

The background features abstract, overlapping green geometric shapes in various shades, creating a modern and dynamic look. The shapes are primarily triangles and polygons, some solid and some semi-transparent, arranged in a way that suggests movement and depth.

Starting Shortly

Presiding Officer & Poll Clerk Training Session

Local Council Elections

5th May 2022

Introduction

- ▶ Returning Officer - Paul Matthews
- ▶ Deputy Acting Returning Officer - Matt Phillips / Deb Hill-Howells
- ▶ Elections Team
 - ▶ John Pearson
 - ▶ Amy Gullick
 - ▶ Adam Fall

Objectives

Your role is vital in ensuring that voters have confidence in the election process.
To assist with that we will:

- ▶ Outline what is expected of you on, and in the lead up to, polling day
- ▶ Discuss the voting procedure
- ▶ Highlight administrative arrangements
- ▶ Key changes to previous elections
- ▶ Covid Specific Changes

Aim of the election

- ▶ That any person who is entitled to vote is able to do so
- ▶ That the poll is professionally delivered
- ▶ That an accurate result is produced
- ▶ That the poll is open and transparent and gives confidence to the electorate and candidates and agents
- ▶ That we follow all public health guidelines to ensure the you and electors coming to your polling station can vote safely

What elections are taking place?

- ▶ 46 County Council seats will be up for election across 39 wards
 - ▶ Everywhere in Monmouthshire will have the County Council election contested
- ▶ 17 community and town council wards will also be contested on the same day
- ▶ Most of you will have just one ballot paper in the polling station.
- ▶ Some of you will have two depending on which polling station you are in
- ▶ All electors who are eligible to vote are entitled to all ballot papers.
- ▶ The number of votes that electors have on each ballot paper will vary throughout the area

Presiding Officers

- ▶ Overall responsibility for the management of the polling station
- ▶ Liaise with the key-holder of the premises to ensure the polling station is open and ready for you
- ▶ Organise the layout of the polling station
- ▶ Instruct and supervise the work of poll clerk(s) on the day
- ▶ Account for all the ballot papers, ballot boxes and paperwork in the polling station
- ▶ Advise Candidates, Agents and Tellers on their roles and control the activity within and outside the polling station
- ▶ Asking the prescribed questions

Poll Clerks

- ▶ Assist the Presiding Officer in carrying out their duties which may include;
 - ▶ Assisting with the layout of the polling station and prepare for the opening of poll
 - ▶ Check that electors are eligible to vote at that polling station by checking against the electoral register
 - ▶ Issue ballot papers to electors and recording the ballot paper number on the corresponding number list(s)
 - ▶ Directing and assisting electors in and out of the polling station and helping to manage any queues that may occur
 - ▶ Providing advice to electors on the voting process and assisting them with their vote

Countdown to Polling Day

► Essential Tasks

- Presiding Officer to make early contact with key holder for polling station and clarify arrangements for the day. Additional contact to be made closer to polling day to check arrangements are still in place
 - Will you need to collect the key the day before or will they open the building for you?
 - Does the building have access codes or an alarm?
 - What facilities do you need for the day and what is available at the premises for you to use?
- Important to make contact week of election, check building is suitable. Report any issues to elections office as soon as possible.
- All staff to be familiar with the location of their polling station and have clear directions on how to get there.
- Contact other members of the team prior to polling day. If you can't get hold of you presiding officer or poll clerk let us know as soon as possible to make alternative arrangements
- Presiding officers to be aware of ballot box collection and delivery arrangements
- Dress code - Impartial

Polling Station Inspectors

- ▶ On polling day there will be 6 regional inspectors throughout the area.
- ▶ They will be calling at all polling stations to carry out checks to ensure the polling station is set up correctly
- ▶ Act as a point of contact for you to call on should you need assistance at short notice
- ▶ Assist you in controlling the polling station and managing candidates, agents and tellers
- ▶ Collect any postal votes handed in to the polling station on the day.
- ▶ Contact details for polling station inspectors will be posted to you prior to the election
- ▶ Changes - Matt Phillips will take over for Tracey Harry and Richard Drinkwater will take over for Jenny Bradfield

Risks

- ▶ Can't make contact with the key holder
- ▶ Can't gain access to the polling station
- ▶ Staff failing to turn up or being late
- ▶ Problems displaying notices
- ▶ Wrong registers allocated to the polling stations
- ▶ The ballot paper numbers do not match the CNL
- ▶ Tendered ballot papers wrongly issued
- ▶ Queues throughout the day or at the close of poll

