

# electoral administration bulletin

The  
Electoral  
Commission



Issue 376 (England) – 11 January 2024

## May 2024: Polling station handbooks and quick guides

As set out in Bulletin [373](#), we are now collecting orders for hard copies of polling station handbooks and quick guides for use at the May 2024 polls.

If you haven't already done so, the deadline for completing the [online order form](#) is Friday 19 January.

Please note that we are not providing printed copies of the inserts to be used with the handbooks where elections are combined. We will be making these available to download and print yourselves and will announce in a future bulletin when they are available.

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](mailto:infoengland@electoralcommission.org.uk).

We will confirm the timing of the delivery of the hard copies in a future Bulletin.

## May 2024: Returning Officer pre-polls survey

As part of our approach to supporting the delivery of the May 2024 polls, we are once again collecting information from all local authorities. The survey can be accessed [here](#).

As in previous years, the information you provide will help us to build up a clear picture of the arrangements that have been put in place for the delivery of the polls and will also provide key statistics which can be used with the media and other enquirers both reactively and proactively.

The survey covers areas such as scheduled dates of issue of poll cards and postal votes, numbers of polling stations and staff, and verification and count timings and venues. We also want to hear

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Information on and a link to our new web pages.

### Guidance update: Candidates and Agents guidance – UK Parliamentary by-elections

Information on and a link our guidance for candidates and agents at UK Parliamentary by-elections, which has been published in HTML.

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

about how you are preparing for the management and delivery of the Elections Act provisions that will apply for these polls.

We understand how busy you are and very much appreciate your time in providing us with this important information. We would be grateful if you could complete the survey by no later than **Friday 19 January 2024**. We have made available a list of the questions which you can use for reference before you complete the survey.

If you have any queries about any aspect of this, please contact [infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)

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### Commission website: information for potential polling station staff

Following a roundtable with representatives from across the electoral sector on electoral resilience in June, the Electoral Commission have been working on new web pages to support Returning Officers with recruitment of polling staff. We have now launched some new [resources](#) designed to provide information to the public about working at elections.

The new section of the website provides information about what it is like to work on polling day, testimonials from those who have done so, and details about how someone can find out more about potential opportunities in their local area, using our postcode lookup tool.

The webpages have been developed to assist you in promoting your own recruitment campaigns, and you can link your own content to it, so that people can find out more about what it's like to work in a polling station.

Alongside the new webpages we have designed some recruitment campaign assets that you can use. These include an A5 postcard, email banner and social media posts and are available [here](#).

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### Guidance update: Candidates and Agents guidance – UK Parliamentary by-elections

Further to [Bulletin 372](#), we have now published the [candidates and agents guidance for a UK Parliamentary by-election in Great Britain](#).

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The Electoral Commission  
3 Bunhill Row, London EC1Y 8YZ  
Tel England: 0333 103 1928  
[infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

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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>)

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