

Polling station inspection

Ward

Inspectors initials

Time of visit

Address

Polling Station No.

PART A. OUTSIDE THE POLLING STATION

1. Polling station sign on lamppost etc...

...or 8' pole to guide you to the main entrance?

Yes No

What needed



2. Is the OUTSIDE banner there?

Yes No

London Mayor & Assembly elections 1 May 2008
Open 7.00am to 10.00pm

Polling Station No.

How to vote
 1 You will be given three ballot papers.
 2 When you are given your ballot papers go to one of the polling booths.
 3 Mark your ballot papers in secret.
 4 When you have voted, **DO NOT FOLD** the ballot papers. Show the Presiding Officer the number and other unique identification marks on the back of the ballot paper, but do not let anyone see your vote. Put the ballot papers face down in the ballot box and leave the polling station.
Warning to voters. It is against the law to:
 - Apply for more than one set of ballot papers*
 - Take a ballot paper out of the polling station
 - Interfere with a voter when they are voting
 - Ask how a voter will or has voted
 - Show a vote to someone else
 - Deface or destroy a ballot paper, or the official mark
 - Take a ballot paper out of the polling station
 - Mark or write on a ballot paper
 - Put any paper in a ballot box, except a ballot paper
 - Put any paper in a ballot box, except a ballot paper
 *except as a formally appointed proxy
 Depending on the offence, the penalties are: a maximum fine of £5,000; or up to two years in prison, an unlimited fine or both.

Secured with tape not pins?

Polling station number on?

Yes No

Correct number?

Yes No

Action needed/taken re: OUTSIDE banner

3. Tellers present OUTSIDE the polling station?

- Conservative
- Labour
- Liberal Democrats
- Others (who?) _____



Is the guidance for tellers notice up, in clear view of tellers?

- Yes
- No

Action taken

Guidance for tellers at polling stations



1. Tellers have no official legal status. They should not be confused with polling agents, whose appointment and duties are prescribed in the Representation of the People Act. Tellers, unlike polling agents, are therefore not among the categories of people who can be admitted to the polling station.
2. Tellers stand outside polling stations as determined by the Presiding Officer and record the electoral number of voters who have voted. By standing outside who have not voted, tellers therefore play a vital and important role in elections, not least through encouraging voting.
3. In order to reduce the risk of voters being intimidated, there should be no more than one teller at a polling place, per each candidate or political party, at any given time. Where a polling place contains more than one polling station with separate entrances it may be appropriate for there to be tellers at each entrance, again no more than one per candidate.
4. Tellers must:
 - (a) always remain outside the polling station
 - (b) only enter the polling station for the lawful purpose of casting their own vote, voting as a group or accompanying a voter with disabilities
 - (c) always comply with the instructions of the (Acting) Returning Officer or Presiding Officer as to their exact location or conduct
5. Tellers must not:
 - (a) be positioned as such that they can see or hear what is going inside the polling station
 - (b) invade or obstruct voters on their way in or out of the polling place/booth
 - (c) demand any information relating to a voter's electoral number, name or address. Voters have the right to refuse to comply with such requests
 - (d) ask voters to re-enter the polling station to ascertain their electoral number
 - (e) have discussions with voters which may give rise to allegations of undue influence (e.g. voting intentions, party affiliations, party campaigns)
 - (f) display any campaign material in support or against any particular political party or individual candidate
6. Tellers may:
 - (a) only approach voters for information as they leave the polling station
 - (b) display a coloured rosette displaying the name of the candidate and/or political party. The rosette should not bear a slogan and must not be oversized.

GUFT 2008, Hammersmith & Fulham Council

4. Access to station

If separate entrance for wheelchair access - is it clearly signed?

- Yes
- No

Action taken

Are steps ramped?

- Yes
- No

Action taken

Are entrances unobstructed?

- Yes
- No

Action taken

PART B. INSIDE THE POLLING STATION

5. Is the INSIDE banner there?

- Yes
- No

Is the pop up banner where voters can easily refer to it?

