## Set-up arrangements prior to opening of Poll

1 The primary items you need to set up are...

- **The ballot box**
- **The Register**
- **The Corresponding Numbers List (CNL)**
- **The ballot papers**

All the other items require to be set up when the above items have been attended to.
- Collect your trolley case and ballot box
- Check the Polling Station number is already fixed to the front of your table
- Check the boxes are empty and fit the lids securely (Only seal just before 7am)
- Check you have the correct labels for the ballot box
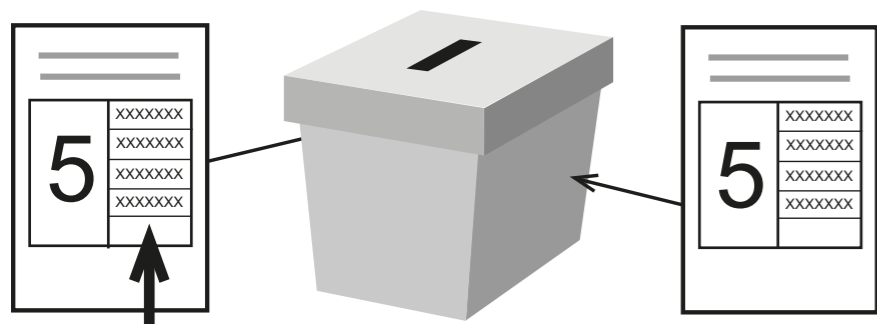
- Record the cable tie numbers including the one for sealing the slot
- Slide into the sleeves front and back of each box
- Place the box with pencils at the entrance for voters to help themselves. If one station place at a safe distance from polling staff
- Place the other box for discarded pencils near to the exit
- PO1s have been provided with a larger bottle of sanitiser which should be placed at the entrance. Schools will already have this in place

2 Check the Register cover details and Ballot Paper numbering

- Check the numbers on the bundled ballot papers correspond with the numbers on the Ballot Paper front sheet, the printed sheet on front of the Register and the Quick Start Checklist.
- Also check the Ballot paper numbers against the CNL.
- Open the Unused Tendered ballot papers envelope and check the numbering against the Register cover. The Tendered (pink) books should be placed back in the original envelope and put back into the Count Wallet. You are unlikely to use these.

3 Lay out the basic paperwork

Set out the table in a manner similar to the drawing. The items coloured green are the principal items. Lay out the following items first.
- Register, ruler and pen for the Polling Clerk
- Corresponding Numbers List (CNL), pen, and the **first** Ballot Books for the Presiding Officer

Entry to Polling Place notice PO1 only (for writing up voting percentages)

'No Photography' notice

Large format Ballot Paper sample

4 Polling Booth Notice

- Information for Voters Notice (already in place)

5 Other Notices for display in the Polling Station

- Guidance for Voters notice
- No photography notice
- Large format sample ballot papers
- Entry to Polling Place notice (where voting percentages are written up during the day. This notice should be displayed inside Polling Station as near to the door as possible, and updated by PO1 at relevant times
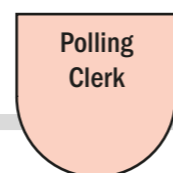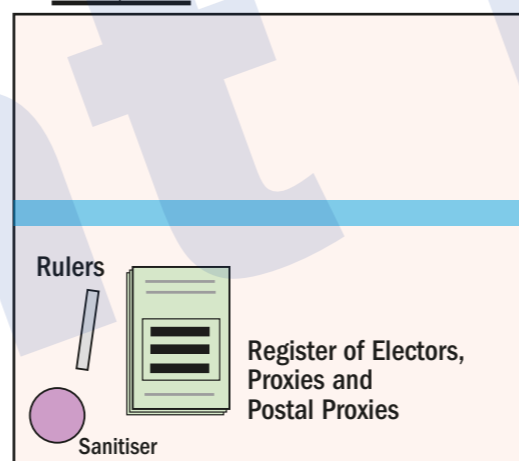
6 Other items to be immediately to hand

