey - Details of the canvass management information survey and of the information we plan to collect. May 2020 polls: Cabinet Office survey to assess the likely impact of the May bank holiday. 26/09/2019 EA Bulletin 258 Electoral Commission study of the accuracy and completeness of the December 2018 electoral registers. May 2020 polls: publication of guidance - Information on the publication of updated guidance for the May 2020 polls. 18/09/2019 EA Bulletin 257 Electoral registration: publication of monthly notices prior to publication of the revised register - Guidance on the publication of monthly notices of alteration in October and November and on managing the impact of any unscheduled polls during the canvass. 28/08/2019 EA Bulletin 256 Electoral registration: Office for Students' regulatory powers now in effect - Confirmation that these powers are now in effect. Further information about and links to the Department for Education's Higher Education Regulatory Framework consultation and a

link to the Ministerial guidance for the Office for Students on student electoral registration. Electoral Commission response to feedback on our Codes of Practice for election spending for political parties and candidates. 01/08/2019 EA Bulletin 255 Canvass reform and franchise changes: plans for developing voter materials - Information on our plans for developing forms and communications to support the implementation of canvass reform and franchise changes. 22/07/2019 EA Bulletin 254 Electoral Commission evaluation of the May 2019 voter identification pilot schemes. Electoral Commission report on modernising electoral registration feasibility studies. 09/07/2019 EA Bulletin 253 European Parliamentary election: post-poll feedback and data collection reminder - A reminder of our request for feedback and data relating to the European Parliamentary election. Canvass reform: Cabinet Office survey - Information on and links to a survey and newsletter on canvass reform, which have been issued by the Cabinet Office. 28/06/2019 EA Bulletin 252 Electoral Commission response to proposals to reform the annual canvass. Job vacancies at the Electoral Commission - Information about two job vacancies and how to apply. 20/06/2019 EA Bulletin 251 European Parliamentary election: post-poll feedback and data collection reminder - A reminder of our request for feedback and data relating to the European Parliamentary election. Electoral registration: guidance update - Information on and links to our updated guidance for EROs. Canvass reform: Cabinet Office survey - Information on and links to a survey and various documents on canvass reform which have been issued by the Cabinet Office. 31/05/2019 EA Bulletin 250 Post-election feedback and data collection - Information on how to submit feedback and data following the May polls. 20/05/2019 EA Bulletin 249 European Parliamentary election: guidance and support available throughout election week - a reminder of how to contact the Commission for guidance and support between 23 and 27 May. 15/05/2019 EA Bulletin 248 European Parliamentary election: voter information resources - An overview of and link to resources designed to assist voters. Electoral Commission response to the Public Administration and Constitutional Affairs Committee's (PACAC) inquiry on electoral law reform. 08/05/2019 EA Bulletin 247 May 2019 local elections: post-election data collection reminder - links to forms and accompanying guidance for the submission of data following the May local elections, and a reminder of the deadline for submission. May 2019 local elections: post-election electoral administration feedback - Information on and a link to a feedback survey on electoral administration at the May 2019 local elections. European Parliamentary election: guidance for candidates and agents on intimidation and harassment. 29/04/2019 EA Bulletin 246 May 2019 local elections: guidance and support available throughout election week - a reminder of how to contact the Commission for guidance and support between 2 and 6 May. May 2019 local elections: accredited observers – reminder of changes to badge design - A reminder of recent changes to the design of badges for electoral observers. European Parliamentary election: public awareness update - Information on the Commission's public awareness campaign, including links to resources. European Parliamentary election: post-election data collection - Links to forms and accompanying guidance for the submission of data following the European Parliamentary election. 17/04/2019 EA Bulletin 245 May 19 local elections: public awareness update – reminder of available resources - An overview of and links to resources designed to assist voters. Accredited observers: a reminder of changes to the scheme - A reminder of recent changes to our observers' scheme, including links to the updated badge design and guidance for observers. European Parliamentary election: public awareness update - Information on the Commission's forthcoming public awareness campaign. European Parliamentary election: out-of-hours advice

