<u>User Guide for Post poll data collection May 2023</u>

Contents

1. Introduction

We collect electoral data (for all scheduled elections) through our online platform. For May 2023, instead of a single data collection, we will be collecting data in two waves as outlined below.

Section 2 of this guide is new and dedicated to our collection of voter ID data. The other sections are the same as in previous years and focus on how to use the data portal.

<u>Wave 1- Voter ID</u>

This will be data specifically associated with the new voter ID requirement.

[Here](#) is the list of data we will be collecting for Voter ID. Please note that due to the high interest in these numbers, there is a short turnaround time.

Note that for voter ID, we will be collecting data at a local authority level only. We will send an email inviting you to submit data on Friday 5th May.

To help with compiling data for all polling stations you can use [the following sheet](#).

The deadline for submission of voter ID data is Friday, May 12th.

<u>Wave 2- Core data</u>

The second wave will be the ordinary electoral data we collect for every election.

Note that for local elections, we collect ward-level data which makes it more detailed and complex. We have been working with local authorities and EMS suppliers to make it as simple as possible. This guide will help explain what we have done.

[Here](#) is a link to all the data that we are going to collect. As usual, we have already shared this with your EMS supplier in advance.

The deadline for final post-poll data submission is Friday, June 16th, 2023.

2. Voter ID data including Webinar slides and follow up questions

The data we are planning to collect for voter ID is shaped around what is legally required. The required data is featured on the Voter ID Evaluation Form (VIDEF). There should be a VIDEF for every polling station.

For our data collection, we are directly referencing the fields in the VIDEF.

If you have an alternative VIDEF form

We are aware that another version of the VIDEF exists that is slightly different from the Electoral Commission template. We would recommend that you use the Electoral Commission form. If you have already used the other form, please see Section 12 for a guide on how to translate data entered into the other VIDEF into the data fields we are collecting.

The only field we are collecting not on VIDEF

The only field that we are collecting that is not on the VIDEF is the number of polling station voters on the day (ballot box turnout minus postal votes included in the count). This is important as we need to be able to generate a proportion of voters turned away on polling day.

At what level are we collecting the data

The vast majority of data we want you to report back is at the total local authority level. This requires you to add up the VIDEF fields for each polling station in your local authority.

Collecting data by whether there is a Marshall/ greeter at that polling station

Note that there is a field on the VIDEF that asks, "Was a member of staff assigned (at any time during the polling day) to explain the voter identification requirements to voters before they applied for a ballot paper?" This is asking you to say whether that polling station had a marshal/greeter or not.

The Voter Identification Regulations require that all VIDEF data is split by whether there was a marshal/greeter at a polling station.

We are requesting data for those polling stations with marshals/greeters and the overall total for all polling stations.

We also need you to tell us the number of polling station voters at polling stations with greeters and in total.

Voter ID questions asked following webinar

The slides for our webinar on voter ID data collection we presented are [here](). [Here]() is the full list of data we are collecting around voter ID.

The questions asked in the webinar are below together with the answers:

Deadline for Voter ID data – 12 May

We are anticipating significant interest in the data around the number of people turned away from polling stations and want to publish data as quickly as we can in order to help ensure any debate/narrative is grounded in the evidence. We will also need some time after data is returned to us to check/query any issues before we have a final dataset that we can report on.

However, we realise the timelines are challenging and recognise that the count and bank holiday adds to that. We can only ask for your best efforts to meet the deadline.

<u>Are we going to provide a template for adding up polling station data?</u>

After getting feedback from the webinar on this we have produced [this excel document](#) here where if you type in the data for each polling station then it will automatically in the second tab calculate the local authority level data you need to type into the portal.

<u>Greeters/marshals and VIDEF data</u>

- **Tally data:** As mentioned in the webinar the VIDEF (Voter ID evaluation form) should **only be filled in using data collected at the polling desk** (via the BPRL and VIDE notes sheet). If someone is turned away before the polling desk by a greeter/marshal that data **should not** be added to the VIDEF. We are collecting numbers split by whether a polling station had a marshal/greeter or not in order to try to assess the impact a greeter/marshal had on the number turned away.

- **Part-time greeters**: the VIDEF asks you to indicate if a Marshall/ greeter was present at that polling station, i.e. where staff explained the ID requirements to electors as they entered the polling station. Please indicate that a greeter was present even where they were only used at particular periods during polling day.

- **External signs**: We realise that some polling stations will have signs about voter ID which could inform prospective voters before they reach the front desk (and cause them to turn around). At stations where there is only a poster and no member of staff at the door please indicate on the VIDEF that there was NO greeter present. We will still be gathering evidence on this, for example, our polling staff survey asks at what point staff think voters on their approach to the polling station would be reminded about the voter ID requirement.

<u>Accuracy ratings in the data collection</u>

- As mentioned in the webinar this is only to understand whether you believe the VIDEF form has been consistently, accurately completed (at the polling desk) and that the figures have been compiled accurately. It is not about assessing whether the VIDEF data is underestimating the voters affected due to the presence of greeters.

- This is of course asking for a subjective judgement on data quality. Examples could be if some of the VIDEF form was left blank or you noticed discrepancies in how data was recorded between polling stations. This field is voluntary we are not requiring an assessment if you do not feel able to give one. The data will only be used to understand the accuracy of the data being reported to us.

Publishing data

- The legislation does limit the data which can be shared beyond that returned to DHLUC via the Commission.

- We have issued a guidance note on this which sets it out in more detail.

Are we asking for all the reasons why people might be turned away from a polling station?

- No, we are focusing on the legislative requirements related to the new ID provisions only. We are not asking for other reasons such as being at the wrong polling station or being unregistered.

What time will the data portal invite go out on Friday 5 May?

- The email will be sent in the morning however by 4 May you will be able to log in via this link here.

- You will probably need to reset your password although this functionality is currently unavailable. It will be restored ahead of 4 May.

Can we share the voter ID public awareness statistics by different demographics

- Our latest figures for awareness (22nd March to 5th April) of voter ID is that 76% of people in England (excluding London) are aware of this as a requirement to vote for this May.

- Awareness is higher among older age groups with 83% of those people 65+ being aware (& 80% among those 45-64 years old). Awareness was 68% among those 18 to 34 years old.

