

ELECTIONS COMMITTEE		
Report Title	UK Parliamentary General Election 7 May 2015	
Key Decision	n/a	Item No.
Ward	n/a	
Contributors	Malcolm Constable, Electoral Services Manager	
Class	Part 1	Date: 23 June 2015

1. Purpose

This report reviews the arrangements and conduct of the UK Parliamentary General Election (UKPGE) held on 7 May 2015 in the three constituencies for which the Acting Returning Officer (ARO) of London Borough of Lewisham(LBL)is responsible, namely

- Lewisham Deptford
- Lewisham East
- Lewisham West and Penge

2. Recommendations

That the Committee note this report.

3. Introduction

The UKPGE in the London Borough of Lewisham went according to plan with no major incidents or exceptions occurring. The main issues centred around registration and the relatively new Individual Elector Registration (IER) process. More detail is set out in the text of the report. However, these issues were common to most local authorities and feedback has been provided to the Electoral Commission, the Cabinet Office and the Association Of Electoral Administrators.

4. Voter Turnout

Voter turnout was marginally higher than in 2010 as demonstrated in the table below

Constituency	Electorate May 2010	Electorate May 2015	Ballot papers inc. in count 2010	Ballot papers inc. in count 2015	Turnout 2010 %	Turnout 2015 %	No. of Candidates 2010	No. of Candidates 2015
Lewisham Deptford	67058	73426	41629	47648	62.08	64.89	6	10
Lewisham East	65926	66913	41882	43056	63.53	64.34	7	7
Lewisham West and Penge	69022	72290	45233	48284	65.53	66.79	6	8
Totals	202006	212629	128744	138988	63.73	65.36	19	25

In 2015 there were 26,279 eligible postal voters, an increase of almost 12% on 2010. The postal vote returns, at 21,683, were 6.25% higher than in 2010.

Constituency	Postal Voters 2010	Postal Voters 2015	Ballot papers inc. in count 2010	Ballot papers inc. in count 2015	Turnout 2010 %	Turnout 2015 %
Lewisham Deptford	7461	8629	5549	7016	74.37%	81.31%
Lewisham East	8196	8944	6435	7355	78.51%	82.23%
Lewisham West and Penge	7861	8706	5951	7312	75.70%	83.99%
Totals	23518	26279	17935	21683	76.26%	82.51%

Polling station turnout for each of the constituencies are given in Appendices A (Lewisham Deptford), B (Lewisham East) and C (Lewisham West & Penge).

5 Organisation and Core Election Team Staffing

5.1 The persons and their designations who were responsible for the conduct of these elections were as follows

- The Acting Returning Officer (ARO) - Barry Quirk-Chief Executive of LBL.
- The Deputy Acting Returning Officer (DARO) - Kath Nicholson – Head of Law

5.2 As the ARO, Barry Quirk, was asked to provide oversight and support to Tower Hamlets, following the much publicised issues experienced by that authority during and post the 2014 elections, particularly relating to the

mayoral election much of the responsibility for running the UKPGE in Lewisham fell on the DARO.

- 5.3 As a result of this the Electoral Services Manager (ESM) was also appointed a DARO with the ability to exercise the full powers of the ARO and a number of DAROs were appointed on a case by case basis with limited powers to cover specific aspects of the election, for example, opening of postal votes and the count.
- 5.4 In the lead up to the UKPGE the ESM was supported by a project manager, Steve Gough, to assist with planning and supporting the project team by preparing and updating the project plan, risk register and business continuity plan and to provide ad hoc assistance with the count and postal vote opening.
- 5.5 Shortly before the election period, one of the key members of the election team left to take up an appointment as the Deputy Manager at the London Borough of Bromley. Given the proximity to the election period, it would not have been possible to recruit a full time replacement, so a secondment opportunity was advertised and filled internally. A temporary agency employee was also added to the core team together with a trainee, again on secondment, from Legal Services. Thus the core elections team expanded with effect from the beginning of March from 6.5 to 8.5.
- 5.6 A call and drop in centre was established in the Business Centre on the ground floor of Laurence House from the beginning of March. This was staffed by four temporary employees, two with previous experience of elections. All were given training, particularly on the new IER registration software, and FAQ scripts to follow. The call centre team was constantly under pressure throughout the main election period commencing with the publication of the Notice of Election on the 1 April. 2015. The three to four weeks of training the team received proved to be invaluable
- 5.7 Unfortunately Lewisham's telephone call monitoring system (Tiger) was not operational during the election period and continues to be so we are unable to provide any statistics.

6. Staffing & Training

- 6.1 All Presiding Officers (POs), Poll Clerks (PCs), Polling Station Inspectors (PSIs) and supervisory count staff were trained. LBL's policy remains that if staff do not attend training they will not be employed. Training is a considerable logistical exercise in itself with 444 POs and PCs, and 18 PSIs to cover. Training was given personally by the DARO Kath Nicholson with each session lasting approximately 2 hours. Particular focus for PO and PC training was on marking registers and accurate completion of ballot paper accounts.
- 6.2 As a minimum, we staffed all polling stations in accordance with the Electoral Commission's guidelines which are as follows:

Voters in Person (exc postal voters)	Presiding Officers	Poll Clerks
0-1000	1PO	1PC
1001-1750	1PO	2PC
1751-2500	1PO	3PC
max 2500		

- 6.3 However, for larger stations, those identified from previous elections as having a heavier footfall or likely to experience a rush of voters at various times of the day, and for split polling stations, we added additional poll clerks.
- 6.4 If we had followed the Electoral Commission's guidelines to the letter, we would have used 113 POs and 288 PCs. However careful analysis meant that in fact we employed 113 POs and 331 PCs, 43 more than the Electoral Commission guidelines.
- 6.5 We ensured that PSIs attended polling stations before the opening of the poll, as well as on two further occasions during the day. They were also stationed in their wards from 7pm onwards to deal with any queues that might develop. The DARO and ESM remained in contact with them throughout the day and made further checks as the evening progressed, but no queues developed at or near close of poll.

7. Polling stations

- 7.1 There were no changes to the polling stations that were set out in the report to the Elections Committee in March 2015 concerning the preparations for the UKPGE. The report now appears at Appendix D with polling station details to be found at Appendix C to that report. Lewisham were responsible for the training and staffing of 113 polling stations. Bromley trained and staffed 24 polling stations. Thus 137 polling stations were used in the three Lewisham constituencies.
- 7.2 Generally the polling stations ran smoothly throughout the day. However we did receive one complaint about Blackheath Hockey and Cyphers Cricket club in WBE2. This concerned disabled access. Evidently the ramp supplied was too steep for a mobility scooter and the access was blocked by a bench seat. There was also a large plant pot on the walkway that restricted access. Whilst the PO did take the ballot paper to the voter concerned, this was not ideal. We are arranging to revisit the premises shortly to discuss future arrangements. Before Blackheath Hockey Club was used as the polling station we used a poratkabin at the entrance to the playing field.

7.3 Polling station staff were issued with coloured wristbands. These would be issued to any people in the queue at 10 p.m., who, under relatively new legislation, are able to vote after 10 p.m. However as there were no queues, it was not necessary to use them.

8. Registration

8.1 Registration activity reported to the Electoral Commission gives some indication of the significant increase in the number of registrations in Lewisham in the run up to the election. The number of applications to register received between 11 March, (the day after the cut off for publication of the 1 April register), to the 20 April (the last date to apply for registration for the 7 May elections) was 22521. These applications were made through a variety of sources (downloads, direct application forms and responses to invitations to register). However the figures have to be treated with some caution as we estimate that 35% of applications downloaded from the Government's digital service were duplicates. These applications resulted in 13,380 new registrations.

8.2 In the period 11 March to 28 April (-6) 4,447 postal votes were added together with 610 proxies.

8.3 As well as these volumes, the relatively new IER process added a degree of complexity to the election which had not been experienced before but had been anticipated to some extent. These proved confusing for many voters and imposed unprecedented demands on the Electoral Services Team. A summary of some of the issues appears below:-

- Though the last date for application to register was 20th April, many electors did not appreciate that their application did not mean that they had been put on the electoral register at the point they made the application. The application still had to go through the matching process by the Department of Work and Pensions (DWP). Only once this had been completed could the ERO make a determination about the application.
- For electors on our electoral register who were as yet unconfirmed under the IER regime, most were unaffected for this election as the date upon which they will be removed from the register is December 2016. However, those who were unconfirmed under IER on 1st December 2014, and who have postal or proxy votes, lost the right to vote by post or proxy unless they registered under IER. We wrote to all of those affected to inform them of this fact, urging them to register, but still there was confusion and a few complaints from people who could not understand why they no longer had a postal or proxy vote.
- Many did not understand that a response to a household enquiry form (HEF) did not mean automatic registration.

- There was a high number of applications from overseas electors. The Government website does not make it clear that an application via that website is only an application and does not mean registration. The ERO then has to check whether the applicant has been on the electoral register within the last 15 years and then make a determination. In some cases the applications were received at a very late stage, often with a request for a proxy or postal vote, with very little time for processing.
- The requirement that a proxy must be IER registered often meant that we were reliant on other EROs to check in different areas before the application could be processed here.

9 Poll card issue

- 9.1 The initial run of poll cards was sent out immediately after the publication of the Notice of Election on 1st April. The cut-off date for registration was the 20 April. The final date for determination of those applications received before 20th April but which had not matched with the DWP database, where we had asked the elector to provide further evidence of identity, was 28th April. This meant that two more sizeable poll card issues were undertaken shortly after the 20 April and again after the 28 April, the latter being only 5 working days ahead of the day of poll.
- 9.2 The UKPGE timetable had been revised to allow for a 25 working day period between the Dissolution of Parliament and the day of poll and removed the restriction on mailing out postal votes sooner rather than later. However this did not mean we could send out many of the poll cards any earlier than usual for the reasons set out above .

