

ELECTIONS COMMITTEE		
Report Title	Combined Elections 22 May 2014	
Key Decision	n/a	Item No.
Ward	n/a	
Contributors	Malcolm Constable, Electoral Services Manager	
Class	Part 1	Date: October 22 2014

1. Purpose

This report reviews the arrangements and conduct of the Combined Elections held in the London Borough of Lewisham (LBL) on the 22 May 2014.

2. Recommendation

That the Committee note this report.

3. Introduction

3.1 Three Elections took place in Lewisham on the 22 May 2014:

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

3.2 In summary the Elections went according to plan and passed without any notable incidents with the exception of an accounting error in Forest Hill Ward. This did not impact the overall result, but should not have occurred. A full report of this incident was prepared for the Electoral Commission detailing the events leading to the error and the actions to be taken to prevent such an error in future. This report is attached at Appendix A. Relevant agents and candidates were invited by the Returning Officer to a meeting to explain the circumstances and remedial action to be taken in future. The error was unique to Forest Hill and related to the complexity of multi member ward counts.

3.3 The Electoral Commissions report into the Elections held on the 22 May can be found at

http://www.electoralcommission.org.uk/_data/assets/pdf_file/0010/169867/EP-and-local-elections-report-May-2014.pdf

This report highlighted the issues at Tower Hamlets which was subject to a separate report by the Electoral Commission (http://www.electoralcommission.org.uk/_data/assets/pdf_file/0008/169199/Our-report-on-elections-held-in-Tower-Hamlets-in-May-2014.pdf)

and complaints made about voters being handed pre folded ballot papers. LBL did not receive any such complaints as our polling station staff were specifically trained to hand out ballot papers unfolded.

4. Organisation

4.1 The people responsible for the conduct of these elections were as follows:

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

4.2 The Elections team in Lewisham was responsible for running the Lewisham aspects of the election with separate resources being put in place to support the Regional Returning Officer in his duties in the European Elections across London.

5. Voter Turnout

5.1 The turnout nationally, as compiled by the Electoral Commission, for the European Election was 35.6% and for Local Government Elections was 36.0%.

5.2 The turnout in Lewisham for the European Election was 38.9% and for the Mayoral Election 37.24%. Ward turnout varied between 41.54% in Blackheath to 31.0% in Bellingham.

5.3 Voters eligible to vote in the European elections were Local Government electors, and those EU Citizens who returned an EU voter registration form, expressly stating that they wished to vote here in the UK European Parliamentary election rather than their home country.

5.4 The Elections team sent out registration forms to all EU citizens (approx 17,500) on the register after the close of the canvass on 17 February 2014. A further reminder was incorporated on poll cards sent out in April, however, only approx 4,900 returned their forms to enable them to vote in the European Election. This reflected the national pattern and has prompted the Electoral Commission to call for a review of the statutory default position and allow EU citizens to vote in UK European Parliamentary elections unless they specifically request a vote in their home country.

6. Staffing & Training

- 6.1 All Presiding Officers, Poll Clerks, and Polling Station Inspectors (Visiting Officers) were trained personally by the Head of Law. Lewisham'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 people attending.
- 6.2 Given the complexity; (three ballot papers with different voting methodologies, three ballot paper accounts and corresponding number lists, and the size of the European ballot paper) we exceeded the Electoral Commission's staffing level guidance. Each polling station had a minimum of three poll clerks, with split stations having an extra poll clerk to direct voters to the appropriate station in the same polling place.
- 6.3 Overall LBL recruited to fill 964 jobs. This figure not only includes POs, PCs and Visiting Officers but postal vote openers, count staff and ballot box reception teams. As is our normal practice we also set up and staffed an Elections call centre.

7. Polling stations

- 7.1 There was one change to the polling stations detailed in the report to the Election Committee submitted in February 2014 concerning the preparations for the then forthcoming Combined Elections. All Saints Community Centre in Monson Road was split into two polling stations. This was required because the Electoral Commission's guidance requires that footfall in polling stations should not exceed 2500. We had anticipated having to split this polling station in 2015 for the General Election to be held on the 7 May. Splitting it at this time enabled us to assess its suitability as a dual station.
- 7.2 Because of this split we had to staff and equip 112 polling stations rather than the originally planned 111. Of these stations four were portakabins and 39 were schools. All of the schools used were primary schools and every effort is made to find alternative venues to avoid disrupting schools. Where possible we make arrangements to ensure schools can also be kept open even if used as a polling station. A full list of polling stations used at the 22 May 2014 elections is attached as Appendix B.
- 7.3 For these and future elections, the law has changed to allow any voters in the queue, but outside the polling station, at 10 pm to vote. The Elections team issued polling station staff with wrist bands to issue to any such voters queuing at 10 p.m. However, none were issued as there were no queues. Staff at polling stations are now familiar with the process and will be trained in its use again for the UK Parliamentary election 2015.
- 7.4 Electoral Services received a specific complaint that also made the local press, from a voter in DNE3 – Riverside Youth Club - who was refused a European ballot paper and alleged that other voters had been refused these. On investigation, it transpired that the polling station staff had made

a single error. On reviewing the marked register it appears the elector immediately above the complainant was marked with a "G". A "G" marker shows that the elector is an EU citizen who had not returned a registration form expressing a wish to vote here rather than in their home country and thus was not able to vote in the European Elections. On review, it appeared likely that the polling station staff had misread the register and related this G marker to the complainant. Other EU citizens on the marked register, where eligible to vote in the European Election, were clearly given all three ballot papers. Given the complexity of these elections, and the different franchise, the need to mark and read the registers correctly was highlighted in the training given to all polling station staff.

