



**Polling Station No:**

(Presiding Officer to add  
station number)

**London Mayor & Assembly elections – 1 May 2008**

# **Polling Station Log Book**

**This Log Book will not be looked at until AFTER the election.**

**Any urgent notes must be included with the Ballot Paper Account in Packet 7.**

**The purpose of this logbook is to provide valuable information to help us improve service delivery. It should be completed during quieter times of the day.**

**Your main task is the efficient running of the polling station.**

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**Staff signing-in sheet**

Name	Time arrived

**Ballot box shown empty and sealed**

<p>Box sealed at :                      am</p> <p>in the presence of :</p>  <p><b>Name and description</b> (eg staff, teller, voter)</p>	<p>Signature of PO &amp; "witness"</p>
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**Reports on major incidents or problems (eg personal accidents)  
What happened and what action did you take?**

A large, empty rectangular box with a black border, intended for reporting major incidents or problems. The box is currently blank, providing space for the user to describe what happened and what action was taken.

**Reports on major incidents or problems (eg personal accidents)  
What happened and what action did you take?**

**Specific complaints from electors**

(please give name, address, phone number, email if Electoral Services need to respond after polling day)

[Empty box for recording complaints]

<b>Number of general complaints</b>	
<b>How many voters complained about the following? (do five-bar gates <math>\mathbb{H}</math>)</b>	
<b>Did not get an Official Poll Card</b>	
<b>Difficulty in finding polling station</b>	
<b>Presence of party tellers/activists</b>	
<b>Not on register [please give a voter registration form]</b>	
<b>Physical access to polling station</b>	
<b>Others (please specify)</b>	

# Did not receive postal vote

Use this form to record electors who say they never received their postal voting pack.

They can get a new pack by applying **in person** to Electoral Services before 5pm on polling day.

[please give them a replacement application form]

Elector number	Name	Address

# Never asked for a postal or proxy vote

Use this form to record electors who say they never applied for a postal or proxy vote.

They would have had a letter from Electoral Services saying they were on the postal or proxy voters list.

Elector number	Address	Name (PRINT)	Signature

You cannot insist that the elector signs. However, it will help to take forward their complaint if they do sign, as this will allow checks to be made after polling day.

## Handed-in postal votes

Use this form to record anyone who hands in more than 2 postal votes.

This is NOT against the law, but it is good practice to record this in case fraud is going on.

Name and address [or description] of person	Time	Number handed in

### Collection of handed-in postal votes

At \_\_\_\_\_ pm \_\_\_\_\_ items  
 were collected  
 by \_\_\_\_\_  
 (name of inspector)

## **Assistance to voters**

**How many voters in the following categories voted at your station (do five-bar gates III )**

**You record most of this information on official paperwork, but we are not allowed to open the sealed packets after the election.**

**Voter in wheelchair**

**Voter using the "Selector" blind voter's device**

**Disabled voter assisted by companion**

**Disabled voter assisted by you**

**Illiterate voter assisted by you**

**Voter with learning disability assisted by you**

**Voter needing help to understand ballot paper**

**Voter using Language Line translation service**

<b>Turnout of voters by the hour</b>		
<b>Time</b>	<b>In the hour</b>	<b>Running total</b>
7am – 8am		
8 am – 9 am		
9 am – 10 am		
10 am – 11 am		
11 am –12 noon		
12 am – 1 pm		
1pm – 2 pm		
2 pm – 3 pm		
3 pm – 4 pm		
4 pm – 5 pm		
5 pm – 6 pm		
6 pm – 7 pm		
7 pm – 8 pm		
8 pm – 9 pm		
9 pm – 10pm		

This information can be given to candidates and election & polling agents

**UNDER NO CIRCUMSTANCES** should “turnout” be given from ballot paper numbers/counterfoils -- such numbers should **NEVER** be disclosed [see Section 66(3)(c) “Secrecy of the Ballot”]

## Who can you issue a ballot paper to?

### YES

#### Electors with no letters

**G** : European Union elector - (local government elections only)

**K** : European Union elector - (local government and European)

**L** : Member of the House of Lords

**P** : Elector who has appointed a proxy

Young voters who have become 18 before 1May will have NO date in front of their name, because they are now over 18.

### NO

**A** : Postal Voter  
(but you can accept handed-in postal vote items if for your ward)

**F** : Overseas Elector  
(can only vote at parliamentary election, NOT at council election)

**PF** : Overseas elector with proxy vote  
(can only be voted for at parliamentary election, NOT at council election BUT proxy may have their own vote)

~~**02 MAY 2008**~~ : date of 18<sup>TH</sup> birthday after polling day (Too young)

**\*\*\*NAME REMOVED\*\*\*** : Elector no longer registered because of change of address, duplication or death.

**The register is absolutely conclusive as to whether or not a person is eligible to vote**

## Amendment sheet

Use this form for noting errors on the register  
**NO notes must be written on the polling station register.**  
 If possible, ask the person to fill in a Voter Registration Form, and return it in this Log Book.

Elector letters and number	Name and address	Reason for amendment

## Amendment sheet

Use this form for noting errors on the register  
**NO notes must be written on the polling station register.**  
**If possible, ask the person to fill in a Voter Registration Form, and return it in this Log Book.**

Elector letters and number	Name and address	Reason for amendment

# Risk assessment for polling station

The Management of Health and Safety at Work Regulations requires employees to make a suitable and sufficient assessment of workplace risks and risks created by business undertakings which could affect non-employees.

If you identify any potential hazards or risks during the day please make a note of them below, and action taken to rectify.

Please take care when erecting and taking down polling booths and handling heavy ballot boxes.

Risk/ Hazard	Persons at risk	Worst case outcome	Likelihood/ Probability	Action taken





## Visits by police

**Time**

**Constable(s) number(s)**

## **Situation at Close of Poll**

**By law, no ballot paper can be issued after 10pm.**

**Any elector still in a queue without a ballot paper at 10pm CANNOT vote.**

**Please report on the situation at close of poll:**

**Were there any electors in the polling station at 10pm who were NOT issued with a ballot paper?**

**YES or NO?**

**If YES, give elector number and name of any electors who did not receive a ballot paper?**

**What actions did you take to reduce the queue?**

**Other comments**