

ELECTIONS COMMITTEE		
Report Title	Combined Elections 22 May 2014	
Key Decision	n/a	Item No.
Ward	n/a	
Contributors	Head of Law (Malcolm Constable, Electoral Services Manager)	
Class	Part 1	Date: March 10 2014

1. Purpose

This report provides the committee with the current status of preparations for the Combined Elections to be held on the 22 May 2014

2. Recommendations

That the Committee note this report.

3. Background

Three elections will take place in the London Borough of Lewisham (LBL) on the 22 May 2014:

- European Parliamentary Election (EPE) for the London Region
- Mayor of Lewisham
- 54 Local Council seats for the 18 Wards of LBL

4. Organisation

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

- The Returning Officer (RO) for the Mayoral and Local Council elections is Barry Quirk - Chief Executive of LBL. The Deputy Returning Officer (DRO) is Kath Nicholson – Head of Law.
- The Local Returning Officer (LRO) for the EPE in LBL are the same as above
- Barry Quirk is also the Regional Returning Officer for the EPE the London region.

The Elections team in LBL is purely responsible for running the Lewisham aspects of the election. A separate team is being put in place to support the RRO function.

5. Franchise

- 5.1 Voters eligible to vote at the EPE elections will be Local Government Electors and those European Union (EU) Citizens who have returned a European Union Voter Registration form expressly stating they wish to vote in the UK European Parliamentary election rather than their home country. The form is usually referred to as a "UC1" or "EC6". Once returned European Electors will be converted from a "G" to a K "marker" on the Register of Electors enabling them to vote at all elections rather than just local elections.
- 5.2 We are in the process of sending out UC1 forms to all 17,456 EU citizens on the register.
- 5.3 Currently all EU citizens can vote in Local Government Elections. Following the close of the late annual canvass on the 17 February 2014 LBL's Local Government Electorate stood at 196,431 including 17,456 EU citizens mentioned above.
- 5.4 Of these electors 18,281 currently have postal votes. However this number is likely to increase significantly as we are mailing out 11,639 postal vote applications which were requested during the canvass.

6. Voting and counting Methodology

Voters will receive three ballot papers, one for each election

- **At the EPE**, voters will vote once for either party list candidates or independent candidates. Votes will be counted and seats allocated on a proportional basis using the D'Hondt system.
- **At the Mayoral Election**, voters will use the supplementary voting system, voting once for their first choice candidate and once for their second choice candidate. They do not have to vote for a second choice candidate. If a candidate receives more than 50% of the first choice votes they are elected.

If no candidate receives more than 50% of the votes cast, the top two candidates with the most first choice votes go through to a second round. All other candidates are eliminated, but their second choice votes are looked at and if the second choice votes are for either of the top two candidates they are added to their totals.

The candidate with the highest total of first and second choice votes wins.

- **At the Local Ward Council elections**, voters can vote for up to three candidates. The three candidates with the most votes will be elected for each ward

7. The Count

- 7.1 The votes will be counted at Holly Hedge House, Wat Tyler Road, Blackheath, London, SE23 0QZ. It's the largest drill hall in the UK. However we are only able to accommodate about 130 counters and supervisory staff which contrasts with 180 counters and count staff used at the 2010 count at Sedghill School. We were unable to use school facilities as the elections clashed with exam timetables. Other options were considered such as the O2, shared counts at Excel with neighbouring boroughs, and the Broadway Theatre combined with the Civic Suite but these were either considered too expensive, too impractical or both. The restriction in size has led to the following provisional plans being made.
- 7.2 The 333 ballot boxes from polling stations will be returned to Laurence House after close of poll on the 22 May 2014. This replicates the successful system used for the GLA Elections in 2012. Ballot paper accounts will be checked and the ballot boxes together with approximately 50 postal vote ballot boxes will be transferred to the Count venue at Holly Hedge House. Security will be provided by the Count Venue (a MOD facility) and the LRO's team. Discussions are to take place with the police about their presence during the transfer of ballot boxes and at the count.
- 7.3 In order to facilitate the reception of ballot boxes, their transfer and the processing and checking of postal votes handed in at polling stations, the provisional timing of the verification and various counts is as follows:
- Verification – from 08.00hrs Friday 23 May 2014. Note that all ballot boxes have to be verified before any count can commence.
 - Mayoral Count – once verification has been completed and the count venue reset, the Mayoral Count will commence at 14.00 hrs Friday 23 May 2014 and is planned to finish by approximately 18.00 hrs.
 - Local Counts will commence on Saturday 24 May at 08.00hrs with count of the 11 Wards comprising the Parliamentary constituencies of Deptford and West. It is anticipated that this will finish by 13.00hrs. There will be a break and the 7 Lewisham East wards will be counted commencing at 14.00hrs. It is anticipated that the count will be finished by 18.00hrs. Note that the results will be announced as each individual ward count is finalised and after consultation with agents and candidates.
 - The European Count cannot take place until Sunday 25 May and will commence shortly before mid-day. The result will be available to consult with any party agent or candidate's present at about 20.55hrs but will not be announced until 21.00hrs - after polls in Europe close.

- Ballot papers will be kept sealed, locked away and under security provided by the venue and the RO/LRO at all times at the count venue.