- There is no significant difference in awareness across region. Those who are DE social grade are slightly less likely than higher social grades to be aware, but the difference is small.

3. Making sure your local authority is registered on the portal

Registering

- Each Local Authority is registered on the data portal (& linked in most cases to a generic election email address for your local authority). Every local authority should already be registered and from the 5th May we will just need to click here on the following link to log in.

- Please see the appendix for the list of different email addresses we have down for every local authority. Most go to the generic local authority email address. Note that you might have your personal work email address CC into an email sent from the portal. Note this will not change your username which will remain the primary email recipient (if you open the email the username will be the email address that the email is in the To.. box)

- For some local authorities their username was changed (before a previous election) to go to an individual work email address. We have included the name of the person that was set up this way in the appendix. Let us know (email: research@electoralcommission.org.uk) if that person is no longer the key contact and an alternative contact can be set up.

- If you are from a local authorities councils who have not returned data previously via the portal see the instructions on page 8 on setting up an account)

Logging in

- Here is the link to the log in page.

- Your username will be the email address that you have used to access the portal at previous elections (e.g. elections@boroughcouncil.gov.uk). Note it might be the case that multiple different email addresses (multiple aliases) are received into one mail box with a different name for your local authority. We will have set up only one username for each local authority see the end of this guide where all usernames/ email addresses are listed. Note also that if you receive an email through the portal open it and look at the email address in the 'too box' this will be your username.

- **Forgotten password**? From this log-in page you can select 'Forgot your password' to create a new password.

- Once you have logged on you will see a dashboard of all the different elections you have which we are collecting data for. If you do not have the right elections then email research@electoralcommission.org.uk.

4. Once you log on

All

- You will see a list of all the elections on the left of the screen that we are expecting you to return data for. Please check the list of elections is what you are expecting as we will send a reminder for filling in data for these elections until we have received all the data the system is expecting (including for all areas/constituencies).

- Once you select the election you want to fill in data for on the left then on the right select create response.

5.1 Core local elections data

For the Local elections data, as in the past, we are collecting some data at a ward level. We have tried to put in measures to make it as simple as possible. Below is a guide on how to do it.

Confirm wards/ electoral divisions up for election

- On the first screen after you have selected the local election you will need to enter in all the names of the contested Wards for this election.

- To begin, click the Add ward button. This opens a dialogue box where you can type the name of a contested ward. Each ward needs to be added separately.

- If you plan to use the data import function (see below), you will <u>need to make sure you add Wards/ Electoral division names with exactly the same spelling, capitalisation and punctuation as they will appear in the import file</u> (ie how they appear in your EMS).

- On the screen it will only show 20 wards at a time so if you have more than that you will need to use the arrows at the top right of the list to toggle.

- At the top of the list of wards there is an option to Search, Add ward, edit selected ward and delete selected wards.

- Once you have finalised the list click continue at the bottom of the page.

5.2 Uploading Ward Data

Only the first three data categories need to be provided at ward level.

Whether you are uploading data or entering it directly <u>please do not add the total local authority figure for these ward-level categories</u>. This total figure will auto calculate from the ward / electoral division data you provide. Please do check that the total local authority numbers which appear match your records and have a look at your ward / electoral division data to see if any amends are needed.

Providing ward/division data – Civica and Democracy Counts users

- If your EMS provider is Civica or Democracy counts then your system should be set up to generate a file designed to be imported to the portal. This file will contain headings for each of the data categories we are requesting and rows for each of your wards.

- Where the EMS holds data it will populate an excel file with the correct figures. The system can only generate data which you have previously inputted to the EMS. For example if you do not enter data on the number of postal votes at the count into your EMS the system will not be able to include it in the file. However, you will be able to manually add these numbers to the excel file before uploading (this is what we recommend that you do).

- To upload the EMS input will need to save the Excel file to your computer. Click on Upload Ward Answers and then select the excel file you want to upload.

Providing ward data – all other users

- Where you cannot generate a file from your EMS we still recommend that you compile the ward data by completing it in a correctly formatted excel file and then uploading it to this portal.

- A blank template can be found here. This template is correctly formatted for upload – please do not amend the heading or any of the formatting. For example if you are copy and pasting data into the file do not include formatting such as thousand separators (eg 1,000).

- In the first column put the ward name. Make sure the name matches exactly what you selected as your ward names on the first screen (include punctuation & capitals)

- To upload it you will need to save the Excel file to your computer. Click on Upload Ward Answers and then select the excel file you want to upload.

All users

- Please note we are aware that the import function or moving between the ward data pages is not as quick as we would like it. Depending on how many wards/ electoral divisions you have will depend on how quick it will be. You will need to allow time for the import to happen/ to change page. Using the import functionality will still be the quickest way to provide the data.

- Please check the data once you have imported it to make sure that it is correct. There are 2 views you can use to review the data.

    - On the main 'Post-poll response' page you will be able to see your imported responses. It will have imported all the data for all the relevant fields. Where relevant it will show key calculations which can be made with the data you import for us.

    - If you select View ward data then you will see all your ward/ electoral division data in one place in a grid. Where the data you have entered has failed a validation check then you will see the data surrounded by two # symbols. If you click on that number it

will tell you any calculation that can be made with it and why it is failing the validation check.

6. Filling in data for all elections– Post-poll response

- There are a maximum of 8 different question areas overall depending on the election type (as shown in the grid in section 4 above).

- You can fill in the questions in any order you want. You can click on the category names on the left-hand side of the screen to change categories it will automatically save what you have entered when you go to a new page.

- For all fields you have the option to: Select if you have any doubts over the data being accurate. If you select this please explain in the open text box provided what makes you unsure about the data. Note we are not using this to assess the performance of local authorities but to understand how we need to treat the data in any calculations we make from it.

- For some fields you will have the option to say that: you do not have the data. Please tell us why you do not collect this data in the text box that will appear.

- If you want to log out at any stage just click on 'Save as draft' at the bottom of the 'Post-poll response' screen.

Logic Checks

- There are logic checks to ensure that all answers are valid. Next to the category names on the left hand-side a tick or cross will be displayed showing whether it's passed the logic check (this will only happen once you click next). If you then click back on this category it will tell you below the answer box why it failed the check.

- Note once you have corrected the data then the red text telling you that there has been a mistake will only disappear once you have gone to the next category (assuming you put in a valid response).