8. Postal Voting

- 8.1 The first issue of postal votes was mailed out on Friday 9 May after the mayoral manifestos were dispatched in the week commencing 28 April.
- 8.2 The postal vote return rate for the European Election was just under 70%. The Election Team sent out approx 22,100 postal votes of which approx 14,600 were returned (66%). For the Local Government Elections 22,900 postal votes were sent out with 14,900 being returned (65%). Of the postal ballot papers being returned approx 540 (3.7%) were rejected in respect of the European Elections and 520 (3.5%) were rejected in respect of the Local Government Elections. These numbers compare to national rejection rates of 4%.
- 8.3 The most common reasons for postal voting ballot papers being rejected were that signatures, dates of birth or both did not match with underlying signatures and dates of birth on postal voting application forms or that their signature, date of birth or both were missing.
- 8.4 It is now a legal requirement to check 100% of postal vote identifiers. Lewisham has always checked 100%, though previously the requirement was to check only 20%.
- 8.5 New regulations introduced prior to these elections require the Electoral Registration Officer to write, within three months of the day of poll, to voters whose postal votes were rejected to advise them that their ballot papers have been rejected, giving the reason for rejection. Those postal voters whose papers were rejected because of a signature mismatch have to provide a new signature. Failure to do so within six weeks of the original letter results in them losing their right to vote by post. The Electoral Registration Officer wrote to just over 400 postal voters in this regard resulting in 90 postal votes being cancelled as no new signature was forthcoming.
- 8.6 The Elections Team had originally planned ten postal vote openings. However, despite agreeing a timed delivery schedule with Royal Mail we did not receive postal votes in time to commence all the openings as scheduled. Therefore fewer (seven) larger openings were held. This has been raised with Royal Mail but no satisfactory answer has been

forthcoming. The issue is that, for whatever reason, the returned postal votes are held at the central sorting office so by the time the local sorting office has to meet the delivery schedule they had nothing or little to deliver.

- 8.7 28 Ballot papers were reissued in respect of lost or ballot paper packs reported not received.

9. Nominations

- 9.1 Nominations opened for Council elections on the 15 May and closed 6 working days later on the 24 May with the Easter weekend falling in the middle of this process. 266 candidates including the 7 Mayoral candidates were validly nominated during this period. We offered an informal checking service ahead of formal submission of papers. In contrast to our experience in 2010, the last full Council elections, nominations were submitted notably later in the process. Some lodged for informal checks that needed amendment, close to the 4pm cut off on 24 May, were not resubmitted because necessary amendments could not be completed in time. We had pointed out the need to lodge nominations sooner rather than later at the Agents and Candidates meeting on the 1 April and in our covering letters sent out with nomination packs. Our nomination packs also included a full copy of the Electoral Commission's Guide for Agents and Candidates which again mentioned this topic.

10. Voting and Counting methodology

- 10.1 Most voters received three ballot papers, one for each election
- **At the European Parliamentary** Elections, voters voted once for 17 party list candidates. There were no independent candidates. Votes were counted and seats allocated on a proportional basis using the D'Hondt system
 - **At the Mayoral** Election, voters used the supplementary voting system, voting once for their first choice candidate and once for their second choice candidate. There were 7 Candidates. As there were three or more candidates, the Supplementary Voting System was used. Voters were asked to vote for their first and second choice candidates. Voters did not have to cast a second choice vote. As one candidate received more than 50% of the first choice votes cast, there was no need to count second preference votes.
 - **At the Local Ward Council** elections voters voted for up to three candidates. The three candidates with the most votes were elected for each ward
- 10.2 Because of the real possibility for voters to be confused about the different voting methods, we published an article in Lewisham Life explaining the process and ensured that polling staff were appropriately trained to explain the voting methods to electors.