- ▶ Covid Specific
 - ▶ Staff Sickness or unable to attend last minute

Setting up the Polling Station

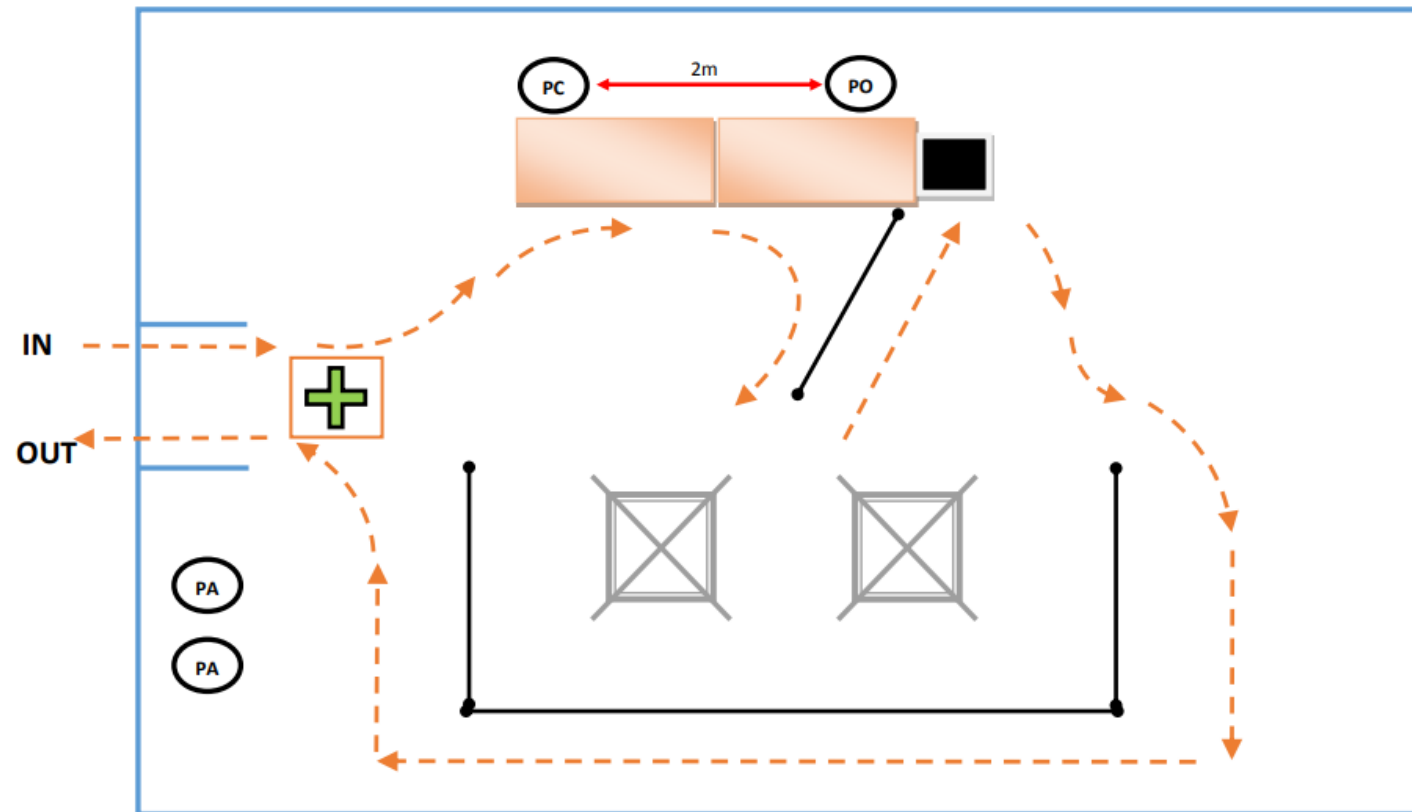
- ▶ Layout
 - ▶ One way system
 - ▶ Can you use separate entrance and exit?
 - ▶ Do what works best for your venue to maintain social distancing
 - ▶ Has the venue already got processes in place from other uses you can utilise?
 - ▶ What worked well for you last time and can you keep any of those arrangements?
- ▶ Floor markers to maintain social distancing and encourage one way systems.
- ▶ Double up tables to increase distance between you and voters.
- ▶ Sanitiser will be provided for electors to use on entering and leaving the polling station. Separate sanitiser and PPE equipment specific for staff.
- ▶ Use chairs and other furniture as barriers and guides to ensure electors keep to their path.
- ▶ If you need additional set up advice on the morning call your inspector who will prioritise a visit to assist. If going to a station you are familiar with and have concerns before polling day just let us know.

Setting up the Polling Station

- ▶ Hearing loop charged or plugged in and available for use
- ▶ Tactile voting devices on show, wipe down after each use
- ▶ Prepare your stationery
 - ▶ Arrange ballot papers by type and in numerical order to issue them correctly
 - ▶ Know who can vote in which election and which papers they are entitled to
 - ▶ Two pots of ballot pencils, clean and used. Will need to clean used pencils and replace regularly during the day. Do not leave in polling booth as previous elections.
 - ▶ Keep tendered ballot papers out the way
 - ▶ Keep ballot box accessible and secure
 - ▶ If agents attending show them the box is empty at 7am before sealing
- ▶ Consider positioning of agents and tellers in the station, where they can and can't be etc. No obstruction of access and maintain social distancing.
- ▶ Consider setting up the station the day before the poll

Setting up the Polling Station

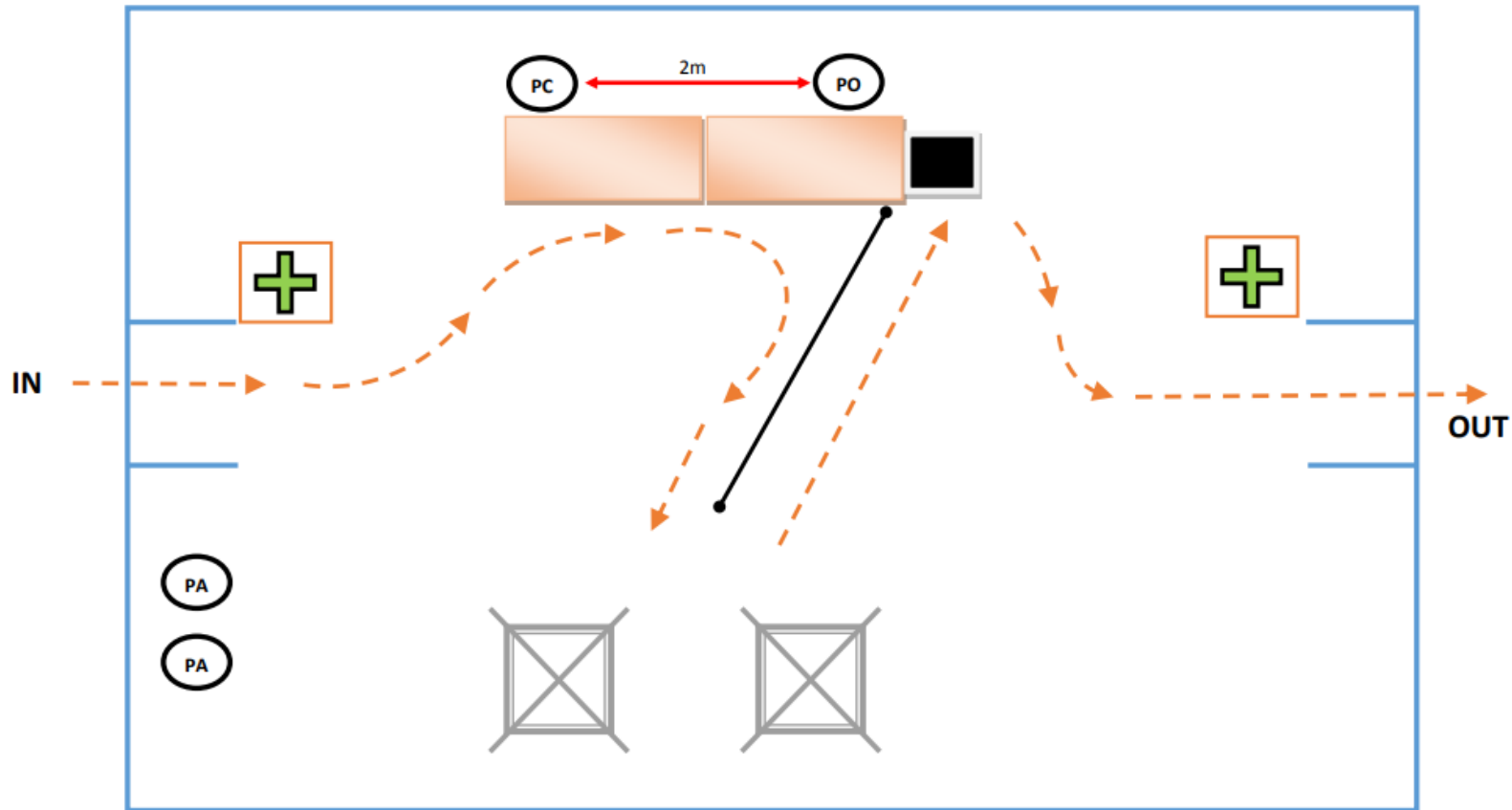
D: Polling Station Layout— same way in & out



