

Part A – Returning Officer role and responsibilities

Police and Crime Commissioner and
local government elections in England:
guidance for Returning Officers

December 2019

In this guidance we use 'must' when we refer to a specific legal requirement. We use 'should' for items we consider to be recommended practice, but which are not legal requirements.

Translations and other formats

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Updates to this document

Updated	Description of change	Paragraph number
March 2016	Re-published to include legal references.	N/A
September 2019	Re-published to include updated legal references and to take account of the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018	N/A
December 2019	Updated to reference police areas where the PCC takes on the fire and rescue authority function.	

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1 Introduction to this guidance

In Essex, North Yorkshire, Northamptonshire and Staffordshire the candidate elected to the role of PCC also holds the fire and rescue authority function¹.

Purpose

1.1 The purpose of this guidance is to assist Returning Officers (ROs) with the practice and procedure of running the poll at a Police and Crime Commissioner (PCC) election where the poll is combined with the poll at a local government election.

1.2 As local government RO you are responsible not only for the delivery of the local government election but also for the combined elements of the poll. By virtue of being the local government RO², you will also be the Local Returning Officer (LRO) for the PCC election³. This guidance covers all aspects of planning for and administering a combined poll.

1.3 The guidance has been developed in close consultation with members of the UK Electoral Advisory Board (EAB) and the Elections, Registration and Referendums Working Group (ERRWG). It reflects what we, the EAB and the ERRWG believe that ROs should expect of their staff in preparing and delivering the polls.

1.4 You should read it in conjunction with any additional guidance or directions issued by the Police Area Returning Officer (PARO) as part of their role in co-ordinating the delivery of the PCC election in their area. The PARO has the power to give general or specific directions to LROs relating to the discharge of their functions at the PCC election, and so when acting as LRO you must comply with any such directions⁴. This power to give directions does not, however, extend to the local government election or the combined elements of the poll¹. In any case, you should liaise closely with the PARO and take into account any guidance issued by them in preparing for and delivering the polls as a whole. We have produced separate [planning guidance for PAROs](#) which is available for download from our website.

¹ Except that the PARO may direct the time by which verification procedures must begin (unless one of the combined polls is the poll at a UK parliamentary election).

1.5 Given the potential for these polls to be combined with the poll at a further election or a referendum, we have also included within this guidance content relevant to planning for and administering parish council elections, mayoral referendums and mayoral elections. References in this guidance to a local government election should be read to include parish and mayoral elections unless otherwise stated.

1.6 This guidance does not cover the administration council tax referendums. It also does not cover the administration of residential neighbourhood planning referendums, other than to highlight the impact on local government ROs where the poll at such a referendum is combined with a local government election and/or a PCC election. Also, the guidance on neighbourhood planning referendums only covers referendums that do not cross local authority boundaries. Where the referendum crosses local authority boundaries the legislation relating to combination is complex and we advise you to contact your local Commission team as soon as possible after becoming aware that such a referendum will be held in your area on the same date as the scheduled polls.

1.7 Throughout this guidance we generally use 'you' to refer to you as local government RO and LRO. Where we are referring to the PARO, this will be explicitly stated. For further details about your roles and responsibilities as local government RO and LRO, as well as the role and responsibilities of the PARO, see [chapter 3](#).

1.8 This guidance has been produced based on, and should be read in accordance with, the requirements set out in the following legislation (as amended):

- Local Government Act 1972
- Representation of the People Acts 1983, 1985 and 2000
- Political Parties, Elections and Referendums Act 2000
- Local Government Act 2000
- Representation of the People (England and Wales) Regulations 2001
- Representation of the People (Combination of Polls) (England and Wales) Regulations 2004
- Electoral Administration Act 2006
- The Local Elections (Principal Areas) (England and Wales) Rules 2006 (as amended)
- The Local Elections (Parish and Communities) (England and Wales) Rules 2006
- The Local Authorities (Mayoral Elections) (England and Wales) Regulations 2007
- Political Parties and Elections Act 2009
- Police Reform and Social Responsibility Act 2011
- The Local Authorities (Conduct of Referendums) (England) Regulations 2012

