

Guidance note: reporting on the administration of Scottish local government elections on 4 May 2017 - data collection and feedback

Purpose

1. The purpose of this guidance note is to provide information about the Commission's requirements for the return of election data and feedback for the Scottish local government elections on 4 May 2017. This includes what must be returned, where to find the forms to be returned and where to return completed forms. It also sets out our plans to request feedback on your experience of administering the elections.
2. We are very grateful for the assistance given to us by Returning Officers and their staff and we recognise that this is a very busy time for you. It is important that our report on these elections and any recommendations we make are based on robust information. Consequently, if you are uncertain about any of the data that is being requested here, please do get in touch.

Background

3. The Additional Data form contains fields requesting information on registration figures. Your Electoral Management Software (EMS) may be able to generate all or some of these additional fields.
4. Please ensure that you make arrangements for the data and forms to be returned by the deadlines, particularly if the person responsible for returning them will be away when the returns are due.

Data to be returned

5. Returning Officers should return the following as **Excel** files where applicable

For **EACH WARD**:

- **Declaration of result of poll** - This should include:
 - the full name of each candidate (if applicable)
 - party/description (if any);
 - the number of first preference votes polled for each candidate or party;
 - the total electorate;
 - a breakdown of ballot papers rejected at the count by reasons for rejection, e.g. want of official mark, etc;

- the candidate(s) elected.

Please note that although the Scottish Local Government Elections Order 2011 requires public notice of further information than we have requested above, we do not require all this information. However, you may submit a declaration of result containing all of the information that you are required to publish if this is easiest.

- **Statement on absent voters** - You should use the guidance on completing the Statement which is included with the form.

For **EACH LOCAL AUTHORITY**:

- **Additional data form** - A form for additional electoral data is set out in the same Excel file as the statement on absent voters. Please complete **ONE** for the **WHOLE local authority**.

Return details and deadline for return of electoral data

6. The contractor will collect the Statement on absent voters, declaration of result of poll, and additional data form on behalf of the Electoral Commission.

Preferably by **email** to: HBochel@lincoln.ac.uk

Otherwise by post to:

Professor Hugh Bochel
College of Social Science
University of Lincoln,
Lincoln,
LN6 7TS

7. Please return all forms **as soon as you are able**. However, we appreciate you will be busy following the May polls with ongoing preparations for the UK Parliamentary General Election. **The final deadline for the return of data related to the May polls is therefore Friday 23rd June.**
8. Where the return of data is statutory you will have fulfilled your duty by returning it to the contractor.
9. You can find the relevant data return forms on our [website](#) under 'Part F'.

Contact

10. If you have any queries, please contact your [local Commission office](#) or [Professor Hugh Bochel](#).

Returning Officer feedback forms

11. We would welcome feedback from Returning Officers and electoral administrators on your experience of administering the 2017 polls. We would also like your views on the Commission's guidance and resources.

12. Shortly after the May polls an online survey will be available on our website. A link to this survey will be circulated in a future bulletin.