 Polling Booth	 Ballot Box	 Elector flow	 Poll Clerk
 Sanitising Station	 Cordon	 Presiding Officer	 Polling Agent

Setting up the Polling Station

A: Polling Station Layout— separate way in & out (doors opposite)



	Polling Booth		Ballot Box		Elector flow		Poll Clerk
	Sanitising Station		Cordon		Presiding Officer		Polling Agent

Polling Station Equipment

- ▶ Ballot Box and Seals
- ▶ Postal Vote Wallet and Seals
- ▶ Hearing Loop
- ▶ Tactile Voting Device
- ▶ Large Print Ballot Papers
- ▶ Guidance notices to assist voters in polling booths and inside polling station

Covid Arrangements

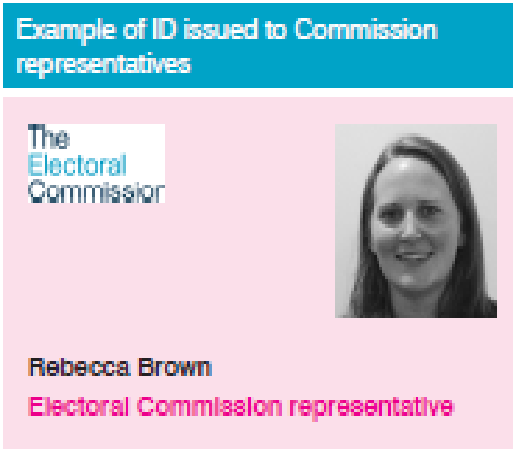
- ▶ Current requirements mean we will no longer need to enforce any COVID specific arrangements for the election like 2021. We will monitor requirements leading up to election and adapt as required.
- ▶ Masks and social distancing are no longer required but if your polling station is suitable and you can keep some of the arrangements you used in 2021 then try and do so
- ▶ If venues still use covid arrangements and have one way markers in place then use them if you can.
- ▶ You will still have for your use but not mandatory:
 - ▶ A box of masks for your use and any public who want to use one
 - ▶ Hand gel to be used in the station
 - ▶ A box of anti-bacterial wipes
 - ▶ Separate boxes for ballot pencils - rather than tied to the booth
 - ▶ Door wedges

Recommended actions throughout the day

- ▶ Keep doors and windows in polling station open all day if possible.
- ▶ Regular cleaning of touch points and shared areas
 - ▶ Polling Booths
 - ▶ Pencils
 - ▶ Hand sanitiser areas
- ▶ Regularly monitor agents and tellers, make sure there is no obstruction to electors entering and leaving the polling station. Candidates and agent should not intimidate electors and should only interact with them when leaving the polling station.
- ▶ Do not take poll cards from electors - they should dispose of it themselves

Who can enter the polling station?

- ▶ Voters
- ▶ Returning Officer and his staff
- ▶ Candidates standing for election
- ▶ Election Agents
- ▶ Polling Agents
- ▶ Police Officers or PCSO
- ▶ Representatives of the Electoral Commission
- ▶ Accredited Observers
- ▶ Under 18's accompanying an adult to vote
- ▶ Companions of voters with disabilities








Tellers / Candidates and Agents

- ▶ For a local election, there are always more candidates and agents in the vicinity of the polling station.
- ▶ Candidates and agents have a formal role in the election process to observe what goes on in the polling station
- ▶ Tellers are people who work on behalf of the candidates to work out who has voted or not - These have no official role in the election
- ▶ All observers at a polling station should follow your instructions at all times. Any issues call the inspector who will visit and assist.
- ▶ Existing councillors have no extra privilege to other candidates standing on the day - regardless of what they might tell you
- ▶ They should not impede electors from entering the polling station to cast their vote and should only speak to them when leaving the polling station.

Any questions at this point?

County Council Ballot Paper

Election of Councillors to Monmouthshire County Council, Caerwent Ward		
Etholiad Cyngorydd a Cyngor Sir Fynwy, Ward Caer-went		
Vote for only one candidate by putting a cross [X] in the box next to your choice. Pleidleisiwch i un ymgeisydd yn unig drwy rhoi croes [X] yn y blwch nesaf at eich dewis		
HOBSON, Phil (Address in Monmouthshire / Sir Fynwy) Welsh Liberal Democrats		<input type="checkbox"/>
HOSELITZ, Steve (Address in Monmouthshire / Sir Fynwy) Welsh Labour/Llafur Cymru		<input type="checkbox"/>
HOWLEY, Bernie Manor Barn, St Brides Netherwent, Caldicot NP26 3AT Green Party/Plaid Werdd		<input type="checkbox"/>
MURPHY, Phil Swn Aderyn, Llanfair Discoed, Chepstow, Monmouthshire NP16 6LX Welsh Conservative Party Candidate		<input type="checkbox"/>

County Council ballot papers will be white.

Every polling station will have one County Council paper.

The number of votes the electors have will vary between polling stations. You will know how many you have from this section of the ballot paper. The number of votes equates to the number of seats available for election.

The winners will be determined by the candidates who get the highest total number of votes.







Community/Town Council Ballot Paper

Election of Councillors to Abergavenny Town Council, Cantref Ward

Etholiad Cynghorydd a Cyngor Tref Y Fenni, Ward Cantref

5 May 2022
County & Community Elections

Vote for **no more than THREE** candidates by putting a cross [X] in the box next to each of your choices.
Pleidleisiwch am **ddim mwy na TRI** ymgeisydd yn unig drwy rhoi croes [X] yn y blwch nesaf i bob un o'ch dewisiadau.

BAILEY, Justin Tregoide, 76 Chapel Road, Abergavenny NP7 7BL Welsh Conservative Party Candidate	 Conservatives Ceidwadwyr	<input type="checkbox"/>
BURCH, Sara 57 Old Barn Way, Abergavenny NP7 6EB Welsh Labour/Llafur Cymru	 Labour Llafur	<input type="checkbox"/>
MUFTUOGLU, Mehmet 2 Hollybush Cottages, Gwent Road, Mardy, Abergavenny NP7 6NH Welsh Labour/Llafur Cymru	 Conservatives Ceidwadwyr	<input type="checkbox"/>
NICHOLSON, Bryony (Address in Monmouthshire / Sir Fynwy) Welsh Labour/Llafur Cymru	 Labour Llafur	<input type="checkbox"/>
SIMCOCK, David Richard 26 Mount St, Abergavenny NP7 7DT Welsh Labour/Llafur Cymru	 Labour Llafur	<input type="checkbox"/>
WOODHOUSE, Sheila 117 North Street, Abergavenny, Monmouthshire NP7 7EB Welsh Conservative Party Candidate	 Conservatives Ceidwadwyr	<input type="checkbox"/>

County Council ballot papers will be Green.