8. Nominations

- 8.1 Nominations packs for Local Council and Mayoral elections are now available from Electoral Services and include the Electoral Commission's Guidance for Agents and Candidates, timetables, register and postal vote list requests. As the nominations are combined with the EPE, the Local timetable has been changed to bring the nomination period in line with the EPE timetable with nominations closing at 16.00 hrs on the 24 April rather than mid-day.
- 8.2 Mayoral candidates have to make a £500 deposit and will be asked to make a contribution of £500 to the cost of printing and publishing the Mayoral Booklet which is sent to all voters. We are not permitted to charge for postage.
- 8.3 The RRO team will deal with EPE nominations for the London region.
- 8.4 The LRO will hold a meeting for agents and candidates at 17.00hrs on Tuesday 1 April in the Civic Chamber.

9. Timetable

- 9.1 The Electoral Commission's combined timetable is attached as Appendix A. The government, as mentioned earlier, have brought certain aspects of the local elections timetable into line with that for the EPE.
- 9.2 The statutory timetable starts with publication of the Notice of Elections on Tuesday 14 April 2014. Nominations will be accepted after publication of the Notice of Election until 16.00 hrs on Thursday 24 April 2014.
- 9.3 The cut off time for registrations has been moved as a result of re-interpretation of the legislation by the Electoral Commission from -11 days before the day of poll to -12 days which is the 6 May. The deadline for new and amended postal votes and amended proxy votes is still -11 days – 17.00 hrs Wednesday 7 May 2014.
- 9.4 Combined poll cards will be mailed out immediately following the publication of the Notice of Election. The first issue of postal votes is provisionally planned to take place on the 7 May. However the exact timing will be governed by what happens to legislation relating to the deadline of withdrawals of candidates which is still at the draft legislation stage. Exact dates will be provided to agents and candidates nearer the time of the commencement of the statutory election period.
- 9.5 The mayoral booklet will be mailed out ahead of postal voters receiving their postal vote packs.

9.6 At the present time, we envisage the first postal vote opening session to commence on Friday 9 May 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 22 May when there will be a further opening at 22.00hrs to process those postal votes handed in at polling stations late in the day.

10. Directions and Guidance from the Electoral Commission

- 10.1 The Electoral Commission will require RROs, LROs and ROs to meet its performance standards which will be monitored on a real time basis. A sample of six London Boroughs is required to submit supporting documentation along with all RROs throughout the UK.
- 10.2 The GLRO's Directions and Guidance is attached as Appendix B. We do not envisage any obstacles meeting these.
- 10.3 Note that the requirement to check 100% of postal vote identifiers is now a legal requirement. We have always checked 100%.
- 10.4 Polling station inspectors (PSIs) must visit polling stations at least twice between specified hours and receive the same training as Presiding Officers so that they can be deployed flexibly if required. LBL's Polling Station Inspectors are required to visit three times and get the same training as POs and specific training relating to their PSI role.
- 10.5 The Electoral Commission requires the RRO, LRO and RO to prepare project plans and risk registers for submission at various intervals and mail out postal votes and poll cards by predetermined dates yet to be confirmed LBL will fulfil these requirements as a matter of course.

11 Polling Stations

- 11.1 The provisional booking of polling stations commenced in June last year to give schools sufficient time to make their plans. 111 polling stations will be used at these elections which is the same as the GLA elections in 2012.
- 11.2 The Electoral Commission have indicated that no more than 2500 electors in person are to be allocated to any one polling station. In 2012 this meant that we had to move the polling station at St Stephens C of E Primary School in polling district DBR 6, which is too small to split, to Ashmead Primary School which has a larger hall and which is easily divisible. Approval for this was recommended in the Polling District review which the Elections Committee recommended to the Full Council in November 2011.
- 11.3 Brindishe Green primary school was also split as the footfall could have exceeded the 2,500 cap but as this was already the designated polling place in the polling district no approval for this was required.

11.4 Change of polling places and districts needs to be approved by the Council. A full statutory review is required to be completed by December 2014 ahead of the Parliamentary elections in May 2015. It is anticipated we will undertake this review soon after these elections are over. However, it was noted in March 2009 in a report to the Elections Committee (Appendix C) that no arrangements were in place to meet the case where polling places became unavailable for whatever reason ahead of elections and a delegation was given by the Elections Committee to the Chief Executive (as RO) to designate alternative polling places where necessary. This has worked well in the small number of cases where this has been necessary.

11.5 Since the polling district review, one change to polling places was made for the GLA elections and a number are necessary for the forthcoming elections in May 2014. The election committee is asked to note these changes as recommended by the Chief Executive and continue the delegation.

11.6 GLA Election 2012

All polling stations used were designated polling places in the 2011 Polling District Review with the following exception: Brockley Primary School in DCR3 became unavailable at short notice as major refurbishment commenced and St Mary Magdalene's Catholic Primary School in Howson Road in the same polling district was used.

11.7 Proposed changes for the May 2014 Combined elections

- DCR 3 - Polling Place reverts to Brockley Primary School now renamed Beecroft Garden Primary School – the originally designated polling place as refurbishment has been completed.
- DLC3 – The Portakabin at Cornmill gardens to be replaced with Prendergast Vale College Nursery in Elmira Street. The College used to be known as Lewisham Bridge Primary School and was used as polling station for DLA3, which now uses St Johns medical centre, even though it is marginally outside the DLA3 Polling District.
- DTE 5 - Meadowgate Primary School is now a sixth form centre for vulnerable older children and those with learning disabilities. The part of the building used as the polling station is about to be rebuilt. The only other suitable site in the polling District is John Stainer Community Primary School in St Asaph's Road.
- EBL4 - Use the Main Hall in Brandram Community Centre rather than St Margaret's Lee Cof E School. Where we can use alternative venues to schools and they are suitable we endeavour to use them.
- EGR2 Grove Park Youth Centre has closed and is mothballed. We propose using the W G Grace Centre in Lions Close. It is more accessible and well known in the community.