- If you think you have a legitimate answer which is deemed illegitimate please contact the electoral commission at research@electoralcommission.org.uk

Submitting the data

- When you have entered all the requested data (or indicated that you cannot provide it) and it has passed all the logic checks a new option will appear to 'Finalise Data Submission'.

- When you click to finalise data submission a summary page will appear showing the data you have entered.

- If you scroll down on the summary page you will have the option to submit data.

- Once you have submitted data you will go back to the Post Poll response dashboard and have the opportunity to fill out for any other constituencies you might have.

7. Frequently asked questions

I can't find an email from the portal?

Note you will receive an email from the portal about the voter ID collection on the Friday 5th May asking you to fill in the voter ID data by the Friday 12th May. We will not send an email about the core electoral data until after the deadline for the voter ID data so the Monday 15th May.

You can check the emails that we are sending data to at the end of this document. Note where we just include the name then this is where we are sending it to their personal local authority email address.

If you still can't find the email then check your junk mail and if you still can't find it email research@electoralcommission.org.uk.

When can I fill in the data?

As soon as you have the data. You don't have to fill all the data in one go, the platform will save your responses. You will receive periodic email reminders until the full dataset has been submitted.

When is the deadline for data submission?

The deadline for submitting the data is <u>Friday 12th May</u> for voter ID and <u>Friday 16th June</u> for the core electoral data.

Why have I received an email saying my data has been rejected?

The email should tell you for what reason the data has been rejected. It will include a link for you to click on to login to the portal. You will then need to resubmit your data to us even if you are reconfirming your previous answers (you won't need to re-enter the answers).

Why do I keep getting reminder emails?

You will receive a reminder until you have completed both the voter ID data and the local election emails. You will continue to receive reminders until you have filled in all elections data. If you think you have completed all the data that you need to but are still getting reminders please contact us at research@electoralcommission.org.uk.

I've submitted data – why do I still get reminders? (only applicable to constituency elections)

You will continually get reminders until the data has been submitted for all constituencies in your local authority. Even if you fill in data for one election you will still get reminders until data is submitted for all elections and all constituencies.

Can I send my data in another format for the Electoral Commission to enter in the portal?

No, we will not accept the data in any other format. You will need to enter in the data for all the elections that your local authority is responsible for.

How do I go back to the portal to fill in any outstanding data?

Here is a link or you will find the link on the data collection section of the website.

9. Further information

If you have any problems using the system or any questions not answered by this user guide. Please contact us at research@electoralcommission.org.uk or by phone at 02072710542.

10. Setting up your account (only applicable in rare cases).

1. You will receive a registration e-mail

A few local authorities who did not report any data for any constituencies for the 2019 general election will need to register for the first time

- You will receive an email your local authority election email address (see from page 11-15 for the list of generic email addresses that we are sending emails) from research@electoralcommission.org.uk.
- To create your account please click on the link in the email.
- Note that if you have not received an email it could be in the spam/ junk email address (of your election services email address).
- If you have not received the email then then please email research@electoralcommission.org.uk

2. Setting up a password

- You will be asked to set up a password for your account. Note the complexity requirement for the password specified on the page.
- **Please note:** If others in your department need access to the system please share the password details with them.

11. List of contact details we will be sending invitation to fill out data Local Authorities

Note in addition to the generic elections email address (which is in the second column below and is their username in the portal), we aim to have an additional contact who will receive all reminders regarding data portal completion.

