

electoral administration bulletin

The
Electoral
Commission

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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 newsletter as it contains important information about the Electoral Commission's work which is relevant to you. The

Issue 345 (England) – 15 December 2022

May 2023 elections: guidance update

Further to [Bulletin 341](#), we have now published updated guidance for candidates and agents ahead of the scheduled local government elections in May 2023. The guidance has been updated to reflect the Local Elections (Principal Areas) (England and Wales) (Amendment) (England) Rules 2022, which reduce the number of subscribers required for local elections in England from May 2023 from ten to two. The [nomination pack for local elections in England](#) has also been amended to reflect these changes.

Additionally, the candidates and agents guidance has been updated to reflect changes introduced by the Elections Act 2022. [Part 4](#) and [Part 5](#) of our guidance have been updated to reflect the new voter ID requirements in polling stations and [Part 3](#) has been updated to reflect the changes to notional spending and who can make payments.

We are continuing to update our resources for Returning Officers to reflect the Elections Act changes. To support you with your preparations for May 2023, we have already published the [election timetable for scheduled local elections on 4 May 2023](#), the [template project plan for local elections in England](#) and the [template risk register for local elections in England](#). We have also updated our HTML guidance for Local Authority Mayoral and Combined Authority Mayoral elections, removing references to the use of Supplementary Vote for these polls.

Should you require any further support, please contact your [local Commission team](#) who will be happy to help.

May 2023 elections: polling station handbooks and quick guides order form

We are now collecting orders for hard copies of polling station handbooks and quick guides for use at the May 2023 elections.



The deadline for completing the [online order form](#) is Friday 20 January 2023. We will be printing to order so it is important that you provide us with your figures by the deadline.

Please note that once you have submitted your order form, you will not be able to amend your order yourself. If you need to make any changes to your order, please contact infoengland@electoralcommission.org.uk.

Delivery of the hard copies is expected to be by mid-March 2023, but we will confirm the timing of the delivery in a future Bulletin.

Elections Act: Voter ID – partnership resources

The Commission has developed a range of resources to help authorities holding local elections in May 2023 to support residents to understand and meet the new voter ID requirements. These voter ID resources will be available to download from the Commission's website on Monday 19 December. We are publishing these before the festive break to aid your communications planning, but please do not share any of the resources with your residents prior to the launch of our mass advertising campaign on Monday 9 January 2023.

The resources include:

A5 summary insert for voters

This insert has been developed to give voters a brief introduction to the new requirement, and signpost them to further information.

The insert will be available for commercial printing, and could be included with existing mailings such as council tax bills.

A5 booklet for voters

This booklet gives voters a summary of the new requirement, helps them identify whether they have an accepted form of ID, and supports them to apply for free voter ID if they need it.

The booklet will be available in formats suitable for printing directly or through commercial printers. Translations of the booklet into Polish, Romanian, Panjabi and Urdu will be available early in the New Year.

A4 guide for staff and volunteers

This guide builds on the information in the booklet for voters, and provides additional information to equip front-line staff to answer residents' questions and help them as needed.

The Guide will be available in both full colour for viewing online, and greyscale for printing at low cost.

Posters and social media assets

These posters and social media assets have been developed to help you raise broader awareness of the new requirement in your area.

Web and newsletter copy, and template press releases

Template copy for use on your website and newsletters, and template press releases, have been developed to help you communicate the change to your residents.

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.

The booklet for voters, posters and social media graphics are all editable so you can add your local authority logo, and a style guide is provided to help you do this if you wish.

You can [download the resources](#) from our website from Monday 19 December.

Resources to help groups less likely to have accepted ID

Similar resources to help you support groups less likely to have an accepted form of ID will be available from January. These include resources for:

- Disabled people
- Gypsy, Roma and Traveller communities
- Older people
- People experiencing homelessness
- People who are registered to vote anonymously
- Trans and non-binary people

Welcome to Your Vote week

As highlighted in [Bulletin 341](#), Welcome to Your Vote week 2023 will take place from Monday 30 January – Sunday 5 February.

Welcome to Your Vote Week is an opportunity to start the conversation about democracy and politics with young people in your area.

This year, we're focussing on the theme of 'Our Democracy'. We want to emphasise that democracy takes place all around us and that everyone can get involved.

Schools and youth groups can take part in the week by delivering lessons, an assembly, a democracy game, an off-timetable democracy day or a voter registration drive, as examples.

Let schools and youth groups in your area know about Welcome to Your Vote week, and share [our flexible democratic education resources](#), including lesson plans, short games and activities, and animated videos, with them to help with their planning. Our resources are curriculum-linked and aimed for use with 14-18 year olds, but future voters of any age are invited to get involved with Welcome to Your Vote Week.

Ask schools and youth groups to [sign up to the week](#) to receive their free Welcome to Your Vote Week resources. Share how your area is celebrating Welcome to Your Vote Week on social media by using #WelcomeToYourVote and #OurDemocracy.

We're also seeking schools to sign up to delivering a set of six lesson plans and sharing their feedback with us so we can improve our offering to schools. In return, schools will be entered into a prize draw to win £500 of resources. [Find out more.](#)

For more information about Welcome to Your Vote Week or our wider education work, please email learning@electoralcommission.org.uk.

The Electoral Commission
3 Bunhill Row, London EC1Y 8YZ
Tel England: 0333 103 1928

infoengland@electoralcommission.org.uk

www.electoralcommission.org.uk

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