- The Neighbourhood Planning (Referendums) Regulations 2012
- The Police and Crime Commissioner Elections Order 2012
- The Police and Crime Commissioner Elections (Functions of Returning Officers) Regulations 2012
- The Police and Crime Commissioner Elections (Designation of Local Authorities) Order 2015
- The Police and Crime Commissioner (Disqualification) (Supplementary Provisions) Regulations 2012
- The Police and Crime Commissioner Elections (Returning Officers' Accounts) (Amendment) Regulations 2016
- The Police and Crime Commissioner Elections (Local Returning Officers' and Police Area Returning Officers' Charges) Order 2016
- Electoral Registration and Administration Act 2013
- The Transfer of Functions (Police and Crime Commissioner Elections) Order 2015

1.9 The list above includes only the legislation that makes provision in areas that this guidance relates to and the legislation that currently stands. We expect further legislation to provide for amended conduct regulations and designation of PAROs and fees and charges.

1.10 Data protection legislation applies to the processing of all personal data. Returning Officers (ROs) and LROs are personally responsible for ensuring that they comply with the requirements of data protection legislation. In addition to the updates made to this guidance, the Commission published a [resource](#) in February 2018 to support you in meeting your obligations under current data protection legislation, as this relates to your electoral administration responsibilities.

1.11 Local government ROs, PAROs and LROs are also required to have regard to the public sector equality duty contained in Section 149 of the Equality Act 2010 when carrying out their duties.

How to use this guidance

1.12 The guidance is divided into six areas:

- [Part A – Returning Officer roles and responsibilities](#)
- [Part B – Planning and organisation](#)
- [Part C – Administering the poll](#)
- [Part D – Absent voting](#)
- [Part E – Verifying and counting the votes](#)
- [Part F – After the declaration of results](#)

1.13 Each of these parts covers:

- what you and the PARO are required to do by law ('musts')

- what we expect you to have in place, and
- what we would expect to see to be able to be satisfied that the key outcomes of the Commission’s performance standards can be delivered
- recommended practice to assist you in understanding and discharging your duties

1.14 This guidance is supplemented by resources which can be accessed through links contained throughout the guidance.

1.15 Should you have any questions about our guidance or any other matter relating to the administration of the elections, we are available to provide on-going support. We will also be providing an out-of-hours advice service to deal with urgent electoral administration queries in the run up to and immediately following any scheduled elections. Further information on the out-of-hours service will be provided through our Bulletin for electoral administrators.

Terminology

1.16 In this guidance the term ‘ward’ should be read as ‘electoral division’ in elections for unitary authorities that are divided into electoral divisions, county councils and county borough councils. In the case of a parish that is unwarded, ‘ward’ should be read as ‘parish’. The term ‘electoral area’ should be read as ‘voting area’ for the purposes of the PCC election. The voting area at a PCC election in England is the local authority area. The ‘police area’ is the area covered by the police force.

Neighbourhood planning referendums

At a neighbourhood planning referendum, the electoral area is the referendum area. As a minimum this will be the Neighbourhood Area, but can be extended to include other areas with an interest in the outcome of the referendum. At these referendums, references in this guidance to ‘electoral area’ should therefore be read as ‘referendum area’.

2 The context of the elections

2.1 The elections will bring their own particular challenges, and it is likely that your work to deliver well-run polls will come under considerable scrutiny – from voters, candidates and political parties, the media, including through social media. This chapter seeks to highlight some of the particular aspects of context relevant to these polls which you should ensure underpin all aspects of your planning.

2.2 Even if you have worked as an RO or LRO before, changes in legislation – and landscape – coupled with the combination of the poll at the local government election with the poll at the PCC election, will make this event different from any other electoral event you may have delivered previously.

Nature of the contests

2.3 There are risks inherent in the combination of local government and PCC polls that will need to be mitigated for both elections to be well-run. For example, there will be two different electoral systems in use, incorporating two methods of voting, with two ballot papers. Clear and tailored information for voters on how to cast their vote will be essential to minimise confusion. However, as each police area encompasses a number of voting areas, you should be aware that there may be some places within the police area where the poll for the PCC election will not be combined with another poll. To minimise voter confusion, as well as to ensure that voters receive a consistently high quality of service irrespective of where they live, you will need to work closely with the PARO and other local government ROs / LROs in your police area.

2.4 The evolving political landscape could mean that even in places where there have traditionally been large majorities this may no longer be the case, meaning the focus and circumstances could be different from anything experienced in your area before.