11. The Count

- 11.1 Ballot boxes were returned to Laurence House following close of poll. After ballot paper accounts and unused ballot papers were reconciled the boxes were transferred in three tranches to the count venue, Holly Hedge House, Wat Tyler Road, Blackheath. There they were kept in secure storage with both venue and our security being in place overnight.
- 11.2 96 counters together with supervisory staff were used throughout the duration of the count. The count timings, with the exception of the European Parliamentary Elections count are given in Appendix C. Verification of all three elections commenced at 8.30 on Friday 23 May. The Mayoral count finished at 19.30 hrs and the last ward result was declared at 02.59 hrs on Saturday 24 May in accordance with our planned finish. Whilst the verification took longer than anticipated the Mayor Count and Ward Counts were faster than anticipated.
- 11.3 Because voting across Europe continued during the weekend, the European Count could not take place until Sunday 25 May and commenced at 12.30 hrs. We were the first London Borough to report our result to the Regional Returning Officer at 17.32hrs. However, the local result could not be formally announced until later that night when polls in Europe closed.
- 11.4 Details of the count methodology used were included in Lewisham's Count Booklet made available to all attending the count (see Appendix C)
- 11.5 The Returning Officer had some reservations about the use of Holly Hedge House as a count venue. However it was the only realistic option available in the Borough at the time. Because the elections were combined and held in late May, school halls which would usually have been used for the count were all in use for exam purposes. It will only be used again if school sports halls are not available. The basic problem was its size. We could only fit in 96 counters and this drives the count timings. Normally for an election of this size and complexity we would have used approx 120 counters. During the count itself there were issues with the yellow sodium lights and the temperatures during the day as a result of the glass roof.

12. Financial implications

- 12.1 The Charges Order and the guidance were released very late in the process (21 March 2014). Funding was based on the claim for the 2009 European Elections (where there is no Mayoral election), reduced to allow for the combination of polls. Because three polls were conducted in Lewisham (Mayoral, Local and European), certain costs were divisible by three as opposed to two.
- 12.2 The Cabinet Office made £153,708 available to LBL, 75% by way of an advance, with the remaining 25% to be claimed by submission of full accounts by the 22 November. Our estimate of the total cost of these elections is £750,000. Only those costs which the Cabinet Office accept are attributable to the European Elections can be recouped.

12.3 The biggest single cost, apart from staffing, was postage relating to the mailing of poll cards, postal votes by first class post and sending the Mayoral booklet to all electors. We have also had to pay for the hire of a count venue for the first time (£27,000). Lewisham will have to absorb most of this cost as we can only recover the cost relating to the verification and count of the European ballot papers. The overall net cost to Lewisham is estimated to be £600,000

13. Legal implications

There are no legal implications arising.

14. Crime and disorder implications

There are no crime and disorder implications arising.

15. Equalities implications

There are no equality implications arising.

16. Environmental implications

There are no environmental implications arising.

17. Background documents and originator

Malcolm Constable 020 8314 6907

Appendix A

Forest Hill Election Result

Background

We employed 96 counters working in teams of two making 48 pairs throughout. The count was divided into three areas with 16 pairs working in each area. There were five supervisory staff per team. There was also an accountant reconciliation team of four and two DROs making 117 in all together, with a portage team of six and security provided by us and the venue.

We were limited by the size of the venue and the fact that we had to allow for all agents, candidates and guests for the three verifications –potentially 700- together with our count team. Peak attendance came at the local count.

The verification commenced at 08.30 on Friday 23 May with three pairs of counters working on one box each from each station-in respect of the European, Mayor, and Local Elections.

Verification ended at 16.30 and we reset for the Mayoral count. The Mayoral count commenced at 17.30 and finished at 19.30 - note there was no second preference count.

The count was reset again and the local counts started at 20.30 and went on until the last result was declared at 02.59 on the Saturday 24 May.

Processes and Checks

We normally count all our 18 wards in one go. However because of limitations on floor space, 12 wards were earmarked to be counted first with the remaining six being added to the count as other wards finished. Forest Hill was one of the wards included in the final six. Initially this meant that we had four pairs of counters counting each of the 12 wards. Each of the three count areas was initially allocated four wards. The count methodology was to sort the votes, firstly into “block” votes for the parties whose candidates received all three votes on the ballot paper, and “others” (ballot papers with three mixed votes or fewer than three votes cast). The block votes were then counted, checked and entered against each of the relevant party’s candidate name on a count control sheet.

Once that process was completed the “block” vote trays containing the ballot papers were removed from each counting pair and placed on a table behind them. Each pair then went on to mark a count sheet with the “other “ votes for each candidate, with one of the pair calling out the votes for each candidate on the ballot paper and the other marking the count sheet using five bar gate methodology.

At the end of this process the “other” votes were tallied for each candidate and added to the control sheet. The “block” votes and “other” votes were then added together for each candidate and a total entered against each candidate. An overall total was entered for each set of block votes and “other” votes on the sheet together with an overall total which included those ballot papers pending adjudication.

After this, the count supervisor took the control sheet for the pair to the accountant controlling that count area who entered the result onto a spread sheet. The process was repeated for each pair. The accountant double checked that the spread sheet tallied with the total on the control sheet. At this stage of the count the accountant would know to expect four count sheets per ward. Once the four count sheets had been handed to the accountant and entered onto the system, the accountant tallied the votes for each candidate, produced a preliminary results sheet and reviewed it for accuracy. It should then be reviewed again by the supervising accountant with the basic check that the number of votes counted could not exceed the number of ballot papers verified and included in the count multiplied by three. The provisional result sheet was then shared by the RO with the agents and candidates. Subject to their inspection, the result was announced.

As teams became free, additional count pairs were added to the original 4 pairs counting a ward. This resulted in workloads being split. So, for example, one pair would count the block votes, with the "other" votes being split between say two teams.