during the election period - Information on how you can contact us for advice. Public awareness update: running ads or 'boosting' your posts – a reminder of Facebook's political advertising verification process - A reminder of information about changes to Facebook rules, including details of their 'ad authorisation' process. Canvass reform: Cabinet Office contact details survey - Information about and a link to the Cabinet Office contact details survey. 10/04/2019 EA Bulletin 244 European Parliamentary election: update - Link to the Order which sets the date of the poll, and a reminder of the guidance and support that is available from the Commission. May 2019 local elections: public awareness update - 'Got 5?' voter registration campaign - Information about our public awareness campaign for the May 2019 local elections, which is now in its final stages. May 2019 local elections: 'How to vote' video - Information on and a link to a video about how to vote at a polling station. Voter videos - The second in a series of videos about accessible voting. 02/04/2019 EA Bulletin 243 May 2019 polls: update on party names, descriptions and emblems - Update on recent changes to the register of political parties. May 2019 polls: 'Your Vote is Yours Alone' campaign launch - Further information about the campaign to raise awareness of and help prevent electoral fraud and a link to our resource hub. May 2019 polls: further reminder of call for polling station data - Further reminder of our request for polling station data to update the polling station finder on Your Vote Matters. 27/03/2019 EA Bulletin 242 May 2019 polls: update on party names, descriptions and emblems - Update on recent changes to the register of political parties. Easy read guide and voter videos: Information about and links to an easy read guide for voters, produced by the Commission and Mencap, and the first in a series of videos about accessible voting. 2018 electoral fraud data: Information on and a link to data on allegations of electoral fraud in 2018. 18/03/2019 EA Bulletin 241 Canvass reform: interim statement of policy on canvass reform and guidance on data testing - Information on and links to the Cabinet Office's interim statement of policy on canvass reform and guidance to support EROs through the data testing process. May 2019 polls: update on party names, descriptions and emblems - Update on recent changes to the register of political parties. May 2019 polls: further call for polling station data - Reminder of our request for polling station data to update the polling station finder on Your Vote Matters. May 2019 polls: Out-of-hours advice during the election period - Information on how you can contact us for advice during the election period. Exclusion of disability-related expenses for candidates - Information on legislation allowing the exclusion of disability related expenses from the candidate spending limits. 06/03/2019 EA Bulletin 240 Canvass reform: Cabinet Office survey - Information about a survey issued by Cabinet Office. May 2019 polls: update on party names, descriptions and emblems - Information on party names, descriptions and emblems in relation to the May 2019 polls. May 2019 polls: public awareness update - 'Got 5?' voter registration campaign launches on 11 March - May 2019 polls: public awareness update - 'Got 5?' voter registration campaign launches on 11 March. May 2019 polls: public awareness update – resources to raise awareness of and help prevent electoral fraud - Information about and a link to resources to raise awareness of and help prevent electoral fraud. May 2019 polls: post-election data collection - Links to forms and accompanying guidance for the submission of data following the May polls. of electoral processes: care homes good practice - Information about work being coordinated by Cabinet Office to improve the accessibility of electoral processes in care homes, and details of how you can help. Public awareness update – running ads or 'boosting' your posts - Information about changes to Facebook rules, including details of their 'ad authorisation' process.