- 11.8 In addition, we may have to split the polling station at All Saints Community Centre in DNE5 as it is now very close to the Electoral Commission's 2500 threshold. In WBE4 the Bellingham North Community Centre had been used which is attached to the Christchurch United Reformed Church. There are some issues surrounding the use of the Bellingham North building so we propose using the Hall in the Church. It is part of the same polling place and is slightly more accessible.
- 11.9 A full list of polling stations provisionally booked for the May 2014 elections is attached as Appendix D.

12 **Staffing**

- 12.1 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 quite a major logistical exercise in itself with 465 POs, PCs, and PSIs to cater for. The DLRO/DRO leads this initiative personally for which we received very positive feedback from the GLA observers at our training sessions in 2012. We will again use a combination of Electoral Commission materials, RRO guidance regarding the EPE, role plays and local experience.
- 12.2 The key challenges facing polling station staff will be reconciling the issue of three ballot papers, with differing numbering systems, the corresponding number lists and ballot paper accounts. Our training will focus on this complexity with a view to achieving an accurate result at the count.
- 12.3 Given the complexity, it is likely that electors may be confused. There will be 3 ballot papers (one very large) and three different voting systems. Because of this we will exceed the Electoral Commission's staffing level guidance. Each polling station will have a minimum of three poll clerks, and split stations will have an extra poll clerk to direct voters to the appropriate station in the same polling place.
- 12.4 Visiting Officers will be asked to remain in their Wards 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. Note that the law has been amended so that it is now sufficient that if voters are in a queue before the polling station closes to enable them to vote after 10 pm if necessary.

13. **Risk issues**

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

- Voter confusion. To minimise this, we will deploy additional staff, have clear signage and guidance (including Makaton) and will

participate in Electoral Commission initiatives for voter education on the polling process.

- Pressure on the core Electoral Services team which results from the late canvass, with some election preparation being deferred, together with continued pressure to prepare for Individual Electoral Registration (IER) – see separate paper submitted to the Committee – with a live date of the 11 June 2014, very shortly after the completion of the elections.
- We have also identified potential disruption that might be caused by migration to Windows 7. We are working closely with Capita and LBL's IMT to ensure that any threat of disruption is minimised. Our electoral management system providers recommend Windows 7 as the operating platform. Test scripts are in place and we understand that Electoral Services will be one of the first teams to be migrated ahead of the statutory election period.
- Complexity of managing three elections in the polling station and ensuring the necessary paper work is accurate.

14. Financial implications

- 14.1 The Charges Order relating to the EPE has not been released yet although we have seen the preliminary draft. The Cabinet Office has indicated that the funding is based on the claim for the 2009 EPE, and as in 2010, where three polls are running, they would expect costs common to all three elections to be divided by three. Again as in 2010 we, along with other Mayoral London Boroughs, have strongly objected to this but do not expect to make any headway.
- 14.2 The Cabinet Office will make approximately £153,700 available for their share of the EPE as against the funding of £274,400 in 2009. Our estimate of the total cost of these elections is £760,000 versus £782,000 in 2010. In 2010 we had some significant one off costs relating to replacing ballot boxes and polling booths. Whilst we do not have these costs in full again we have to pay for a count venue for the first time and postage costs have increased dramatically.
- 14.3 Our biggest single cost, apart from staffing, in 2010 was postage relating to the mailing of poll cards, postal votes first class and the sending of the Mayoral booklet to all electors. Our net cost after receipt of funding in 2010 was approximately £531,650 versus the estimated net cost of £595,350 for 2014.
- 14.4 The net cost is significantly higher than 2010 because then as a result of the uncertainty surrounding the timing of the UK Parliamentary elections, a higher portion of the costs were charged to central government.

15. **Legal implications**

There are no specific legal implications arising, other than those set out in the report though as usual the RO will ensure that the elections are run in accordance with the regulatory framework applying in electoral law.

16. **Crime and disorder implications**

The Council will have a single point of contact with a nominated senior police officer with whom we will liaise re election security. Any allegation of electoral fraud or malpractice will be reported to the police without delay.

17. **Equalities implications**

In the conduct of elections, Lewisham 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

Combined timetable for European Parliamentary and local government elections in England: 22 May 2014

As a result of a bank holiday in Gibraltar on 28 April 2014, some electoral deadlines in the South West electoral region are different to the deadlines elsewhere in Great Britain. This is why we have included the deadlines for the South West region in a separate column.