Only certain polling stations will have a green and a white paper.

The number of votes the electors have will vary between polling stations. You will know how many you have from this section of the ballot paper. The number of votes equates to the number of seats available for election.

The winners will be determined by the candidates who get the highest total number of votes.

Who can vote?

Each polling station will have a register which lists the names, poll number and address of every elector allocated to that polling station. This must be used to identify who can and cannot vote. If there name is not on your register, they cannot vote in this election at your polling station.

16 & 17 years old and foreign nationals able to vote in the local elections for the first time, though were able to vote at the Senedd election last year.

If a voter is entitled to vote, they are automatically entitled to both sets of ballot papers.

On your electoral register, a person can vote if:

Electors with no letters before their name	Ordinary electors
Electors marked as N	Anonymous electors
Date on or before polling day	Electors who will turn 16 by polling day
Electors with a G or K before their name	European electors
Electors with an M before their name	Qualifying foreign citizens
Electors with an L before their name	Lords

Who can't vote?

- ▶ Electors who have an A alongside their name - Postal Voters
- ▶ Electors who have an F alongside their name - Overseas
- ▶ Anyone under the age of 16 is not entitled to vote in any election and will not appear on your register even if they are registered with us in advance of turning 16.

Any electors with these alongside their name on the register is not eligible to vote and should not be given any ballot papers in the polling station.

If an elector arrives to vote and the register says they are marked with an A alongside their name, they can only vote by post by:

- (a) Returning home, finding the postal vote they have been sent and completing that. They can bring it to you in the station to ensure its included in the count.
- (b) Get a replacement postal vote from County Hall by 5pm on polling day. After 5pm there is nothing that can be done for the voter except point a above.

Proxy Voters

- ▶ Some voters who are unable to attend the polling station and vote by post may appoint someone else to attend the polling station and vote on their behalf. These are called proxy voters
- ▶ An elector who has appointed a proxy will be marked on your register with a P alongside their name
- ▶ You will also have a list of every elector who has appointed a proxy and the name and address of the person they have appointed
- ▶ You should check the name and address of the elector and the person wishing to vote on their behalf against your register and proxy voter list.
- ▶ Provided those details match you should issue the ballot paper to the proxy in the same way you would issue to an elector.
- ▶ If an elector arrives to vote at the polling station before the person they appoint as their proxy then the elector is still entitled to vote. But if the proxy has already voted on their behalf then that electors vote has been used and they cannot have a second vote.

Issuing the ballot paper

- ▶ When an elector arrives at the polling station ask them to confirm their name and address
- ▶ Find the elector on the register and mark it to indicate that they have voted. If they are registered anonymously they will need their poll card with them to identify their poll number as they won't have a name or address on the register.
- ▶ Call out the name and elector number of the person
- ▶ Write the elector number in the corresponding numbers list (CNL) alongside the ballot paper number they have been issued
- ▶ Give the elector **ALL** ballot papers they are entitled to and allow them to mark the paper in the polling booth. Do not fold the ballot paper for the elector.
- ▶ If a voter asks you how to vote, repeat the instructions at the top of the ballot paper. Do not get into conversations about the election or whether candidates haven't campaigned etc.

Issuing the ballot paper

- ▶ You will have a couple of boxes of Ballot Pencils. You can tie some in to the polling booth and then have spare unused ones on the side if people prefer to use those.
- ▶ Let the elector place all ballot papers into the ballot box. Inspectors will deliver spare ballot boxes to stations with a large electorate.
- ▶ If someone brings their own pen or pencil to mark the ballot paper, let them use it and take it away with them.
- ▶ If someone doesn't want one of the ballot papers, tell them they can put it in the ballot box blank but that is their vote and they won't be entitled to another paper.

Electoral Register

132	U	13/02/03	James, Emily C	25	167	Fennell, Daniel J	17	202	Williams, Fionnan	12	
133			James, Hannah L	25	168	Fennell, Neil J	17	203	Williams, Shona	12	
134			James, Lucy M	25	169	Mullis, Gareth	18	203/1	U 24/09/04	Drewett, Theo P T	14
135	A		Atkinson, John R	26	170	Sturgess, Meagan	18	204	Drewett, Thomas D R	14	
136			Atkinson, Nina M	26	171	Heath, Terrie L	19	205	Stewart, Rhianne	14	
137			Gwynn, Malcolm D	27	172	Edmonds, Phil	20	206	Lemon, Richard O	15	
138			Roberts, Lucy C	27	173	A Markey, David J	21	207	Lemon, Sylvia	15	
139			Buchanan, Benjamin J	28	Buckle Wood			208	A	Burke, Elisha R	16
140			Buchanan, Nina K	28	174	Morris, Tara L	1	209	Peebles, Alan D	16	
141			Klimczak, Katherine J	29	175	Burgess, Christopher J	2	210	Peebles, Teresa D	16	
142			Guthrie, Kathryn A	30	176	Burgess, Megan V	2	211	Gregory, Austin	17	
143			Guthrie, Malcolm T	30	177	Burgess, Samuel J	2	212	Gregory, Kathryn	17	
144			Harrison, Denise	31	178	Burgess, Victoria A	2				
145			Harrison, Malcolm T	31	179	Daley, Andrew J	3				
					179/1	U 07/04/05	Daley, Ffion E S				

Corresponding Numbers List (CNL)

Electoral Area	Cantref Abergavenny (Cantref)	Polling Station No	1
Date of Poll	05/05/2022	Sheet No	1

Ballot Paper White	Elector No.
501	AB1 138
502	AB1 212
503	AB1 132
504	AB1 203/1
505	AB1
506	AB1
507	AB1
508	AB1
509	AB1
510	AB1

Ballot Paper Green	Elector No.
501	AB1 138
502	AB1 212
503	AB1 Spoilt
504	AB1 132
505	AB1 203/1
506	AB1
507	AB1
508	AB1
509	AB1
510	AB1

What happens if??

- ▶ A voter spoils their ballot paper?
- ▶ A voter has nominated a proxy but the voter arrives before their proxy?
- ▶ A person arrives to vote, the register indicates that the person is a postal voter?
- ▶ A person arrives wanting to vote as an emergency proxy?
- ▶ A person believes they should be on the register but are not listed?
- ▶ A person arrives to vote but the register indicates they have already voted?

