

Candidates & Agents Briefing

Thursday 6 May 2021

Suffolk County Council election
East Suffolk Council District by-election
Town & Parish Council by-elections

BRIEFING TWO

Welcome

The
Electoral
Commission

- Stephen Baker Deputy Returning Officer
- Hilary Slater Monitoring Officer
- Karen Last Electoral Services Manager
- Tim Willis Deputy Electoral Services Manager

Electoral Services Offices

Riverside, 4 Canning Road, Lowestoft NR33 0EQ

&

East Suffolk House, Riduna Park, Station Road,
Melton, Woodbridge IP12 1RT

Briefing Topics

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- Postal Vote Opening
- Polling Day
- The Verification & Count
- Agents
- Contacts

Postal Vote Opening

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Postal Vote Opening Dates

- Commences from **Monday 26 April 2021** at East Suffolk House & Riverside.
- Limited space. Option to call up for daily totals rather than attend.

Date	Time
Monday 26 April 2021	From 9am
Tuesday 27 April 2021	From 9am
Wednesday 28 April 2021	From 9am
Thursday 29 April 2021	From 9am
Friday 30 April 2021	From 9am
Monday 3 May 2021	BANK HOLIDAY
Tuesday 4 May 2021	From 9am
Wednesday 5 May 2021	From 9am
Thursday 6 May 2021	From 9am 10pm – all postal votes received by close of poll will be processed

Sessions may be cancelled or shortened without prior notice depending on the number of postal votes received. Please **call** or **email** elections@eastsoffolk.gov.uk to check that a session will be running.

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Polling Day



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Polling Day

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- Polling stations open from 7am to 10pm
- ESC offices open 6.30am to 10pm for queries or problems relating to the administration of the election
 - for queries relating to election finance issues, contact the Electoral Commission
- Voters in the polling station or in a queue outside the polling station at 10pm can apply for a ballot paper
- Postal votes – can be handed into polling stations or delivered to the elections office until 10pm.
- A person in a queue at a polling station at 10pm waiting to hand in a postal vote can do so after 10pm.

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Polling Day & Count

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Election day : Thursday 6 May 2021

- Polling stations open from 7am to 10pm

ESC	Verification
ALL	Thursday 6 May 10PM, Waterlane Leisure Centre, Lowestoft

	Count
County	Friday 7 May 9.30AM Waterlane Leisure Centre, Lowestoft
District/ Parish	Monday 10 May 9.30AM East Suffolk House & Riverside

The Verification, Count & Agents

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Verification & Count

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- We have made adaptations to the verification and count in light of the public health situation to ensure we are following COVID secure guidelines.
- The anticipated duration of the count is likely to be longer than usual because of the impact of measures to ensure the safety of staff and observers.

Agents

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Count Allocation

Email sent to Election Agents or Candidates stating entitlement to attend. Appointments must be received by **Wednesday 28 April 2021**.

Verification

We are encouraging the Election Agent to attend on behalf of the candidate. Review post **Wednesday 28 April 2021**.

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Count Procedures

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Single Seat Divisions

For these Divisions, ballot papers will be sorted into separate piles for each Candidate prior to counting, ensuring that the elector hasn't voted for more than **one** candidate.

Multi Seat Divisions

For these Divisions, ballot papers will be sorted by combination. Initially, the papers will be sorted into two categories;

- Party block votes – where the elector has voted for candidates from the same party
- Single or Combination votes – where the elector has voted for one candidate only or used multiple votes but has not voted for candidates from the same party

Count Sheets

Count sheets will be used to record the combination and single votes once the block votes have been recorded. Count Assistants will work in pairs and record the votes cast on each ballot paper in the bundle on a count sheet.

Doubtfuls

Either the candidate or agent will be invited to look through doubtful papers.

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Count Timetable - County

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Teams 1 - 2	Teams 3 - 4	Team 5	Team 6	Team 7
Beccles (2)	Felixstowe Coastal (2)	Felixstowe North & Trimley (1)	Aldeburgh & Leiston (1)	Woodbridge (1)
Once completed these will be followed by:				
<p>Gunton (2)</p> <p>Kesgrave & Rushmere St Andrew (2)</p> <p>Blything</p> <p>Bungay</p> <p>Carlford</p> <p>Lowestoft South (2)</p> <p>Oulton (2)</p> <p>Framlingham</p> <p>Halesworth</p> <p>Kessingland & Southwold</p> <p>Pakefield (2)</p> <p>Martlesham</p> <p>Wickham</p> <p>Wilford</p>				

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Count Timetable – District/Parish