2.5 There may be a significant number of new or less experienced political parties, candidates and agents who are unfamiliar with the practices and processes of an election and who will need your assistance to be able to participate effectively.

2.6 Given the possibility of close and hard-fought contests, you should be prepared for the integrity of the elections to be scrutinised. Allegations and cases of electoral fraud will not only have a negative impact on the confidence of electors and campaigners, but they may also have a significant impact on your capacity to manage the elections process effectively. It is therefore crucial that you put in place detailed and robust plans for monitoring and

maintaining the integrity of the elections in your area. You should work closely with the local police, ensuring you have in place good lines of communication for referring any allegations.

Scale

2.7 Many aspects of planning for the elections will need to reflect assumptions as to the likely turnout. Establishing such assumptions at an early stage in planning is of key importance as the scope for adjusting plans is limited at a later stage in the process. There are always challenges with developing such planning assumptions, with it often being difficult to predict in advance of the election period what the levels of engagement in the particular polls are likely to be. Given the potential for high levels of interest and engagement, some of which may not emerge until close to the polls, the potential for a high turnout needs to be reflected in all aspects of planning for the polls.

2.8 For example, higher turnout would mean more voters at polling stations, and it is vital that you make appropriate provision, with the numbers of stations and the numbers of staff within them sufficient to deal with the number of electors allocated to them. Although the legislation allows any voters in a queue at their polling station at 10pm to vote⁵, the need to ensure that voters do not face undue delays in voting and can receive a high-quality service throughout polling day still remains.

2.9 As the polls become closer, the context of the polls will continue to evolve as the campaigns pick up pace. You will need to be prepared to react to events which could have an impact on the effective delivery of the polls, and this will include having robust contingency plans in place that you can turn to where required.

2.10 There is likely to be a media focus on the count and declaration of result and it will be important to manage expectations, not only of the media but for all with an interest in the results, by consulting on your proposed approach and subsequently communicating clearly what you expect to deliver and by when, particularly where combination will impact on your expected result declaration times.

Registration of electors

2.11 The focus on the numbers of those registered and not registered is as high profile as it's ever been, and this is set to continue.

2.12 Online registration brings greater opportunities for you and the Electoral Registration Officer (ERO) to engage local residents in the democratic process and to boost the levels of registration amongst under-registered groups. Elections provide a hook for local public engagement strategy, and

opportunities for working with local partners who can reach out to voters in under-registered groups in your area could be a valuable part of your engagement work locally and should be sought out and seized.

2.13 The potential for a high number of registration applications close to the deadline for the elections should be anticipated and built into your plans, reflecting lessons learnt from recent polls. Even where you are not the ERO, the impact of such applications and related questions from residents about their registration status will have implications for the administration of the poll and your plans should ensure you are able to respond effectively.

3 Roles and responsibilities

3.1 Every county, district, unitary and metropolitan council is required to appoint an officer of the council to be the RO for the election of councillors to their local authority⁶.

3.2 By virtue of being the local government RO, you will also act as LRO for the PCC election. At a PCC election, an LRO is appointed for each voting area within the police area. The voting area is defined as the local authority area.



Every district council must appoint an officer of the council to be the RO for any elections of councillors of parishes within the district. This may be the same person as the RO for principal area elections, but does not need to be⁷.

Mayoral elections

The person appointed as the RO for principal area elections will be the RO for any mayoral elections in the local authority (i.e. the person appointed as the RO for the election of principal area councillors is also the RO for election of a mayor)⁸.

Mayoral referendums

At a mayoral referendum in England the referendum is the responsibility of the Counting Officer (CO) who is the RO for principal area elections (i.e. the person appointed as the RO for the election of principal area councillors is also the CO for mayoral referendums)⁹.

Neighbourhood planning referendums

At a neighbourhood planning referendum, the referendum is the responsibility of the Counting Officer (CO) who is the RO for principal area

elections for that authority (i.e. the person appointed as the RO for the election of principal area councillors is also the CO for the referendum).

Where a neighbourhood planning referendum crosses local authority boundaries, the CO for each of the authorities included in the referendum area is responsible for the part of the referendum area that falls within their local authority area.