UPDATED 30/03/2023

Local Authority (List includes Local authorities that don't have elections 2023)	Email address that will receive emails on electoral data/ Username note where it is an individual have only included their name (it will be sent to their work email address)	Other contacts who will receive emails
Aberdeen City Council	elections@aberdeencity.gov.uk	
Aberdeenshire Council	elections@aberdeenshire.gov.uk	martin.ingram
Adur District Council	elections@adur-worthing.gov.uk	peter.buglass
Allerdale Borough Council	electoralservices@allerdale.gov.uk	lee.jardine
Amber Valley Borough Council	elections@ambervalley.gov.uk	Donna.Rollinson
Angus Council	elections@angus.gov.uk	CameronSD
Argyll and Bute Council	elections@argyll-bute.gov.uk	Sandra.Campbell
Arun District Council	elections@arun.gov.uk	Jane.Piper
Ashfield District Council	regelec@ashfield-dc.gov.uk	Carla.Benedetti
Ashford Borough Council	vote@ashford.gov.uk	matthew.wadey
Aylesbury Vale District Council	ElectoralRegistration@aylesburyvaledc.gov.uk	cward
Babergh District Council	elections@baberghmidsuffolk.gov.uk	Edward.McCreadie
London Borough of Barking and Dagenham	electoral.services@lbbd.gov.uk	ellie.roworth
London Borough of Barnet	ero@barnet.gov.uk	
Barnsley Metropolitan Borough Council	ElectoralServices@barnsley.gov.uk	JayneOwen
Barrow-in-Furness Borough Council	elecreg@barrowbc.gov.uk	jwhuck
Basildon Borough Council	elections@basildon.gov.uk	Diana.Chatfield
Basingstoke and Deane Borough Council	electoral.services@basingstoke.gov.uk	Jack.Grounds
Bassetlaw District Council	elections@bassetlaw.gov.uk	Cara.Hopkinson
Bath & North East Somerset Council	elections@bathnes.gov.uk	Aurora_Loi
Bedford Borough Council	electoral.registration@bedford.gov.uk	catherine.cole
London Borough of Bexley	elections.office@bexley.gov.uk	laurel.brewster
Birmingham City Council	electionsoffice@birmingham.gov.uk	Victoria.Beavon
Blaby District Council	electoral@blaby.gov.uk	Neil.Briggs
Blackburn with Darwen Borough Council	voting@blackburn.gov.uk	nafisha.master
Blackpool Borough Council	Joanne.johnson	
Blaenau Gwent County Borough Council	electoralservices@blaenau-gwent.gov.uk	Audra.Williams
Bolsover District Council	rebecca.brooks	
Bolton Metropolitan Borough Council	steven.blyth	
Boston Borough Council	elreg@boston.gov.uk	Lorraine.Bush
Bournemouth Christchurch & Poole Council	elections@bcpcouncil.gov.uk	debra.harrod
Bracknell Forest Borough Council	voting@bracknell-forest.gov.uk	Philip.Sadler
Bradford Council	electoralservices@bradford.gov.uk	linda.ambler
Braintree District Council	elections@braintree.gov.uk	heather.patarou
Breckland Council	elections@breckland.gov.uk	sue.daniels
London Borough of Brent	electoral.services@brent.gov.uk	Matt.Rae
Brentwood Borough Council	elections@brentwood.gov.uk	carole.tatton-bennett
Bridgend County Borough Council	electoral@bridgend.gov.uk	Jennifer.Thomas
Brighton and Hove Council	electors@brighton-hove.gov.uk	Michael.Appleford
Bristol City Council	electoral.services@bristol.gov.uk	olivia.maybank
Broadland District Council	election.services@southnorfolkandbroadland.gov.uk	anna.butler
London Borough of Bromley	electoral@bromley.gov.uk	Mark.Jempson
Bromsgrove District Council	elections@bromsgroveandredditch.gov.uk	darren.whitney
Broxbourne Borough Council	memberservices@broxbourne.gov.uk	stephen.billington
Broxtowe Borough Council	elections@broxtowe.gov.uk	Sue.Rodden
Burnley Borough Council	democracy@burnley.gov.uk	AStirling
Bury Metropolitan Borough Council	electionservices@bury.gov.uk	R.Everitt
Caerphilly County Borough Council	electoralservices@caerphilly.gov.uk	BEECHD
Calderdale Metropolitan Borough Council	electoral-services@calderdale.gov.uk	Catherine.Chippindale
Cambridge City Council	elections@cambridge.gov.uk	Vicky.Jenner
London Borough of Camden	electoral.services@camden.gov.uk	Jeanette.Pegler
Cannock Chase District Council	electionsoffice@cannockchasedc.gov.uk	ElaineCowley
Canterbury City Council	electoral.services@canterbury.gov.uk	katherine.bescoby
Cardiff County Council	electoralservices@cardiff.gov.uk	Rebecca.Light
Carlisle City Council	elections@carlisle.gov.uk	Sally.Little
Carmarthenshire County Council	electoralservices@carmarthenshire.gov.uk	ABebb
Castle Point Borough Council	elections@castlepoint.gov.uk	CSalmon
Central Bedfordshire Council	electoral.registration@centralbedfordshire.gov.uk	Claire.Carpenter
Ceredigion County Council	electoralservices@ceredigion.gov.uk	Glynis.Davies
Charnwood Borough Council	electoral.services@charnwood.gov.uk	Ian.Dobson
Chelmsford City Council	electoral@chelmsford.gov.uk	Murphie.MANNING
Cheltenham Borough Council	elections@cheltenham.gov.uk	Kim.Smith
Cherwell District Council	elections@cherwellandsouthnorthants.gov.uk	Emma.Faulkner
Cheshire East Council	electoral.information@cheshireeast.gov.uk	Sandra.Hobbs
Cheshire West and Chester City	elreg_int@cheshirewestandchester.gov.uk	Lauren.Carson
Chesterfield Borough Council	elections@chesterfield.gov.uk	bethany.pinkney
Chichester District Council	elections@chichester.gov.uk	SMcKellar
Chiltern District Council	elections@chilternandsouthbucks.gov.uk	
Chorley Borough Council	elections@chorley.gov.uk	cathryn.filbin