Event	Election	Working days before poll (deadline if not midnight)	Date (deadline if not midnight) – all electoral regions, except the South West	Date (deadline if not midnight) – South West electoral region only
Publication of notice of election	All	Not later than 25 days	Not later than Monday 14 April 2014	Not later than Friday 11 April 2014
Delivery of nomination papers and lists of candidates of registered parties	European	From the day after the date of the notice of election (10am to 4pm)	10am to 4pm on any working day after publication of notice of election until 4pm on Thursday 24 April 2014	10am to 4pm on any working day after publication of notice of election until 4pm on Wednesday 23 April 2014
Delivery of nomination papers	Local, Mayoral	From the date stated on the notice of election	On any working day during the hours stated on the notice of election until 4pm on Thursday 24 April 2014	On any working day during the hours stated on the notice of election until 4pm on Thursday 24 April 2014
Deadline for withdrawals of nomination	European	19 days (4pm)	4pm on Thursday 24 April 2014	4pm on Wednesday 23 April 2014
Deadline for the notification of appointment of national election agents / election agents	European	19 days (4pm)	4pm on Thursday 24 April 2014	4pm on Wednesday 23 April 2014

Event	Election	Working days before poll (deadline if not midnight)	Date (deadline if not midnight) – all electoral regions, except the South West	Date (deadline if not midnight) – South West electoral region only
<p>Deadline for making objections to nomination papers or lists of candidates of registered parties</p> <p>(except for objections on the grounds that an individual candidate may be disqualified under the RPA 1981 – see Commission guidance)</p>	European	<p>On 19 days (12 noon - 5pm): for nominations delivered after 4pm, 20 days before the poll</p> <p>On 19 days (10 am – 12 noon): for all previously delivered nominations</p>	<p>10am to 12 noon on Thursday 24 April 2014 for all previously delivered nominations.</p> <p>12 noon to 5pm on Thursday 24 April 2014 for nominations delivered after 4pm on Wednesday 23 April.</p>	<p>12 noon - 5pm on Wednesday 23 April 2014 for nominations delivered after 4pm on Tuesday 22 April.</p> <p>10 am - 12 noon on Wednesday 23 April 2014 for all previously delivered nominations.</p>
<p>Publication of statement of parties and individual candidates nominated, including notice of poll</p> <p>(except for draft statement of individual candidates nominated to be published where RRO suspects a candidate is disqualified under the RPA 1981 – see Commission guidance)</p>	European	<p>At 19 days (5pm) (if no objections)</p> <p>Not before objection(s) are disposed of but not later than 18 days (4pm) (if objection(s) are made)</p>	<p>If no objections: at 5pm on Thursday 24 April 2014</p> <p>Objection(s) made: not before objection(s) are disposed of but not later than 4pm on Friday 25 April 2014</p>	<p>If no objections: at 5pm on Wednesday 23 April 2014</p> <p>Objection(s) made: not before objection(s) are disposed of but not later than 4pm on Thursday 24 April 2014</p>

Event	Election	Working days before poll (deadline if not midnight)	Date (deadline if not midnight) – all electoral regions, except the South West	Date (deadline if not midnight) – South West electoral region only
Publication of first interim election notice of alteration	All	At 19 days	Thursday 24 April 2014	Wednesday 23 April 2014 for the European election; Thursday 24 April 2014 for the local election(s)
Publication of statement of persons nominated	Local, Mayoral	Not later than 17 days (noon)	Not later than 12 noon on Monday 28 April 2014	Not later than 12 noon on Monday 28 April 2014
Deadline for the notification of appointment of election agents	Local, Mayoral	Not later than 16 days (noon)	Not later than 12 noon on Tuesday 29 April 2014	Not later than 12 noon on Tuesday 29 April 2014
Deadline for withdrawals of nomination	Local, Mayoral*	Not later than 16 days (noon)*	Not later than 12 noon on Tuesday 29 April 2014	Not later than 12 noon on Tuesday 29 April 2014
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	All	11 days (5pm)	5pm on Wednesday 7 May 2014	5pm on Wednesday 7 May 2014
Deadline for receiving applications for registration	All	12 days	Tuesday 6 May 2014	Tuesday 6 May 2014
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	All	6 days (5pm)	5pm on Wednesday 14 May 2014	5pm on Wednesday 14 May 2014

Event	Election	Working days before poll (deadline if not midnight)	Date (deadline if not midnight) – all electoral regions, except the South West	Date (deadline if not midnight) – South West electoral region only
Publication of second interim election notice of alteration	All	Between 18 days and 6 days	Between Friday 25 April 2014 and Wednesday 14 May 2014	Between Thursday 24 April 2014 and Wednesday 14 May 2014 for the European election; between Friday 25 April 2014 and Wednesday 14 May 2014 for the local election(s)
Publication of notice of poll	Local, Mayoral	Not later than 6 days	Not later than Wednesday 14 May 2014	Not later than Wednesday 14 May 2014
Publication of final election notice of alteration	All	5 days	Thursday 15 May 2014	Thursday 15 May 2014
Deadline for notification of appointment of sub-agents	European	5 days	Thursday 15 May 2014	Thursday 15 May 2014
Deadline for notification of appointment polling and counting agents	All	5 days	Thursday 15 May 2014	Thursday 15 May 2014
First date that electors can apply for replacements for lost postal votes	All	4 days	Friday 16 May 2014	Friday 16 May 2014
Polling day	All	0 (7am to 10pm)	7am to 10pm on Thursday 22 May 2014	7am to 10pm on Thursday 22 May 2014
Last time for re-issue of spoilt or lost postal votes	All	0 (5pm)	5pm on Thursday 22 May 2014	5pm on Thursday 22 May 2014
Deadline for emergency proxy applications	All	0 (5pm)	5pm on Thursday 22 May 2014	5pm on Thursday 22 May 2014