The prescribed questions

- ▶ The prescribed questions must be asked:
 - ▶ When a candidate, an election agent or polling agent requests them
 - ▶ Before issuing a tendered ballot paper
- ▶ The prescribed questions should be asked:
 - ▶ When you suspect personation
 - ▶ When a registered elector is clearly under age
 - ▶ When an elector states that their name is not as shown on the register

Postal Votes

- ▶ Electors who are registered to vote can hand their postal vote to any polling station within the Monmouth Constituency. Check the address is for Monmouthshire when accepting a postal vote to make sure it is for us.
- ▶ Returned postal votes must be kept sealed and placed in the black wallet throughout the day
- ▶ Polling stations inspectors will collect postal votes that are handed in to the polling station throughout the day. A form to record the number of postal votes you have given away will be included to record the numbers.
- ▶ Any left over at the close of poll are to be returned to the Count Centre and the wallet sealed with the orange seal
- ▶ Electors marked with an A on the register cannot be given a ballot paper in the polling station. Direct electors to the elections office for a replacement but they must arrive before 5pm on polling day. After 5pm no replacements can be issued, encourage elector to go home and find the original.

Close of Poll

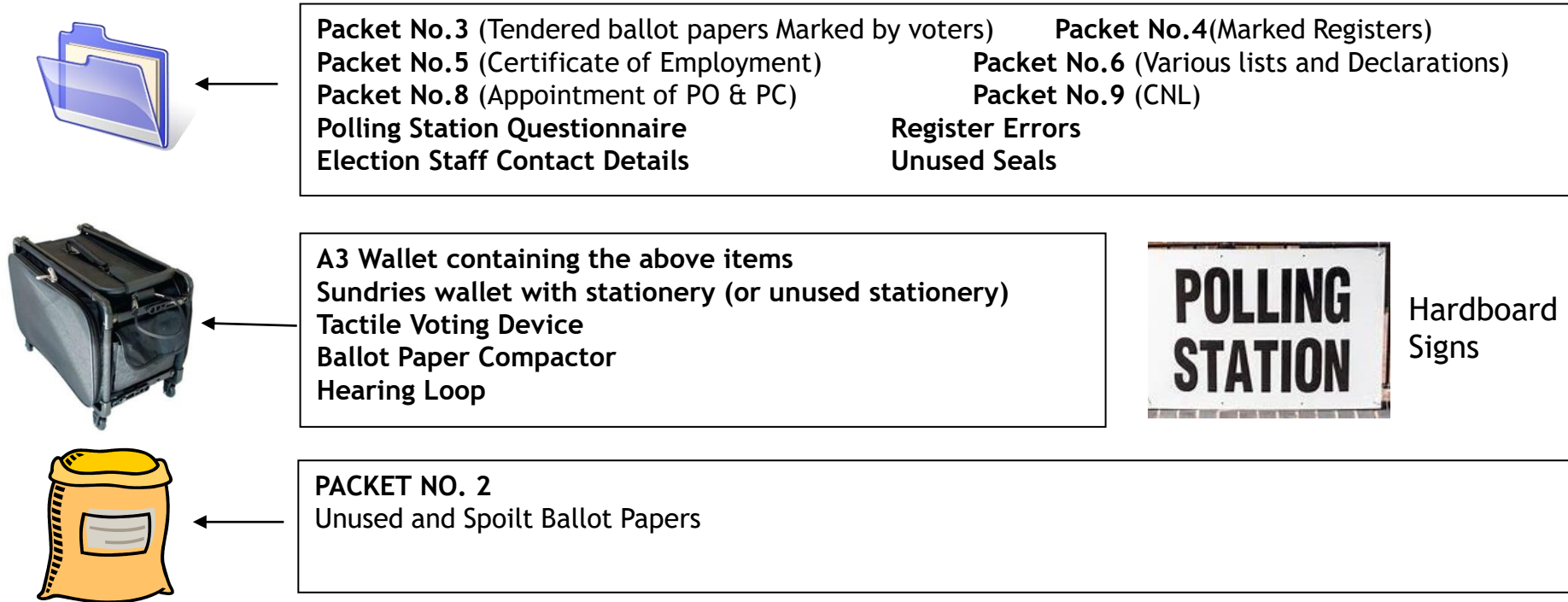
- ▶ Polls close at 10:00pm. After 10:00pm no-one other than candidates and agents are allowed inside the polling station.
- ▶ Any elector who is in a queue for a ballot paper at 10:00pm can be issued with a ballot paper. Presiding Officer must manage any queues or late arrivals to the polling station.
- ▶ Possible solutions include
 - ▶ At 10:00pm, anyone outside the polling station should be brought in with the door closed behind them, anyone left inside should be issued a ballot paper.
 - ▶ Poll Clerk to stand at the end of a queue and turn away any further electors from joining, whilst the presiding officer continues to issue ballot papers to remaining electors
- ▶ Any concerns should be issued to the elections office or polling station inspector

Close of Poll

- ▶ Once the last elector has voted you must seal the ballot box. Candidates and agents are able to observe this to ensure no further papers are included in the box and are able to affix their own seal to the ballot box.
- ▶ Presiding Officer to accurately complete the ballot paper accounts (all three for each election type) and seal in the relevant envelope
- ▶ Follow close of poll instructions when packing away stationery
- ▶ Presiding Officer to familiarise yourself with the arrival procedure at the count centre
- ▶ Any queries with paperwork and where they go should be queried with the elections office or your polling station inspector during the day. Be prepared!
- ▶ Poll clerks assist with clearing polling station away, disposing of signs, rubbish etc.

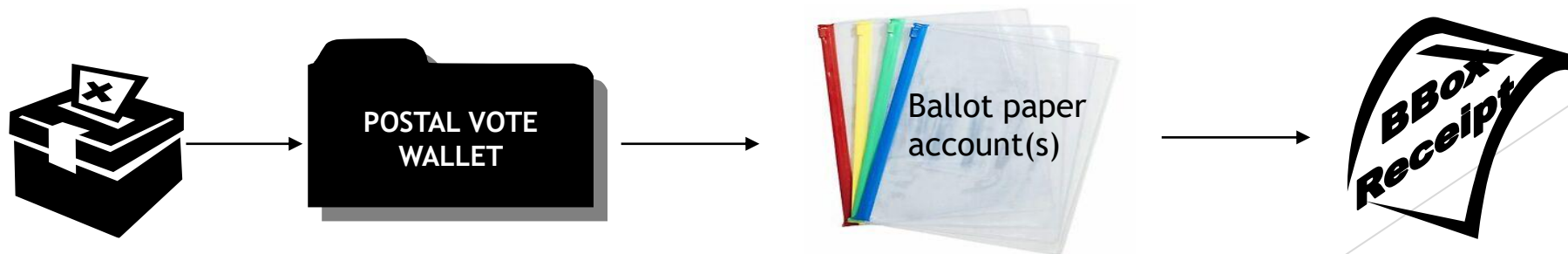
Council Elections 2022- Close of Poll

Table 1



Once you have delivered your equipment to table 1, return to your car and drive to table 2 to deliver the items below.
MAKE SURE YOU HAVE THESE ITEMS SEPARATED BEFORE GIVING YOUR EQUIPMENT TO TABLE 1.

