

# Electoral Services

Corporate Performance Panel  
2 September 2020

Andrew Barrett Electoral Services Manager

Borough Council of  
King's Lynn &  
West Norfolk



# Agenda

- **Electoral Services Team**
- **What do we do?**
- **Election types**
- **Funding**
- **Budgets**
- **Staff fees**
- **Typical election timetable**
- **Recruiting Staff / Election training**
- **Election day / The count**
- **Afterwards**
- **Future Elections**
- **What else do we do (other than elections)?**

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# Electoral Services Team

**Andrew Barrett**  
Electoral Services Manager

**Jenna Pell**  
Electoral Services Officer

**Wendy Browne**  
Electoral Officer (Registrations)

**Tony Yates**  
Electoral Officer (Elections)

**Sue Gay**  
P/T Electoral Services Admin Assistant

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# What do we do?

- **Responsible for organising & delivering elections and referenda**
- **Create and maintain the 'Register of Electors'**
- **Current electorate of 118,012**
- **Open Register**
- **Annual Canvass**
- **Boundary reviews**
- **Polling district / station reviews**
- **Parish Councils**



# Election Types

- **Parliamentary General elections**
- **Local elections (Borough & County Council)**
- **Parish Council elections**
- **Police and Crime Commissioner elections**
- **Neighbourhood Planning Referenda**
- **Other Polls / Referenda**



# Election funding

Election type	Funder
Parliamentary	UK Government
Local Government	Local Authority
Police & Crime Commissioner	UK Government
Parish	Parish Council
Other Polls	Requester

- **Staffing**
- **Poll Cards / Postal votes / Ballot Papers**
- **Hire of premises for polling stations & count venues**
- **All other associated costs**



# Electoral Registration funding

## Provided by BCKLWN

- Staffing costs for the core team
- Postage / Printing
- Canvassing
- Publicity



# Election budgets

## North West Norfolk – Parliamentary General Election 2019

- **£133,846 (prescribed by Cabinet Office)**
- **75% received up-front**
- **Claim form later submitted**





# Election day / Count (hierarchy, numbers, security)

- **Returning Officer (LG)**
- **Deputy Returning Officers (DG, SW, AB)**
- **10 Polling Station inspectors (covering 104 stations)**
- **Presiding Officer / Poll Clerk(s)**
- **Counting Supervisor / Counting Assistants**
- **Control Table**
- **General Staff**
- **Security employed at two Polling Stations and the Count Venue**



# Election staffing fees (Norfolk) from 1 April 2020

<b>Polling Staff</b>	<b>2019/2020 (£)</b>	<b>2020/2021 (£)</b>
Presiding Officer (single election)	215.00	228.00
Presiding Officer (joint election)	250.00	265.00
Poll Clerk	145.00	154.00
Polling Station Inspector (responsible for up to 10 stations)	250.00	265.00
<b>Training Fees</b>		
Trainer (per session)	150.00	No change
Election staff (face to face training)	50.00	No change
<b>Counting Staff (per hour)</b>		
Count Supervisor fee (day)	20.00	No change
Count Supervisor fee (evening, weekend, bank-hol)	25.00	No change
Counting Assistant (day)	10.00	No change
Counting Assistant (evening, weekend, bank-hol)	15.00	No change

# Typical Local election timetable

Event	Working Days before poll
Publication of notice of election	Not later than 25 days
Delivery of nomination papers	From NOE to 4pm on 19 <sup>th</sup> day before election
Publication of statement of persons nominated	Not later than 18 days (4pm)
Deadline for receiving applications for registration	12 Days
Deadline for receiving new postal/proxy applications	11 Days (5pm)
First date electors can apply for lost/spoilt postal vote	4 days
<b>Polling Day</b>	<b>0 (7am to 10pm)</b>
Deadline for emergency proxy applications / lost PV	0 (5pm)
Delivery of election expenses return	Not later than 35 calendar days after declaration of result

# Recruiting election staff

- **Polling Station appointment form**
- **Acceptance of appointment**
- **Training confirmation date/time**
- **Proof of eligibility to work in UK**
- **Fees and expenses claim form**



# Postal votes

- **Majority opened before election day**
- **Candidates / Agents can attend all opening sessions**
- **Signature / DOB**
- **Stored securely & counted at the Count Venue**



# Election staff training

- **Face to face (all PO's and PC's)**
- **Powerpoint presentation provided by Electoral Commission**
- **Presiding Officers are provided with handbook**
- **Collection of Ballot Boxes & Stationery**



# Afterwards

- **Staff Payments**
- **Candidate Expenses**
- **Returns of candidate deposits**
- **Marked Registers**
- **Nomination Papers**
- **Ballot Papers / Postal vote statements / Corresponding Numbers list**
- **Review**



# Future elections

- **Police and Crime Commissioner (6 May 2021)**
- **County Council (6 May 2021)**
- **Parish by-elections (6 May 2021)**
- **Neighbourhood Planning Referenda (TBC)**
- **BCKLWN Local & Parish elections (May 2023)**
- **Parliamentary General election (May 2024)**





# What else do we do (other than elections)?

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# Annual Canvass

- **Annual Exercise** (statutory requirement)
- **Identify changes / new registrations**
- **New Canvass Reform 2020**



# Postal Vote refresh

- **Annual exercise** (statutory requirement)
- **Identify applications held for 5 years**
- **Elector has to supply a new signature**



# Boundary review(s)

- **County Council** (15 Sept – 23 Nov)
- **Parliamentary**



# Polling District / Polling Place Review

- **Next review is scheduled to take place between October 2023 - January 2025**



# Parish Councils

- **Casual Vacancies**
- **List of current Parish Councillors**
- **Election requests**



# End of presentation

## Any other questions?

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