10 Ballot papers and postal issues

- 10.1 Nominations did not close until 4pm on Thursday 9 April. Only at this stage could ballot paper proofs be sent to printers. However during the course of Friday 10 April we became aware of an issue that had not received the requisite amount of publicity from the Electoral Commission. A late change to the authorised emblems for two political parties on the Electoral Commission website had not been widely publicised.
- 10.2 The confusion arose as the Electoral Commission was running two sites to check nominations and one had not been updated. Once spotted we had to re-submit ballot paper proofs to our printers, as did most authorities in the UK. This meant that proofs could not be signed off before Monday 13th April. We were slightly more fortunate than other authorities as we were one of the first to spot this. However we were aware that a number of authorities had to arrange for reprints. This put printers across the UK on the back foot.
- 10.3 Our printers, FDM, advised that it would take a minimum of 4 days to cut, print and dry the ballot papers before they could be used for postal votes. We thus prioritised the issue of overseas postal votes which were sent out

on 17th April with the remainder from the first issue being dispatched on the 22nd April. Postal voters had until the 21st April to decide whether they wished to cancel or amend their postal voting arrangements.

- 10.4 A postal vote cannot be issued until a person's name appears on the electoral register. Where electors applied for registration before 20th April, but did not match DWP data, the ERO had until 28th April to make a determination whether to add the name to the register. By definition where the elector requested a postal vote, this could only be granted after the date of the determination. This meant that in some cases, through no fault of the ERO, it was inevitable that postal votes were sent out very late, some only 6 days before the poll. Because of changes to registration, and in an attempt to send out postal votes as promptly as possible there were no less than 6 postal vote issues.
- 10.5 Though they performed well in the circumstances, we were concerned that FDM may have overextended themselves at this election and we need to review their performance with them in respect of future elections

11 Postal Vote Opening

- 11.1 There were nine postal vote opening sessions. Eight of these were held on working days commencing Monday, 27 April until the day of poll. The ninth session was held in the early evening of 7 May and lasted until 11.30pm on the day of poll. This last opening dealt with postal votes returned to polling stations and sweeps by the Royal Mail. We received 122 postal votes from the two Royal Mail sweep centres. Overall 936 postal votes were dealt with at this final session. We used between 20 to 25 pairs of postal vote openers at each session.
- 11.2 As legally required, 100% of postal vote identifiers were checked. The largest opening was on 6 May, the day before polling day when 3500 ballot papers were admitted to the count.
- 11.3 The postal vote rejection rate was 3.2% which was lower than in May 2014 at the combined local and European elections when the rate was 3.7%. The national average rejection rate was 4% in 2014. At the time of this report no comparative data for this election is available.

12 Nominations

- 12.1 Nominations opened on 1 April after the receipt of the Writ on Dissolution of Parliament 31 March. As the Writ was received on the 31 March, the earliest the Notice of Election could be published was the 31 March. This meant that nominations could not commence until the day after publication of the Notice of Election-1 April.
- 12.2 The intervening Easter weekend meant that nomination closed on the 9 April only five working days after 1 April.

- 12.3 Nominations packs were available from early February in two formats, either the Electoral Commission's or Shaws. We also provided a copy of the Electoral Commission's Guidance for Candidates and Agents with each nomination pack.
- 12.4 Two Candidates' and Agents' meetings were held. The first took place on 14 January 2015 to alert Candidates and Agents as soon as possible to the issues surrounding IER and the election timetable, as described above, in the lead up to the elections. The basic message conveyed was to make sure that people registered as early as possible. The second meeting was held on the 10 March to cover the election campaign and nominations process.

13 The Count, Voting and Counting methodology

- 13.1 The count was held at Laurence House. Three teams of 50 counters were used for each of the constituencies. Each team had a senior count supervisor and three count supervisors. Deptford and East Constituencies were counted in the library section whilst Lewisham West and Penge was counted in the Access point.
- 13.2 The reasons and arrangements for the count taking place at Laurence House were given in the report submitted to the Elections Committee in March 2015. The main reasons were that:-
- Under the Constitutional Reform and Governance Act 2010 (CRAG) the count, namely the sorting and counting of ballot papers by candidate (rather than verification) had to commence within 4 hours of the close of poll.
 - Postal votes handed in at polling stations late on polling day had to be checked for personal identifiers and then added to the verification element of the count for each constituency. Verification had to be completed before the allocation of votes could start for each constituency. Previous experience indicated that the safest and most robust way of completing this was to conduct the process where the delicate ICT had been set up on a network basis within Civic Suite rooms 1 & 2, rather than risk relocating the ICT and attempting to complete the process remotely.
 - We were also concerned about the volume of postal votes that was to be returned by Royal Mail sweeps close to close of poll.
 - We needed sufficient space to manage the return and reconciliation of materials from the polling stations after the close of poll - 113 from Lewisham's Presiding Officers and 24 from Bromley, together with their postal votes. Returning them to Laurence House and then moving them to another location, given the CRAG requirements, did not appear a realistic option.
 - Lack of other suitable venues in the Borough

- 13.3 People displaced from the Library were given access to PCs set up on the ground floor of the Civic Centre or redirected to Lewisham Library. Limited book return facilities were established in the entrance of Laurence House and Access Point provided a light touch service encouraging people to phone or go online.
- 13.4 In the circumstances the count itself went reasonably well. We had the smallest number of counters per constituency of any Borough. The results were announced at the following times on Friday morning 8 May
- Lewisham East at 04.30
 - Lewisham West & Penge at 05.30
 - Lewisham Deptford at 06.00
- 13.5 The delay in the Deptford announcement was in part caused by one candidate querying all adjudications by the DARO. The candidate in question continued to query the actions of the DARO after the announcement and was ultimately removed from the count at the request of the DARO by the police.
- 13.6 Postal votes finished being processed by 23.30. All ballot boxes were returned by 23.00 with the exception of the Bromley boxes and postal votes which were returned shortly after midnight as planned.
- 13.7 Verification of the Deptford and East Constituencies finished by 00.30 while Lewisham West and Penge finished at 01.15 hrs. The Bromley ballot boxes and postal votes were delivered to us shortly after midnight. Overall we were able to meet the CRAG target of commencing all counts by 02.00hrs. There was a 30 minute gap to reset the verification ready for the count of candidates ballot papers.
- 13.8 The voting system for The UKPGE is the “first past the post system”. The person with the most votes is elected. The Counting methodology used was the “mini count” system which is widely regarded as being the most accurate system as it enables reconciliation of the final result to take place at count assistant pair levels. Pairs of count assistants are given an explicit number of ballot papers to sort and count by candidate.

14 Integrity

- 14.1 Two issues were brought to the attention of the police.
- 14.2 Shortly after close of registrations on 20 April, a resident at a property in Deptford Broadway sent us a photograph of 13 poll cards relating to people that did not live at his one bedroom flat. On investigation we ascertained that 13 registrations had been downloaded from the Government’s website shortly ahead of the registration cut-off date of 20 April. All had matched with the DWP database. This was referred to the Police. The explanation

was seemingly innocent if slightly misguided. Evidently a homeless drop in centre, The 999 Club, occupies a room in the block of flats concerned. For funding purposes the organisation had to demonstrate support for registered electors. However, when going online to the Government website, they could not find their address listed, so they just picked the address that they thought matched theirs most closely. They happened to choose Flat 1.

- 14.3 We have now added the proper address of The 999 Club to our database and registered the electors at this new address. Our examination of the marked registers showed that none of the 13 electors attempted to vote.
- 14.4 The second issue concerned an attempt at personation in the Library at Deptford Lounge. The police attended at the request of the Presiding Officer as a lady was attempting to vote multiple times without attempting to be clandestine about it. The underlying issue was mainly about the disruption she was causing but the Police have charged her with the offence of attempted personation. This has still to go to court so no further details can be given.

15 Arrangements with Bromley

- 15.1 Delegations were put in place for Bromley to manage all aspects of the UKPGE for the three wards constituting part of the Lewisham West and Penge constituency-Clock House, Crystal Palace and Penge. Bromley were responsible for equipping their 24 polling stations and providing staffing and training. There were also responsible for issuing poll cards to the voters in these three wards and for postal vote issuing and checking.
- 15.2 These arrangements mirrored those that were implemented for the 2010 UKPGE. Critical to the success of these arrangements were early planning meetings between the senior members of each of the core elections teams and the fact that data exchange, where necessary, was made easier by both teams using the same electoral management software, Xpress.

16 Financial Implications

- 16.1 Funding is received for each of the constituencies and has to be accounted for on that basis. The Charges Order along with the guidance was released very late in the process.
- 16.2 Under the terms of the Charges Order, LBL is due to receive £405,296 of which 75% has already been advanced. The residual has to be accounted for and claimed by November 2015.
- 16.3 The Charges Order and particularly the accompanying guidance make it very clear that the funding is for expenses relating to the election incurred by the Acting Returning Officer. No registration expenses can be claimed. Our estimate is that the incremental registration activity and other non-refundable costs –such as stripping out the library and Access Point and

then rebuilding them means that LBL will have incurred additional expenses of £120,000

17 Legal implications

- 17.1 The Equality Act 2010 introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 17.2 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.
- 17.3 The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 17.4 There are no other specific legal implications arising other than the integrity issues reported in paragraph 14 above.

18 Crime and disorder implications

- 18.1 There are no crime and disorder implications arising other than the integrity issues reported in paragraph 14 above.

19 Equalities implications

- 19.1 There are no equality implications arising other than the complaint about accessibility relating to the Blackheath Hockey and Cyphers Cricket Club mentioned in the body of the report in respect of which the Electoral Services Team will be taking action.

20 Environmental implications

- 20.1 There are no environmental implications arising.