Event	Election	Working days before poll (deadline if not midnight)	Date (deadline if not midnight) – all electoral regions, except the South West	Date (deadline if not midnight) – South West electoral region only
Last time to alter the register due to clerical error or court appeal	All	0 (9pm)	9pm on Thursday 22 May 2014	9pm on Thursday 22 May 2014
Declaration of result	European	--	Not earlier than 9pm on Sunday 25 May 2014	Not earlier than 9pm on Sunday 25 May 2014
Last day for the delivery of return as to election expenses	Local, Mayoral	Within 35 calendar days after the date the election result is declared	--	--
Last day for the delivery of return to the Regional Returning Officer as to election expenses (individual candidates and the personal expenses of party list candidates)	European	Within 50 calendar days after the date the election result is declared	--	--
Last day for the delivery of return to the Electoral Commission as to campaign expenditure of political parties (spending £250,000 or less)	European, Local, Mayoral**	Within 3 months of the date of the poll	Thursday 21 August 2014	Thursday 21 August 2014
Deadline for sending postal vote identifier rejection notices	All	Within 3 months from the date of the poll	Thursday 21 August 2014	Thursday 21 August 2014

Event	Election	Working days before poll (deadline if not midnight)	Date (deadline if not midnight) – all electoral regions, except the South West	Date (deadline if not midnight) – South West electoral region only
Last day for the delivery of return to the Electoral Commission as to campaign expenditure of political parties (spending more than £250,000)	European, Local, Mayoral**	Within 6 months of the date of the poll	Thursday 20 November 2014	Thursday 20 November 2014

* It is our understanding that the Cabinet Office is planning to introduce legislation to amend the deadline for withdrawals at local elections to align it with the deadline for delivery of nomination papers (4pm on Thursday 24 April 2014 for the 22 May 2014 polls). We will update the timetable once the relevant legislation has been laid.

** Expenditure incurred at local elections must be included in the party's expenditure return if it was incurred during the European Parliamentary elections' four-month regulated period.

Appendix B RRO Directions and Guidance
European Parliamentary Elections 22/25 May 2014
London Region

RRO directions to LROs

Each Local Returning Officer is required to –

1. Prepare a structure chart identifying the key managers and their delegated responsibilities, this information to be sent to the RRO by end of February 2014. By the end of April, to inform the RRO of –
 - contact details for him/herself, his/her Deputies and (if different) his/her ESMs a) before 22 May; b) on polling day; c) on verification day; d) between the verification and 25 May; and e) on 25 May; and
 - the venue(s) to be used for the verification of ballot papers, and for the counting of votes.
2. Ensure that Polling Station Inspectors visit each polling place at least once between 7am and 4pm on polling day and at least once between 5pm and 9pm. Polling Station Inspectors must receive the same training as polling station staff in order that they can be deployed flexibly and carry out polling station duties if required.
3. Ensure that an assessment is made of the likely pattern of voting throughout polling day at each polling station, and to apply flexible staffing arrangements to mitigate the risk of queuing after 5pm. Accordingly, Presiding Officers to be trained to monitor the numbers of voters attending to vote every hour and raise concerns with their Polling Station Inspector if it is anticipated higher voter numbers may create difficulties after 8pm.
4. Ensure that any person undertaking the verification of postal vote identifiers is provided with a copy of the Forensic Science guidance on signature checking [ATTACHED] and is instructed to follow this.
5. Ensure that all Presiding Officers are fully trained in the completion of the ballot paper accounts for the number of contests arising in the borough.
6. Inform the RRO of the circumstances of a request to order a re-count of the votes before exercising their power.
7. Inform the RRO by the end of April 2014 of his/her final decisions as to the start time for verifying the EPE ballot papers.
8. Each Local Returning Officer to use the RRO's system provided for communicating verification and count data and in particular to –
 - Undertake a full rehearsal on a date to be notified from the venue to be used for the verification and count
 - At each stage, to upload the relevant data for the borough promptly upon completion of the particular stage, including consultation with local agents / sub-agents

- Make yourself or a Deputy immediately available for the RRO's staff to phone and confirm orally the data transmitted before it is amalgamated into the final regional database
- At the end of the count regionally, to make yourself or a Deputy available for the RRO's staff to email the final results notice and display this locally to any agents, sub-agents etc still present.

9. Complete the counting of votes by 7.00pm on Sunday 25 May 2014, and to inform the RRO by the end of April 2014 of the rationale for computing the start time selected (i.e. start time, assumed turnout, assumed speed of counting and number of staff).

10. Organise and manage activities to achieve the following schedule on Sunday 25 May 2014:

End count by 1900hrs

1900 - 2055hrs - LROs to sort problems and prepare documentation for transmission to RRO but don't send yet)

2055hrs - LROs to gather election agents / candidates

2100hrs - LROs to consult agents etc

2105hrs - LROs to send data to RRO

2105 – 2130hrs - RRO staff to check back with boroughs (6 staff x 5/6 boroughs each)

2130-2140hrs - RRO to compute results

2140hrs - RRO to consult candidates and agents

2155hrs - Declaration of London results in Chamber

By 2215hrs - RRO to send out notices for display at boroughs

2230hrs - RRO to clear City Hall

Guidance to LROs

For the sake of consistency and transparency when dealing with candidates and agents for the pan-London European election, LROs are encouraged to:

1. Inform RRO of %-age ballot paper printing and rationale for selecting that level of provision
2. To apply a prefix to the numbering of the EPE ballot papers following the protocol of "LE" plus a 2-digit number as assigned to each Borough
3. Encourage all LROs (as agreed at 14.1.14 meeting) to demonstrate consistency in issuing combined poll cards
4. Encourage all LROs (as agreed at 14.1.14 meeting) to deliver consistency at verification stage in applying a tolerance of 100 between the verification total and the aggregate totals of all BPAs, and ask any RO with a pan-borough (i.e. mayoral) contest who wishes to vary from that figure to discuss an alternative proposal with the RRO in advance
5. Encourage all LROs (as agreed at 14.1.14 meeting) to deliver consistency at count stage in applying a tolerance of 100 between the verification total and the aggregate of all votes cast and rejected ballot papers, and ask any RO with a pan-borough (i.e. mayoral) contest who wishes to vary from that figure to discuss an alternative proposal with the RRO in advance

ELECTIONS COMMITTEE		
Report Title	Polling places – designation of alternative premises – delegation of authority	
Key Decision	n/a	Item No. 6
Ward	All	
Contributors	Kath Nicholson, Head of Law and Dave Kingdon, Interim Electoral Services Manager	
Class	Part 1	Date: 26 MARCH, 2009

1. Purpose

This report asks the Committee to consider delegating authority in relation to the designation of alternative polling places where necessary.

2. Recommendation

That the Committee delegates to the Chief Executive, following consultation with the respective local Ward Councillors, authority to designate alternative locations in the event of any polling place being available at any election,.

3. Introduction

- 3.1 Under the provisions of the Representation of the People Act, 1983, it is a function of the Council to designate polling districts and polling places for use at election times. The Council carried out a comprehensive review of polling arrangements in 2007 and designated polling places within 109 polling districts. There is a requirement for such full reviews to be carried out at least every four years and the next is due by 2011.
- 3.2 At the present time, no formal arrangements exist for alternative polling places to be determined in circumstances where the designated location is unavailable for any reason, e.g. refurbishment, industrial action, etc. Practise has developed in such circumstances of officers looking for suitable alternative locations in the polling district area (or sites for portakabins where none exists) and consulting with local Ward Councillors on the options available.
- 3.3 For the 2009 European Parliamentary Elections, it is now known that a small number of designated polling places will not be available – in some cases possibly on a long term basis. Other possible locations in these areas are currently being identified and assessed. It is opportune, therefore, to seek approval from the Committee to regularise the existing arrangements for identifying and designating alternative polling places.

4. Financial implications

There are no financial implications arising other than where portakabins are used as temporary polling places, costs will be substantially higher than with other buildings.

5. Legal implications

There are no legal implications arising.

6. Crime and disorder implications

There are no crime and disorder implications arising.

7. Equalities implications

There will be a need in identifying any alternative polling places to ensure that there is satisfactory access for voters with disabilities.

8. Environmental implications

There are no environmental implications arising.

Background documents

None reported

If there are any queries on this report please contact Dave Kingdon – 020 8314 6907

Appendix D - Polling Stations 22 May 2014

			Absent Voters	Voters in person	Total Electors
1	DBR1	St. John with Holy Trinity Church, (George Lewis Room), St John`s Vale, London	148	1,388	1,536
2	DBR2	Myatt Garden Primary School, (Nursery), Rokeby Road, London	145	1,884	2,029
3	DBR3	St. Peter`s Church, (Community Room), Wickham Road, London	159	1,609	1,768
4	DBR4	Little Gems Day Nursery, Clare Road, Entrance in St. Donatts Road, London	133	1,832	1,965
5	DBR5	New Cross Road Baptist Church Hall, 466 New Cross Road, London	126	1,749	1,875
6X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London	139	1,964	2,103
7X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London	76	1,111	1,187
8	DCR1	Stillness Junior School, (Hall), Brockley Rise, London	162	1,725	1,887
9	DCR2	Prendergast Ladywell Fields College, Performing Arts Block, (Atrium), Manwood Road, London	155	1,680	1,835
10	DCR3	Beecroft Garden Primary School, (Atrium), Beecroft Road, London	108	1,451	1,559
11	DCR4	The Undercroft, (Old St Cyprian`s Chapel & Churchwardens Vestry), St. Hilda`s Church, Entrance Brockley Road, London	154	1,767	1,921
12	DCR5	St. Saviour`s Church Hall, (Main Hall), 69 Brockley Rise, London	164	1,718	1,882
13	DCR6	Community Education Lewisham, (Hut 1), Brockley Rise Centre, Entrance in Brockley Park, London	164	1,468	1,632
14	DEV1	Clyde Early Childhood Centre, (Entrance Hall), Etta Street, London	189	1,953	2,142
15	DEV2	Grinling Gibbons School, Clyde Street, London	179	1,737	1,916
16	DEV3	Riverside Youth Club, (Ground Floor Hall), Grove Street, London	214	2,248	2,462
17	DEV4	Deptford Park Primary School, (Junior Hall), entrance in Oxestalls Road, London	161	2,008	2,169
18	DEV5	Lewington Centre, (Main Hall), 9 Eugenia Road, London	75	963	1,038
19	DEV6	Sir Francis Drake Primary School, (School Hall), Scawen Road, London	130	1,453	1,583
20	DLA1	John Evelyn Campus, Dressington Lodge, Dressington Avenue, London	124	1,069	1,193
21	DLA2	Roseview, (Roseview Lounge), 122 Marsala Road, London	201	1,918	2,119
22	DLA3	St. John`s Medical Centre, (Training Room), 56-60 Loampit Hill, London	144	1,430	1,574
23	DLA4	Portakabin on entrance to Hilly Fields, opposite Hilly Fields Crescent, London	86	1,009	1,095
24	DLA5	St. Andrew`s United Reformed Church, (St Andrew`s Centre, Church Hall), Brockley Road, London	174	1,904	2,078
25	DLA6	Crofton Park Baptist Church, (Main Back Hall), Huxbear Street, London	168	1,642	1,810
26X	DLC1	Brindishe Green School, (Large Hall), Beacon Road, London	157	1,715	1,872
27X	DLC1	Brindishe Green School, (Large Hall), Beacon Road, London	117	1,047	1,164