In this case, there will also be a Chief Counting Officer (CCO) with a power of direction over COs. The CCO will be:

- a person appointed by the local authority whose portion contains the greatest number of registered local government electors in the referendum area, or
- a person appointed by one of the other local authorities as both or all the authorities agree

Your role and responsibilities

3.3 As RO/ LRO you play a central role in the democratic process. Your role is to ensure that the elections are administered effectively, and that, as a result, the experience of voters and those standing for election is a positive one. To achieve this, as both local government RO and LRO, you will need to have in place an effective mechanism for liaising with adjoining local government ROs and LROs and with the PARO.

3.4 You should set out at an early stage what each of you wants to achieve and what success would look like for you.

3.5 As local government RO, in your local authority you are personally responsible for the conduct of the local election including:

- publishing the local government notice of election¹⁰
- administering the nomination process at the local election¹¹
- printing the local government ballot papers¹²
- publishing the local statement of persons nominated and the notice of poll¹³
- counting the votes for the local election¹⁴
- declaring the local election results¹⁵

3.6 For combined local government and PCC elections, as local government RO you will also take on responsibility for the combined elements of the poll, including:

- the provision of polling stations¹⁶
- the appointment and training of Presiding Officers and Poll Clerks¹⁷

- conducting the poll¹⁸
- the notice of situation of polling stations¹⁹
- the equipment of polling stations²⁰
- the notification of the secrecy requirements at polling stations²¹
- signing certificates of employment for polling station staff allowing them to vote at the polling station they are working at, as opposed to the one allocated to them²²
- authorisation to order the removal of persons from polling stations²³
- verification of all ballot papers²⁴
- where it has been decided to combine the issue of postal votes²⁵:
 - the corresponding number list
 - the issue of postal votes including creating a copy of the postal voters list and proxy postal voters list and marking it on issue
 - the opening of postal votes including the marking the returned postal vote statements on the lists and the verification of the personal identifiers on the returned postal voting statements

3.7 As LRO, in your voting area you are personally responsible for:

- counting the PCC votes for your voting area (unless the PARO has given notice that they will take on responsibility for this) ²⁶
- transmitting the local totals for the voting area to the PARO²⁷
- printing the PCC election ballot papers (unless the PARO has given notice that they will take on responsibility for this)²⁸
- managing the postal vote process at the PCC election (but only if the decision has been taken to not combine the issue of postal votes at the local and PCC elections) ²⁹

Combination with a neighbourhood planning referendum

Where the poll at a neighbourhood planning referendum is combined with the poll at a local government election, it is you, as RO for the local government election, who will take on the functions of the CO at the referendum for the part of the referendum area that falls within your local authority area.

3.8 Your duties as local government RO and LRO are separate from your duties as a local government officer³⁰. As RO and LRO you are not responsible to the local authority but are directly accountable to the courts as an independent statutory office holder.

Breach of official duty and power to correct procedural errors

3.9 While you can appoint one or more persons to discharge any or all of your functions as local government RO and LRO³¹, you cannot delegate your personal responsibility for delivering the elections in your local authority. Further information on the appointment of deputies can be found in [Part B – Planning and organisation](#).

3.10 As the LRO you are subject to breach of official duty provisions. This means that if you or your appointed deputies are, without reasonable cause, guilty of any act or omission in breach of official duty you (and/or they) are liable on summary conviction to an unlimited fine³².

3.11 You have the power to take such steps as you think appropriate to remedy acts or omissions that arise in connection with any function of the elections for which you are responsible and that are not in accordance with the rules³³.

3.12 This power allows you to correct procedural errors that are made by you as local government RO and LRO, an ERO, a Presiding Officer (or any deputies of any of these) or a person providing goods or services to you/them.

3.13 Where you remedy an act or omission in full by using your power to correct a procedural error, you will not be guilty of an offence of breach of official duty³⁴. You should remember that the power to correct procedural errors does not enable you as local government RO to recount the votes once the result has been declared.^{35 36}

3.14 As both local government RO and LRO you are personally liable for the conduct of the elections in your local authority and voting area. You should ensure that you have insurance cover and that it is up-to-date. You should be prepared to demonstrate robust planning and decision-making processes in the event of any challenge to the elections and a claim against you. The team at your local authority dealing with insurance may be able to help determine what existing cover is in place and available, and to provide advice as to whether it should be extended.