How the error occurred

The possibility of an error in Forest Hill ward was not detected until 29th May, some days after the result was declared. This caused us to conduct an investigation.

This showed that in Forest Hill ward, the accountant had entered results from seven control sheets but only six control sheets were present. We discovered that one of the control sheets had been significantly altered. An initial total had been presented to the accountant and entered onto the spread sheet. However this total was subsequently altered on the control sheet by additional "other" votes being added in for each candidate resulting in a revised increased total on the control sheet.

In this case the "other" votes were split between two teams but only one team had entered the "other" votes at the time the count sheet was originally presented to the accountant. Rather than complete an additional control sheet, the original control sheet was (wrongly) recalled and overwritten with larger amended totals to include the originally omitted "other" votes. The sheet was then re-presented to the accountant, who was unaware that the original (now altered) figures had already been entered on the spread sheet. The entry of the revised totals effectively duplicated the original submission. This resulted in 1706 votes being counted twice. Clearly the accountancy checks set out above were not carried out in Forest Hill.

The preliminary results were entered onto a previously prepared word results document but without either the verified total of ballot papers included in the count or totals of votes cast. The elected candidates' names were hand written on the results sheet by the RO as his final check to ensure that he read out the correct elected candidates' names. Having agreed the result with the agents and candidates the results were announced.

Once the error was brought to our attention we recalculated the numbers, taking out the duplicated votes (1706). However, because the margin between the third placed candidate and the fourth placed candidate was significant, we could see that whilst the number of votes cast for each candidate was affected, the positions of the respective candidates remained the same. Had the correct numbers been entered on the spread sheet, the same three candidates would have been elected.

The RO wrote to the agents and candidates to inform them of the error apologise for it, and to show the variation on the declared result. He also offered a meeting with them to explain the error in person, how it had occurred and to demonstrate that it did not affect the elected candidates. That meeting took place on 25th June. Three agents and one candidate attended.

Lessons learned

This was clearly an accounting error which should not have happened. We have reviewed our processes and procedures and the RO has approved the following changes to minimise the likelihood of any repetition.

First, we will ensure that everyone involved in the count process is committed to the precedence of accuracy over “finishing”. The background to this is that we were always concerned about the length of time the count would take as we were in uncharted territory with Mayoral, local and European elections to verify together with the added complicating factor of the size of the European ballot papers. As it turned out we were able to keep to our original schedule, albeit at least in part because the Mayoral count did not go to the second preference stage. Key election staff however, had been on duty since before 07.00 on Friday 23rd May until 03.00 the following morning – this following on from the usual lengthy day of poll, which again for key members of the elections team ran from 05.00 to after 02.00. the following morning.

Second, in future, the draft declaration will explicitly set out the total ballot papers included in the count and the total number of votes cast, prior to being shared with the agents, as would normally have been our practice.

Third, the spread sheet will include a systemic automated check that will incorporate a warning that the result is mathematically impossible (i.e. the number of votes cast exceeds the number of ballot papers included in the count multiplied by three), or improbable (the ratio of numbers of votes to ballot papers is outside parameters set to reflect the normal spread).

Fourth, team count sheets will be immediately and clearly stamped as “entered” by accounting staff to prevent duplication.

Fifth, the accountants must have the results reviewed and signed off by the supervising accountant in all cases, again as would normally have been our practice.

Sixth, count supervisors will be instructed that if they are splitting up the count process across teams to optimise the use of counters’ time and prevent delay, they must complete a separate count sheet for each team rather than attempt to aggregate across teams. They must also advise the count supervisor how many teams are working on that particular ward count.

Timeline

I became aware that there may be an issue on Thursday afternoon 29 May, when one of my colleagues phoned me at home and told me that someone representing the Green Party had called and said there was a problem with the Forest Hill result. I logged into Lewisham’s systems from home via secure VPN and checked the result from the underlying spread sheet. I could see there might be an issue but

could not access the underlying paper work until the following morning. On Friday morning 30 May I went through the paperwork with the DRO and we ascertained the cause of the error. The earliest I was able to discuss the substance of the issue with the RO was the 3 June.

Statistics

Appendix 1 shows the distribution of votes for the candidates had the error not occurred.

Finally

On behalf of the Returning Officer, I apologise for the error and want you to be reassured that we will ensure that appropriate remedial action as detailed in this report is implemented.