28	DLC2	College Park Baptist Chapel, Clarendon Rise, London	223	1,902	2,125
29	DLC3	Prendergast Vale College, (Nursery), Elmira Street, London	234	2,143	2,377
30	DLC4	St. Mary's C of E Primary School, (Main Hall), 329 Lewisham High Street, London	210	1,842	2,052
31	DLC5	The Saville Centre, (Main Hall), 436 Lewisham High Street, London	204	1,461	1,665
32	DLC6	St. Christopher Christian Fellowship Church Hall, (Main Hall), 31A Torridon Road, London	170	1,628	1,798
33	DNE1	Woodpecker Community Centre, (Main Hall), 100 Woodpecker Road, London	132	1,564	1,696
34	DNE2	The Library at Deptford Lounge, (Meeting Rooms 1 & 2), 9 Giffin Street, Deptford	162	1,755	1,917
35	DNE3	Mulberry Centre, (Wickham Room), 15 Amersham Vale, London	161	1,362	1,523
36	DNE4	Childeric Primary School, (Nursery), Childeric Road, London	93	1,292	1,385
37	DNE5	All Saints Community Centre, (Old Hall), Monson Road, London	196	2,491	2,687
38	DNE6	Scotney Hall, 17 Sharratt Street, London	206	1,841	2,047
39	DTE1	Edmund Waller Primary School, (Old Dining Room), Waller Road, London	153	2,020	2,173
40	DTE2	Kender Primary School, (Nursery), Entrance on Besson Street, London	191	2,002	2,193
41	DTE3	St. James Hatcham C of E School, (Family Learning Centre), St. James's, London	127	1,614	1,741
42	DTE4	Hatcham Oak Early Childhood Centre, 29 Wallbuton Road, London	173	1,541	1,714
43	DTE5	John Stainer Community Primary School, (Hall Above Nursery), St Asaph Road, London	139	1,665	1,804
44	DTE6	Turnham Primary School, (Nursery Room), Turnham Road, London	135	1,526	1,661
45	EBL1	Lethbridge Senior Citizens Club Room, (Main Hall), 58 Lethbridge Close, London	161	1,538	1,699
46	EBL2	John Ball Nursery School, (Early Years Centre), Hurren Close, London	168	1,179	1,347
47	EBL3	Heath House Prep School, 3-4 Blackheath Grove, London	222	1,661	1,883
48	EBL4	Brandram Road Community Centre, (Main Hall), 25 33 Brandram Road, London	273	2,157	2,430
49	EBL5	St. Stephen & St. Mark Church Hall, St. Stephen's Grove, London	112	1,129	1,241
50	EBL6	Granville Park Centre, (Room G3), Granville Park, London	163	1,511	1,674
51	ECA1	St. Laurence Centre, 37 Bromley Road, London	171	1,425	1,596
52	ECA2	Catford & Bromley Synagogue, (Youth Club), 6 Crantock Road, London	182	1,970	2,152
53	ECA3	The Pavilion, Abbotshall Playing Fields, Abbotshall Road, London	165	1,551	1,716
54	ECA4	Torridon Junior School, entrance on Hazelbank Road, London	124	1,774	1,898
55	ECA5	Sandhurst Infants School, (Nursery), Entrance in Ardgowan Road, London	134	1,458	1,592
56	ECA6	Brownhill Road Baptist Church Hall, 292 Brownhill Road, London	249	1,681	1,930
57	EDO1	Meadows Community Centre, Chestnut Close, London	246	1,493	1,739
58	EDO2	Downham Community Centre, (Large Hall), Wesley Halls, 2 Shroffold Road, Bromley, Kent	109	1,132	1,241
59	EDO3	King's Church, (Main Hall), 20 The Green, Bromley	162	1,464	1,626
60	EDO4	Good Shepherd Primary School, (Lower Hall), Moorside Road, Bromley, Kent	207	1,815	2,022