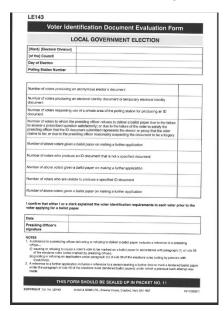|		
Clackmannanshire Council	elections@clacks.gov.uk	EPaterson
Colchester Borough Council	elections@colchester.gov.uk	James.Bennett
Comhairle nan Eilean Siar	elections@cne-siar.gov.uk	mmacaulay
Conwy County Borough Council	electoral@conwy.gov.uk	lucy.steele
Copeland Borough Council	elections@copeland.gov.uk	Stephanie.Shaw
Corby Borough Council	electoral.services@corby.gov.uk	
Cornwall Council	voter-registration@cornwall.gov.uk	Sharon.Richards
Cotswold District Council	elections@cotswold.gov.uk	sarah.dalby
Coventry City Council	electoral.services@coventry.gov.uk	Liz.Read2
Craven District Council	elections@cravendc.gov.uk	BNattrass
Crawley Borough Council	elections@crawley.gov.uk	Andrew.Oakley
London Borough of Croydon	electoral.services@croydon.gov.uk	Seth.Alker, Julie.carter
Dacorum Borough Council	elect-reg@dacorum.gov.uk	michelle.anderson
Darlington Borough Council	democratic@darlington.gov.uk	Lynne.Wood
Dartford Borough Council	electoral.registration@dartford.gov.uk	
Daventry District Council	elections@daventrydc.gov.uk	jlyons
Denbighshire County Borough Council	elections@denbighshire.gov.uk	Shellan.Rowley
Derby City Council	elections@derby.gov.uk	James.Hartshorn
Derbyshire Dales District Council	electoral@derbyshiredales.gov.uk	Jason.Spencer
Doncaster Metropolitan Borough Council	elections@doncaster.gov.uk	Simon.Davies
Dover District Council	vote@dover.gov.uk	Mark.Avis
Dorset Council	elections@dorsetcouncil.gov.uk	julia.duncan
Dudley Metropolitan Borough Council		richard.hawkins
Dumfries and Galloway Council	electionsoffice@dumgal.gov.uk	
Dundee City Council	ero@dundeecity.gov.uk	lisa.archibald
Durham County Council	electoralservices@durham.gov.uk	Martine.Fell
London Borough of Ealing	elections@ealing.gov.uk	AdairK
East Ayrshire Council	electionoffice@east-ayrshire.gov.uk	Andrea.Davidson
East Cambridgeshire District Council	elections@eastcambs.gov.uk	Adrian.Scaites-Stokes
East Devon District Council	electoralservices@eastdevon.gov.uk	JHumphreys
East Dunbartonshire Council	elections@eastdunbarton.gov.uk	Martin.Cunningham
East Hampshire District Council	electoral.services@easthants.gov.uk	lianne.richards
East Hertfordshire District Council	electors@eastherts.gov.uk	Lucy.Leeson
East Lindsey District Council	elections@e-lindsey.gov.uk	Ali.Raza
East Lothian Council	elections@eastlothian.gov.uk	IAN.LOGIE
East Northamptonshire Council	elections@east-northamptonshire.gov.uk	bsmith
East Renfrewshire Council	electionoffice@eastrenfrewshire.gov.uk	electionoffice
East Riding of Yorkshire Council	electoral.services@eastriding.gov.uk	Simon.Clark
East Staffordshire Borough Council	elections@eaststaffsbc.gov.uk	nicola.gilligan
East Suffolk Council	elections@eastsuffolk.gov.uk	Karen.Last
East Sussex	Andy.cottell	
Eastbourne Borough Council	elections@lewes-eastbourne.gov.uk	
Eastleigh Borough Council	elections@eastleigh.gov.uk	Sam.Jones
Eden District Council	elections@eden.gov.uk	Karen.Thompson
City of Edinburgh Council	elections@edinburgh.gov.uk	Samuel.Ho
Elmbridge Borough Council	electoral@elmbridge.gov.uk	lmoran
London Borough of Enfield	elections@enfield.gov.uk	Lee-Marie.Grant
Epping Forest District Council	elections@eppingforestdc.gov.uk	WMacleod
Epsom and Ewell Borough Council	electoralservices@epsom-ewell.gov.uk	KBlundell
Erewash Borough Council	electreg@erewash.gov.uk	Hayley.Brailsford
Exeter City Council	electoral.services@exeter.gov.uk	Charlotte.Bates
Falkirk Council	elections@falkirk.gov.uk	dale.robb
Fareham Borough Council	elections@fareham.gov.uk	jhardy
Fenland District Council	elections@fenland.gov.uk	jbailey
Fife Council	election.enquiries@fife.gov.uk	Mike.Melville
Flintshire County Council	register@flintshire.gov.uk	lyn.phillips
Folkestone & Hythe District Council	elections@folkestone-hythe.gov.uk	Paul.Butler
Forest of Dean District Council	elec.reg@fdean.gov.uk	Becky.Powell
Fylde Borough Council	electoral@fylde.gov.uk	hazel.mcnicoll
Gateshead Metropolitan Borough Council	electoralregistration@gateshead.gov.uk	ChristineThomas
Gedling Borough Council	elections@gedling.gov.uk	Alec.Dubberley
Glasgow City Council	elections@glasgow.gov.uk	emma.rodger
Gloucester City Council	elections@gloucester.gov.uk	Simon.Byrne
Gosport Borough Council	electoralregistration@gosport.gov.uk	graeme.jesty
Gravesham Borough Council	Electoral.services@gravesham.gov.uk	sue.featherstone
Great Yarmouth Borough Council	elections@great-yarmouth.gov.uk	Denise.Wilby
Royal Borough of Greenwich	elect@royalgreenwich.gov.uk	James.Pack
Guildford Borough Council	electoralservices@guildford.gov.uk	Elaine.Bradbrook
Gwynedd Council	etholiad@gwynedd.llyw.cymru	raymondharvey, huwelfedroberts
London Borough of Hackney	info@hackney.gov.uk	shirley.hamil
Halton Borough Council	Janice.Bisset	Janice.Bisset
Hambleton District Council	elecreg@hambleton.gov.uk	Emma.Calvert
London Borough of Hammersmith and Fulham	electoral.servicesadmin@lbhf.gov.uk	zoe.wilkins
Harborough District Council	S.Mortimer	
London Borough of Haringey	Elections.admin@haringey.gov.uk	Gareth.Harrington
Harlow District Council	registration@harlow.gov.uk	alison.hodgson
Harrogate Borough Council	elect@harrogate.gov.uk	jennifer.norton
London Borough of Harrow	elections@harrow.gov.uk	Nayana.Divecha
Hart District Council	elections@hart.gov.uk	vicci.pepper
Hartlepool Borough Council	elections@hartlepool.gov.uk	lorraine.bennison
Hastings Borough Council	electoralservices@hastings.gov.uk	ksilverson
Havant Borough Council	elections.office@havant.gov.uk	
London Borough of Havering	elections@havering.gov.uk	Zena.Smith
Herefordshire Council	elections@herefordshire.gov.uk	cmaund
Hertsmere Borough Council	elections@hertsmere.gov.uk	sam.langford
High Peak Borough Council	elections@highpeak.gov.uk	Marion.Hancock
Highland Council	election@highland.gov.uk	Linda.Johnstone
Highland & Western Isles Valuation Joint Board	ero@highland.gov.uk	
London Borough of Hillingdon	electoralservices@hillingdon.gov.uk	mliddiard
Hinckley & Bosworth Borough Council	elections.registration@hinckley-bosworth.gov.uk	Mark.West
Horsham District Council	elections@horsham.gov.uk	aisha.nottage