Malcolm Constable
Electoral Services Manager
London Borough of Lewisham
3 July 2017

Appendix 1

BERNARDS	1718
CAIN	378
CROZIER	732
FEAKES	1118
FERGUSON	537
HILTON	1869
JONES	676
OAKLEY	378
SQUIRES	506
TAYLOR	693
TEBBLE	437
THOMPSON	545
UPEX	1595
WILSON	707
Total Votes	11889
Rejected Votes	18
Ballot Papers included in the count	4423

Appendix B - Polling Stations 22 May 2014

1	DBR1	St. John with Holy Trinity Church, (George Lewis Room), St John's Vale, London
2	DBR2	Myatt Garden Primary School, (Nursery), Rokeby Road, London
3	DBR3	St. Peter's Church, (Community Room), Wickham Road, London
4	DBR4	Little Gems Day Nursery, Clare Road, Entrance in St. Donatts Road, London
5	DBR5	New Cross Road Baptist Church Hall, 466 New Cross Road, London
6X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London
7X	DBR6	Ashmead Primary School, (Main Hall and Music Room), Ashmead Road, London
8	DCR1	Stillness Junior School, (Hall), Brockley Rise, London
9	DCR2	Prendergast Ladywell Fields College, Performing Arts Block, (Atrium), Manwood Road, London
10	DCR3	Beecroft Garden Primary School, (Atrium), Beecroft Road, London
11	DCR4	The Undercroft, (Old St Cyprian's Chapel & Churchwardens Vestry), St. Hilda's Church, Entrance Brockley London
12	DCR5	St. Saviour's Church Hall, (Main Hall), 69 Brockley Rise, London
13	DCR6	Community Education Lewisham, (Hut 1), Brockley Rise Centre, Entrance in Brockley Park, London
14	DEV1	Clyde Early Childhood Centre, (Entrance Hall), Etta Street, London
15	DEV2	Grinling Gibbons School, Clyde Street, London
16	DEV3	Riverside Youth Club, (Ground Floor Hall), Grove Street, London
17	DEV4	Deptford Park Primary School, (Junior Hall), entrance in Oxestalls Road, London
18	DEV5	Lewington Centre, (Main Hall), 9 Eugenia Road, London
19	DEV6	Sir Francis Drake Primary School, (School Hall), Scawen Road, London
20	DLA1	John Evelyn Campus, Dressington Lodge, Dressington Avenue, London
21	DLA2	Roseview, (Roseview Lounge), 122 Marsala Road, London
22	DLA3	St. John's Medical Centre, (Training Room), 56-60 Loampit Hill, London
23	DLA4	Portakabin on entrance to Hilly Fields, opposite Hilly Fields Crescent, London
24	DLA5	St. Andrew's United Reformed Church, (St Andrew's Centre, Church Hall), Brockley Road, London
25	DLA6	Crofton Park Baptist Church, (Main Back Hall), Huxbear Street, London
26X	DLC1	Brindishe Green School, (Large Hall), Beacon Road, London
27X	DLC1	Brindishe Green School, (Large Hall), Beacon Road, London
28	DLC2	College Park Baptist Chapel, Clarendon Rise, London
29	DLC3	Prendergast Vale College, (Nursery), Elmira Street, London
30	DLC4	St. Mary's C of E Primary School, (Main Hall), 329 Lewisham High Street, London
31	DLC5	The Saville Centre, (Main Hall), 436 Lewisham High Street, London
32	DLC6	St. Christopher Christian Fellowship Church Hall, (Main Hall), 31A Torridon Road, London
33	DNE1	Woodpecker Community Centre, (Main Hall), 100 Woodpecker Road, London
34	DNE2	The Library at Deptford Lounge, (Meeting Rooms 1 & 2), 9 Giffin Street, Deptford
35	DNE3	Mulberry Centre, (Wickham Room), 15 Amersham Vale, London
36	DNE4	Childeric Primary School, (Nursery), Childeric Road, London
37	DNE5	All Saints Community Centre, (Old Hall), Monson Road, London
38	DNE6	Scotney Hall, 17 Sharratt Street, London
39	DTE1	Edmund Waller Primary School, (Old Dining Room), Waller Road, London
40	DTE2	Kender Primary School, (Nursery), Entrance on Besson Street, London
41	DTE3	St. James Hatcham C of E School, (Family Learning Centre), St. James's, London
42	DTE4	Hatcham Oak Early Childhood Centre, 29 Wallbutton Road, London
43	DTE5	John Stainer Community Primary School, (Hall Above Nursery), St Asaph Road, London
44	DTE6	Turnham Primary School, (Nursery Room), Turnham Road, London
45	EBL1	Lethbridge Senior Citizens Club Room, (Main Hall), 58 Lethbridge Close, London
46	EBL2	John Ball Nursery School, (Early Years Centre), Hurren Close, London