26/02/2019 EA Bulletin 239 Candidates' home addresses: legislation and guidance update - Information about updates to our guidance to reflect legislative changes relating to candidates' home addresses. May 2019 polls: public awareness update – voter information template resources - Further information on and links to various voter information resources. May 2019 polls: public awareness update –running ads or 'boosting' your posts - Information about changes to Facebook rules, including details of their 'ad authorisation' process. 07/02/2019 EA Bulletin 238 Candidates' home addresses: guidance update - Confirmation that updates to our guidance to reflect legislative changes relating to candidates' home addresses at principal area and parish council elections have now been completed, and a link to an overview of what has been updated. May 2019 polls: public awareness update – template resources - Information on and links to various public awareness resources. Updating your information on Your Vote Matters - A request for your assistance to help us to ensure the information on our website is up-to-date. Job vacancy at the Electoral Commission - Information about a vacancy and how to apply. 25/01/2019 EA Bulletin 237 May 2019 polls: update on changes to guidance and resources relating to candidates' home addresses - Information on the publication of nomination packs and an update on progress with updating other guidance and resources. May 2019 polls: update on the delivery of polling station handbooks and quick guides. Electoral Commission response to the Information Commissioner's Office's Call for Views on a Code of Practice for the use of personal information for political campaigns. 10/01/2019 EA Bulletin 236 Candidates' home addresses : legislation and guidance update - information about updates to our guidance to reflect legislative changes relating to candidates' home addresses EA Bulletins - Scotland 2019 Date of issue Bulletin number (and link to the Bulletin) In this issue… 17/12/2019 EA Bulletin 248 UK Parliamentary general election: thank you. UK Parliamentary general election: post-election feedback and data collection. Electoral registration: 2019 canvass data collection. Electoral registration: canvass reform update. 10/12/2019 EA Bulletin 247 UK Parliamentary general election: reminder of guidance and support available throughout election week. 04/12/2019 EA Bulletin 246 UK Parliamentary general election: accredited observers - A reminder of the rights of observers to attend key election processes. UK Parliamentary general election: post-election electoral administration feedback - Information on and a link to a feedback survey on electoral administration at the UK Parliamentary general election. UK Parliamentary general election: reminder – packs for candidates who are elected to the UK Parliament - A reminder of information on packs which have been provided to ROs by the House of Commons for provision to candidates who are elected to the UK Parliament. 27/11/2019 EA Bulletin 245 UK Parliamentary general election: communicating during the verification and count - A reminder of our guidance on communicating with attendees at the verification and count. UK Parliamentary general election: post-poll data collection - Information about the process for providing us with data following the UK Parliamentary general election. December 2019 registers: collection of electoral data to take place in January - Information about the collection of data following the publication of the revised registers. 20/11/2019 EA Bulletin 244 UK Parliamentary general election: packs for candidates who are elected to the UK Parliament - Information on packs which are being provided to ROs by the House of Commons for provision to candidates who are elected to the UK Parliament. UK Parliamentary general election: new guidance on election pacts - Information on new guidance for parties and candidates who are considering entering into an election pact, or who have already done so. 13/11/2019 EA Bulletin 243 UK Parliamentary general election: security guidance for candidates

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– Got 5 campaign - A reminder that our public awareness campaign launched on 12 March, an overview of the advertising channels we're using and a link to our resource hub. May 2018 polls: public awareness update – reminder of resources to raise awareness of and help prevent electoral fraud - A reminder of our resources to raise awareness of and help prevent electoral fraud and a link to our resource hub. May 2018 polls: independent research survey of election workers - Information about and a link to a survey being carried out by the University of East Anglia and Newcastle University. Electoral registration: Ministerial guidance for the Office for Students - Information about the Department for Education's Higher Education Regulatory Framework consultation and a link to the Ministerial guidance for the Office for Students on student electoral registration. 07/03/18 EA Bulletin 209 Electoral registration: update on changes to anonymous registration - Further information about changes to the anonymous registration process. May 2018 polls: public awareness update – Got 5 campaign - A reminder that our public awareness campaign launches on 12 March, and a link to our resource hub. May 2018 polls: update on party names, descriptions and emblems - Information on party names, descriptions and emblems in relation to the May 2018 polls. May 2018 polls: management information survey reminder - Reminder of and a link to the survey which has been issued to those with scheduled polls in May 2018. 28/02/18 EA Bulletin 208 EU General Data Protection Regulation - Reminder of the forthcoming General Data Protection Regulation (GDPR) and a link to our factsheet. May 2018 polls: public awareness update – template resources to raise awareness of voter registration and the May polls - Confirmation that our template public awareness resources are now available and a link to our resource hub. May 2018 polls: public awareness update - resources to raise awareness of and help prevent electoral fraud - Further information about resources to raise awareness of and help prevent electoral fraud and a link to our resource hub. May 2018 polls: voter ID pilot schemes - Information about the voter ID pilot schemes which are taking place in parts of England on 3 May 2018. 