Table 2



Payments

- ▶ All payments will be made in one go covering duties and expenses. All payments made by BACS to the account details you provided on your acceptance letter.
- ▶ Payments will be made on the 31st May 2022.
- ▶ Deadline for mileage forms is Wednesday 18th May 2022. Any received after this date will not be paid.
 - ▶ Return by post to Elections Office, Monmouthshire County Council, The Rhadyr, Usk, NP15 1GA
 - ▶ Email; elections@Monmouthshire.gov.uk
 - ▶ One stop shops can scan and email them to us

Contact Details

Contact	Telephone
Election Office	01633 644212
Presiding Officer Priority Number	01633 644040
Email	elections@ monmouthshire.gov.uk

Inspector	Area	Telephone
Roger Hoggins	Polling Station Inspector – Monmouth/Trellech	07767246138
Deb Hill-Howells	Polling Station Inspector – Abergavenny North	07775851405
Emma Jackson	Polling Station Inspector – Magor & Caldicot	07882400959
Sian Hayward	Polling Station Inspector – Chepstow/Devauden	07971893998 07882400959
Matt Phillips	Polling Station Inspector – Abergavenny South / Llanelly Hill	07977014176 07799760877
Richard Drinkwater	Polling Station Inspector – Usk & Chepstow	07768055283 07971245556

New boundaries and polling stations

- ▶ This election will see new ward boundaries implemented at community and county council level. For you in terms of running the election this has no impact.
- ▶ For electors though, it may mean their polling station has changed from previous elections and come under a new ward than they were previously.
- ▶ All households had a letter in January informing that there were boundary changes and what their polling station and ward will be.
- ▶ Poll cards had new polling stations for all voters as well.
- ▶ No doubt, voters will turn up at the wrong polling station on the day though.
- ▶ We will give you a street index for the whole area and a scheme of polling stations so you can direct voters to the correct venue (ipads will be able to do this for you automatically).
- ▶ If people want more detail on the new boundaries it is available on the Council website.

Questions?

Scenario

What would you do if:

An elector comes in to the polling station and is marked as a 'A' on the register.

- ▶ The elector is registered for a postal vote
- ▶ The elector cannot be issued a ballot paper in the polling station
- ▶ If before 5pm, the elector can obtain a replacement postal vote from County Hall, Usk but must bring photographic ID with them
- ▶ If after 5pm they must be issued with a tendered ballot paper which **must not go in the ballot box**
- ▶ Any queries to be directed to the elections office
- ▶ Even if an elector claimed to have not received all ballot papers for the election with their postal vote, they cannot be issued any in the polling station.

Scenario

What would you do if:

An elector arrives but only wants to vote in the County Council and not the Town or Community Council?

- ▶ If an elector arrives at your station and the register shows they are eligible to vote, they can have both ballot papers
- ▶ Automatically issue both papers to the elector
- ▶ If they don't want to vote in one, put in the ballot box blank and inform them that is their vote and they cannot have another one later in the day

Scenario

What would you do if:

The ballot paper numbers do not run consecutively or you are missing a ballot paper?

- ▶ Continue issuing ballot papers as normal but moving down the CNL to the ballot paper number you have issued
- ▶ Mark the CNL to show that the ballot paper number is missing.
- ▶ Complete ballot paper accounts as usual at close of poll but include a note of how many ballot papers were missing for each type of ballot paper.

Scenario

What would you do if:

A candidate is at my polling station and wont follow my instructions. They claim they are the existing councillor and have a right to be there?

- ▶ All candidates have a right to attend and observe what goes on in the polling station.
- ▶ Existing councillors have no additional privilege to that of any other candidate and all should be treated the same.
- ▶ If any candidate does not follow your instructions you should call your polling station inspector who can assist.
- ▶ Whilst candidates have a right to observe, they should follow your instructions at all times.

Scenario

What would you do if:

A party has put a big flyer up in someone gardens outside the polling station and other candidates are complaining?

- ▶ Need to assess what the vicinity of the polling station is. If it's a school and the school site is closed, then the whole school could be classed as a polling station. If it's a public building then the room itself is just the polling station.
- ▶ Is the sign on private land? Then there is nothing we can do about it provided the candidate/party has the owners permission.
- ▶ If it on a lamp post, public highway etc we can remove but otherwise its out of our control.
- ▶ Same goes for cars in a public car park

Example of Ballot Paper Account

*Use Ballot
Papers
in Order,
Lowest
Number First*

Ballot Paper Account		Polling Station No.					
Police and Crime Commissioner Election for Gwent Voting Area Welsh Assembly Election		1					
Polling Station: Christchurch							
At the close of poll, the boxes marked with arrows (←) must be completed by the Presiding Officer, then the form should be signed and dated.							
Part 1		Ordinary ballot papers					
A	Total received by Presiding Officer (Numbered from 9401 to 10900)	1 4 0 0					
B	Serial number on the back of the next ballot paper to be issued	1	9	6	0	8	←
C	Serial number of the first ballot paper issued on the corresponding number list	1 8 9 0 1					
D	Total ballot papers issued (Deduct C from B)			7	0	7	←
E	How many spoilt ballot papers did you issue replacements for?					5	←
F	Total ballot papers issued and not spoilt (i.e. deduct E from D)			7	0	2	←
G	Total unused ballot papers (Deduct D from A)			6	9	3	←

Any questions?