21 Background documents and originator

Malcolm Constable 020 8314 6907

Appendix A

LEWISHAM DEPTFORD TURNOUT

Box No	PD REF	Polling Station	Station Electorate	Votes Counted	Turnout
1	DBR1	St. John with Holy Trinity Church, (George Lewis Room), St John's Vale, London	1,281	883	68.93%
2	DBR2	Myatt Garden Primary School, (Nursery), Upper Brockley Road, London	1,677	1144	68.22%
3	DBR3	St. Peter's Church, (Community Room), Wickham Road, London	1,529	1018	66.58%
4	DBR4	Little Gems Day Nursery, Clare Road, Entrance in St. Donatts Road, London	1,585	1090	68.77%
5	DBR5	New Cross Road Baptist Church Hall, 466 New Cross Road, London	1,468	899	61.24%
6X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London	1,589	914	57.52%
7X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London	1,058	629	59.45%
8	DCR1	Stillness Junior School, (Sports Hall), Brockley Rise, London	1,576	1132	71.83%
9	DCR2	Prendergast Ladywell Fields College, Performing Arts Block, (Atrium), Manwood Road, London	1,560	1090	69.87%
10	DCR3	Beecroft Garden Primary School, (Atrium), Beecroft Road, London	1,381	964	69.80%
11	DCR4	The Undercroft, (Old St Cyprian's Chapel & Churchwardens Vestry), St. Hilda's Church, Entrance Brockley Road, London	1,698	1206	71.02%
12	DCR5	St. Saviour's Church Hall, (Main Hall), 69 Brockley Rise, London	1,571	1011	64.35%
13	DCR6	Community Education Lewisham, (Hut 2), Brockley Rise Centre, Entrance in Brockley Park, London	1,318	849	64.42%
14	DEV1	Clyde Early Childhood Centre, (Entrance Hall), Etta Street, London	1,770	979	55.31%
15	DEV2	Grinling Gibbons School, Clyde Street, London	1,538	869	56.50%
16X	DEV3	Riverside Youth Club, (Ground Floor Hall), Grove Street, London	992	571	57.56%
17X	DEV3	Riverside Youth Club, (Ground Floor Hall), Grove Street, London	881	484	54.94%
18	DEV4	Deptford Park Primary School, (Junior Hall), entrance in Oxestalls Road, London	1,768	951	53.79%
19	DEV5	Lewington Centre, (Main Hall), 9 Eugenia Road, London	827	446	53.93%
20	DEV6	Sir Francis Drake Primary School, (School Hall), Scawen Road, London	1,074	604	56.24%
21	DLA1	John Evelyn Campus, Dressington Lodge, Dressington Avenue, London	978	585	59.82%
22	DLA2	Roseview, (Roseview Lounge), 122 Marsala Road, London	1,766	1231	69.71%
23	DLA3	St. John's Medical Centre, (Training Room), 56-60 Loampit Hill, London	1,341	893	66.59%
24	DLA4	Portakabin on entrance to Hilly Fields, via Hilly Fields Crescent, London	932	651	69.85%
25	DLA5	St. Andrew's United Reformed Church, (St Andrew's Centre, Church Hall), Brockley Road, London	1,766	1219	69.03%
26	DLA6	Crofton Park Baptist Church, (Main Back Hall), Huxbear Street, London	1,525	1118	73.31%
27X	DLC1	Brindishe Green Primary School, (Large Hall), Beacon Road, London	1,419	902	63.57%
28X	DLC1	Brindishe Green Primary School, (Large Hall), Beacon Road, London	902	558	61.86%
29	DLC2	College Park Baptist Chapel, Clarendon Rise, London	1,699	991	58.33%
30	DLC3	Prendergast Vale College, (Nursery), Elmira Street, London	1,721	966	56.13%
31	DLC4	St. Mary's C of E Primary School, (Main Hall), 329 Lewisham	1,543	861	55.80%

		High Street, London			
32	DLC5	The Saville Centre, (Main Hall), 436 Lewisham High Street, London	1,264	717	56.72%
33	DLC6	St. Christopher Christian Fellowship Church Hall, (Main Hall), 31A Torridon Road, London	1,342	861	64.16%
34	DNE1	Woodpecker Community Centre, (Main Hall), 100 Woodpecker Road, London	1,422	859	60.41%
35	DNE2	The Library at Deptford Lounge, (Meeting Rooms 1 & 2), 9 Giffin Street, Deptford	1,622	983	60.60%
36	DNE3	Mulberry Centre, (Wickham Room), 15 Amersham Vale, London	1,146	673	58.73%
37	DNE4	Childeric Primary School, (Nursery), Childeric Road, London	1,074	635	59.12%
38X	DNE5	All Saints Community Centre, (Old Hall), Monson Road, London	1,148	701	61.06%
39X	DNE5	All Saints Community Centre, (Old Hall), Monson Road, London	1,059	616	58.17%
40	DNE6	Community Centre, (Fusion Table Tennis Area), Unit 2B, Stockholm Road, London	1,438	697	48.47%
41	DTE1	Edmund Waller Primary School, Cooke Hall, Waller Road, London	1,903	1301	68.37%
42	DTE2	Kender Primary School, (Nursery), Entrance on Besson Street, London	1,804	1049	58.15%
43	DTE3	St. James Hatcham C of E School, (Family Learning Centre), St. James's, London	1,408	930	66.05%
44	DTE4	Hatcham Oak Early Childhood Centre, 29 Wallbutton Road, London	1,448	1048	72.38%
45	DTE5	John Stainer Community Primary School, (Main Hall), St Asaph Road, London	1,597	1066	66.75%
46	DTE6	Turnham Primary School, (Nursery Room), Turnham Road, London	1,391	788	56.65%
		Polling Station electorate	64,799	40632	62.70%
		Postal Voters	8629	7016	81.31%
		Total Electorate	73,428	47,648	64.89%

Appendix B

LEWISHAM EAST Turnout					
Box No	PD REF	Polling Station	Station Electorate	Votes Counted	Turnout
47	EBL1	Lethbridge Senior Citizens Club Room, (Main Hall), 58 Lethbridge Close, London	1,275	796	62.43%
48	EBL2	John Ball Nursery School, (Early Years Centre), Hurren Close, London	1,025	733	71.51%
49	EBL3	Heath House Prep School, 3-4 Blackheath Grove, London	1,506	1005	66.73%
50	EBL4	Brandram Road Community Centre, (Main Hall), 25 33 Brandram Road, London	1,795	1187	66.13%
51	EBL5	St. Stephen & St. Mark Church Hall, St. Stephen`s Grove, London	1,027	726	70.69%
52	EBL6	Granville Park Centre, (Room G3), Granville Park, London	1,269	850	66.98%
53	ECA1	St. Laurence Centre, (Coffee Bar), 37 Bromley Road, London	1,269	776	61.15%
54	ECA2	Catford & Bromley Synagogue, (Youth Club), 6 Crantock Road, London	1,741	1104	63.41%
55X	ECA3	Torridon Primary School, (Hall), entrance on Hazelbank Road, London	1,392	920	66.09%
56X	ECA4	Torridon Junior School, (Hall), entrance on Hazelbank Road, London	1,634	1081	66.16%
57	ECA5	Sandhurst Infants School, (Nursery), Entrance in Ardgowan Road, London	1,350	861	63.78%
58	ECA6	Brownhill Road Baptist Church Hall, 292 Brownhill Road, London	1,541	998	64.76%
59	EDO1	Catford Wanderers Sports Club, Beckenham Hill Road, (Homebase entrance), London	1,349	742	55.00%
60	EDO2	Downham Community Centre, (Large Hall), Wesley Halls, 2 Shroffold Road, Bromley, Kent	1,032	589	57.07%
61	EDO3	King`s Church, (Main Hall), The Green, Bromley	1,335	733	54.91%
62	EDO4	Good Shepherd Primary School, (Lower Hall), Moorside Road, Bromley, Kent	1,677	896	53.43%
63	EDO5	Rangefield Primary School, (Main Hall), Glenbow Road, Bromley, Kent	2,058	1056	51.31%
64	EDO6	Ten Em Bee Sports Development Centre, (Pavilion), 120A Old Bromley Road, Bromley	898	521	58.02%
65	EGR1	Marvels Lane Primary School, (Childrens Centre), Riddons Road, London	1,393	775	55.64%
66	EGR2	W. G. Grace Community Centre, (Main Hall), 1 Lions Close, London	1,169	569	48.67%
67	EGR3	St. Augustine`s Church Hall, (Small Hall), 336 Baring Road, London	1,516	869	57.32%
68	EGR4	Baring Primary School, (Hall), Linchmere Road, London	1,904	1215	63.81%
69	EGR5	Ringway Centre, (Main Hall), 268 Baring Road, London	1,097	677	61.71%
70	EGR6	Burnt Ash Methodist Church Hall, Burnt Ash Hill, London	1,486	1048	70.52%
71	ELG1	Lochaber Hall, (Main Hall), Manor Lane Terrace, London	1,484	1018	68.60%
72	ELG2	St. Winifred`s Infants School, (Hall), entrance in Manor Lane, London	1,632	1214	74.39%
73	ELG3	Lee Green United Reformed Church, 111-113 Burnt Ash Road, London	1,612	1049	65.07%
74	ELG4	St. Winifred`s Junior School, (Hall), Newstead Road, London	1,544	998	64.64%
75	ELG5	The Church of the Good Shepherd Lee, (Main Hall), Handen Road, London	1,131	825	72.94%
76	ELG6	Portakabin on approach to, Hither Green Railway Station, Staplehurst Road, London	1,026	704	68.62%
77	ERU1	Civic Suite, Lewisham Council, Catford Road, London	1,522	800	52.56%