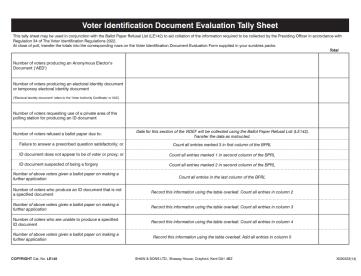|		
London Borough of Hounslow	elections@hounslow.gov.uk	Steven.Browne
Huntingdonshire District Council	elections@huntingdonshire.gov.uk	Lisa.Jablonska
Hyndburn Borough Council	enquiries@hyndburnbc.gov.uk	karina.bilham
Inverclyde Council	elections@inverclyde.gov.uk	
Ipswich Borough Council		anna.last
Isle of Wight Council	electoral.services@iow.gov.uk	clive.joynes
London Borough of Islington	electoral.services@islington.gov.uk	
Royal Borough of Kensington and Chelsea	elect@rbkc.gov.uk	Nicola.Rowden
Kettering Borough Council	elecreg@kettering.gov.uk	
King's Lynn & West Norfolk	register.electors@west-norfolk.gov.uk	andrew.barrett
Royal Borough of Kingston Upon Thames	electoral.services@kingston.gov.uk	martina.reid
Kingston-upon-Hull City Council	electoral.services@hullcc.gov.uk	Andrew.stead
Kirklees Metropolitan Council	electoral.registration@kirklees.gov.uk	Laura.Burrell
Knowsley Metropolitan Borough Council	elections@knowsley.gov.uk	ann-marie.cockburn
London Borough of Lambeth	electoralservices@lambeth.gov.uk	Cjohn
Lancaster City Council	elections@lancaster.gov.uk	
Leeds City Council	electors@leeds.gov.uk	Sue.Wolfe
Leicester City Council	electoral.services@leicester.gov.uk	Steve.Hayden
Lewes District Council		Steven.Andrews
London Borough of Lewisham	electoral.services@lewisham.gov.uk	Jamie.Baker
City of London	electoralservices@cityoflondon.gov.uk	saira.mckechnie
Lichfield District Council	elections@lichfielddc.gov.uk	Sarah.Pearce
Lincoln City Council	electoral@lincoln.gov.uk	Cheryl.Evans
Liverpool City Council	elections@liverpool.gov.uk	Stephen.Barker
Luton Borough Council	electoralservices@luton.gov.uk	Sam.Freer
Maidstone Borough Council	registration@maidstone.gov.uk	KathyHildige
Maldon District Council	elections@maldon.gov.uk	claire.hawken
Malvern Hills District Council	elections@malvernhills.gov.uk	Laura.Noonan
Manchester City Council		t.jefferson
Mansfield District Council	elections@mansfield.gov.uk	dharper
Medway Council	electoralservices@medway.gov.uk	jane.ringham
Melton Borough Council	electoralservices@melton.gov.uk	atelford
Somerset Council (Mendip area)	elections@mendip.gov.uk	eve.murphy
Merthyr Tydfil County Borough Council	electoral@merthyr.gov.uk	
London Borough of Merton	electoral.services@merton.gov.uk	Andrew.Robertson
Mid Devon District Council	elections@middevon.gov.uk	jstoneman
Mid Suffolk District Counci	elections@baberghmidsuffolk.gov.uk	Edward.McCreadie
Mid Sussex District Council	elections@midsussex.gov.uk	Aidan.Gaff
Middlesbrough Borough Council	elections@middlesbrough.gov.uk	John_Stuart
Midlothian Council	elections@midlothian.gov.uk	Gillian.Smith
Milton Keynes Council	elections@milton-keynes.gov.uk	
Mole Valley District Council	electoral.registration@molevalley.gov.uk	Dia.Irmal
Monmouthshire County Council	elections@monmouthshire.gov.uk	JohnPearson
Moray Council	Election.enquiries@moray.gov.uk	Alison.Davidson
Neath Port Talbot County Borough Council	elections@neath-porttalbot.gov.uk	j.j.davies
New Forest District Council	electoralservices@nfdc.gov.uk	Debbie.Everett
Newark & Sherwood District Council	voting@newark-sherwooddc.gov.uk	mark.jurejko
Newcastle Under Lyme Borough Council	electreg@newcastle-staffs.gov.uk	electreg
Newcastle City Council	elections@newcastle.gov.uk	carly.hall
London Borough of Newham	elections@newham.gov.uk	akhtar.ali
Newport City Council	uvote@newport.gov.uk	Leanne.Rowlands
North Ayrshire Council	elections@north-ayrshire.gov.uk	
North Devon District Council	elections@northdevon.gov.uk	debbie.chandler
N.E. Derbyshire District Council	elections@ne-derbyshire.gov.uk	Donna.Jawad
North East Lincolnshire Council	elections@nelincs.gov.uk	Laura.Cowie
North Hertfordshire District Council	elections@north-herts.gov.uk	thomas.marsh
North Kesteven District Council	elections@n-kesteven.gov.uk	Lynsey_Oswick
North Lanarkshire Council	electionoffice@northlan.gov.uk	RoseAn
North Lincolnshire Council	elections@northlincs.gov.uk	Anthia.Taylor
North Northamptonshire		heather.jackson
North Norfolk District Council	register@north-norfolk.gov.uk	tracey.holmes
North Somerset Council	electoral.services@n-somerset.gov.uk	Philippa.Penney
North Tyneside Council	elections@northtyneside.gov.uk	David.Thomson
North Warwickshire Borough Council	democraticservices@northwarks.gov.uk	AmandaTonks
North West Leicestershire District Council	electreg@nwleicestershire.gov.uk	LOUISE.SCOTT
North Yorkshire County Council		Jennifer.Norton
Northampton Borough Council	elecreg@northampton.gov.uk	elecreg
Northumberland County Council	elections@northumberland.gov.uk	Jane.Higgins
Norwich City Council	elections@norwich.gov.uk	TomHenry
Nottingham City Council	elections@nottinghamcity.gov.uk	Sarah.Wilson
Nuneaton and Bedworth Borough Council	electoralreg@nuneatonandbedworth.gov.uk	helen.sidaway
Oadby & Wigston District Council		Steven.tucker
Oldham Metropolitan Borough Council	election@oldham.gov.uk	
Orkney Islands Council	electionoffice@orkney.gov.uk	
Oxford City Council	elections@oxford.gov.uk	mjohn
Pembrokeshire County Council	electoralservices@pembrokeshire.gov.uk	
Pendle Borough Council	elections@pendle.gov.uk	Andrea.Mullin
Perth & Kinross Council	elections@pkc.gov.uk	
Peterborough City Council	electoralservices@peterborough.gov.uk	mark.emson
Plymouth City Council	ero@plymouth.gov.uk	Iain.McGlashan
Portsmouth City Council	elections@portsmouthcc.gov.uk	Alison.Herrod
Powys County Council		sandra.matthews
Preston City Council	electoralservices@preston.gov.uk	C.Standring
Reading Borough Council	elections@reading.gov.uk	Claire.Woodford
London Borough of Redbridge	electoral.services@redbridge.gov.uk	Denise.Campbell
Redcar and Cleveland Borough Council	electoral_registration@redcar-cleveland.gov.uk	Barbara.Curtis