47	EBL3	Heath House Prep School, 3-4 Blackheath Grove, London
48	EBL4	Brandram Road Community Centre, (Main Hall), 25 33 Brandram Road, London
49	EBL5	St. Stephen & St. Mark Church Hall, St. Stephen`s Grove, London
50	EBL6	Granville Park Centre, (Room G3), Granville Park, London
51	ECA1	St. Laurence Centre, 37 Bromley Road, London
52	ECA2	Catford & Bromley Synagogue, (Youth Club), 6 Crantock Road, London
53	ECA3	The Pavilion, Abbotshall Playing Fields, Abbotshall Road, London
54	ECA4	Torrison Junior School, entrance on Hazelbank Road, London
55	ECA5	Sandhurst Infants School, (Nursery), Entrance in Ardgowan Road, London
56	ECA6	Brownhill Road Baptist Church Hall, 292 Brownhill Road, London
57	EDO1	Meadows Community Centre, Chestnut Close, London
58	EDO2	Downham Community Centre, (Large Hall), Wesley Halls, 2 Shroffold Road, Bromley, Kent
59	EDO3	King`s Church, (Main Hall), 20 The Green, Bromley
60	EDO4	Good Shepherd Primary School, (Lower Hall), Moorside Road, Bromley, Kent
61	EDO5	Rangefield Primary School, (Main Hall), Glenbow Road, Bromley, Kent
62	EDO6	Ten Em Bee Sports Development Centre, (Pavilion), 120A Old Bromley Road, Bromley
63	EGR1	Marvels Lane Primary School, (Childrens Centre), Riddons Road, London
64	EGR2	W. G. Grace Centre, (Main Hall), 1 Lions Close, London
65	EGR3	St. Augustine`s Church Hall, (Small Hall), 336 Baring Road, London
66	EGR4	Baring Primary School, (Hall), Linchmere Road, London
67	EGR5	Ringway Centre, (Main Hall), 268 Baring Road, London
68	EGR6	Burnt Ash Methodist Church Hall, Burnt Ash Hill, London
69	ELG1	Lochaber Hall, (Main Hall), Manor Lane Terrace, London
70	ELG2	St. Winifred`s Infants School, (Hall), entrance in Manor Lane, London
71	ELG3	Lee Green United Reformed Church, 111-113 Burnt Ash Road, London
72	ELG4	St. Winifred`s Junior School, (Hall), Newstead Road, London
73	ELG5	The Church of the Good Shepherd Lee, (Main Hall), Handen Road, London
74	ELG6	Portakabin on approach to, Hither Green Railway Station, Staplehurst Road, London
75	ERU1	Civic Suite, Lewisham Council, Catford Road, London
76	ERU2	Trinity Church Hall, Faversham Road, London
77	ERU3	Holy Cross RC School, (Main Hall), Culverley Road, London
78	ERU4	Calabash Centre, (Back Hall), 24/26 George Lane, London
79	ERU5	Holbeach School, (Main Hall), Doggett Road, London
80	EWH1	Goldsmith`s Community Centre, (The Gym), Castillon Road, London
81	EWH2	Portakabin adjacent, to the allotments on Hafton Road, London
82	EWH3	Knights Temple Grove Primary School, (Nursery), Ballamore Road, Bromley, Kent
83	EWH4	Whitefoot Lane Christian Centre, 480 Whitefoot Lane, Bromley, Kent
84	EWH5	St. John The Baptist Church, 353 Bromley Road, London
85	EWH6	ELIM Pentecostal Church & Community Centre, Allerford Road, London
86	WBE1	Haseltine Primary School, (Main Hall), Haseltine Road, London
87	WBE2	Blackheath Hockey & Catford Cyphers Cricket Club, (The Pavillion), Rubens Street, London
88	WBE3	Athelney Primary School, (School Gym), Athelney Street, London
89	WBE4	Christ Church United Reformed Church, (First Hall), Bellingham Green
90	WBE5	Elfrida Nursery School, (Community Centre), entrance in Playgreen Way, London
91	WBE6	Sedgehill Community Centre, (Main Hall), 69-85 Sedgehill Road, London
92	WFO1	Kelvin Grove Primary School, (Early Years Reception), Kelvin Grove, London
93	WFO2	Forest Hill Library, (Children`s Room), Entrance in Thorpewood Avenue, London
94	WFO3	Christian Fellowship Centre, (Main Hall), 39 Honor Oak Road, London
95	WFO4	Horniman Primary School, (Community Room), Horniman Drive, London
96	WFO5	The Church (Worldwide) Inc., r/o 49 Devonshire Road, London
97	WFO6	Eliot Bank Primary School, (Children`s Centre), Thorpewood Avenue, London
98	WFO7	Portakabin outside, 141-181 Eliot Bank, London

99	WPE1	Perrymount Primary School, Sunderland Road, London
100	WPE2	Christ Church C of E Primary School, Perry Vale, London
101	WPE3	Our Lady and St. Philip Neri Primary School, (Hall), Mayow Road Site, London
102	WPE4	Perry Rise Baptist Church, (Main Hall), Perry Rise, London
103	WPE5	Kilmorie Primary School, (Children`s Centre), Kilmorie Road, London
104	WPE6	Perry Hill St George & St Michael`s Christ Church, St George`s Church Hall, Vancouver Road, London
105	WSY1	St. Bartholomew`s Church, Westwood Hill, London
106	WSY2	The Grove Centre, (Coffee Bar), 2 Jews Walk, London
107	WSY3	Hillcrest Tenants` Association Club, (Main Hall), High Level Drive, London
108	WSY4	St. Bartholomew`s C of E School, (Hall), The Peak, London
109	WSY5	Silverdale Hall, 8 Silverdale, London
110	WSY6	St. Michael`s Church Hall, Champion Crescent, London
111	WSY7	Our Lady and St. Philip Neri Primary School, (Main Hall), Sydenham Road Site, London

Appendix C

London Borough of Lewisham

Arrangements for Counting the votes at Elections held on Thursday 22 May 2014.