Appendix C

LEWISHAM WEST & PENGE TURNOUT					
Box No	PD REF	Polling Station	Station Electorate	Votes Counted	Turnout
88	WBE1	Haseltine Primary School, (Dining Hall), Haseltine Road, London	1,602	897	55.99%
89	WBE2	Blackheath Hockey & Catford Cyphers Cricket Club, (The Pavillion), Rubens Street, London	1,781	1096	61.54%
90	WBE3	Athelney Primary School, (School Gym), Athelney Street, London	1,339	701	52.35%
91	WBE4	Christ Church United Reformed Church, (First Hall), Bellingham Green	1,420	754	53.10%
92	WBE5	Elfrida Nursery School, (Community Centre), entrance in Playgreen Way, London	1,026	537	52.34%
93	WBE6	Sedgehill Community Centre, (Main Hall), 69-85 Sedgehill Road, London	1,357	724	53.35%
94	WFO1	Kelvin Grove Primary School, (Early Years Reception), Kelvin Grove, London	1,822	1113	61.09%
95	WFO2	Forest Hill Library, (Children`s Room), Entrance in Thorpewood Avenue, London	1,179	804	68.19%
96	WFO3	Christian Fellowship Centre, (Main Hall), 39 Honor Oak Road, London	1,612	1139	70.66%
97	WFO4	Horniman Primary School, (Community Room), Horniman Drive, London	1,201	874	72.77%
98	WFO5	The Church (Worldwide) Inc., r/o 49 Devonshire Road, London	1,453	985	67.79%
99	WFO6	Eliot Bank Primary School, (Children`s Centre), Thorpewood Avenue, London	571	336	58.84%
100	WFO7	Portakabin outside, 141-181 Eliot Bank, London	858	593	69.11%
101	WPE1	Perrymount Primary School, (Hall), Sunderland Road, London	1,827	1274	69.73%
102	WPE2	St. George`s C of E Primary School, (Hall), Perry Vale, London	1,684	1104	65.56%
103	WPE3	Our Lady and St. Philip Neri Primary School, (Hall), Mayow Road Site, London	1,384	808	58.38%
104	WPE4	Perry Rise Baptist Church, (Main Hall), Perry Rise, London	1,454	1039	71.46%
105	WPE5	Kilmorie Primary School, (Children`s Centre), Kilmorie Road, London	1,400	990	70.71%
106	WPE6	Perry Hill St George & St Michael`s Christ Church, St George`s Church Hall, Vancouver Road, London	1,679	1172	69.80%
107	WSY1	St. Bartholomew`s Church, Westwood Hill, London	1,142	761	66.64%
108	WSY2	The Grove Centre, (Coffee Bar), 2 Jews Walk, London	1,351	870	64.40%
109	WSY3	Hillcrest Tenants` Association Club, (Main Hall), High Level Drive, London	1,082	644	59.52%
110	WSY4	St. Bartholomew`s C of E School, (Hall), The Peak, London	1,198	742	61.94%
111	WSY5	Silverdale Hall, 8 Silverdale, London	1,543	1043	67.60%
112	WSY6	St. Michael`s Church Hall, Champion Crescent, London	1,409	867	61.53%
113	WSY7	Our Lady and St. Philip Neri Primary School, (Main Hall), Sydenham Road Site, London	1,334	890	66.72%
BL114	CL1*	Stewart Fleming Primary School, Witham Road, London	1,311	799	60.95%
BL115	CL1*	Stewart Fleming Primary School, Witham Road, London	1,229	857	69.73%
BL116	CL2*	St. Michael`s and All Angels Church, Ravenscroft Road, Beckenham, Kent	1,534	1083	70.60%
BL117	CL3*	Churchfields Primary School, Churchfields Road, Beckenham, Kent	1,123	757	67.41%
BL118	CL3*	Churchfields Primary School, Churchfields Road, Beckenham, Kent	1,107	717	64.77%
BL119	CL4*	Balgowan Primary School, Balgowan Road, Beckenham, Kent	1,431	1061	74.14%

ELECTIONS COMMITTEE		
Report Title	UK Parliamentary General Election 7 May 2015	
Key Decision	n/a	Item No.
Ward	n/a	
Contributors	Malcolm Constable, Electoral Services Manager	
Class	Part	Date: 19 March 2015

1. Purpose

A report was submitted to the Elections Committee on the 15 January regarding preparations for the UK Parliamentary General Election (UKPGE) to be held on 7 May 2015 (attached as Appendix A). The purpose of this report is to provide a further update on preparations for the UKPGE

2. Recommendations

That the Committee note this report.

3. Background

No changes to the report submitted on the 15 January 2015 (referred to as "the previous report" hereafter and attached as Appendix A).

4. Organisation

4.1 No changes to the previous report except:

- The Acting Returning Officer (ARO), Barry Quirk, has now appointed Kath Nicholson (Head of Law) and Malcolm Constable (Electoral Services Manager-ESM) as Deputy Acting returning Officers with full powers to assist with all aspects of the UKPGE
- Three Bromley Officers, Doug Patterson (chief Executive) , Mark Bowen (Head of law) and Carol Ling Lewisham East have been appointed DARO's with full powers to run the UKPGE in respect of the three Bromley wards (Clock House, Crystal Palace and Penge) included in the Lewisham West and Penge constituency. Note that Barry Quirk ARO , is still

responsible for the running of all aspects of the UKPGE in the Lewisham West & Penge Constituency

5. Franchise

5.1 The Franchise remains as submitted in the previous report.

5.2 The current eligible electorate, as at 2 March 2015 in each of the three constituencies and the number of postal voters is

Constituency	Electorate	Postal Voters
Lewisham Deptford	69,906	7,066
Lewisham East	65,325	7,668
Lewisham West & Penge	69,891 (30428 Bromley)	7,529
	205,122	22,263

- The elector numbers have increased as a result of outreach activities and the mail out of the Household Notification Letter (HNL). The HNL was sent to all households week beginning the 23 February 2015 to advise occupiers of the property who were registered to vote to take the appropriate action if something needed to be amended. Unlike some neighbouring authorities we gave voters three ways to respond:
 - Going onto the government's register to vote website
 - Utilising a secure website hosted by Electoral Reform Services to make changes such as advise us of deletion, request postal votes or opt out of the open register.
 - Marking the letter appropriately and returning it in the prepaid envelope provided.
- To date we are in the early days of processing the responses but the indications are that the electorate and the number of postal voters will continue to increase. The one caveat is that we can only delete electors under the new Individual Elector Registration (IER) regime when we have two independent sources of information confirming the deletion. A response to the HNL is only one piece of evidence. We have to write out to the individual elector in question and give them a notice of deletion and 14 days to respond or appeal the decision.

6. The Count

6.1 As indicated in the previous report, because of timing issues relating to the count and dealing with late returned postal votes, the Committee was asked its views on using the Ground Floor of Laurence House as the count venue. After careful consideration no objections to its use were received, subject to

an alternative location being provided for those members of the public who would normally use Laurence House for internet and wi-fi access.

- 6.2 The plans are now well advanced and two venues are being considered to provide PC or tablet access for up to four users either in the Ground Floor of the Civic Suite or the Broadway Cafe.

7. Bromley

- 7.1 No further developments to report since the previous report except for the successful data transfer of polling station and electorate totals into our system.

8. Nominations

- 8.1 Nominations packs have been available since the end of January from Lewisham's Electoral Services Office and the Electoral Commission's website.
- 8.2 The ARO held one meeting for potential agents and candidates on 14 January 2015 to discuss issues around the new Individual Electoral Registration (IER) system and their possible impact on the elections process. A second meeting has been arranged for Tuesday 10 March at 5pm in the Civic Chamber. This will revisit the impact of IER and update attendees with regard to arrangements for nominations, poll card distribution, postal votes and the count.

9. Timetable

- 9.1 There are no fundamental changes to the timetable included in the previous report but for ease of reference the a copy of the timetable is again attached as appendix B. The key events and dates are:
- Mailing out of postal votes on the 22 April with a likely second issue on the 27 April and possibly further smaller issues around 28 April. Electoral Services is endeavouring to minimise the size of the issue on the 27 and 28 of April by sending additional interim files to printers after the initial live data run on the 11 March and before the 20 April.
 - Poll Cards to be mailed out shortly after publication of the Notice of Election (NOE) which must be published no later than 4pm on the second day following receipt of the Writ dissolving Parliament but no later than 4pm 2 April. Assuming the Writ is received on Tuesday 31 March the NOE will be published on that day so that Nominations can commence on 1 April. Nominations cannot be accepted before 1 April as the register in force for checking nominations will be that in force on the 1 April and that register will only be published on that date.

- It is assumed that candidates and their agents will be using earlier versions of the register to obtain their 10 subscribers. They will have to be warned that because IER registers can change quite quickly they should seek subscribers who they are sure will be on the register when it is published on the 1 April.
- Nominations will be accepted from the day after publication of the NOE, Wednesday 1 April between 10.00am and 4pm, on any working day until 4pm on Thursday 9 April 2015. Because Easter falls over an intervening weekend the maximum time available for nominations is 5 working days. Any delay in receipt of the writ will eat into this period as nominations have to close at 4pm on Thursday 9 April.

10. Polling Stations

10.1 There are three proposed changes to changes to polling stations arrangements where we have become aware at short notice of their unavailability:

- DNE 6 – Scotney Hall is now unusable as it has suffered significant water damage and will not be repaired in time for the election. We visited the polling district and the Community Centre on Stockholm Road – Unit 2, which is also used as a table tennis and basketball centre, and is well known to locals in the area, is a satisfactory substitute.
- ECA. 3 – We had provisionally booked the Pavilion at Abbotshall Playing Fields, Abbotshall Road, as the polling station but have recently been advised that this is due to be demolished on 5 May 2015 with a new pre erected building being delivered shortly thereafter. In the circumstances the hall at Torridon School is big enough to accommodate two polling stations.
- EDO1 Meadows Community Centre is now unavailable. The Housing Association (Phoenix) that manages it has closed it. We have provisionally booked the Catford Wanderers Sports Club (Homebase entrance) as a substitute.