Ipad / Electronic Registers

Ipad / Electronic Registers

- ▶ What is it?
 - ▶ A way of finding electors automatically and quickly on the electoral roll to know if they are entitled to vote in your station in the same way you would use your paper electoral roll
- ▶ What does it do?
 - ▶ Searches the electoral roll for your polling station to find the elector information
 - ▶ Checks their eligibility to vote and tells you which ballot papers they are entitled to
 - ▶ Automatically completes marking the electoral roll to show someone has voted and the corresponding numbers list

Ipad / Electronic Registers

- ▶ How does it work?
 - ▶ Scan a QR code on the electors poll card to automatically find their details (or use the search if they don't bring it)
 - ▶ Scan a QR code on the reverse of each ballot paper to mark those papers being given to that elector.
- ▶ What do I need to do?
 - ▶ Make sure we have correct mobile phone numbers for you as its used to sign in and have your mobile phone with you
 - ▶ When you collect your ballot box, sign in to the tablet and it will download all the information you need
 - ▶ Ipad run off wifi or 4g data. They work without the connection but limits some of the functionality we can do in the background.
 - ▶ When you contact the polling station, double check the wifi details to connect to the ipad to it.
 - ▶ Make sure the tablet is charged through the day


Ipad stations that need wifi


Box	District(s)	Polling Place	Ipad	Connectivity	Wifi	Elector Count
54	LT4, LT6	Hogs Head, Great Tre-Adam, Llantilio Crossenny, NP7 8TA	1	0	Y	543
68	S1, S3	Earlswood Hall, Earlswood, Shirenewton, NP16 6AW	1	0	Y	264
69	S2, S4	Recreational Hall, Shirenewton, NP16 6RG	1	0	Y	714
6	CA1, CA2, CA3, CA5	Village Hall, Playing Fields, Caerwent	1	2	Y	1443
13	CR1, CR3	Village Hall, Pandy, Abergavenny	1	2	Y	766
24	LB2, U1	Centenary Hall, Maryport Street, Usk, NP15 1AF	1	2	Y	1258
35	LG1, LG3, LG6	Village Hall, Ton Road, Llangybi, NP15 1NP	1	2	N	765
37	LG4, ZA	Village Hall, Ponthir, NP18 1GQ	1	2	Y	1317
39	LG7, U2	Centenary Hall, Maryport Street, Usk, NP15 1AF	1	2	Y	848
66	R1B, R3	Old School, Chepstow Road, Raglan, NP15 2EN	1	2	N	1241

Poll Cards

Poll Card	
Cerdyn Pleidleisio	
Election of County Councillors and Town Councillors Etholiad y Cyngor Sir a Tref Cynghorwyr	
County Council Ward Cyngor Sir Ward	St Kingsmark
Town Council (Town Ward) Cyngor Tref (Tref Ward)	Chepstow Town Council St Kingsmark Cyngor Tref Cas-Gwent St Kingsmark

Voting Information / Gwybodaeth am Bleidleisio	
Polling Day Diwrnod Pleidleisio	Thursday 1 st April 2021 Dydd Iau 1 st Ebrill 2021
Voting Hours Oriau Pleidleisio	7am – 10pm 7yb – 10yh
Your polling station will be: Eich gorsaf bleidleisio fydd:	Leisure Centre Crossway Green Chepstow Monmouthshire NP6 5LX



Delivered by

C9 10002

Your Details / Eich Manylion:
Josephine E Mason
Chestnut Lodge
Mounon Road
Chepstow
NP16 6AA

Royal Mail
We were unable to deliver this item because
☒ addressee gone away ☐ refused
☐ address incomplete ☐ not called for
☐ address inaccessible ☐ no such address
☐ addressee unknown
date 12/3 initials JS
15/04/21 10:02:54

Number on Register: CH3-879
Rhif ar y Gofrestr:

You do not need to take this card with you in order to vote.
Nid oes angen i chi fynd â'r cerdyn hwn gyda chi er mwyn pleidleisio.

Telephone/Rhif: 01633 644212
Email/Ebost: Elections@monmouthshire.gov.uk
Website/Gwefan: www.monmouthshire.gov.uk

Please turn over / Trosodd os gwelwch yn dda

Reverse of the Ballot Paper



MCCSK,0001

Number / Rhif

Election of councillors to Monmouthshire
County Council
Ethol cynghorwyr i Cyngor Sir Fynwy

on Thursday 1 April 2021
ar Ddydd Iau, 01 Ebrill 2021

Ipad / Electronic Registers



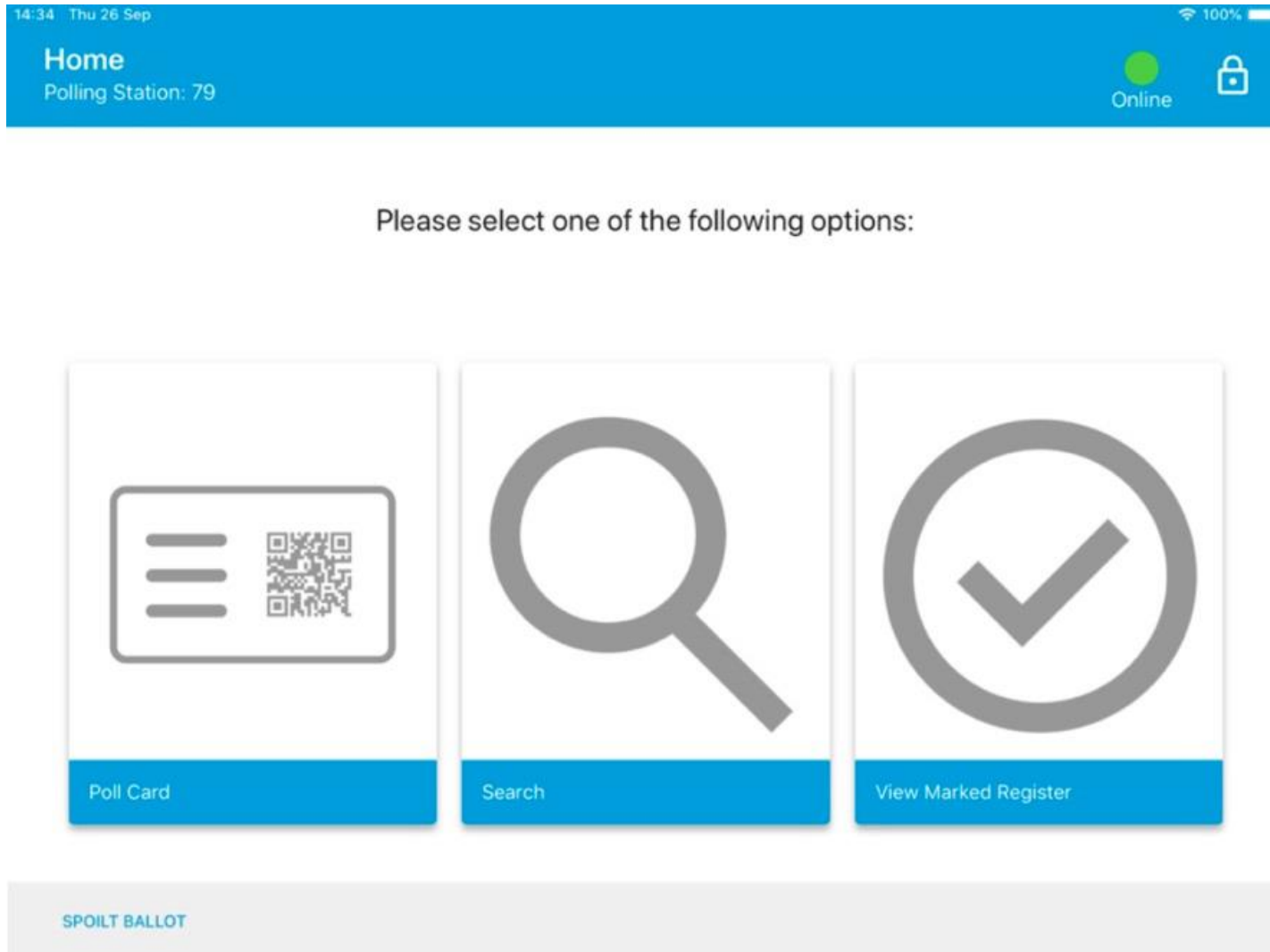
Was previously two apps,
modern polling and Preside.

