

# electoral administration bulletin



Issue 378 (England) – 8 February 2024

## New Chief Executive and Director of Electoral Administration and Guidance

This week we announced the appointment of our new Chief Executive, Vijay Rangarajan, who will be joining the Electoral Commission on Monday 4 March. Vijay joins the Commission from the Foreign, Commonwealth and Development Office, where he is currently Director General. He has worked in the role on climate, energy and the environment, global health and covid, and a wide range of countries. He also served as the British Ambassador to Brazil and worked in the Ministry of Justice and Cabinet Office on electoral issues, leading the programme to establish individual electoral registration, and wider issues relating to political and constitutional reform of the UK.

We are also pleased to introduce Jackie Killeen who has also joined the Commission as our new Director of Electoral Administration and Guidance. Jackie has worked across the public sector for over two decades, most recently as Chief Regulator for the Equality and Human Rights Commission, where she led regulation of the Equality and Human Rights acts. She previously worked to build trust and opportunities between the UK and countries internationally while with the British Council, and many years in senior funding roles including as Director Scotland at the National Lottery Community Fund. Jackie is looking forward to working with you and all electoral stakeholders across the UK to support the delivery of well-run elections and help ensure public confidence in our democratic process.

## May 2024 elections: guidance update

Further to [Bulletin 377](#) we have updated the supporting resources for Returning Officers for the scheduled polls taking place on 2 May 2024 to reflect the changes that will be in effect, including the postal vote handling and secrecy provisions. This includes our resources for:

- [Returning Officers for local government elections](#)

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### A big thank you for Welcome to Your Vote Week!

Information on Welcome to Your Vote Week 2024, and links to feedback survey.

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.

- [Local Returning Officers for Police and Crime Commissioner elections](#)
- [Police Area Returning Officers \(PAROs\)](#)
- [Constituency Returning Officers for Mayor of London and Greater London Authority \(GLA\) elections](#)
- [The Greater London Returning Officer \(GLRO\)](#)
- [Combined Authority Returning Officers \(CAROs\)](#)
- [Local Returning Officers at combined PCC and local government election](#)

The updated resources include the polling station handbook and related training resources such as the updated template briefing slides for polling station staff and the [postal vote return form](#). Please note that this is not the final print-ready version of the polling station handbook, but a final text version reflecting the postal vote handing in process, which is being made available to support administrators in planning their polling station staff training. As in previous years, hard copies of the polling station handbook will be distributed in March. We are also planning to publish updates to the core guidance later this month and will update you in a future bulletin.

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

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### Job vacancies at the Electoral Commission

We are currently recruiting to the following positions in our Electoral Guidance team:

- Electoral Reform Guidance Manager
- Senior Adviser (Electoral Guidance).
- Senior Adviser (Electoral Guidance Reform)

The closing date for applications for these posts is 22 February 2024.

If you would like an informal discussion about the Electoral Reform Guidance Manager role, please contact Charlene Hannon, Head of Guidance, on 020 7271 0587.

For an informal discussion about the Senior Adviser roles, please contact Charlotte Griffiths, Elections Guidance Manager, on 020 7271 0646.

For further information or to apply, please visit the [recruitment page of our website](#).

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### May 2024 elections: call for polling station data

This year we are once again running the polling station finder, in partnership with Democracy Club, to help make sure voters have access to accurate and timely information about how and where they can vote.

We need your updated polling station information to make sure voters head to the right polling station. By having this information easily available online, it should help to reduce the number of calls you'll get from voters looking for this information.

Providing your data is straightforward. You can export the data from your EMS, and then upload it using Democracy Club's [easy-to-use](#)

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 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.

[tool](#). Alternatively, you can still email it to [pollingstations@democracyclub.org.uk](mailto:pollingstations@democracyclub.org.uk).  
[Detailed instructions are available for each supplier](#), if you need them.

To make sure we have time to change the information, we ask that you send your polling station data as soon as possible, if you have not done so already.

If you would like to see the polling station finder on your own website, you can embed [our election widget](#).

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## A big thank you for Welcome to Your Vote Week!

Thank you to everyone who got involved with Welcome to Your Vote Week 2024!

More than 440 organisations across the UK signed up to take part in the week to young people to learn about our democracy, voting and more. With the theme of 'Your Voice Matters', the week made sure that young people know that everyone can make an impact in society by getting involved in democracy.

We saw young people taking part in democracy lessons, registration drives, talks with local representatives, and social media campaigns. They have written blogs, made videos and joined MPs for Q&A sessions.

### Help us improve for 2025

With your feedback, we can make next year's Welcome to Your Vote Week even bigger and better. Please take a few minutes to share your thoughts on the week in [our feedback survey](#).

If schools and youth groups in your area took part in Welcome to Your Vote Week, please pass on this [school and youth group survey](#) so they can share their thoughts and feedback too.

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