

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 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 \(https://www.electoralcommission.org.uk/privacy-notice\)](https://www.electoralcommission.org.uk/privacy-notice)

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Issue 392 (England) – 19 June 2024

UKPGE: Supporting the delivery of the verification and count

Now that nominations for the UK Parliamentary election on 4 July have closed and ballot papers have been finalised and are being printed, we wanted to remind you of the guidance and support available to support you with planning for and delivering the verification and count.

As you now know which candidates are standing in your area, it is important to revisit your original count plans to check whether they are still suitable or if any amendments are needed to ensure that the count runs smoothly, safely and efficiently.

Factors to consider could include the number of candidates standing, the level of experience that the candidates and the political parties represented have of standing for election and their knowledge of electoral processes, as well as any local risks or issues that could require specific management at the count.

As (A)RO, you are responsible for the delivery of the count, and best placed to understand any local circumstances that will need to be reflected or managed in your plans. However, we are here to help you in any way we can - if you have any specific or new concerns or would like to discuss any individual arrangements or issues, please do contact your local Electoral Commission team.

As well as the information included in our [considerations document](#) for running the UK Parliamentary General Election on 4 July 2024, please find below a reminder of our core guidance to support you in planning for and delivering a successful count:

Planning and security

You should revisit your [risk register](#) and assess if any changes are required now that you know who is standing for election in your area. This could also involve revisiting your [security planning for the count](#) – including how you will manage access to the event -, and your wider [contingency planning](#).

Wider security advice for you and candidates and agents has also been published by the Joint Election Security and Preparedness Unit, at the Department for Levelling Up, Housing and Communities on the [Election Security Guidance](#) pages.

Our [maintaining the integrity of the election guidance](#) sets out details for working with your SPOC if you have any concerns.

Count Processes

Our [guidance for AROs on the verification and count](#) sets out the processes to be followed for the administration of the verification and count, including guidance for managing attendees - including candidates and agents and the media- to ensure that they are able to view all of the processes in a way that supports the successful and efficient delivery of the count.

There is also specific guidance on handling [requests for recounts](#) and [equality of votes](#), which you may find useful to revisit in advance of the count.

Whilst there is a requirement to begin the count process within 4 hours of the close of poll, there are a range of factors that may impact on your ability to do so. Therefore, you should review your count plans, if you think you may not be able to commence counting as required.

If you do not start counting the votes within four hours of the close of poll you must publish and deliver to the Commission a statement that details the circumstances and decisions taken around this. We have produced a [template statement](#) to support you with this.

Should you be concerned about your local count timings, do please contact us to discuss.

Candidate and Agents

Our guidance for [Candidates and Agents](#) sets out information about the count process for the candidates and agents audience and also explains the role of [counting agents](#). This can be shared with candidates and their agents in advance of the count. Our [guidance for observers](#) may also be of assistance to help ensure that everyone attending is aware of what to expect and the behaviours expected of them.

Communication

As always, communication with all attendees before and during the count will ensure that the count is open and transparent and that everyone present is aware of the processes to be followed and what behaviours are expected. Our planning guidance covers [providing information about the count to candidates and agents](#).

Additionally, we have further guidance available regarding [communication at the verification](#) and count which covers the management of announcements and declarations.

Media

Our [working with the media](#) guidance and [additional tips on managing the media at the count](#) will also support you to manage any media presence at the count.

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