Redditch Borough Council	Darren.whitney	
Reigate and Banstead Borough Council	elreg@reigate-banstead.gov.uk	Alex.Vine
Renfrewshire Council	Election-office@renfrewshire.gov.uk	david.low
Rhondda Cynon Taff	electoralservices@rctcbc.gov.uk	Huw.B.Davies
Ribble Valley Borough Council	Jane.Pearson	
London Borough of Richmond Upon Thames	electoral.services@richmond.gov.uk	Cathy.Potter
Richmondshire District Council	electoral@richmondshire.gov.uk	Sandra.Hullah
Rochdale Metropolitan Borough Council	elections@rochdale.gov.uk	Clare.Poole
Rochford District Council	elections@rochford.gov.uk	George.Sullivan
Rossendale Borough Council	elections@rossendalebc.gov.uk	LindaHarling
Rother District Council	elections@rother.gov.uk	Richard.Adams
Rotherham Metropolitan Borough Council	electoral.services@rotherham.gov.uk	Claire.Wardle
Rugby Borough Council	elections@rugby.gov.uk	Sara.Bolderston-Bowers
Runnymede Borough Council	elec.services@runnymede.gov.uk	amina.saad
Rushcliffe Borough Council	customerservices@rushcliffe.gov.uk	TShort
Rushmoor Borough Council	elections@rushmoor.gov.uk	vicci.pepper
Rutland County Council	elections@rutland.gov.uk	JBarnes
Ryedale District Council	elections@ryedale.gov.uk	
Salford City Council	elections@salford.gov.uk	elliot.hogan
Sandwell Metropolitan Borough Council	electoral_services@sandwell.gov.uk	zoe_armstrong
Scarborough Borough Council	electors@scarborough.gov.uk	Christine.Armitage
Scilly, council of the Isles	elections@scilly.gov.uk	Joseph.Payne
Scottish Borders Council	elections@scotborders.gov.uk	
Somerset Council (Sedgemoor area)	electoral.services@sedgemoor.gov.uk	Louise.Potter
Isle of Anglesey County Council	SarahHughes	
Sefton Metropolitan Borough Council	Neil.Middlehurst	
Selby District Council	electoralregistration@selby.gov.uk	jsenior
Sevenoaks District Council	elections@sevenoaks.gov.uk	Nicola.Fletcher
Sheffield City Council	elections@sheffield.gov.uk	James.Moran
Shetland Islands Council	Returning.officer@shetland.gov.uk	anne.cogle
Shropshire County Council	elections@shropshire.gov.uk	ann.almond
Slough Borough Council	ballotbox@slough.gov.uk	Andrew.Larkinson
Solihull Metropolitan Borough Council	election@solihull.gov.uk	matthew.rossi
Somerset Council (Somerset West & Taunton area)	elections@somersetwestandtaunton.gov.uk	H.Dobson
South Ayrshire Council	eileen.howat	
South Buckinghamshire District Council	elections@chilternandsouthbucks.gov.uk	
South Cambridgeshire District Council	election@scambs.gov.uk	Jo.Cox
South Derbyshire District Council	Emily.cieslak	
South Gloucestershire Council	Natalie.carr	
South Hams District Council	elections@southhams.gov.uk	Liz.Tucker
South Holland District Council	elections@sholland.gov.uk	dwright
South Kesteven District Council	elections@southkesteven.gov.uk	J.Edwards
South Lakeland District Council	elections@southlakeland.gov.uk	tom.benson
South Lanarkshire Council	elections@southlanarkshire.gov.uk	Jane.Aitchison
South Norfolk District Council	elections@southnorfolkandbroadland.gov.uk	nicola.tullock
South Northamptonshire Council	elections@cherwellandsouthnorthants.gov.uk	
South Oxfordshire District Council	elections@southandvale.gov.uk	Susan.Baker
South Ribble Borough Council	democraticservices@southribble.gov.uk	JBentham
Somerset Council (South Somerset area)	elections@southsomerset.gov.uk	Sam.Wenden-de-Lira
South Staffordshire District Council	elections@sstaffs.gov.uk	P.Watson
South Tyneside Metropolitan Borough Council	elections@southtyneside.gov.uk	Joanne.Gelson
Southampton City Council	elections@southampton.gov.uk	Scott.Healey
Southend-on-Sea Borough Council	elections@southend.gov.uk	LouisaRobinson
London Borough of Southwark	electoralenquiries@southwark.gov.uk	Rachel.Tappenden
Spelthorne Borough Council	electoral.services@spelthorne.gov.uk	J.McEwan
St Albans City & District Council	elections@stalbans.gov.uk	Victoria.Boast
St Helens Metropolitan Borough Council	elections@sthelens.gov.uk	ElisaLove
Stafford Borough Council	elections@staffordbc.gov.uk	jpickering
Staffordshire Moorlands District Council	electoral.services@staffsmoorlands.gov.uk	electoral.services
Stevenage Borough Council	electoral@stevenage.gov.uk	Luke.Fattorusso
Stirling Council	mcdougalld	
Stockport Metropolitan Borough Council	elections.office@stockport.gov.uk	
Stockton-on-Tees Borough Council	electoral@stockton.gov.uk	Sharon.McDonald
Stoke on Trent City Council	elections@stoke.gov.uk	Gina.Jones
Stratford on Avon District Council	elections@stratford-dc.gov.uk	Caroline.Nash
Stroud District Council	elections@stroud.gov.uk	Jenna.Day
Sunderland City Council	elections@sunderland.gov.uk	Lindsay.Dixon
Surrey Heath Borough Council	vote@surreyheath.gov.uk	rachel.whillis
London Borough of Sutton	electoralservices@sutton.gov.uk	martha.matheou
Swale Borough Council	elections@swale.gov.uk	KeithAlabaster
Swansea County Council	elections@swansea.gov.uk	Michael.Beardshaw
Swindon Borough Council	RThomas	
Tameside Metropolitan Borough Council	elections@tameside.gov.uk	robert.landon
Tamworth Borough Council	elections@tamworth.gov.uk	Bernadette-Flanagan
Tandridge District Council	elections@tandridge.gov.uk	CGibb
Taunton Deane Borough Council	electoralservices@tauntondeane.gov.uk	
Teignbridge District Council	electoralservices@teignbridge.gov.uk	cathy.ruelens
Telford and Wrekin Council	elections@telford.gov.uk	Anna.Plummer
Tendring District Council	elections@tendringdc.gov.uk	nnepean
Test Valley Borough Council	elecreg@testvalley.gov.uk	FCleland
Tewkesbury Borough Council	elections@tewkesbury.gov.uk	Lorraine.Jones
Thanet District Council	electoral.services@thanet.gov.uk	kerrie.spicer
Three Rivers District Council	enquiries@threerivers.gov.uk	matthew.page
Thurrock Council	electoral.services@thurrock.gov.uk	ESheridan
Tonbridge and Malling Borough Council	voting@tmbc.gov.uk	Daune.Ashdown
Torbay Council	electoral.registration@torbay.gov.uk	Catherine.Hayden