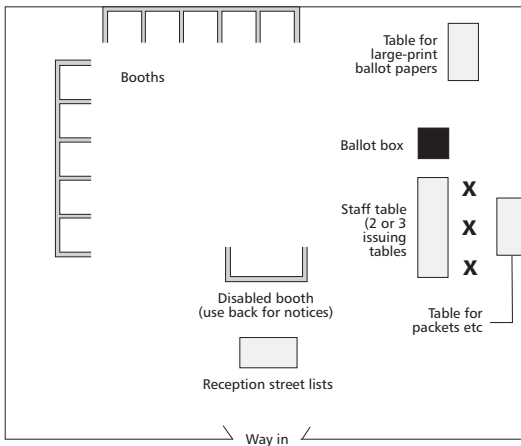
- Yes
- No

Action needed/taken re: INSIDE banner/pop up

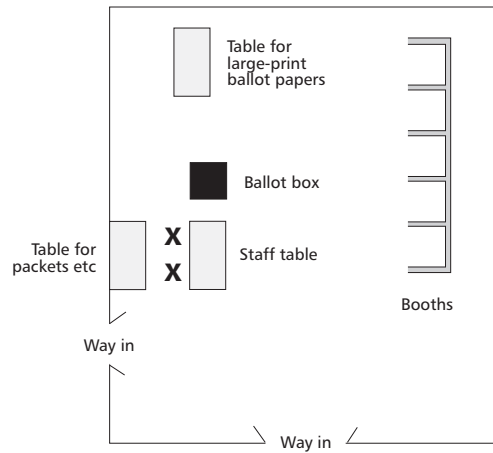
6. Layout

- a. Street lists up? Yes No
- b. If there are TWO issuing tables - are they in one line? Yes No
- c. Is it clear which table voters should to go? Yes No
- d. Are booths/tables arranged to prevent voters leaving with ballot papers? Yes No
- e. Is there clear voter flow (especially in larger stations)? Yes No
- f. Is other signage used sensibly? Yes No

Suggested layout - larger stations



Suggested layout - smaller stations



7. Booths

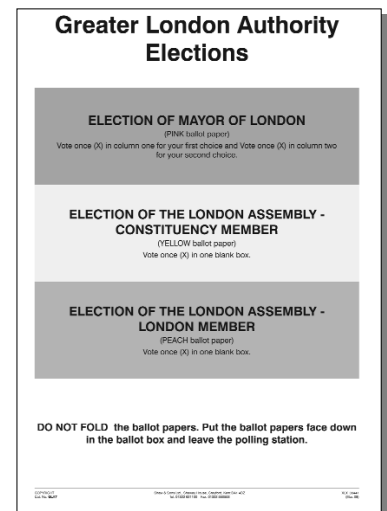
- a. Are all shelves safe? Yes No
- b. Do all booths have pencils? Yes No

Booth notices

- a. In every booth? Yes No

Action taken

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8. Staff

- a. Are all staff present? Yes No
- If no, are Electoral Services aware? Yes No
- b. Are all staff correctly dressed? Yes No
- If no who?

Name badges

- a. Are all staff wearing name badges? Yes No



9. Staff procedures

ALL electors asked to verify name and address?

Yes No

Action taken

Marking the register correctly?

Yes No

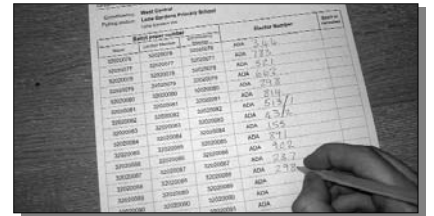
Action taken



Marking CNL correctly?

Yes No

Action taken



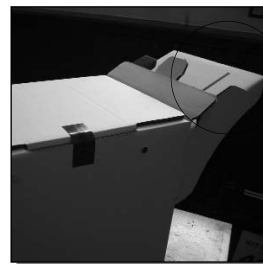
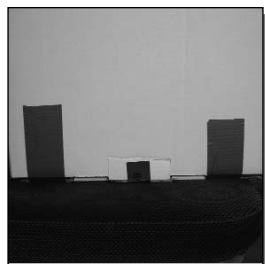
Checking number on all 3 ballot papers?

Yes No

Action taken



10. Ballot box



Is the chute on correctly?

Yes No

Ballot box on a chair?

Yes No

Does box have the correct label?

Yes No

Is the bottom sealed?