2017 annual canvass: results of the project aiming to increase HEF response rates - Information about the results of the partnership work between two local authorities, the Behavioural Insights Team and the Commission on a project aiming to increase response rates to Household Enquiry Forms (HEF). 21/02/18 EA Bulletin 207 May 2018 polls: update on the delivery of polling station handbooks and quick guides - Information on when polling station handbooks and quick guides will be despatched, and links to PDF versions. May 2018 polls: public awareness update – Got 5 campaign - Further information about our public awareness campaign and a link to the resource hub. Delivery of modern guidance - Further information on the Commission's project to modernise its guidance, including information on how you can get involved. Electoral registration: nationals of the Gambia - Reminder that Gambian nationals resident in the UK are not currently eligible to register to vote. 08/02/18 EA Bulletin 206 May 2018 polls: public awareness update – Got 5 campaign - Information about our public awareness campaign and forthcoming template resources. May 2018 polls: public awareness update - resources to raise awareness of and help prevent electoral fraud - Information on forthcoming resources to raise awareness of and help prevent electoral fraud. EU Referendum: update on progress with processing fees and charges claims - An update on progress with processing Counting Officers' fees and charges claims from the EU Referendum. 31/01/18 EA Bulletin 205 May 2018 polls: public awareness update – template resources - Information on and links to various public awareness resources. Review of polling districts and places - Reminder of the prescribed period for reviews and information on our guidance. Job vacancies at the Electoral Commission -

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Bulletin 209 Consultation on the Electoral Commission's electoral observers' scheme and Code of Practice - Information on and a link to the Commission's consultation, which closes on 31 October. Electoral Commission evaluation of postal and proxy voting pilots - Information on and a link to the Commission's evaluation, which was published on 1 August. 19/07/18 EA Bulletin 208 Electoral Commission evaluation of the May 2018 voter identification pilot scheme - Information on and a link to the Commission's statutory evaluation which was published today, Thursday 19 July 05/07/18 EA Bulletin 207 Electoral registration: nationals of the Gambia - Information about an update to legislation which means that Gambian nationals resident in the UK are now eligible to register to vote. National Democracy Week - Reminder of links to template public awareness resources. Job vacancy at the Electoral Commission - A reminder of a current vacancy and information on the role and how to apply. 28/06/18 EA Bulletin 206 Electoral Commission evaluation of the 2017 canvass pilots - Information on and a link to the Commission's evaluation which was published today, Thursday 28 June. Electoral registration: guidance update - Information about updates to our guidance for EROs to reflect legislative changes which take effect from 1 July. Electoral Commission report on digital campaigning and increasing transparency for voters - Information on and a link to the Commission's report, which was published on Tuesday 26 June. 22/06/18 EA Bulletin 205 Electoral registration: prisoners released on temporary licence - Information on voting rights for prisoners released on temporary licence and a link to our updated guidance for EROs. 2018 canvass and National Democracy Week: template public awareness resources - Information about and links to template public awareness resources. Job vacancy at the Electoral Commission - Information about a vacancy and how to apply. 30/05/18 EA Bulletin 204 EU General Data Protection Regulation (GDPR) update - A reminder that GDPR came into force on 25 May, and information on our updated guidance and resources. Electoral registration: HEF letters and envelopes - Links to the additional template HEF letters and envelopes which reflect learning from the 2017 project to increase response rates. Royal Mail poll card delivery options - Information about changes to Royal Mail specifications for the mailing of poll cards. 16/05/18 EA Bulletin 203 General Data Protection Regulation (GDPR) update - Information on IER Digital Service privacy notice requirements and on Commission guidance updates. EU Referendum: update on progress with processing fees and charges claims - An update on progress with processing Counting Officers' fees and charges claims from th 26/04/18 EA Bulletin 202 Electoral registration: additional template HEF letters and envelopes - Information on the development of additional template HEF letters and envelopes reflecting learning from the 2017 project aiming to increase response rates. Electoral registration: updated suite of absent vote application forms - Information about and links to our updated suite of absent vote application forms. National Democracy Week - Information about National Democracy week and the National Democracy Week Awards. Electoral Commission response to the National Assembly for Wales consultation on electoral reform - Information on and a link to the Commission's response to the consultation. 11/04/18 EA Bulletin 201 Electoral registration: updated suite of electoral registration forms - Information about and links to our updated suite of electoral registration forms. 29/03/18 EA Bulletin 200 Electoral registration: guidance update - Information on and links to our updated guidance for EROs (Scotland only - and a reminder about changes to the anonymous registration process). May 2018 polls: update on party names, descriptions and emblems - Information on party names, descriptions and emblems ahead of the May 2018 polls. May 2018 polls: public awareness update - 'Got 5' campaign - A reminder of the

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