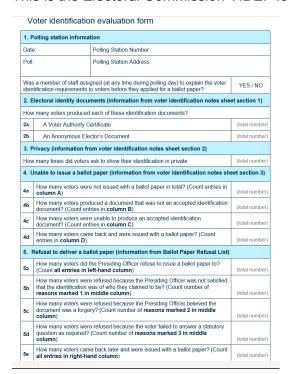|		
Torfaen County Borough Council	voting@torfaen.gov.uk	Caroline.Genever-Jones
Torridge District Council	elections@torridge.gov.uk	Tom.Vanstone
London Borough of Tower Hamlets	electoralservices@towerhamlets.gov.uk	Robert.Curtis
Trafford Metropolitan Borough Council	elections@trafford.gov.uk	Nicola.Quinn
Tunbridge Wells Borough Council	electoralregistrations@tunbridgewells.gov.uk	Jane.Clarke
Uttlesford District Council	elections@uttlesford.gov.uk	PHardy
Vale of Glamorgan Council	electoralregistration@valeofglamorgan.gov.uk	HHanman; rmstarr-wood
Vale of White Horse District Council	Susan.baker	
Wakefield Metropolitan District Council	Elections@wakefield.gov.uk	andrewraven
Walsall Metropolitan Borough Council	electionoffice@walsall.gov.uk	electionoffice
London Borough of Waltham Forest	electoral.services@walthamforest.gov.uk	Karen.Honeyball
London Borough of Wandsworth	electoral@wandsworth.gov.uk	Andrew.Smith
Warrington Borough Council	elections@warrington.gov.uk	alison.mccormick
Warwick District Council	elections@warwickdc.gov.uk	Gillian.Friar
Watford Borough Council	elections@watford.gov.uk	Gordon.Amos
Waverley Borough Council	electoral.services@waverley.gov.uk	Louise.Stamp
Wealden District Council	elections@wealden.gov.uk	Heather.Blanshard
Wellingborough Borough Council	elections@wellingborough.gov.uk	
Welwyn Hatfield Borough Council	elections@welhat.gov.uk	j.merron1
West Berkshire Council	electoralservices@westberks.gov.uk	Clare.Ockwell
West Devon Borough Council	elections@westdevon.gov.uk	Clare.Chapman
West Dunbartonshire Council	elections@west-dunbarton.gov.uk	george.hawthorn
West Lancashire Borough Council	elections.office@westlancsdc.gov.uk	tom.lynan
West Lindsey District Council	ereg@west-lindsey.gov.uk	joanne.rainsforth
West Lothian Council	elections@westlothian.gov.uk	
West Oxfordshire District Council	elections@westoxon.gov.uk	
West Northamptonshire	jane.lyons	
West Suffolk Council	elections@westsuffolk.gov.uk	jemma.taaffe
City of Westminster	electoralservices@westminster.gov.uk	jcottam-allan
Wigan Metropolitan Borough Council	elections@wigan.gov.uk	J.Coplin
Wiltshire Council	elections@wiltshire.gov.uk	caroline.rudland
Winchester City Council	KVincent	
Royal Borough of Windsor and Maidenhead	electoral.registration@rbwm.gov.uk	Suzanne.Martin
Wirral Metropolitan Borough of	electoral@wirral.gov.uk	electoral
Woking Borough Council	elections@woking.gov.uk	Emera.Chown
Wokingham Borough Council	electoralservices@wokingham.gov.uk	Samuel.Whitcher
Wolverhampton City Council	electoral.reg@wolverhampton.gov.uk	Laura.Noonan
Worcester City Council	electoralservices@worcester.gov.uk	Matthew.Comber
Worthing District Council	Jennifer.seymour	
Wrexham County Borough Council	electoral@wrexham.gov.uk	Alison.Davies
Wychavon District Council	elections@wychavon.gov.uk	Elaine.Dicks
Wycombe District Council	elections@wycombe.gov.uk	
Wyre Borough Council	jporter	
Wyre Forest District Council	electoral@wyreforestdc.gov.uk	Mike.Saunders
York City Council	electoral.services@york.gov.uk	Joanne.Lowe

12. VIDEF Form- how to fill in our data if your polling stations used Shaws VIDEF form

Please note we recommend you use the following Electoral Commission VIDEF form. The crib guide is only for those local authorities who use the alternative form (shown just below this one). On the next page it tells you how to take the data from the alternative and how it maps to the VIDEF categories. Our data collection references the VIDEF form question numbers in the question guidance.

This is the Electoral Commission VIDEF form you should use below:

Number of voters producing an anonymous elector's document	VIDEF field 2b
Number of voters producing an electoral identity document or temporary electoral identity document	VIDEF field 2a
Number of voters requesting use of a private area of the polling station for producing an ID document	VIDEF field 3
Number of voters to whom the presiding officer refuses to deliver a ballot paper due to the failure to answer a prescribed question satisfactorily; or due to the failure of the voter to satisfy the presiding officer that the ID document submitted represents the elector or proxy that the voter claims to be; or due to the presiding officer reasonably suspecting the document to be a forgery	VIDEF field 5a
Number of above voters given a ballot paper on making a further application	VIDEF field 5e
Number of voters who produce an ID document that is not a specified document	VIDEF field 4b

VIDEF field 4a= 4b + 4c

A signature in the box below is intended to indicate that a greeter/marshall was used in the polling station. This relates to the YES/NO box in VIDEF field 1 where 'YES' indicates a greeter was used. If you are not sure the information on the form is correct please select 'We did not collect this'

for
4d

I confirm that either I or a clerk explained the voter identification requirements to each voter prior to the voter applying for a ballot paper.

Date	
Presiding Officer's signature	

Note the below is from the Voter Identification Document tally sheet

VIDEF field 5d

VIDEF field 5b

VIDEF field 5c

Failure to answer a prescribed question satisfactorily; or
ID document does not appear to be of voter or proxy; or
ID document suspected of being a forgery