Venue

The count will take place at:

The Army Cadet Centre
Holly Hedge House
Wat Tyler Road
Blackheath
London
SE3 0QZ

A map is attached. Please note that most satellite navigation systems do not recognise this postcode. The best way to approach the count venue is via Lewisham Hill.

- **Timing of the Counts**

The timings below are given in good faith and could change throughout the day depending on circumstances. We will endeavour to keep agents and candidates advised of progress.

- **Verification**

The verification of the votes will take place on Friday 23 May 2014 commencing at 8.30am. All three ballot boxes from each polling station for the three elections taking place on the 22 May 2014 will be verified before any counting of the votes for individual candidates can take place.

Verification will take until approximately 1.30 pm on Friday 23 May.

- **Mayor Count**

Once verification has finished the Count will be re-set for the Mayoral count. It is planned to commence this at 2.30pm on the 23 May 2014. Should the Mayoral count go to a count of second preference votes it is anticipated to finish at 6.30pm

- **Ward Counts**

The count will then be reset for the start of the Local Council Ward counts at 7.30pm.

- The Local count will commence with the count of the seven Deptford wards comprising the Deptford and Lewisham Parliamentary Constituency - Brockley, Crofton Park, Evelyn, Ladywell, Lewisham Central, New Cross, Telegraph Hill and five wards from Lewisham East Parliamentary constituency – Blackheath, Catford South, Downham, Grove Park, Lee Green.

- The remaining six wards will be added to the count as and when any of the twelve ward counts are finalised and the results announced. The anticipated finish time for the Local Count is 3.00am on Saturday 24 May

- **European Count**

The Local Count for the European Parliamentary Election will commence at 12.30pm on Sunday afternoon 25 May 2014. Please note that the Local result will not be declared until 10.00pm that evening after the polls in Europe have closed.

Stage 1-Verification Process

During the verification stage, the Returning Officer makes sure that the number of ballot papers from each polling station matches the total issued by the Presiding Officer for each election, which is recorded on their ballot paper account

The Supervisors will start by emptying the contents of each of the boxes side by side (2 counting assistants per box), separately onto the table and the number of ballot papers are then counted into bundles of 50 by their team. To ensure that the Unique Identifying Mark on the back of the ballot papers cannot be observed, the local ballot papers are kept face upwards. ***The European ballot paper will be kept face down during the verification.*** Once the ballot papers in the box have been counted, the number is entered onto a slip by the Supervisor and taken to the Top Table for verification with the figure on the ballot paper account.

Boxes will be verified in sets of three by three adjacent counting teams to ensure that all the boxes from one polling station are verified together. There are three main count areas Teams A, B and C and boxes will have been pre allocate to these teams for verification.

A similar process is undertaken for postal votes, which are checked against the number previously recorded by one of the Deputy Returning Officers as having been opened and matched with the appropriate voter identification statements.

Once all the boxes for the whole count have been verified, the total number of ballot papers will be calculated for both the European Parliamentary, Mayoral and Local Ward elections.

Verified ballot papers will be replaced in their ballot boxes. The boxes containing the mayoral ballot papers will remain on the centre tables awaiting the start of the Mayoral count. The ballot boxes containing the European and Local Ward ballot papers will be resealed and removed to secure storage within the count venue.

The verified totals for the European, Mayoral and Ward elections together with turnout numbers will then be made available to candidates and their agents.

Stage 2- Mayoral Count process

Once the verification process has been completed the Count will be reset for the mayoral count. The ballot papers in each of the boxes in the main count teams A, B,C will be mixed and allocated to pairs of counters. The count pairs will sort the first preference votes for each of the seven candidates into their respective count trays

with any requiring adjudication being placed in a separate tray. The Returning Officer and his Deputies will adjudicate on these from time to time.

First Preference votes for each of the candidates will be counted into bundles of 50 and odds for each candidate and checked. The team will enter the total votes for each candidate on a control sheet which will be taken by the count supervisor the appropriate Team A, B or C controller and entered onto a spread sheet. Once all the teams have counted their allocated ballot papers the controllers will total the votes recorded for each candidate. The returning Officer or his Deputies will then adjudicate on the provisionally rejected ballot papers.

Stage 3 – Mayoral count Process

If no candidate receives more than 50% of the valid votes cast the second preference votes for each of the top two candidates will be counted after the ballot papers for the top two candidates have been removed from the count. Note that only the second preference votes marked on the remaining five candidates' ballot papers will be counted. The count teams will sort the ballot papers into either of the top two candidates' trays, "other" or "adjudication". The votes will again be counted into bundles of 50 and odds and the totals checked and entered against each of the two candidates' names on the control sheet. The count supervisor will take the control sheet to the Team controller and the results totalled. The returning Officer or his Deputies will then adjudicate on the provisionally rejected ballot papers.

The candidate with the most first and second preference votes will be elected.