Your skills and knowledge

3.15 You should have a working knowledge of the legislation governing the conduct of both elections. This means that, in addition to having a clear understanding of your particular statutory functions, you should have an overview of what the legislation contains and an understanding of how it

affects the administration of the elections, so that you can review, question where necessary, and quality-assure the whole process.

3.16 There are management responsibilities attached to your role. For example, you should:

- command the required staff and resources to deliver well-run elections
- draw in the necessary support, skills and expertise from across your own local authority
- oversee the planning, project management and risk management of the elections and incorporate any lessons learnt from previous polls
- identify and oversee any actions necessary to mitigate any issues arising
- ensure that staff are appropriately trained to deliver the roles required of them
- support the staff administering the elections and provide appropriate oversight of their work
- provide direction to staff, monitor progress and receive regular feedback on activities
- if you are not also the PARO, maintain an effective working relationship with the PARO
- If you are not also the ERO, maintain an effective working relationship with them
- maintain an effective working relationship with the other local government ROs and LROs in the police area to help to ensure that electors across the police area receive a consistent, high quality experience
- maintain an effective working relationship with your police Single Point of Contact (SPOC)
- ensure that elections accounts are completed in a timely manner

Appointment, role and responsibilities of the Police Area Returning Officer

3.17 The PARO is designated by an Order made by the Secretary of State and must be an Acting Returning Officer for a UK Parliamentary constituency which falls within or partly within the police area³⁷.

3.18 The PARO is personally responsible for:

- publishing the notice of election for the PCC election³⁸
- administering the nomination process for the PCC election³⁹
- ensuring that PCC candidates comply with the requirements regarding the content of their election addresses⁴⁰

- collating and calculating the number of votes given for each candidate at the PCC election and calculating the result⁴¹
- declaring the PCC result⁴²

3.19 The PARO may also take on responsibility for the following LRO duties by giving notice to the relevant LRO(s):

- printing the PCC election ballot papers
- counting the PCC votes⁴³

3.20 The PARO has the power to give general or specific directions to LROs relating to the discharge of their functions at the PCC election, including directions requiring LROs to take specified preparatory steps or to provide any information that they have or are entitled to have. This power to give directions does not extend to the local government election or the combined elements of the pollⁱⁱ.

ⁱⁱ Except that the PARO may direct the time by which verification procedures must begin (unless one of the combined polls is the poll at a UK parliamentary election).

4 Performance standards

4.1 The Electoral Commission sets standards and monitors and reports on the performance of Returning Officers⁴⁴. The performance standards applicable to the polls can be found at [Appendix A – Performance standards for Returning Officers](#).

4.2 The framework was developed around the key outcomes from the perspective of voters and those who want to stand for election, and in particular whether Returning Officers are taking the necessary steps to deliver the following outcomes:

- voters are able to vote easily and know that their vote will be counted in the way they intended
- it is easy for people who want to stand for election to find out how to get involved, what the rules are, and what they have to do to comply with these rules, and they can have confidence in the management of the process and the result

4.3 [Parts B to F](#) of this guidance include what we expect Returning Officers will need to have in place, and what we would expect to see to be able to be satisfied that the key outcomes of the standards can be delivered.

Appendix A – Performance standards for Returning Officers in Great Britain

Performance standard 1: Voters		
Ensuring that planning for and delivery of the poll enables voters to vote easily and know that their vote will be counted in the way they intended		
Outcome	What does the RO need to do to achieve the outcome	What will demonstrate how the outcome has been met
Voters receive the information they need, in an accessible format and within time for them to cast their vote	<ul style="list-style-type: none"> • Develop and implement robust project management processes • Evaluate planning for and delivery of previous polls and identify lessons learnt, updating plans as required • Put in place arrangements to manage contractors and suppliers to ensure that the work is delivered as required by the specification • Ensure robust processes are in place for ensuring that there are no 	<ul style="list-style-type: none"> • Project planning documentation which is kept under regular review • Planning documentation reflecting lessons learnt • Arrangements in place for the management of contractors and suppliers • Processes for the proof-checking of voter materials, notice of poll and notice of election • Information on the method for delivery of poll cards, including an