- Quick Guide booklet
- Large format hand-held ballot papers
- Compactor (side zip of trolley case)
- Master Register **(PO1 only)**
- Banner Information **(PO1 only)**
- Guidance for Voters Language booklet **(PO1 only)**
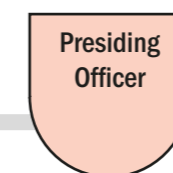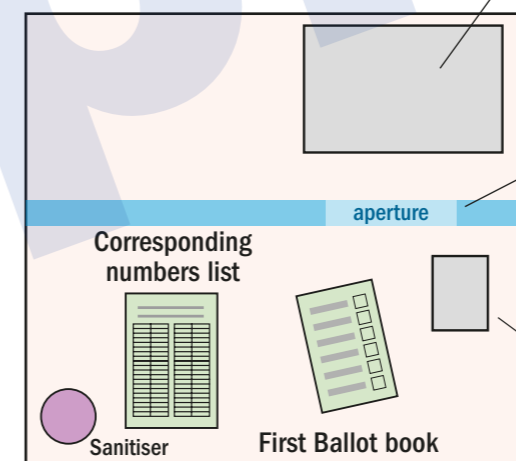- Braille device **(PO1 only)**

Voting Procedure

- **Remember to seal the ballot box just before 7am.**
- Familiarise yourself with every aspect of the Register.
- When a voter comes in the Polling Clerk should ask them to read their name and address, polling district and elector number from their poll card. **Please don't take the poll card from the voter on this occasion – instead the voter should retain their poll card.** Note: you have been given two A4 brown confidential waste envelopes if voters insist on leaving their poll card.
- Call out the voter's Name, Elector Number (and polling district reference if it is not pre-printed on the CNL) to the Presiding Officer.
- The Presiding Officer should repeat the Elector Number back then write it against the next number in the CNL which **must** correspond with the next Ballot Papers you issue.
- Check the official mark and barcode are present on each ballot paper before folding and handing over the papers. These marks should be shown to the Presiding Officer before the Ballot Papers are put in the Ballot Boxes.

Polling Booths

not in use

not in use

Information for Voters notice

Polling Station number already set up on front of table

Large format hand-held ballot paper sample

Screen (with aperture for Presiding Officer)

Ballot box

aperture

1 metres away

Rulers

Register of Electors, Proxies and Postal Proxies

Sanitiser

Corresponding numbers list

Sanitiser

First Ballot book

Quick guide

Typical desk arrangement for Polling Station

Polling Clerk

Presiding Officer

Trolley case containing other paperwork envelopes and ballot books

Green colour denotes primary items for commencing Poll

Contents of count wallet

1. Postal ballot papers envelope (2)

Station 1 only
• Any remaining postal votes not previously collected

2. Ballot paper account envelope

White and yellow copies of ballot paper accounts only

3. CNL corresponding number list envelope

Write next ballot paper number on envelope

4. Marked registers envelope

Include other 'notices' (if issued to you) for corrections of the register

5. Spoilt and untaken ballot papers envelope

CANCELLED

6. Used tendered ballot papers envelope

7. Unused tendered ballot papers envelope

8. Book of forms envelope

9. Certificates of employment envelope

Unused ballot paper parcel

Unused ballot paper parcel should be stacked as follows:

1 Unused ballot paper parcel checklist

2 Pink copy of the ballot paper account

3 Part used ordinary (white) book of ballot papers

4 Unused ordinary (white) books of ballot papers

Parcel all together with elastic bands

Contents of the blue bag

Stationery wallet
To contain
• Blue tack, drawing pins, sellotape

Other items to go directly into blue bag
• Quick start kit wallet
• Spare cable ties
• Helpline cards
• Pens, rulers
• No photography notice
• Name badges
• Brown confidential waste envelope
• Polling day information poly pocket

Blue polling day bag

Polling day records/ information booklet

PO1 wallet **Station 1 only**
• PO1 checklist
• Statement of PVs (postal votes) collected from places
• Master register
• Braille device
• Entry to polling place notice

Contents of clear recycling sack

Place in sack before 10pm
• Quick start kit front sheet
• Quick start kit checklist/ guide to sealing ballot boxes/ booth instructions
• Polling day contents list
• Stubs from used ballot books (not the part used book)
• Front cover for ballot papers
• Polling place layout plan (PO1 only)
• Spare blank Corresponding Numbers List (PO1 only)
• Extract from polling scheme (PO1 only)
• Uplift route information (PO1 only)

Place in sack at Close of Poll
• Quick guide booklet
• Large print ballot paper samples (hand held and display)
• Information for voters notice (from polling booths)
• Guidance for voters notice (from polling station)
• Start of poll and close of poll pictorial guides
• Banner (street) information (PO1 only)
• Language booklet (PO1 only)

What you have at the end of the day

Count wallet

One ballot box

Used and unused pencils in bottom of trolley

Trolley case

Other items
• **Sanitiser** – take it home with you
• **Signage (eg. polling station number, cardboard signage)** – return to janitor/caretaker/keyholder for putting into their signage pack. Could PO at Station 1 mention the signage pack will be picked up with the polling booth etc by the council's logistics team