Everything condensed now
into one Modern Polling app
which all appear on the
homepage of the Ipad

Signing in

- Open the Modern Polling App
 - Tap Log in
 - Enter your mobile number
 - Enter the code your receive on your mobile phone - **Mobile phone signal needed to sign in**
 - Check the overview screen to ensure its showing you your polling station
 - Click Continue and its ready to use
-
- Presiding Officers will sign in when they collect ballot box and be given a simple sign in guide.
 - Consider signing in at home before you leave the house. As long as you don't shut down the laptop or force close the app then it will keep you logged in.

Modern Polling App



Manually populate CNL - Contingency

Confirm Voter's Details

Pollstation: 45

Online

Please check the Voter's details are correct



Number on Register

AE-69



Name

Oprah Terry



Address

69 Station 45 Road, Orthanc, Middle Earth, EV16 1UP

If the ipad fails:

- You will have a paper register to revert back to
- Use the numbers on the CNL to manually mark back through the register
- Contact inspector who will have spare ipads
- Continue with traditional method of marking paper register and CNL

Electoral Area	Cantref Abergavenny (Cantref)
Date of Poll	05/05/2022

Polling Station No	1
Sheet No	1

Ballot Paper White	Elector No.
501	AB1 AE-69
502	AB1
503	AB1
504	AB1
505	AB1
506	AB1
507	AB1
508	AB1
509	AB1
510	AB1

Ballot Paper Green	Elector No.
501	AB1
502	AB1
503	AB1
504	AB1
505	AB1
506	AB1
507	AB1
508	AB1
509	AB1
510	AB1

Close of Poll

- Once all the electors have cast their vote and you are ready to close the polling station click View BPA.
- You will then be shown an overview of the ballot paper accounts for your polling station.
- Check over the figures and that they tally with your ballot paper numbers. Type any comments in the Presiding Officer field that we need to know (missing ballot papers for example)
- Scroll to the bottom of the screen and slide the confirmation button so its blue followed by the Submit button. You can only submit the ballot paper account once at the very end of the day.
- Leave the tablet on, don't switch it off.
- You will still have a paper ballot account(s) to complete as a contingency

The screenshot shows a tablet screen with the title 'Close Polling Station - Confirm BPA'. It displays two columns of data for ballot paper counts. The left column is for 'ORDINARY Ballot Papers (White)' and the right column is for 'TENDERED Ballot Papers (Pink)'. Each column has a header with a serial number (MCCSK0601 and MCCSK1085 respectively) and a description. Below the header, there are four rows of data, each with a large number and a description. At the bottom of each column is a 'Total Spoilt Ballots' row. A 'Notes for Returning Officer' field is at the bottom of the screen. A 'CANCEL' button is visible at the bottom right.

County	ORDINARY Ballot Papers (White)	TENDERED Ballot Papers (Pink)	
Serial First Ballot on CNL	MCCSK0601	Serial on Next Ballot	MCCSK1085
2100	Total Received by Presiding Officer	25	Total Received by Presiding Officer
483	Total Ballot Papers Issued	0	Total Tendered Ballot Papers Marked by a voter and placed by Presiding Officer in the appropriate envelope
483	Total Ballot Papers Issued and Not Spoilt	25	Total Unused Tendered Ballot Papers (to be placed by the Presiding Officer in the appropriate envelope)
1617	Total Unused Ballot Papers	0	Total Spoilt Ballots
0	Total Spoilt Ballots		
Notes for Returning Officer			
CANCEL			

Lessons Learnt

- ▶ Don't rush - this way is still quicker in stations with high electors or multiple registers than the traditional method
- ▶ Split the process up;
 - ▶ One of you deal with scanning the poll card or searching for the elector and then marking the corresponding numbers list
 - ▶ The other can prepare the ballot papers that the elector is entitled to and scan those once the elector details have been recorded
- ▶ The QR code can be scanned from a distance. Electors don't need to lean in close to you.
- ▶ Once their poll card is scanned, tell them to move it away from the camera so that it doesn't read it as the QR code for the ballot paper.
- ▶ Please still complete a paper copy of the ballot paper accounts as you normally would just as a contingency.
- ▶ Electors intrigued but not surprised by the introduction of technology into the voting process

Lessons Learnt

- ▶ Those of you that had Ipads in 2021 and found the workaround - that doesn't work anymore
- ▶ Option now built in to just check and approve the ballot paper number on the ipad without needing to scan the QR Code for the ballot paper (you still need to scan the poll card QR code to get the elector details). Just select QR Code missing on the scan ballot paper screen and you can manually choose the ballot paper number.
- ▶ With one paper, its probably quicker to just scan that one in. With two papers, it might be quicker to manually select though the numbers for both types of ballot papers should be the same throughout.
- ▶ No need to sign out to close the polling station like last year everything completed through one app.
- ▶ Speed of processing improved so should experience less hang ups when moving from elector scan to ballot paper scanning

What if?

- ▶ Don't panic! Ask the question
- ▶ Turn off - and turn it back on and sign in again
- ▶ You can double click the home button and swipe the app off the screen to force close it before opening it again and signing in
- ▶ Manually marking the CNL and having a paper register as a back up allows you to carry on as normal.
- ▶ Contact your inspector straight away, they have spare ipads we can drop off and use to replace the one you have.
 - ▶ Sign in to the new one as normal
 - ▶ Email/call through to elections the elector number order and the first ballot paper number that you issued without an ipad. We can get this updated remotely.
 - ▶ Anything previously scanned will already be marked even when you sign in to the new ipad
 - ▶ If we update it remotely that might be the only time you see a brief lag in using the system