61	EDO5	Rangefield Primary School, (Main Hall), Glenbow Road, Bromley, Kent	264	2,209	2,473
62	EDO6	Ten Em Bee Sports Development Centre, (Pavilion), 120A Old Bromley Road, Bromley	142	969	1,111
63	EGR1	Marvels Lane Primary School, (Childrens Centre), Riddons Road, London	148	1,537	1,685
64	EGR2	W. G. Grace Centre, (Main Hall), 1 Lions Close, London	197	1,383	1,580
65	EGR3	St. Augustine`s Church Hall, (Small Hall), 336 Baring Road, London	222	1,819	2,041
66	EGR4	Baring Primary School, (Hall), Linchmere Road, London	227	2,060	2,287
67	EGR5	Ringway Centre, (Main Hall), 268 Baring Road, London	112	1,214	1,326
68	EGR6	Burnt Ash Methodist Church Hall, Burnt Ash Hill, London	178	1,577	1,755
69	ELG1	Lochaber Hall, (Main Hall), Manor Lane Terrace, London	140	1,745	1,885
70	ELG2	St. Winifred`s Infants School, (Hall), entrance in Manor Lane, London	217	1,837	2,054
71	ELG3	Lee Green United Reformed Church, 111-113 Burnt Ash Road, London	253	1,795	2,048
72	ELG4	St. Winifred`s Junior School, (Hall), Newstead Road, London	158	1,678	1,836
73	ELG5	The Church of the Good Shepherd Lee, (Main Hall), Handen Road, London	131	1,260	1,391
74	ELG6	Portakabin on approach to, Hither Green Railway Station, Staplehurst Road, London	121	1,122	1,243
75	ERU1	Civic Suite, Lewisham Council, Catford Road, London	187	1,738	1,925
76	ERU2	Trinity Church Hall, Faversham Road, London	172	1,665	1,837
77	ERU3	Holy Cross RC School, (Main Hall), Culverley Road, London	188	1,699	1,887
78	ERU4	Calabash Centre, (Back Hall), 24/26 George Lane, London	223	2,106	2,329
79	ERU5	Holbeach School, (Main Hall), Doggett Road, London	118	1,650	1,768
80	EWH1	Goldsmith`s Community Centre, (The Gym), Castillon Road, London	244	2,185	2,429
81	EWH2	Portakabin adjacent, to the allotments on Hafton Road, London	170	1,021	1,191
82	EWH3	Knights Temple Grove Primary School, (Nursery), Ballamore Road, Bromley, Kent	136	1,176	1,312
83	EWH4	Whitefoot Lane Christian Centre, 480 Whitefoot Lane, Bromley, Kent	116	1,070	1,186
84	EWH5	St. John The Baptist Church, 353 Bromley Road, London	147	1,573	1,720
85	EWH6	ELIM Pentecostal Church & Community Centre, Allerford Road, London	262	1,787	2,049
86	WBE1	Haseltine Primary School, (Main Hall), Haseltine Road, London	217	1,747	1,964
87	WBE2	Blackheath Hockey & Catford Cyphers Cricket Club, (The Pavillion), Rubens Street, London	228	1,929	2,157
88	WBE3	Athelney Primary School, (School Gym), Athelney Street, London	141	1,395	1,536
89	WBE4	Christ Church United Reformed Church, (First Hall), Bellingham Green	142	1,501	1,643
90	WBE5	Elfrida Nursery School, (Community Centre), entrance in Playgreen Way, London	121	1,110	1,231
91	WBE6	Sedgehill Community Centre, (Main Hall), 69-85 Sedgehill Road, London	160	1,539	1,699
92	WFO1	Kelvin Grove Primary School, (Early Years Reception), Kelvin Grove, London	190	2,082	2,272
93	WFO2	Forest Hill Library, (Children`s Room), Entrance in Thorpewood Avenue, London	149	1,318	1,467

94	WFO3	Christian Fellowship Centre, (Main Hall), 39 Honor Oak Road, London	186	1,698	1,884
95	WFO4	Horniman Primary School, (Community Room), Horniman Drive, London	170	1,299	1,469
96	WFO5	The Church (Worldwide) Inc., r/o 49 Devonshire Road, London	154	1,575	1,729
97	WFO6	Eliot Bank Primary School, (Children`s Centre), Thorpewood Avenue, London	96	635	731
98	WFO7	Portakabin outside, 141-181 Eliot Bank, London	128	977	1,105
99	WPE1	Perrymount Primary School, Sunderland Road, London	159	1,925	2,084
100	WPE2	Christ Church C of E Primary School, Perry Vale, London	172	1,858	2,030
101	WPE3	Our Lady and St. Philip Neri Primary School, (Hall), Mayow Road Site, London	177	1,448	1,625
102	WPE4	Perry Rise Baptist Church, (Main Hall), Perry Rise, London	156	1,566	1,722
103	WPE5	Kilmorie Primary School, (Children`s Centre), Kilmorie Road, London	140	1,490	1,630
104	WPE6	Perry Hill St George & St Michael`s Christ Church, St George`s Church Hall, Vancouver Road, London	139	1,893	2,032
105	WSY1	St. Bartholomew`s Church, Westwood Hill, London	145	1,312	1,457
106	WSY2	The Grove Centre, (Coffee Bar), 2 Jews Walk, London	154	1,503	1,657
107	WSY3	Hillcrest Tenants` Association Club, (Main Hall), High Level Drive, London	120	1,196	1,316
108	WSY4	St. Bartholomew`s C of E School, (Hall), The Peak, London	122	1,336	1,458
109	WSY5	Silverdale Hall, 8 Silverdale, London	162	1,795	1,957
110	WSY6	St. Michael`s Church Hall, Champion Crescent, London	169	1,597	1,766
111	WSY7	Our Lady and St. Philip Neri Primary School, (Main Hall), Sydenham Road Site, London	183	1,514	1,697
			18,262	177,142	195,404