10.2 A copy of the revised polling station list including Bromley polling stations in respect of Lewisham West and Penge is attached as Appendix C

11. Staffing

11.1 No further developments to report since the previous report

12. Risk issues

The principal areas of risk identified in the previous report remain unchanged and remain under review but are repeated here

12.1 Queues at polling stations – The situation remains as described in the previous report.

12.2 Pressure on the core Electoral Services team.-. The situation has changed since the previous report:

- A Principal Electoral Services Officer has resigned to take up the post of Deputy Manager at Bromley Council. Whilst this is a good career move for the Officer concerned only four weeks' notice was required to be given and he leaves on the 6 March. The officer was the lead on IER transition and project management arrangements and a key part of the elections delivery team.
- We have replaced him with a seconded interim officer who but has some experience of elections. The aim is to replace permanently after the election.
- The Elections Call Centre has now opened in the Business Centre and currently has two staff working in it. The plan is to increase it to four staff but there is a lack of internal suitable staff and we will have to employ two agency staff and train them. They should be in place by the time of the meeting.
- Legal Services has seconded an apprentice to Electoral Services help with IER registration processing.
- The resource we had identified to cover the postal vote opening process has been utilised as the secondment of the departing principal Electoral Services Officer. However, the resource employed, for a limited number of days as a project support officer to help relieve the ESM of some of the reporting requirements relating to the Electoral Commission's performance standards regime, has indicated a willingness to help out in this role.

12.3 Heightened media interest. - remains unchanged since the previous report.

12.4 Migration to Windows 8 - remains unchanged since the previous report.

13. Registration and Voter turnout

13.1 A communications plan has now been drawn up as part of the planning process with the Communications team (see Appendix D). However, this plan also overlaps with IER voter registration and outreach activities which are described in the report submitted to the Elections Committee/IER Working Party contemporaneously with this report to which members are referred.

13.2 As mentioned above the HNL was sent to all households the week commencing the 23 February. As expected this has generated a

considerable increase in processing and printing requirements for the Electoral Services team. It is worth noting that this has also produced a surge in downloads from the Government's IER on-line website and a surge in duplications of people already on the register confirmed under IER applying to register again.

13.3 The National Voter Registration Day and activities surrounding that event produced a surge in downloaded applications. Over a two day period we received some 1200 applications to register, 400 of which were duplications.

14. Financial implications

14.1 There have been no further developments since the previous report. The final Charges Order relating to the UKPGE has still not been released but funding is expected to be as reported - £399,000.

15. Legal implications

15.1 There are no specific legal implications arising, other than those set out in the report though the ARO and DAROs will ensure that the elections are run in accordance with the regulatory framework applying to electoral law.

16. Crime and disorder implications

16.1 The ARO will have a single point of contact with a nominated senior police officer with whom we will liaise with about election security including coverage of polling stations, particularly relating to close of poll, and the count. Any allegation of electoral fraud or malpractice will be reported to the police without delay. There has now been contact with the police both at local and London wide counter terrorism level

17. Equalities implications

17.1 The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

17.2 In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

- 17.3 The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 17.4 The Equality and Human Rights Commission has recently issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:
<http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>
- 17.5 The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:
1. The essential guide to the public sector equality duty
 2. Meeting the equality duty in policy and decision-making
 3. Engagement and the equality duty
 4. Equality objectives and the equality duty
 5. Equality information and the equality duty
- 17.6 The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at:
<http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>
- 17.7 In the conduct of elections, LBL pays particular attention to its duties under the Equality Act 2010. Equality measures include outreach to voluntary sector groups supporting people with protected characteristics, the use of tactile devices in polling stations for those with visual impairment, pictorial Makaton guides to voting in the polling stations, systematic review of polling places to ensure disabled access is available and several other measures.

18. Environmental implications

There are no environmental implications arising.

19. Background documents and originator

Appendix A

ELECTIONS COMMITTEE		
Report Title	UK Parliamentary General Election 7 May 2015	
Key Decision	n/a	Item No.
Ward	n/a	
Contributors	Malcolm Constable, Electoral Services Manager	
Class	Part	Date: 22 January 2015

1. Purpose

This report provides the Committee with the current status of preparations for the UK Parliamentary General Election (UKPGE) to be held on 7 May 2015

2. Recommendations

That the Committee note this report.

3. Background

The next UKPGE was fixed by the Fixed Term Parliaments Act 2011 to take place on 7 May 2015 and thereafter every five years on the first Thursday each May. Certain provisions were incorporated in the Act to accelerate a UKPGE:

- if a motion for an early general election is agreed either by at least two-thirds of the whole House or without division or;
- if a motion of no confidence is passed and no alternative government is confirmed by the Commons within 14 days.

4. Organisation

4.1 The Acting Returning Officer (ARO), Barry Quirk, is the person responsible for running the elections in the following three parliamentary constituencies

- Lewisham Deptford
- Lewisham East
- Lewisham West and Penge (including three wards from the London Borough of Bromley)

- 4.2 The ARO will appoint Kath Nicholson (Head of Law) and Malcolm Constable (Electoral Services Manager-ESM) as Deputy AROs (DARO) to assist with all aspects of the UKPGE in LBL including nominations, postal votes and the count.
- 4.3 Boundaries have not changed since the 2010 UKPGE as the plans to review boundaries and reduce the number of MPs to 600 were revoked by the Electoral Registration and Administration Act 2013.

5. Franchise

- 5.1 Voters eligible to vote at the UKPGE are mainly local government electors excluding European Union citizens, marked with a “G”, and overseas electors
- 5.2 The current eligible electorate in each of the three constituencies and the number of postal voters is

Constituency	Electorate	Postal Voters
Lewisham Deptford	69117	6598
Lewisham East	64919	7327
Lewisham West & Penge	69554 (30435 Bromley)	4158
	203590	18083

- 5.3 In order to vote by post at the UKPGE postal voters have to be registered under Individual Electoral Registration (IER). The Electoral Registration Officer (ERO) was required to delete the postal votes of those electors carried forward onto the 1 December 2014 register who were not IER registered. 1436 Postal Votes were removed. The electors concerned are still able to vote at polling stations. The ERO is required to write to these electors inviting them to register under IER enclosing postal voting application forms and Invitations to Register (ITR) under IER and we will be doing so in January 2015.
- 5.4 As a result of the recent abridged canvass we are also due to send out 5617 postal vote application forms to IER registered voters who have now requested postal votes.

6. The Count

- 6.1 Provisional arrangements had been made to Count the votes overnight on 7/8 May at ForestHillSchool. However, a review of postal voting arrangements and the Constitutional Reform and Governance Act 2013 (requiring the ARO to start the count as soon as possible within four hours of the close of poll) meant that the ARO considered other options.

- 6.2 Of major concern, and based on the experience in 2010, is the need to provide and operate a robust personal vote identifier system at close of poll, not only to accommodate postal votes returned by the 114 Lewisham based Presiding Officers (POs), but also the 24 POs returning to the count venue from three Bromley wards. As a result of the experience of remote postal vote checking in 2010 we have since always conducted this on site in the Civic Suite in rooms 1 & 2. The use of Royal Mail sweeps around about the time polls close will probably be mandated by the Electoral Commission. This could lead to a significant number of postal votes needing to be checked after the close of poll and incorporated into the count. To bring all of the postal votes to the Civic Suite, check their personal identifiers and then transport the postal votes to Forest Hill to be with other votes has the potential to cause delay to the count start.
- 6.3 At this stage it appears to the ARO that the use of the ground floor at Laurence House is sufficient for the count of all 3 constituencies to be conducted together. However, formal space planning is due to be completed by the end of January, and if necessary 1 constituency could be counted in the Civic Suite on the mezzanine floor. This space is being held as a contingency. Committee Rooms 1 and 2 are not available because they will be set up for use in the final processing of postal votes.
- 6.4 The logistics of the operation will have to be carefully planned and will involve the temporary closure of the Access Point and Library. We can provide temporary covered shelter in the Laurence House car park for the receipt of ballot boxes and other election stationary from the 136 POs returning to the venue. Alternative temporary arrangements for Access Point and the Library are currently under active consideration.
- 6.5 With careful planning we anticipate being able to accommodate 150 counters, as used in 2010, as well as those entitled by law to attend the count. The 137 ballot boxes from polling stations will be returned to Laurence House after close of poll on the 22 May 2014 and will be added to those postal vote ballot boxes already on site and the last three (one per constituency) due from the last opening of postal votes following close of poll. Based on similar and slightly higher turnout figures than 2010 (see Table below) we anticipate finishing the count by 04.00hrs on Friday 8 May

Constituency	Electorate May 2010	Ballot papers inc. in count	Turnout	No. of Candidates
Lewisham Deptford	67058	41629	62.08	6
Lewisham East	65926	41882	63.53	7
Lewisham West and Penge	69022	45233	65.53	6
	202006	128744	63.73	19

7. Bromley

- 7.1 Similar arrangements as adopted in 2010 will be put in place to manage the three Bromley wards incorporated in Lewisham West & Penge constituency. LBL's ARO, the Deputy ARO and ESM met with their counterparts in Bromley on 5 November 2014.
- 7.2 LBL's ARO will delegate DARO powers to the Chief Executive, Doug Patterson and the Head of Law, Mark Bowen. The effect of this is that they will then be responsible for equipping and staffing the polling stations falling within the Lewisham West and Penge constituency. They will also be responsible for sending polling cards and postal votes to electors in these wards together with the reissue of postal votes. Bromley will also be responsible for checking the personal identifiers on postal votes issued by them in respect of their part of Lewisham West & Penge. Although it may be necessary for those returned after the close of poll to be checked at the Lewisham count.
- 7.3 LBL will provide the ballot papers, corresponding number lists and ballot paper accounts. Bromley will provide LBL with registers to check nominations.
- 7.4 The respective ESMs of Bromley and LBL will attend each other's candidates' and agents' meetings. LBL will also provide support to Bromley in respect of training for polling station staff in the Lewisham West & Penge Constituency.
- 7.5 Bromley are on the same electoral management system as LBL which facilitates data transfers from Bromley to LBL in respect of polling station details and electorate numbers. Bromley will also provide a data file to enable LBL to check personal identifiers on postal votes returned to the count venue after close of poll.