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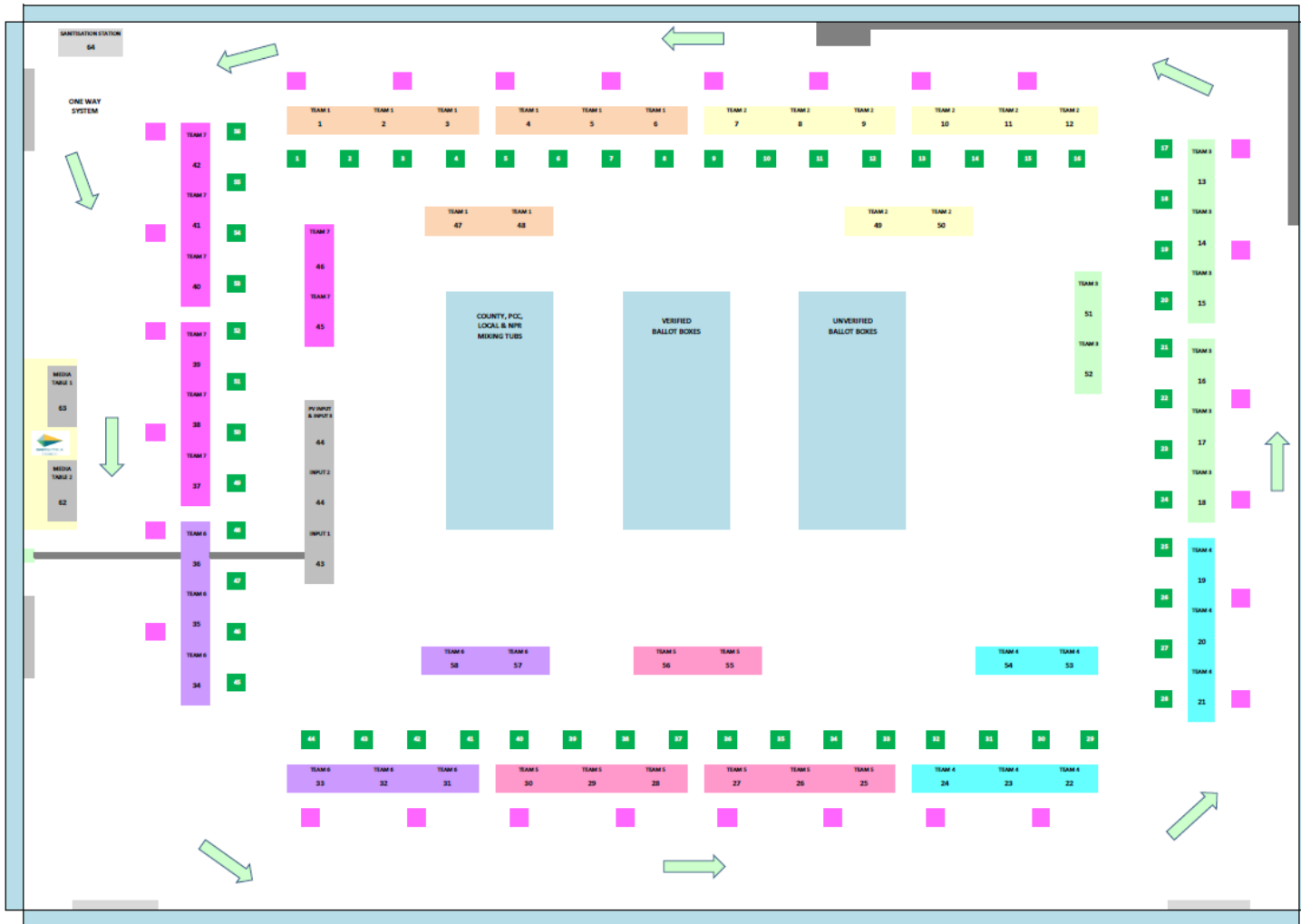
- From **9.30am** at ESH and Riverside

East Suffolk House	Riverside
Framlingham Ward	Beccles & Worlingham Ward
Woodbridge Riverside	Beccles Common
Woodbridge Seckford	Lowestoft Gunton
	Southwold
	Beccles Darby

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Verification & Count Layout

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Verification & Count Guidelines

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Arrangements at Waterlane, Lowestoft

- Face coverings must be worn by all attendees.
- All attendees must adhere to social distancing rules, even if from the same household bubble.
- Lateral Flow Tests encouraged prior to attendance.

Venue Setup & Layout

- There will be a **one way** system in the count hall
- The sanitisation station must be used on entry & exit
- If in the count hall you **must** be in an allocated seat
- Please wipe down the seat before and after use
- Please direct questions to the Table Supervisor or a member of the elections team
- Please wear flat footwear

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Result collation & declaration of the result

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- The **DRO** is responsible for collating the count totals and declaring the result
- Declarations will take place throughout the day and a County Council representative will be present to welcome newly elected Councillors.

Electoral Services

Website:

www.eastsuffolk.gov.uk/elections

Office Contact Details:

Electoral Services

Riverside, 4 Canning Road, Lowestoft NR33 0EQ

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East Suffolk House, Riduna Park, Station Road,
Melton, Woodbridge, IP12 1RT

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