

electoral administration bulletin

The
Electoral
Commission



Issue 211 (England) – 21 March 2018

May 2018 polls: update on party names, descriptions and emblems

Since [Bulletin 210](#), we have made updates to the following parties:

- [Legacy](#)
- [New United Kingdom Voters Alliance](#)
- [The Yorkshire Party](#)

You can find full details of what amendments have been made in our [list of recent decisions to approve or reject applied-for party names, descriptions and emblems](#). On our website you can also find a [list of applications we are currently considering](#).

When receiving nominations, Returning Officers must check that the party name or any description given on a nomination form, as well as the requested emblem, is registered on [the Commission's registers of political parties](#) and that the details provided match the registration. To ensure you are viewing the most up-to-date information, you may need to delete your browser history or refresh the page. If you are unsure how to do this, your IT team should be able to advise you.

Should you have any questions about the registers, please do not hesitate to [contact us](#).

May 2018 polls: managing the media at the count

The presence of media representatives at your count event can help to tell the story of election night. It provides opportunities to highlight the good work done in your area to prepare for and deliver electoral events and, most importantly, it means that voters can be informed as to what is happening, raising awareness about the results.

Care should therefore be taken to facilitate the presence of the media – both broadcast media and other representatives, such as Press Association – at your count event, and you should ensure you

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Information on and a link to a MENCAP factsheet for voters with learning disabilities.

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Links to forms and accompanying guidance for the submission of data following the May polls.

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.

have plans in place to support media representatives in being able to report accurate results after the declaration is made.

We have outlined below some key considerations which you should take into account when planning how you will support media representatives at the count.

When making the declaration, you should:

- Ensure that your public relations/communications team are present to deal with media enquiries.
- Repeat the declaration as necessary so that those in attendance are able to hear the details clearly, particularly where there is noise from those attending.
- Provide media representatives at the count with hard copies of the result at the time the announcement is made as this will help them to ensure that their transmission of figures is accurate.

Where possible, you should also:

- Make use of display boards or screens to display the results as the declaration is made. This can be a great help – but steps need to be taken to ensure that the figures displayed are accurate (for example, to ensure that they have not been affected by manual inputting error).
- Allow a short pause in proceedings between one declaration and the next. Where declarations follow quickly one after the other it places significant pressure on media representatives trying to file fast and accurate results (for example, they can be caught out by a declaration being made while they are still filing the result from the previous one).

When developing your plans for facilitating the media, you should wherever possible aim to provide:

- Sufficient chairs and desks/tables
- Power points
- Wifi (if available)
- Landline phones (particularly if there are issues with mobile reception)
- Access to candidates, party agents and officials if they need information or comment

Further information on preparing for the count can be found in [Part E – Verifying and counting the votes](#). For practical guidance on liaising with the media, see our verification and count resource '[Planning for an effective verification and count: a toolkit for Returning Officers](#)'. In addition, to assist you and your communications team with media liaison at the verification and count, we have developed some '[tips for managing the media at the count](#)'.

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May 2018 polls: accessibility of the voting process

In partnership with MENCAP we have developed an [easy read guide to voting](#) which provides key information for people with a learning disability about registering to vote and the voting process at the local government elections taking place on 3 May. Please download and share the guide with your networks.

Returning Officers must ensure that the voting process is accessible to all so that anyone who is eligible to vote on polling day can do so in a confident manner. The MENCAP factsheet reinforces the guidance contained in the [polling station handbook for local elections](#) about the types of assistance that are available to those who may need help in order to cast their vote. Polling station staff should also be provided with training on the assistance that is available to any voter wishing to vote in person at a polling station.

May 2018 polls: post-election data collection

We have now published our data collection form for the May 2018 polls, which includes the statutory statement as to postal ballots as well as requests for additional data.

The [data collection form](#) can be found under the resources section of Part F of our guidance for Returning Officers, or can be accessed [here](#).

This [guidance note](#) provides information on what should be returned. All three forms (Form K - Statement as to postal ballot papers, Additional Data form, and Turnout form) should be returned to research@electoralcommission.org.uk.

Please return all forms **no earlier than Tuesday 29 May and no later than Thursday 7 June 2018**.

The Electoral Commission
3 Bunhill Row, London EC1Y 8YZ
Tel England: 0333 103 1928
Textphone: 18001 020 7271 0500
infoengland@electoralcommission.org.uk
www.electoralcommission.org.uk

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