8. Nominations

- 8.1 Nominations packs will be available from Lewisham's Electoral Services and the Electoral Commission's website from January. We will include the Electoral Commission's Guidance for Agents and Candidates, timetables, register and postal vote list requests.
- 8.2 Candidates have to pay a £500 deposit which can be in the form of cash, bankers draft or a BACs payment with the prior agreement of the ARO
- 8.3 The ARO will hold two meetings for agents and candidates, the first of which will be on 14 January 2015. The second will be arranged for closer to publication of the Notice of Election. The first meeting will be to discuss issues surrounding registration ahead of the UKPGE and the nominations process. The second meeting will be to update and concentrate on arrangements for poll and count.

9. Timetable

- 9.1 The Electoral Commission's UKPGE timetable is attached as Appendix A. The Government, as mentioned earlier, have brought certain aspects of the timetable into line with other elections to run over 25 working days starting with the dissolution of Parliament on Monday 30 March.
- 9.2 The Notice of Election (NOE) must be published no later than 4pm on the second day following receipt of the writ. Assuming the writ is received on Tuesday 31 March the NOE will be published on that day. Nominations will be accepted from the day after publication of the NOE, Wednesday 1 April between 10.00am and 4pm, on any working day until 4pm on Thursday 9 April 2015. Because Easter falls over an intervening weekend, the maximum time available for nominations is 5 working days. Any delay in receipt of the writ will eat into this period as nominations have to close at 4pm on Thursday 9 April.
- 9.3 The cut off time for registrations is now 12 working days before the day of poll which is Monday 20 April 2015. The deadline for new and amended postal votes and amended proxy votes is 11 days before the day of poll – 5pm Tuesday 21 April 2015.
- 9.4 The registration of electors under IER will be more complex in the lead up to the UKPGE. Electors will be able to apply for registration either on line or by returning an Invitation to Register form. However they will not be registered until their details are matched with the DWP data base. If the application is received by midnight Monday 20 April 2015 it will be sent to the DWP for matching. We will be notified by the IERDS, (hopefully within 24 hours) whether the details match. If they do the ERO can determine the application and register the elector. However, if the details do not match, the elector will have to be advised that they will have until 6 working days before the day of poll (the last date before the election that the ERO can make such a determination) to provide further satisfactory information. To avoid the possibility of this being missed because of electors failing to provide sufficient proof of identity, electors (and parties in any campaign to maximise registration), are being urged to ensure that in the run up to the election any applications for registration are made as soon as possible, and not left to the last minute. The time for verification of applications is very short if electors seek to register at the last possible moment.
- 9.5 Poll cards will be mailed out immediately following the publication of the Notice of Election. There will be subsequent issues for late additions to the register, new postal voters and proxy voters sent just after the appropriate cut off dates.
- 9.6 The first issue of postal votes is therefore provisionally planned to take place on the 22 April by first class mail. This should ensure that they are received just before the weekend of 25/26 April. Because of IER there will

be further later smaller issues of postal votes around between the 22 April and 29 April.

- 9.7 At the present time, we envisage the first postal vote opening session to commence on Monday 27 April at 10.00hrs in the Civic Suite rooms 1 & 2. Thereafter they will be at the same time on each working day up to and including the 7 May when there will also be a further opening at 22.00hrs to process those postal votes handed in at polling stations late in the day. This means that there will be nine opening sessions as the 4 May 2015 is a bank holiday

10. Polling Stations

- 10.1 The provisional booking of polling stations started in November 2014. The list of polling stations is attached as Appendix B. These are the same as used at the Combined Elections in May 2014 and are those reviewed by the Elections Committee in October 2014, following the statutory review of polling districts and places required to be completed ahead of the UKPGE. The use of these polling districts and places was then endorsed by full Council in November 2014.
- 10.2 There will be 113 polling stations within LBL and 24 for the three Bromley wards in Lewisham West & Penge
- 10.3 The only notable amendment is that we plan to split Riverside Youth Club in DEV3 into two polling stations. The Electoral Commission has indicated that no more than 2500 electors in person are to be allocated to any one polling station. Riverside Youth Club is very close to this limit and could exceed it by May 2015.
- 10.4 We are also mindful of the need to reduce the potential for queues to build up at busier polling stations. We will establish a reserve pool of poll clerks who will be on standby throughout the day together with poll clerks to be posted to busier stations in the late afternoon/early evening
- 10.5 The law was changed ahead of the elections in May 2014 to allow any voters in the queue, but outside the polling station at 10 pm, to vote. The Elections team will issue polling station staff with wrist bands to issue to any such voters queuing at 10 p.m.

11. Staffing

- 11.1 All Presiding Officers (POs), Poll Clerks (PCs), and Polling Station Inspectors (Visiting Officers) will be trained. LBL's policy is that if staff do not attend training they will not be employed. Training is a major logistical exercise in itself with 440 POs, PCs, and PSIs to cater for. The Head of Law leads this initiative personally. We will again use a combination of Electoral Commission materials, role plays and local experience. We will also have to brief the POs from Bromley about Lewisham specific arrangements

- 11.2 We anticipate staffing based on the Electoral Commission's guidelines as a minimum. However we will have a minimum of one PO and 2 PCs at every station. Of the 113 polling stations in LBL 65, will have 3 PCs. The four split stations will have an extra poll clerk to direct electors to the appropriate station in the same place. We anticipate having a reserve pool of about 30 PCs 10 on permanent standby and 20 to cover early evening to close of poll.
- 11.3 We are mindful of feedback received from the Elections Committee about careful and accurate marking of registers. Whilst this is already an integral part of the training additional focus will be added.
- 11.4 There will be 1 Visiting Officer per ward. They will be asked to remain in their ward from 7pm onwards to provide assistance in case of need. We also have a reserve pool of staff to replace late drop outs. Visiting Officers are also asked to look at the footfall through the station by examining the polling station log to see if we can anticipate any queues forming.

12. Risk issues

The principal areas of risk identified for these combinations of elections are:

- 12.1 Queues at polling stations. We are anticipating a higher turnout than 2010. A combination of reserve and early evening poll clerks together with Visiting Officers being in wards from 7pm should overcome any issues. We have also split the larger stations that were extremely busy in 2010.
- Pressure on the core Electoral Services team. The introduction of IER means that the core elections team will be focussed on registration issues up until 6 days before the election. Our experience in 2010 indicates that there will be increased interest by electors in registering to vote and the nature of IER makes the process more complex and paper intensive particularly for those electors that do not match the DWP data base. To overcome this we will establish our normal elections call centre team from the beginning of March consisting of four staff. They will be trained in the new IER process before the call centre opens to the public. A member of the core elections team will also be in attendance in the call centre during opening hours. We are looking to provide a resource from inside the Council to run the postal vote opening process in support of the DARO and have employed, for a limited number of days, a project support officer to help relieve the ESM of some of the reporting requirements relating to the Electoral Commission's performance standards regime. In summary we are trying to establish a clear dichotomy between registration and election activity.
 - Heightened media interest. The increasing use of social media and perhaps the involvement of new candidates, agents and parties not used to election processes and procedures, (particularly nominations and the count) can mean that issues can go "viral" very quickly if misunderstood. The

involvement of the communications team will be essential to help with any such event.

- We have also identified potential disruption that might be caused by the Council's migration to Windows 7. As a result the planned roll out to Electoral Services will be deferred until after the UKPGE.

13. Registration and Voter turnout

- 13.1 A communications plan is being drawn up as part of the planning process with the Communications team. However, this plan also overlaps with IER voter registration and outreach activities which are described in the report submitted to The Elections Committee contemporaneously with this report to which members are referred.
- 13.2 Of particular note is our intention to write to all households on 9 February 2015 with details of those registered at the property. If there is no change, the elector will not need to take any action. If new electors need to be added they will be encouraged to go on line and register via the Government's IER Digital Service website. Other changes such as requests for postal votes, opt outs, and deletions can be notified to us via a website hosted by Electoral Reform Services Ltd. Our write out is designed to take place at the same time as the Electoral Commission starts its promotional activity ahead of the UKPGE. The cost of this exercise is anticipated to be £60,000. The Cabinet Office has indicated that some funding may be available for this out of its IER contingency funds but we cannot rely on this.

14. Financial implications

- 14.1 The final Charges Order relating to the UKPGE has not been released yet but we have seen the preliminary draft. Early indications are that we should receive £399,000 from HM Treasury. Of this 75% will be advanced in February with the balance having to be claimed within six months of the day of poll. Of this some £35,000 will be in respect of Bromley's costs.
- 14.2 The funding covers election specific activities. It does not for example cover registration activity which therefore excludes most costs relating to the election call centre. It also does not include the costs of the Household Notification letter. Our estimate is that there are additional costs associated with the UKPGE which are not recoverable amounting to £100,000 approximately.

15. Legal implications

- 15.1 There are no specific legal implications arising, other than those set out in the report though the ARO and DAROs will ensure that the elections are run in accordance with the regulatory framework applying to electoral law.

16. Crime and disorder implications

16.1 The ARO will have a single point of contact with a nominated senior police officer with whom we will liaise with about election security including coverage of polling stations, particularly relating to close of poll, and the count. Any allegation of electoral fraud or malpractice will be reported to the police without delay.

17. Equalities implications

17.1 The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

17.2 In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

17.3 The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.

17.4 The Equality and Human Rights Commission has recently issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:

<http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>

17.5 The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:

3. The essential guide to the public sector equality duty
4. Meeting the equality duty in policy and decision-making

3. Engagement and the equality duty
4. Equality objectives and the equality duty
5. Equality information and the equality duty

17.6 The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at: <http://www.equalityhumanrights.com/advice-and-guidance/public-sector-equality-duty/guidance-on-the-equality-duty/>

17.7 In the conduct of elections, LBL pays particular attention to its duties under the Equality Act 2010. Equality measures include outreach to voluntary sector groups supporting people with protected characteristics, the use of tactile devices in polling stations for those with visual impairment, pictorial Makaton guides to voting in the polling stations, systematic review of polling places to ensure disabled access is available and several other measures.

18. Environmental implications

There are no environmental implications arising.