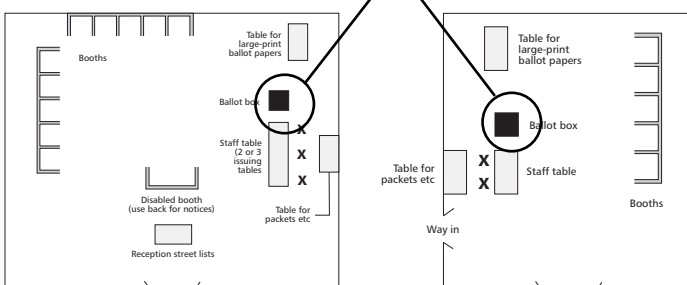
Yes No

Is the top sealed?

Yes No

Action taken

Ballot box correctly positioned under staff control?



Yes No

Action taken

11. Ballot papers & CNLs

Presiding officer is checking papers and CNLs for correct numbering etc before giving to tables?

Yes No

12. Equality of access

Chairs available for voters?

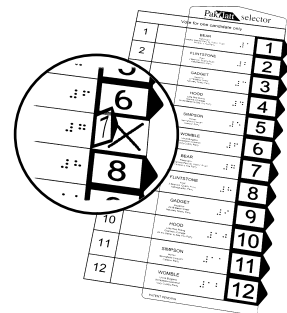
Yes No

Action taken

Template on desk?

Yes No

Action taken



Magnifying card on desk?

Yes No

Action taken

Language line poster in a clear position? Yes No

Action taken



13. Presiding officer's papers

Tidy concertina?

Yes No

Packets all there?

Yes No

Tick missing packets 2 2A 3 4 5 6 7 8 9 10

Have you replaced all the missing packets? Yes No

If no, give packet numbers to be replaced on next visit

14. The count

"Where is your box going at 10pm?"

"Who is taking your box?"

15. Turnout if after 8.00am:

Turnout at 8.00am

(Include BOTH tables in larger stations)

Second visit

Time of visit

Inspector's initials

1. Outside the polling stations

Street signs still up? Yes No

Tellers present? Conservative Labour Liberal Democrats Others (who?)

2. Staff procedures

Marking the register correctly? Yes No

Action taken



Marking CNL correctly? Yes No

Action taken



Checking numbers on all 3 ballot papers? Yes No

Action taken



3. Issues from first visit resolved

Yes No

If no, give details

4. Packets

Written out Yes No

Spoilt 2A being used Yes No

Logbook being used Yes No

5. Ballot paper account

Ballot paper account talk through Presiding officer confident? Yes No

6. Ballot papers & CNLs

Presiding officer is checking papers and CNLs for correct numbering etc before giving to tables?

Yes No

7. Turnout

Last turnout figure in logbook

Time:

Turnout:

Third visit

Time of visit

Inspector's initials

1. Outside the polling stations

Street signs still up? Yes No

Tellers present? Conservative Labour Liberal Democrats Others (who?)

2. Staff procedures

Marking the register correctly? Yes No

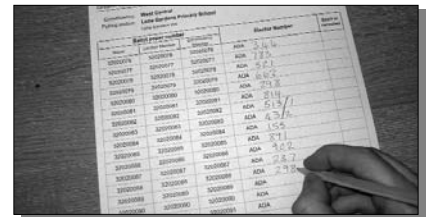
Action taken

Marking CNL correctly? Yes No

Action taken

Checking numbers on all 3 ballot papers? Yes No

Action taken



3. Issues from first/second visit resolved

Yes No

If no, give details

4. Packets

Written out Yes No

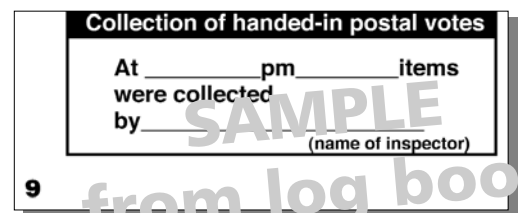
5. Collection of postal votes

- Agree the number of items
- Seal and sign the packet
- Presiding officer to sign the packet

Knows procedure for the rest of handed-ins

i.e. clear labelled bag Yes No

(to be sellotaped to SIDE of ballot box at close of poll)



6. Ballot papers & CNLs

Presiding officer is checking papers and CNLs for correct numbering etc before giving to tables?

Yes No

7. Turnout

Last turnout figure in logbook

Time:

Turnout:

Comments/notes

Please record any major incidents - **call Electoral Services if urgent.**