

The
Electoral
Commission

Y
Comisiwn
Etholiadol

Template example scripts for combined Senedd/Police and Crime Commissioner Elections count announcements

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

This document provides a suggested script that Constituency Returning Officers(CRO)/Local Returning Officers(LRO) can use as a basis for their announcements at various stages of the count. The scripts will need to be amended to reflect your own particular count arrangements and could be adapted for use at other polls or when announcing the regional result if you are also the Regional Returning Officer.

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

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

You should use fluent Welsh speakers for the Welsh language announcements to ensure they deliver the announcements accurately and they can be understood by Welsh-speakers in attendance.

[This script is intended for CROs/LROs and does not include the declaration for the PCC election which is made by the PARO.]

Example announcement prior to start of verification

English	Welsh
<p>Ladies and gentlemen, I'm [insert name] and I am the Constituency Returning Officer/Local Returning Officer for the election in [insert constituency name/police area]. Welcome to [insert venue]. Yesterday voters in [insert area] have had the opportunity cast their vote to elect the Member of the Senedd for the [insert name] Constituency, cast their vote to elect Members of the Senedd for the [insert name] Region and vote for the Police and Crime Commissioner for the [insert name] police area.</p> <p><i>[If other elections have also been held – add the details of any other polls].</i></p>	<p>Add Welsh language here</p>
<p>We are now about to start the first stage of the count. All ballot boxes arrived last night and were sealed and securely stored. At this stage we will be counting the number of Senedd and PCC ballot papers only. We are not looking at how people have voted or identifying any doubtful ballot papers – at this stage we are only interested in counting the numbers of ballot papers in the ballot boxes.</p>	<p>Add Welsh language here</p>
<p>This stage is a very important part of the overall process - it checks that all of the polling station and postal ballot papers are properly accounted for and that the number of ballot papers delivered here matches the number we expected. At this stage we will be comparing the actual numbers of ballot papers in each ballot box against the ballot paper account. This is a form completed by the Presiding Officer at each polling station accounting for the ballot papers they have issued. A similar account has been completed for each box of postal ballot papers. We will also be checking the number of ballot papers that were not used and any that have been spoilt and replaced.</p>	<p>Add Welsh language here</p>

English	Welsh
It is crucial that this first stage is done properly and, as with the next stage, accuracy is more important than speed. At the conclusion of this first stage we will have a final figure for the total number of ballot papers that are going forward to the next stage of the count – and it is this figure with which the final results should reconcile.	Add Welsh language here
We expect this first stage to be completed around [insert time] . All of the information from this first stage will be brought together in a statement which all agents are entitled to a copy of.	Add Welsh language here
I will let you know when the first stage is complete. At that time I will also be able to let you know what the turnout has been. The PCC ballot papers will then be sealed until they are counted at [insert venue] on [insert date] .	Add Welsh language here
We'll then move to the next stage of the process which involves sorting the ballot papers for each Senedd contest into votes for the candidates and parties, identifying and adjudicating on any doubtful ballot papers and counting how many votes have been cast for each candidate. We expect the final declaration of the constituency results to be made somewhere between [insert time range] and the regional total between [insert time range] . This process will take longer than normal and may continue until Saturday. We will make a decision on any possible adjournment by 6pm [adapt to local circumstances]	Add Welsh language here
More detailed information about the processes involved can be found in the information pack available to everyone attending tonight's event. If you have any questions about any aspect of tonight's proceedings, please speak to any member of the senior team who will be more than happy to provide further information.	Add Welsh language here
A range of measures are in place in accordance with government	Add Welsh language here

English	Welsh
<p>guidelines to ensure the count venue remains safe. These include: • sufficient ventilation • signs and notices providing public health advice to all those in the count venue • one-way system in place where practicable • social distancing measures in place • hand sanitiser at the entrance and exit etc. [insert detail about your plans for maintaining health and safety of all staff and attendees]</p>	
<p>Can I remind guests that smoking is not allowed within the building, nor is the consumption of alcohol. Drinks and light refreshments are available from the refreshment area. The nearest toilets are situated at [insert location]. You are welcome to use mobile phones and cameras when the results are being declared but please do not use these devices in the vicinity of the ballot papers. If the fire alarm sounds, please leave by the nearest exit and follow the instructions of the stewards.</p>	<p>Add Welsh language here</p>
<p>Further announcements will be made during the course of today's proceedings to keep you informed of progress.</p>	<p>Add Welsh language here</p>

Example announcement at conclusion of the verification

English	Welsh
Ladies and gentlemen, I can confirm that the first stage in determining the outcome of the Senedd election for the [insert name of constituency] has been completed. The turnout is [insert percentage turnout]. A total number of [insert total number of verified constituency ballot papers] constituency ballot papers are being included in the next stage. A total number of [insert total number of verified regional ballot papers] regional ballot papers are being included in the next stage. Copies of the statement providing details of the first stage are now available from [insert details].	Add Welsh language here
I can also confirm that the first stage in determining the outcome of the PCC election for the [insert name of police area] has been completed. The turnout is [insert percentage turnout]. A total number of [insert total number of verified PCC ballot papers] PCC ballot papers are being included in the next stage. The PCC ballot papers will now be sealed and secured until the count on [insert venue, insert date]. Copies of the statement providing details of the first stage are now available from [insert details].	Add Welsh language here