19. Background documents and originator

Malcolm Constable 020 8314 6907

Timetable for the UK Parliamentary general election:

The days which are disregarded in calculating the timetable are Saturday, Sunday, Good Friday, other bank holidays and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

This timetable is based on the assumption that the writ is received on the day following the dissolution of Parliament. If in a particular constituency the writ is received on a different date:

The notice of election in that particular constituency must be published no later than 4pm on the second day following the receipt of the writ.

The period for delivery of nomination papers will begin from the day after the publication of notice of election. The deadline for nominations will remain the same (i.e. 4pm on 19 working days before the poll).

Event	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Dissolution of Parliament	25 days	Monday 30 March
Receipt of writ	24 days	Tuesday 31 March
Publication of notice of election	Not later than 22 days (4pm)	Not later than 4pm on Thursday 2 April
Delivery of nomination papers	From the day after the publication of the notice of election until the sixth day after the date of dissolution	Between 10am and 4pm on any working day after publication of notice of election until Thursday 9 April
Deadline for delivery of nomination papers	19 days (4pm)	4pm on Thursday 9 April
Deadline for withdrawals of nomination	19 days (4pm)	4pm on Thursday 9 April

Event	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
<p>Making objections to nomination papers</p> <p>(except for objections on the grounds that an individual candidate may be disqualified under the Representation of the People Act 1981 – see Commission guidance)</p>	<p>On 19 days (10am to 5pm), subject to the following:</p> <p>Between 10 am – 12 noon objections can be made to all delivered nominations</p> <p>Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll</p>	<p>Between 10am and 12 noon on Thursday 9 April objections can be made to all delivered nominations</p> <p>Between 12 noon and 5pm on Thursday 9 April objections can only be made to nominations delivered after 4pm on Wednesday 8 April</p>
Deadline for the notification of appointment of election agent	19 days (4pm)	4pm on Thursday 9 April
Publication of statement of persons nominated, including notice of poll and situation of polling stations	<p>If no objections: on 19 days (at 5pm)</p> <p>If objection(s) are made: Not before objection(s) are disposed of but not later than 18 days (4pm)</p>	<p>If no objections: at 5pm on Thursday 9 April</p> <p>Objection(s) made: not before objection(s) are disposed of but not later than 4pm on Friday 10 April</p>
Publication of first interim election notice of alteration	On 19 days	Thursday 9 April
Deadline for receiving applications for registration	12 days	Monday 20 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	5pm on Tuesday 21 April

Event	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	5pm on Tuesday 28 April
Publication of second interim election notice of alteration	Between 18 days and 6 days	Between Friday 10 April and Tuesday 28 April (inclusive)
Publication of final election notice of alteration	5 days	Wednesday 29 April
Deadline for notification of appointment polling and counting agents	5 days	Wednesday 29 April
First date that electors can apply for a replacement for lost postal votes	4 days	Thursday 30 April
Polling day	0 (7am to 10pm)	7am to 10pm on Thursday 7 May
Last time for re-issue of spoilt or lost postal votes	0 (5pm)	5pm on Thursday 7 May
Deadline for emergency proxy applications	0 (5pm)	5pm on Thursday 7 May
Last time to alter the register due to clerical error or court appeal	0 (9pm)	9pm on Thursday 7 May
After the declaration of result		
Event	Deadline	Date

Event	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Delivery of return as to election expenses	Within 35 calendar days after the date the election result is declared	If result declared on Thursday 7 May: by Thursday 11 June If result declared on Friday 8 May: by Friday 12 June
Deadline for sending postal vote identifier rejection notices	Within the period of three months beginning with the date of the poll	By Thursday 6 August 2015

Polling Stations

Appendix C		
Reference	District(s)	Polling Place
1	DBR1	St. John with Holy Trinity Church, (George Lewis Room), St John's Vale
2	DBR2	Myatt Garden Primary School, (Nursery), Upper Brockley Road
3	DBR3	St. Peter's Church, (Community Room), Wickham Road
4	DBR4	Little Gems Day Nursery, Clare Road, Entrance in St. Donatts Road
5	DBR5	New Cross Road Baptist Church Hall, 466 New Cross Road
6X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road
7X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road
8	DCR1	Stillness Junior School, (Sports Hall), Brockley Rise
9	DCR2	Prendergast Ladywell Fields College, Performing Arts Block, (Atrium)
10	DCR3	Beecroft Garden Primary School, (Atrium), Beecroft Road
11	DCR4	The Undercroft, (Old St Cyprian's Chapel & Churchwardens Vestry), St. Hilda's Church
12	DCR5	St. Saviour's Church Hall, (Main Hall), 69 Brockley Rise
13	DCR6	Community Education Lewisham, (Hut 2), Brockley Rise Centre
14	DEV1	Clyde Early Childhood Centre, (Entrance Hall), Etta Street
15	DEV2	Grinling Gibbons School, Clyde Street
16X	DEV3	Riverside Youth Club, (Ground Floor Hall), Grove Street
17X	DEV3	Riverside Youth Club, (Ground Floor Hall), Grove Street
18	DEV4	Deptford Park Primary School, (Junior Hall), entrance in Oxestalls Road
19	DEV5	Lewington Centre, (Main Hall), 9 Eugenia Road
20	DEV6	Sir Francis Drake Primary School, (School Hall), Scawen Road
21	DLA1	John Evelyn Campus, Dressington Lodge, Dressington Avenue
22	DLA2	Roseview, (Roseview Lounge), 122 Marsala Road
23	DLA3	St. John's Medical Centre, (Training Room), 56-60 Loampit Hill
24	DLA4	Portakabin on entrance to Hilly Fields, via Hilly Fields Crescent, London
25	DLA5	St. Andrew's United Reformed Church, (St Andrew's Centre, Church Hall), Brockley Road
26	DLA6	Crofton Park Baptist Church, (Main Back Hall), Huxbear Street
27X	DLC1	Brindishe Green Primary School, (Large Hall), Beacon Road
28X	DLC1	Brindishe Green Primary School, (Large Hall), Beacon Road
29	DLC2	College Park Baptist Chapel, Clarendon Rise, London
30	DLC3	Prendergast Vale College, (Nursery), Elmira Street
31	DLC4	St. Mary's C of E Primary School, (Main Hall), 329 Lewisham High Street
32	DLC5	The Saville Centre, (Main Hall), 436 Lewisham High Street
33	DLC6	St. Christopher Christian Fellowship Church Hall, (Main Hall), 31A Torridon Road
34	DNE1	Woodpecker Community Centre, (Main Hall), 100 Woodpecker Road
35	DNE2	The Library at Deptford Lounge, (Meeting Rooms 1 & 2), 9 Giffin Street
36	DNE3	Mulberry Centre, (Wickham Room), 15 Amersham Vale
37	DNE4	Childeric Primary School, (Nursery), Childeric Road
38X	DNE5	All Saints Community Centre , (Old Hall), Monson Road
39X	DNE5	All Saints Community Centre , (Old Hall), Monson Road

40	DNE6	Community Centre, (Fusion Table Tennis Area), Unit 2B Stockholm Road
41	DTE1	Edmund Waller Primary School, Cooke Hall, Waller Road
42	DTE2	Kender Primary School, (Nursery), Entrance on Besson Street
43	DTE3	St. James Hatcham C of E School, (Family Learning Centre), St. James's
44	DTE4	Hatcham Oak Early Childhood Centre, 29 Wallbuton Road, London
45	DTE5	John Stainer Community Primary School, (Main Hall), St Asaph Road
46	DTE6	Turnham Primary School, (Nursery Room), Turnham Road
47	EBL1	Lethbridge Senior Citizens Club Room, (Main Hall), 58 Lethbridge Close
48	EBL2	John Ball Nursery School, (Early Years Centre), Hurren Close
49	EBL3	Heath House Prep School, 3-4 Blackheath Grove, London
50	EBL4	Brandram Road Community Centre, (Main Hall), 25 33 Brandram Road
51	EBL5	St. Stephen & St. Mark Church Hall, St. Stephen's Grove, London
52	EBL6	Granville Park Centre, (Room G3), Granville Park
53	ECA1	St. Laurence Centre, (Coffee Bar), 37 Bromley Road
54	ECA2	Catford & Bromley Synagogue , (Youth Club), 6 Crantock Road
55X	ECA3	Torrison Primary School, (Hall), entrance on Hazelbank Road
56X	ECA4	Torrison Junior School, (Hall), entrance on Hazelbank Road
57	ECA5	Sandhurst Infants School, (Nursery), Entrance in Ardgowan Road
58	ECA6	Brownhill Road Baptist Church Hall, 292 Brownhill Road, London
59	EDO1	Catford Wanderers Sports Club, Beckenham Hill Road, (Homebase entrance)
60	EDO2	Downham Community Centre, (Large Hall), Wesley Halls
61	EDO3	King's Church, (Main Hall), The Green
62	EDO4	Good Shepherd Primary School, (Lower Hall), Moorside Road
63	EDO5	Rangefield Primary School, (Main Hall), Glenbow Road
64	EDO6	Ten Em Bee Sports Development Centre, (Pavilion), 120A Old Bromley Road
65	EGR1	Marvels Lane Primary School, (Childrens Centre), Riddons Road
66	EGR2	W. G. Grace Community Centre, (Main Hall), 1 Lions Close
67	EGR3	St. Augustine's Church Hall, (Small Hall), 336 Baring Road
68	EGR4	Baring Primary School, (Hall), Linchmere Road
69	EGR5	Ringway Centre, (Main Hall), 268 Baring Road
70	EGR6	Burnt Ash Methodist Church Hall, Burnt Ash Hill, London
71	ELG1	Lochaber Hall, (Main Hall), Manor Lane Terrace
72	ELG2	St. Winifred's Infants School, (Hall), entrance in Manor Lane
73	ELG3	Lee Green United Reformed Church, 111-113 Burnt Ash Road
74	ELG4	St. Winifred's Junior School, (Hall), Newstead Road
75	ELG5	The Church of the Good Shepherd Lee, (Main Hall), Handen Road, London
76	ELG6	Portakabin on approach to, Hither Green Railway Station, Staplehurst Road
77	ERU1	Civic Suite, Lewisham Council, Catford Road
78	ERU2	Trinity Church Hall, Faversham Road, London
79	ERU3	Holy Cross RC School, (Main Hall), Culverley Road
80	ERU4	Calabash Centre, (Back Hall), 24/26 George Lane
81	ERU5	Holbeach School, (Main Hall), Doggett Road
82	EWH1	Goldsmith's Community Centre, (The Gym), Castillon Road
83	EWH2	Portakabin adjacent, to the allotments on Hafton Road, London
84	EWH3	Knights Temple Grove Primary School, (Main Hall), Ballamore Road