	<p>errors on voter materials, notice of poll and notice of election</p> <ul style="list-style-type: none"> • Ensure poll cards are received by voters as soon as possible so that voters have the maximum amount of time to act on the information • Ensure information on the poll, including the notice of election and notice of poll, is easily accessible to voters, such as through the local authority website 	<p>estimation of when poll cards will be delivered</p> <ul style="list-style-type: none"> • Information on the poll easily accessed through the local authority website
<p>Voters receive a high-quality service</p>	<ul style="list-style-type: none"> • Ensure that access needs are taken into account when planning for and setting up polling stations • Decide on the allocation of electors and staff to polling stations to ensure polling stations are properly staffed so that voters receive a high-quality service, giving consideration to the factors set out in Commission guidance • Ensure polling station staff are trained to set-up polling stations in 	<ul style="list-style-type: none"> • Assessment regarding access needs, identifying any problems and actions taken to remedy these • Approach taken to allocating electors and staff to polling stations • Guidance/training provided to polling station staff • Information on the method for delivery of postal ballot packs, including an estimation of when postal ballot packs will be delivered

	<p>such a way that takes account of voter needs</p> <ul style="list-style-type: none"> • Ensure postal ballot packs are received by voters as soon as possible so that voters have the maximum amount of time to act on the information 	
<p>Voters have confidence that their vote will be counted in the way they intended</p>	<ul style="list-style-type: none"> • Maintain a clear audit trail of the issue, receipt and opening of postal ballot packs • Have in place processes to identify any patterns of activity that might indicate potential integrity problems, including what steps are to be taken to deal with any such problems • Maintain the secure storage of ballot papers and postal ballot packs at all times • Put in place appropriate resources to ensure the verification and count is timely 	<ul style="list-style-type: none"> • Arrangements to maintain a clear audit trail of the issue, receipt and opening of postal ballot packs • Processes for dealing with integrity problems • Arrangements for securely storing ballot papers and postal ballot packs • Information on how the verification and counting is to be organised and managed, including the process you followed to arrive at your decision • Arrangements for communicating results to voters

	<ul style="list-style-type: none">• Ensure the results are communicated to voters in a clear and timely way• Ensure count processes are designed and managed to secure an accurate result, with a clear audit trail	<ul style="list-style-type: none">• Arrangements in place to maintain a clear audit trail of the count processes
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Performance standard 2: Those who want to stand for election

Ensuring that planning for and delivery of the poll enables people who want to stand for election to find out how to get involved, what the rules are, and what they have to do to comply with these rules, and enables them to have confidence in the management of the process and the result

Outcome	What does the RO need to do to achieve the outcome	What will demonstrate how the outcome has been met
People who want to stand for election receive all the information they need to take part	<ul style="list-style-type: none"> • Ensure information on the election process and spending is easily available for candidates and agents, including through providing briefing sessions and ensuring they are issued with written guidance • Ensure that candidates have the opportunity to have their nomination papers informally checked prior to their formal submission 	<ul style="list-style-type: none"> • Written guidance issued to candidates • Date(s) of briefing sessions and briefing resources • Arrangements in place for candidates to have their nomination papers informally checked prior to formal submission
Candidates have confidence that the process is well-managed, and have confidence in the results	<ul style="list-style-type: none"> • Ensure that those entitled to attend postal vote opening sessions are able to follow what is happening, where and when • Ensure count processes are transparent, with everything at the verification and count carried out in 	<ul style="list-style-type: none"> • Layout plan of postal vote opening sessions • Information provided to attendees at postal vote opening sessions • Layout plan of the count

	<p>clear view of all those entitled to attend, with information provided to attendees on the processes to be followed</p> <ul style="list-style-type: none"> • Ensure count processes are designed and managed to secure an accurate result, with a clear audit trail • Have in place processes to identify any patterns of activity that might indicate potential integrity problems, including what steps are to be taken to deal with any such problems 	<ul style="list-style-type: none"> • Information provided to attendees at the count • Arrangements in place to communicate progress at the count • Arrangements in place to maintain a clear audit trail of the count processes • Processes for dealing with integrity problems
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Performance standard for statutory office holders with a power of direction

Performance standard 3: Co-ordination and management of the poll		
Co-ordinating the planning for and delivery of the poll to ensure a consistent high-quality experience for voters and those wanting to stand for election		
Outcome	What does the statutory office holder need to do to achieve the outcome	What will demonstrate how the outcome has been met
To ensure that local ROs have the necessary arrangements in place to deliver well-run elections in their area	<ul style="list-style-type: none"> • Develop and implement robust project management processes • Develop guidance and issue directions where necessary to ensure the effective administration of the polls in each local RO area 	<ul style="list-style-type: none"> • Project planning documentation which is kept under regular review • Arrangements for ensuring the consistent delivery of the poll, including guidance issued and whether and how you have used your power to give directions