Stage 2 - Local Council Ward Count process

As mentioned above twelve wards will be counted first –they are the seven Deptford wards comprising the Deptford and Lewisham Parliamentary Constituency - Brockley, Crofton Park, Evelyn, Ladywell, Lewisham Central, New Cross, Telegraph Hill and five wards from Lewisham East Parliamentary constituency – Blackheath, Catford South, Downham, Grove Park, Lee Green.

The count supervisors will open the resealed ballot boxes from the Ward, place the ballot papers on the central tables, mix them with the postal votes and allocate them to the count pairs on the basis of numbers to be provided by the relevant count controller and distribute the ballot papers amongst four pairs of counters.

Each Supervisor will also have a copy of their Teams Counting Sheet and their Team Adjudication Sheet for 'doubtful votes'. In addition, there will be a supply of tally sheets based on five bar gate methodology to enable counting of non-block votes or "others" for counting assistants with the team stationery.

The bundles of ballot papers should then be sorted by each pair into their trays, which are labelled into three separate categories; the block votes where three votes are marked for one particular party, the non-block votes-labelled "others" and those needing adjudication

When all 4 pairs have completed this process, the supervisor will ask the team to sort the block votes for the parties and bundle them into bundles of 50 and odds. The counting assistant will make a note of the total number of ballot papers on the final bundle. The bundles are double checked by another counting assistant before the figures are entered on the on their Ward Count Sheet.

The counting assistants will then work in pairs dealing with the non-block votes("others") with one person calling the votes and the other assistant marking the count tally sheet using the five bar gate methodology.

Doubtful votes will be adjudicated throughout the process.

When all of a team's allocated votes have been recorded the count supervisor will take that team's control sheet to the relevant count controller to be double checked and entered onto the spread sheet controlling the Ward total.

Once the Returning Officer is satisfied that the result has been recorded correctly, the agents for the ward will be called over initially to see the result prior to the result announcement.

The results will be available both locally at the count venue where they will be displayed on noticeboards and on the Council's website.

Stage 2 - European Parliamentary Count

Bundles of pre-allocated ballot papers will be given to count assistant pair each pair (with one pair being allocated the odd 'balance'), to be carefully sorted and placed **FACE UP** in the trays provided for –

The 'initial' five parties (**Conservative, Green, Labour and Liberal Democrat and UKIP**)
Adjudication
Others.

When the allocated ballot papers for the four initial parties have been sorted, they are to be counted into 50s and banded with the white '50' slip. Bundles of less than 50 are to be banded with the lilac 'This bundle contains....' slip and the number recorded. These bundles are then to be double checked and initialled as at Stage 1.

The total number counted **for each of the five parties**, must then be recorded on the 'Stage 2 Team Summary sheet.'

This will then be collected by a supervisor who will take the sheet to the Centre Table where the team count controller will record the figure on the team master spread sheet. The supervisor will then return the Stage 2 Team Summary Sheet to the table and remove the five trays of counted votes to a centre table behind each pair. The 'doubtful' ballot paper and 'All other' trays will remain on the table.

Trays for the next of the remaining five parties will then be placed on the table by a supervisor and the 'All other' ballot papers sorted again in the trays provided for –

The second five remaining parties on the ballot paper (**4 Freedoms Party, An Independence from Europe, Animal Welfare Party, BNP, Christian Peoples Alliance**).

Any 'doubtful' ballot papers requiring adjudication or questioned by the Counting Agents (Supervisors will check these from time to time)
All others.

Steps 3 and 4 above will then be repeated.

Trays for the next of the remaining four parties will then be placed on the table by a supervisor and the 'All other' ballot papers sorted again in the trays provided for –

The third five remaining parties on the ballot paper (**Communities United Party, English Democrats, Europeans Party, Harmony Party, National health Action Party**).

Any 'doubtful' ballot papers requiring adjudication or questioned by the Counting Agents (Supervisors will check these from time to time)
All others

Steps 3 and 4 above will then be repeated.

Trays for the next of the remaining five parties will then be placed on the table by a supervisor and the 'All other' ballot papers sorted again in the trays provided for –

The third two remaining parties, **National Liberal Party** and **No2EU**,

The Deputy Local Returning Officers will then adjudicate any doubtful ballot papers for each pair in the presence of any Agents and when complete, provide these to the Senior Supervisor to record the detail on the relevant Constituency Adjudication Sheet and the Constituency Count Master sheet.

The Constituency Adjudication and Count Master sheet totals will then be transferred to the Borough Master sheets to give the final result.

Count Assistants will be released as soon as total voting figures are determined, but supervisory staff will be required to remain until after 9.00pm in case a re-count is required.

General attendance requirements

Counting agents are requested to allow the counters to concentrate on accurately counting the votes. In addition, everyone must turn off their mobile phones, lap tops using the verification and count processes.

Everyone attending both stages of the count is subject to statutory secrecy provisions, which will be made available on entering the count room. Any breach of these provisions is a criminal offence.

An explanation of the actions to be taken in the event of an emergency will be given before the start of the count process.

The Count will take place at

The London Regiment
Hollyhedge House
Wat Tyler Road
Blackheath
SE3 0QZ