85	EWH4	Whitefoot Lane Christian Centre, (Main Hall), 480 Whitefoot Lane
86	EWH5	St. John The Baptist Church, 353 Bromley Road, London
87	EWH6	ELIM Pentecostal Church & Community Centre, (Church Hall), Allerford Road
88	WBE1	Haseltine Primary School, (Dining Hall), Haseltine Road
89	WBE2	Blackheath Hockey & Catford Cyphers Cricket Club, (The Pavillion), Rubens Street
90	WBE3	Athelney Primary School, (School Gym), Athelney Street
91	WBE4	Christ Church United Reformed Church, (First Hall), Bellingham Green
92	WBE5	Elfrida Nursery School, (Community Centre), entrance in Playgreen Way
93	WBE6	Sedgehill Community Centre, (Main Hall), 69-85 Sedgehill Road
94	WFO1	Kelvin Grove Primary School, (Early Years Reception), Kelvin Grove
95	WFO2	Forest Hill Library, (Children's Room), Entrance in Thorpewood Avenue
96	WFO3	Christian Fellowship Centre, (Main Hall), 39 Honor Oak Road
97	WFO4	Horniman Primary School, (Community Room), Horniman Drive
98	WFO5	The Church (Worldwide) Inc., r/o 49 Devonshire Road, London
99	WFO6	Eliot Bank Primary School, (Children's Centre), Thorpewood Avenue
100	WFO7	Portakabin outside, 141-181 Eliot Bank, London
101	WPE1	Perrymount Primary School, (Hall), Sunderland Road
102	WPE2	Christ Church C of E Primary School, (Hall), Perry Vale
103	WPE3	Our Lady and St. Philip Neri Primary School, (Hall), Mayow Road Site
104	WPE4	Perry Rise Baptist Church, (Main Hall), Perry Rise
105	WPE5	Kilmorie Primary School, (Children's Centre), Kilmorie Road
106	WPE6	Perry Hill St George & St Michael's Christ Church, St George's Church Hall, Vancouver Road
107	WSY1	St. Bartholomew's Church, Westwood Hill
108	WSY2	The Grove Centre, (Coffee Bar), 2 Jews Walk
109	WSY3	Hillcrest Tenants' Association Club, (Main Hall), High Level Drive
110	WSY4	St. Bartholomew's C of E School, (Hall), The Peak
111	WSY5	Silverdale Hall, 8 Silverdale
112	WSY6	St. Michael's Church Hall, Champion Crescent, London
113	WSY7	Our Lady and St. Philip Neri Primary School, (Main Hall), Sydenham Road Site
BL114	CL1	Stewart Fleming Primary School, Witham Road
BL115	CL1	Stewart Fleming Primary School, Witham Road
BL116	CL2	St. Michael's and All Angels Church, Ravenscroft Road, Beckenham
BL117	CL3	Churchfields Primary School, Churchfields Road
BL118	CL3	Churchfields Primary School, Churchfields Road
BL119	CL4	Balgowan Primary School, Balgowan Road, Beckenham
BL120	CL4	Balgowan Primary School, Balgowan Road, Beckenham
BL121	CL5	Beckenham Library, 24 Beckenham Road, Beckenham
BL122	CP1	Sydenham Lawn Tennis Club, Springfield Road, Off Lawrie Park Road
BL123	CP2	St. Paul's Church Hall, Hamlet Road, London
BL124	CP2	St. Paul's Church Hall, Hamlet Road, London
BL125	CP3	Anerley Town Hall, Anerley Road, London
BL126	CP3	Anerley Town Hall, Anerley Road, London
BL127	CP4	Anerley Town Hall, Anerley Road, London
BL128	PE1	Holy Trinity Church Centre, 66 Lennard Road, London
BL129	PE1	Holy Trinity Church Centre, 66 Lennard Road, London

BL130	PE2	Christ Central Church, Green Lane, London
BL131	PE3	Harris Academy, Lennard Road
BL132	PE4	St. John`s C.E. Primary School, Maple Road
BL133	PE4	St. John`s C.E. Primary School, Maple Road
BL134	PE5	Kenilworth Church Hall, Kenilworth Road, Penge
BL135	PE5	Kenilworth Church Hall, Kenilworth Road, Penge
BL136	PE6	Melvin Hall, Melvin Road, Penge
BL137	PE6	Melvin Hall, Melvin Road, Penge

**Combined Elections 7 May 2015
WORK PROGRAMME**

ACTIVITY/TASK**BY WHOM****COMMUNICATIONS ACTIVITIES**

**Lead HP
with
Comms
team/ AW**

	Activities	Target audience	By Whom	Start	Finnish	Notes
1	Meeting with comms team to prepare Communications strategy and plan	N/A	MC/HP/AW	2014 December	Done	Several meetings in December re IER outreach plan. Election specific Comms meeting took place on 4/2/2015.
2	Webpage: UKPGE	All	HP/ HH	2014 December	Published January/ Feb 2015 Done.	Pages reviewed in December to be published in February following publication of electoral commission UKPGE timetable.
	Button: Elections 2014	All	HP/HH/ AW	2014 December	01/02/2015 Done	Link from home page to UKPGE landing page (once published).
	UKPGE election page	All	HP/HH	2014 December	On going	To be published by end of Feb 2015.
	Election description	All	HP	2014 December	Done Feb 2015	To be published by end of Feb 2015.
	Timetable and linked documents	All	HP	2014 December	On going Done Feb 2015	To be published by end of Feb 2015.
	Deadlines for registering and absent voting	All	HP	2014 December	Done Feb 2015	To be published by end of Feb 2015.

	Agents and Candidates	All	HP	2014 December	Done Feb 2015	To be published by end of Feb 2015.
	Information about nominations: where to obtain nomination packs, Local Returning Officer	All	HP	2014 December	Done Feb 2015	To be published by end of Feb 2015.
	Results	All	AW/ Electoral Services	08/05/2015	08/05/2015	After count on 8 May, estimate 4am.
2	Webpage: Archiving	All	HP	2014 December	On going	
	Update other Electoral Services pages	All	HP	2014 December	On going	
	Update the canvass page and change any dates that refer to the previous year	All	HP	2014 December	On going	
	Archive any previous elections on the website under the relevant page	All	HP	2014 December	On going	
	Update postcode councillor finder. Post code finder for polling station list	All	HP	2014 December	On going	Check with governance
3	Electoral Commission	All				
	Confirm which communication channels the Electoral Commission will be using to inform people about the 2015 elections.	All	Electoral Commission	March?		

	Digital, newspapers, web, PR etc	All	Electoral Commission	March?		
	Who are the channels aimed at: electors, certain groups of electors, administrators etc. Will it be available in other languages.	All	Electoral Commission	March?		
	Consider which resources from the Electoral Commission website to use on our own website/ articles and publicity materials.	All	MC/HP/Comms	March?		
4	Articles					
	Grapevine – article in April issue	All	AW/HP	TBA		News item to be based on Lewisham Life copy.
	Lewisham Life Article February Issue	All	AW/HP	Jan-15	Feb Done	Copy sent to AW by HP in Jan. Aw to send over confirmation of copy to HP.
	Press release re registering to vote/ elections	All	HP to send to AW for distribution.	TBA from EC		Will use EC press release. Press release to go on press area of website and to be sent to local press.
	SE23 – article in April issue	All	HP/AW	TBA		News item to be based on Lewisham Life copy.
	News item on staff intranet re registering to vote/ elections		AW/ HP	February		News item to be based on Lewisham Life copy.
	Details in Goldsmith's enewsletter	students	AW/ HP	TBA		News item to be based on Lewisham Life copy.

	Reminder in Lewisham Life newsletter	All	AW/HP	TBA		News item to be based on Lewisham Life copy.
	Press release to local papers	All	AW	TBA		Press release from EC.
	Birthday card to 18-year olds: alter text	attainers	HP	See notes	Done Jan 2015	Birthday card has incorporated message about registering online since summer 2014 and now has message about the 2015 Parliamentary Election.
	Lewisham Pensioners' Forum newsletter	older voters	HP	01/01/2015	Done Feb 2015	News item sent to Lucy Formolli
5	Posters					
	JC Decaux Boards on display for 2 weeks	All	AW to book. HP to send electoral commission poster to AW if available, otherwise we will use an in house design to be divised by Comms and Electoral Services.	See notes	Feb-15	First two weeks of April: Register to vote 6 th March to 17 April Register to Vote message. . 26 April -8 May 2015: UKPGE: reminder to go and vote on election day. Posters to use Electoral Commission design if released by electoral commission by poster deadlines.
	Web banner – Have you registered	All	AW/HP	As with JC	30th March to	To tie in with JC Decaux Boards

to vote. Also to go on Facebook and Twitter.				Decaux Boards	20 April	
Web banner –Remember to vote. Also to go on Facebook and Twitter.	All	AW/HP		As with JC Decaux Boards	21 April to 7 May	To tie in with JC Decaux Boards
Promote Election results/ Website/ Press	All	AW		08-May-15	8 May once results are announced	
Artwork from Electoral Commission, (outside Town hall frames), A4 and A3	Pedestrian s, Libraries, community centres, and organisatio ns	HP		March?	March	
Posters and leaflets if available to be distributed for display	Libraries, community centres, and organisatio ns sixth form colleges: universities	HP		1st set July/ Sept 2014 2nd Set Feb/ March 2015	Feb/ March	See outreach action plan for further details of poster/ promotional material distribution.