	<ul style="list-style-type: none"> • Develop and implement plans for communicating with local ROs • Develop and implement a strategy for co-ordinating and delivering public awareness and engaging with electors across the area • Where appropriate, develop a process for receiving and submitting local results 	<ul style="list-style-type: none"> • Plans for communicating with local ROs • A strategy for co-ordinating and delivering public awareness activity and engaging with electors across the area • Arrangements on how you intend to manage the process of collating local results, including any protocols and guidance issued to local ROs
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¹ Police and Crime Commissioner Elections (Amendment) Order 2020

² Representation of the People Act 1983 s.35

³ Article 2 of the Police and Crime Commissioner Elections Order 2012

⁴ Reg 4 of PCCE (Functioning of Returning Officers) Regulation 2012.

⁵ SI 2012/1917 Sch.3 para 39(7).

⁶ Representation of the People Act 1983 s.35

⁷ Representation of the People Act 1983 s.35

⁸ SI 2007/1024 reg.2.

⁹ SI 2012/323 reg.9.

¹⁰ SI 2006/3304 Sch.3 para 3.

¹¹ SI 2006/3304 Sch.3 paras 4 to 8.

¹² SI 2006/3004 Sch. 3 para 16

¹³ SI 2006/3304 Sch.3 para 9.

¹⁴ SI 2006/3304 Sch.3 paras 44 to 49.

¹⁵ SI 2006/3304 Sch.3 para 50.

¹⁶ SI 2012/1917 Sch.3 paras 26 and Sch.4 para 21 .

¹⁷ SI 2012/1917 Sch.3 para 27.

¹⁸ SI 2012/1917 Sch.3 paras 28 to 47.

¹⁹ SI 2006/3304 Sch.3 para 9.

²⁰ SI 2012/1917 Sch.3 para 29 and Sch. 4 para 21.

²¹ SI 2006/3304 Sch.3 paras 28.

²² SI 2006/3304 Sch. 3 para 30(4).

²³ SI 2006/3304 Sch. 3 para 31

²⁴ SI 2006/3304 Sch. 3 reg. 45

²⁵ SI 2012/1917 Sch. 2 para 29

²⁶ SI 2012/1917 Sch.3 paras 48-56 and para 60.

²⁷ SI 2012/1917 Sch.3 para 57.

²⁸ SI 2012/1917 Sch. 3 para 19.

²⁹ SI 2012/1917 Sch.2 part 3 and Sch.3 paras 25 and 33.

³⁰ Section 54 of the Police Reform and Social Responsibility Act 2011

³¹ Representation of the People Act 1983 s. 35(4), Police and Crime Commissioner Elections (Functions of Returning Officers) Regulation 2012 reg 5;

³² Representation of the People Act 1983 s.63 and SI 2012/1917 Art.19.

³³ Electoral Administration Act 2006 s.46 and SI 2012/1918 Reg.6.

³⁴ Representation of the People Act 1983 s. 63(4); Police and Crime Commissioner Elections Order 2012 art.19(4)

³⁵ Electoral Administration Act 2006, s.46(2); Police and Crime Commissioner Elections (Functions of Returning Officers) Regulation 2012 reg 6(2)

³⁶ Electoral Administration Act 2006, s.46(2); Police and Crime Commissioner Elections (Functions of Returning Officers) Regulation 2012 reg 6(2)

³⁷ s.54(1)(a) of the Police Reform and Social Responsibility Act 2011

³⁸ SI 2012/1917 Sch.3 para 4.

³⁹ SI 2012/1917 Sch.3 paras 5 to 16.

⁴⁰ SI 2012/1917 Art. 52(2) and Sch.8.

⁴¹ SI 2012/1917 Sch.3 paras 57-61.

⁴² SI 2012/1917 Sch.3 para 62.

⁴³ Police and Crime Commissioner Elections (Functions of Returning Officers) Regulation 2012 reg 3(4)

⁴⁴ Political Parties Elections and Referendums Act 2000 s.9A.