Example announcement prior to the start of the counting stage for the Senedd election

English	Welsh
<p>Ladies and gentlemen, very shortly we will be moving to the second stage of the proceedings - the counting of votes for the <i>[insert [constituency election] or [regional election] depending on which is being counted first]</i>. The second stage is where we sort the ballot papers into <i>[insert votes for candidates for the constituency election] [parties or individual candidates for the regional election]</i> and establish how many votes each <i>[insert as applicable [candidate] or [party and individual candidate]</i> has. We also identify and adjudicate on doubtful ballot papers. More detailed information about this stage of the process is contained in the information pack. If you have any questions please speak to any member of the senior team who will be happy to assist.</p>	<p>Add Welsh language here</p>
<p>Some ballot papers need to be looked at more carefully because, for example, the voter has marked their ballot paper in some way which means their intention is not obvious or they appear to have voted for more than one candidate or party. These ballot papers will need to be adjudicated by <i>[insert details]</i> to determine whether they should be rejected or accepted. The adjudication of doubtful ballot papers will commence almost immediately once the counting of votes has started and will be an ongoing process. Any agents wishing to observe and participate in this process should make their way shortly to <i>[insert location details]</i>.</p>	<p>Add Welsh language here</p>
<p>For the constituency election, once all the votes have been counted</p>	<p>Add Welsh language here</p>

English	Welsh
<p>and a provisional result has been established, I will consult with candidates and agents and determine whether any recounts are necessary. We'll make a further announcement shortly before the final results are ready to be declared so that you can make your way to the declaration area in [insert location]. The results will also be displayed on the screens in the declaration area and copies of the final results will be available from [insert location].</p>	
<p>For the regional election, once all the votes have been counted and a provisional result has been established, I will consult with candidates and agents and determine whether any recounts are necessary. Once agreed, the constituency total for the region will be submitted to the Regional Returning Officer. I will then announce the local total for the regional election in the constituency.</p>	<p>Add Welsh language here</p>

Example script for the declaration of the results

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

I [insert name] Constituency Returning Officer for the [insert name] constituency declare that the total number of votes given to each candidate was as follows:

'Yr wyf i, [nodwch enw], Swyddog Canlyniadau Etholaethol ar gyfer etholaeth [nodwch enw] yn datgan bod cyfanswm nifer y pleidleisiau a roddwyd i bob ymgeisydd fel a ganlyn:

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

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

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

‘Therefore, I give public notice that [insert name of candidate elected] is duly elected as the Member of the Senedd for the [insert name] constituency.’

‘Felly, rwyf yn datgan bod [nodwch enw'r ymgeisydd etholedig] wedi'i iawn ethol fel Aelod o'r Senedd ar gyfer etholaeth [nodwch enw]’ .

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

The total number of votes cast across [insert name of constituency] at the Senedd election held on 6th May 2021 was [Insert number].

Cyfanswm nifer y pleidleisiau a fwriwyd ar draws [nodwch enw'r etholaeth] yn etholiad y Senedd a gynhaliwyd ar y 6ed o Fai 2021 oedd [nodwch y nifer].

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

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

The ballot papers were rejected for the following reasons:

Gwrthodwyd y papurau pleidleisio am y rhesymau canlynol:

Announcement	Reason
Announce number in English	ballot papers were rejected because they did not bear the official mark
Gwrthodwyd (Announce number in Welsh)	o bapurau pleidleisio am nad oeddent yn cynnwys y marc swyddogol
Announce number in English	ballot papers were rejected because votes were given for more than one candidate
Gwrthodwyd (Announce number in Welsh)	o bapurau pleidleisio oherwydd bod pleidleisiau wedi'u bwrw dros fwy nag un ymgeisydd
Announce number in English	ballot papers were rejected because there was something written or marked on the ballot paper by which the voter could be identified
Gwrthodwyd (Announce number in Welsh)	o bapurau pleidleisio gan fod modd adnabod y pleidleisiwr drwy rywbeth a oedd wedi'i ysgrifennu neu ei farcio ar y papur pleidleisio
Announce number in English	ballot papers were rejected because they were unmarked or void for uncertainty
Gwrthodwyd (Announce number in Welsh)	o bapurau pleidleisio am nad oeddent wedi'u marcio neu am eu bod yn ddi-rym oherwydd ansicrwydd

Example script for announcing the local totals for the region

After submitting the local totals for the regional election in your constituency to the RRO, you must then announce the local totals. You should announce the following in both English and Welsh, before getting into the detail of the number of votes for each party or individual candidate:

'I [insert name] Constituency Returning Officer for the [insert name] constituency declare that the total number of votes given to each party and individual candidate at the regional election in [insert name of constituency] was as follows:

'Yr wyf i, [nodwch enw], Swyddog Canlyniadau Etholaethol ar gyfer etholaeth [nodwch enw] yn datgan bod cyfanswm nifer y pleidleisiau a roddwyd i bob plaid ac ymgeisydd unigol yn yr etholiad rhanbarthol yn [nodwch enw'r etholaeth] fel a ganlyn:

You should then announce the totals as set out in the table below. After reading out the details of the party that first appears on the ballot paper, you should provide the total number of votes for the party in both English and Welsh. This approach should be repeated separately for each of the other parties and individual candidates in the order that they appear on the ballot paper.

