

electoral administration bulletin

The
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Commission



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UK Parliamentary general election: communicating during the verification and count

Good communication during the verification and count allows those present, such as candidates, agents and the media, to properly scrutinise all of the processes and will help to build confidence in the administration of the verification and count. Providing information on the process can also help to lower the number of queries raised, thus reducing the pressure on staff.

We thought it would be useful to remind you of our guidance in this area and highlight some key considerations which you should take into account when deciding how you will communicate with attendees at the verification and count.

The following summarises some of the actions that will help to ensure that those attending your verification and count can be clear on what is going on:

- Produce and distribute an information pack to anyone attending the count containing, for example, information on the facilities, the processes to be undertaken and what those in attendance can expect to see and the procedures for the declaration of the result.
- Ensure that there are timely and co-ordinated communications throughout the verification and count, for example by using a public address system, to ensure that information is communicated in a way that allows those in attendance to understand fully what is happening.
- Consider placing information posters and boards throughout the verification and count venue, which show the key members of staff and provide an overview of the procedures to be followed in order to help attendees identify what is happening and where.

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EA Bulletins are issued on a regular basis. They are one of our key channels for communicating with Returning Officers, Electoral Registration Officers and their staff. Past issues of Bulletins for England, Scotland and Wales are available [here](#). You can also [subscribe to the EA Bulletins](#).

Please [keep us informed](#) of any staff changes within your team. This will help us to keep our mailing lists up-to-date.

We are sending you this

- Provide a layout plan of the venue, indicating the key areas of interest.
- Appoint a member of staff to respond to queries and to act as liaison with attendees.
- Provide a hand-out listing all ballot box numbers and the names of the polling stations they relate to.
- Provide candidates and agents with an example of the template verification and count paperwork that will be used.
- Provide candidates and agents with hard copies of the completed verification statement and the statement of the result.
- Provide media representatives at the count with hard copies of the result at the time the announcement is made as this will help them to ensure that their transmission of figures is accurate.
- Repeat the declaration of the result as necessary so that those in attendance are able to hear the details clearly, particularly where there is noise from those attending.

newsletter as it contains important information about the Electoral Commission's work which is relevant to you. The newsletter forms part of the Electoral Commission's public task which has its basis in the Political Parties, Elections and Referendums Act 2000. We will manage your personal information and contact details in line with the General Data Protection Regulation and UK data protection legislation as outlined in our privacy notice (<https://www.electoralcommission.org.uk/privacy-notice>)

If you no longer wish to receive this newsletter, you may [unsubscribe](#) at any time.

Managing the media at the count

In addition to the above, when making preparations for the attendance of the media, you should wherever possible aim to provide:

- Sufficient chairs and desks/tables
- Power points
- Wifi (if available)
- Landline phones (particularly if there are issues with mobile reception)
- Access to candidates, party agents and officials if they need information or comment

Guidance and resources

- Further information on preparing for the count can be found in [Part E – Verifying and counting the votes](#).
- Practical guidance on communicating information at the verification and count can be found in our [verification and count toolkit](#).
- Our [template example scripts](#) for (A)ROs can be used as a basis for announcements at various stages of the count.
- Our [tips for managing the media at the count](#) can be used to assist you and your communications team with media liaison.

UK Parliamentary general election: post-poll data collection

Following the UK Parliamentary general election, we will once again be collecting administrative data, including turnout figures, data on rejected ballot papers and postal voting data. This important data

helps to inform our reporting on the poll as well as providing supporting evidence for our wider research and policy work.

To make the process easier and quicker for you we will use an online portal to collect a reduced set of key data. It will auto validate the data you submit so will significantly reduce the need for us to contact you with queries on your return.

We have produced a [user guide](#), which explains how to use the portal. The guide also sets out the data we will be collecting and when, and includes a list of the generic local authority election email addresses that we plan to use to contact you. Please [let us know](#) if you think we have an incorrect email address listed for your team.

What happens next?

We will be sending out emails inviting you to register for the online data portal on 18 December. The deadline for submission of data will be Friday 17 January 2020.

What about Form K?

The data we are collecting via the online portal does not include the full Form K statement as to postal ballots. You will still be able to return completed Form Ks to us in the usual way, by e-mailing research@electoralcommission.org.uk.

2019 canvass: collection of electoral data to take place in January

As in previous years, following the publication of the revised registers, we will be collecting information and data relating to the annual canvass and the publication of the revised registers. The data collection is usually conducted in December, immediately after the deadline for publication of the revised registers, but as a result of the UKPGE we won't start the data collection this year until the week commencing Monday 6 January 2020.

The deadline for submitting your data will be Friday 24 January 2020. As usual, the data can be generated via your EMS system and your supplier should provide you with instructions on how to produce the data. We will provide further details on where to submit your data in a Bulletin in January.

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