Reporting on the administration of elections on 2 May 2019

This note outlines the Commission's requirements for the return of **data** and **feedback** for the Local Government, City Mayoral and Combined Authority Mayoral elections in England on 2 May 2019.

This includes what must be returned, where to find the forms to be returned and where to return completed forms. It also sets out requests for feedback on the experience of administering the elections.

We are grateful for the assistance given to us by electoral services staff and we recognise that this is a busy time for you. If you are uncertain about any of the information requested, please contact us at research@electoralcommission.org.uk

Instructions for returning data

1. The Commission will **collect all forms directly**. Please return all forms by e-mail to research@electoralcommission.org.uk.

2. Please return all forms **no earlier than Tuesday 28 May** (25 days after the poll) and **no later than Thursday 6 June 2019.** Please ensure that you make arrangements for the data to be returned, particularly if the person responsible for them will be away when the returns are due.

Forms and guidance

3. You can find the relevant forms and guidance on our website under 'Part F'.

4. Your EMS supplier is familiar with these forms and your EMS may be able to generate some or all of the required information.

Data to be returned

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

Local Government Elections

For each WARD		
1	**Form K: Statement as to postal ballot papers**	Please use the guidance on completing Form K which is included with the form.

2	Turnout form	This is set out in the same Excel file as Form K and includes data on the total electorate for the ward and a breakdown of ballot papers rejected at the count by reasons for rejection, e.g. want of official mark, etc..

For each LOCAL AUTHORITY		
3	Additional Data form	This is set out in the same Excel file as Form K.

City Mayoral Elections

For each LOCAL AUTHORITY		
1	**Form K: Statement as to postal ballot papers**	Please use the guidance on completing Form K which is included with the form.
2	**Additional Data form**	This is set out in the same Excel file as Form K. *Many of the fields on this form will duplicate data included on any additional data form returned for the local government election in the same area.*

Combined Authority Mayoral Elections

For each LOCAL AUTHORITY		
1	**Form K: Statement as to postal ballot papers**	Please use the guidance on completing Form K which is included with the form.
2	**Additional Data form**	This is set out in the same Excel file as Form K.

Returning Officer feedback

6. We would welcome feedback from Returning Officers, Electoral Registration Officers and electoral administrators on your experience of administering the 2019 polls. We would also like your views on the Commission's guidance and resources.

7. 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.