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

For use by Regional Returning Officers - Example script for the declaration of results for the regional election

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

'I [insert name] Regional Returning Officer for the [insert name] region declare that the total number of votes given to each party and individual candidate at the regional election in [insert name of region] was as follows:

'Yr wyf i, [nodwch eich enw] Swyddog Canlyniadau Rhanbarthol ar gyfer rhanbarth [nodwch yr enw] yn datgan bod cyfanswm nifer y pleidleisiau a roddwyd i bob plaid ac ymgeisydd unigol yn yr etholiad rhanbarthol yn [nodwch enw'r rhanbarth] fel a ganlyn:

You should then announce the totals as set out in the table below. After reading out the details of the party that first appears on the ballot paper, you should provide the total number of votes for the party in both English and Welsh. This approach should be repeated separately for each of the other parties and individual candidates in the order that they appear on the ballot paper.

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

‘Each region is allocated four regional seats. By law, I must apply a mathematical formula to determine who obtains those seats.

'Dyrennir pedair sedd ranbarthol i bob rhanbarth. Yn ôl y gyfraith, mae'n rhaid i mi ddefnyddio fformiwla fathemategol i bennu pwy sy'n cael y seddi hynny.

For the first seat, the number of votes cast in the regional election for each party or individual candidate is divided by the number of constituency seats they have gained, plus one. The first regional seat is allocated to the party or individual candidate who has the largest figure after I have performed this calculation. For the second, third and fourth seats, this calculation is repeated, except that the votes are divided by the total number of constituency and regional seats already won, plus one.

Ar gyfer y sedd gyntaf, caiff nifer y pleidleisiau a fwriwyd yn yr etholiad rhanbarthol ar gyfer pob plaid neu ymgeisydd unigol ei rhannu â nifer y seddau etholaethol a enillwyd ganddynt, ac un ychwanegol. Dyrennir y sedd ranbarthol gyntaf i'r plaid neu'r ymgeisydd unigol sydd â'r ffigur mwyaf ar ôl i mi wneud y cyfrifiad hwn. Ar gyfer yr ail, y drydedd a'r bedwaredd sedd, caiff y cyfrifiad hwn ei ailadrodd, ond caiff y pleidleisiau eu rhannu â chyfanswm nifer y seddi etholaethol a rhanbarthol a enillwyd eisoes, ac un ychwanegol.

The seats a party is entitled to are filled by the candidates in the order that they appear on the party list.

Caiff y seddi y mae gan blaid hawl iddynt eu llenwi gan yr ymgeiswyr yn y drefn y maent yn ymddangos ar restr y plaid.

Having performed the necessary calculations, I therefore declare that:

Ar ôl cwblhau'r cyfrifiadau angenrheidiol, rwyf felly'n datgan:

The first regional seat is allocated to
Dyrennir y sedd ranbarthol gyntaf i

[insert name of first person on party list/individual candidate as on ballot paper] [*if party candidate*: of [insert name of party as on ballot paper]].

The second regional seat is allocated to
Dyrennir yr ail sedd ranbarthol i

[insert name of first person on party list/individual candidate as on ballot paper] [*if party candidate:* of [insert name of party as on ballot paper]].

The third regional seat is allocated to
Dyrennir y drydedd sedd ranbarthol i

[insert name of first person on party list/individual candidate as on ballot paper] [*if party candidate:* of [insert name of party as on ballot paper]].

The fourth regional seat is allocated to
Dyrennir y bedwaredd sedd ranbarthol i

[insert name of first person on party list/individual candidate as on ballot paper] [*if party candidate:* of [insert name of party as on ballot paper]].

Therefore, I give public notice that **[insert all names of elected candidates]** are duly elected as the four members for the **[insert name]** region.

Felly, rwyf yn datgan yn gyhoeddus fod **[nodwch holl enwau'r ymgeiswyr etholedig]** wedi'u hiawn ethol fel y pedwar aelod ar gyfer rhanbarth **[nodwch yr enw].'**

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

The total number of votes cast across **[insert name of region]** at the Senedd election on 6 May 2021 was **[Insert number]**.

Cyfanswm nifer y pleidleisiau a fwriwyd ar draws **[nodwch enw'r rhanbarth]** yn etholiad y Senedd a gynhaliwyd ar y 6ed o Fai 2021 oedd **[nodwch y nifer]**.

The total number of ballot papers rejected was **[insert number]**.

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

The ballot papers were rejected for the following reasons:

Gwrthodwyd y papurau pleidleisio am y rhesymau canlynol:

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