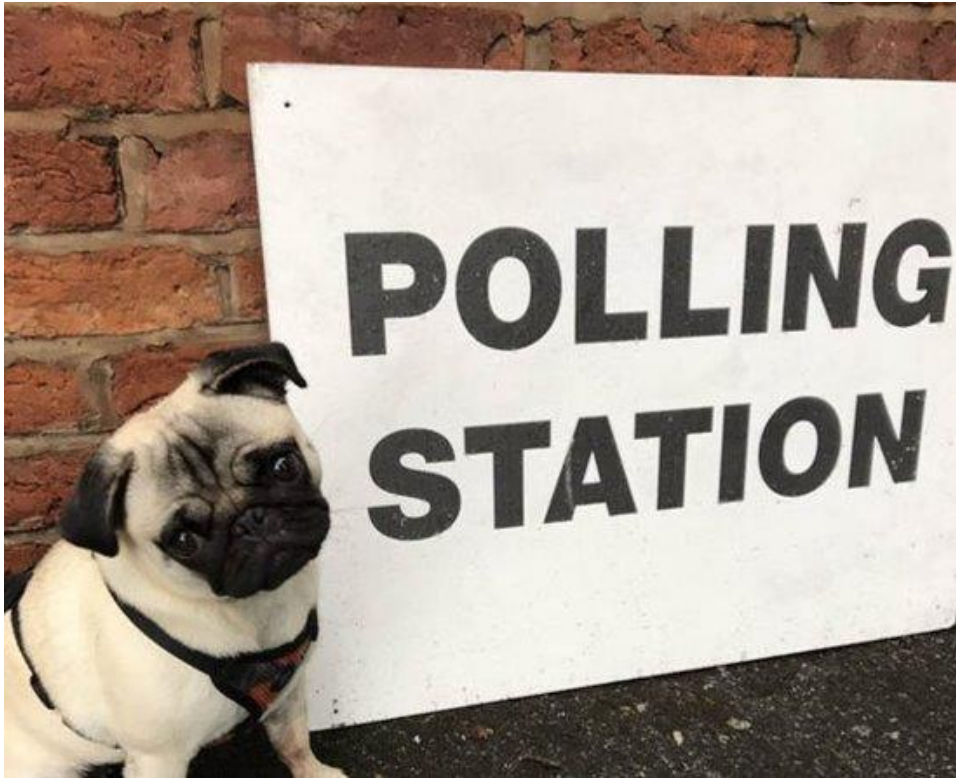


Coventry Decides

Polling Station Inspector Briefing



- Introduction
- The Team
- What can you expect on Polling Day?
- Roles and responsibilities
- Voter ID
- Postal Vote handling
- Key Issues
- Using the MEA Portal



The Team



- Julie Newman – Returning Officer
- Liz – Head of Electoral Services/Deputy RO
- Martyn – Deputy Electoral Services Manager
- Leanne & Hannah – Electoral Services Officers
- Jack & Lauren – Electoral Services Support Officers
- Graham – Electoral Services Project Support



7 May 2026



- Local elections for all 18 wards
- White ballot papers
- 3 seats up in each ward
- “Vote for **no more than 3** candidates...”
- Electors can vote for 1,2 or 3 candidates



Changes



- New polling stations
- Increasing participation work
- New notices
- Elector questionnaires



How it is going to work

- Office based Inspectors will look after a team of PSI's each
- PO's will contact PSI's with all issues except elector queries
- PSI's to report issues to Office Inspectors so that we can establish any key themes
- Office Inspectors will allocate ad hoc calls to PSI's



Your role

- Ensure all stations are open at 7am –Monitor PSM chase
- Visit your polling stations a minimum of four times
- You are expected to remain in your area for the day
- Check layout/access/notices
- Check PO and PC understands duties
- Postal Votes CITY
- Your contact details
- You are the vital support to Presiding Officers
- You will have similar venues as last year but staff may have changed
- All polling station staff will have completed the same online training as you

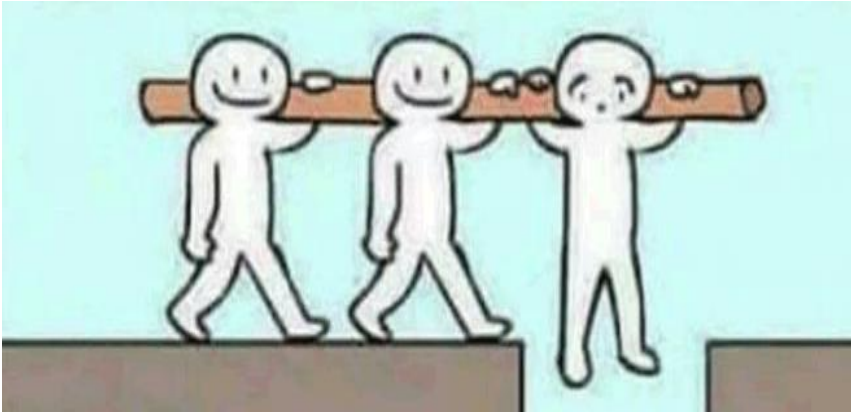


Your role

- Respond to problems at stations
- Accidents
- Personation
- Check PO clear about close of poll especially paperwork & drop-off
- Evening – collect postal votes
- Fill in your checklists for each PS!
- Attend allocated station at close of poll
- Monitor PSM at close of poll



Roles and responsibilities



Polling Station Inspectors – First point of contact

- Available to answer queries from 6.15am – 11.30pm
- Visit stations quickly should an issue arise
- Monitor stations through the day, min 5 visits
- Deal with issues arising from accidents or incidents
- Station checks and collection of postal votes
- Raise serious concerns with ES Office

Presiding Officers

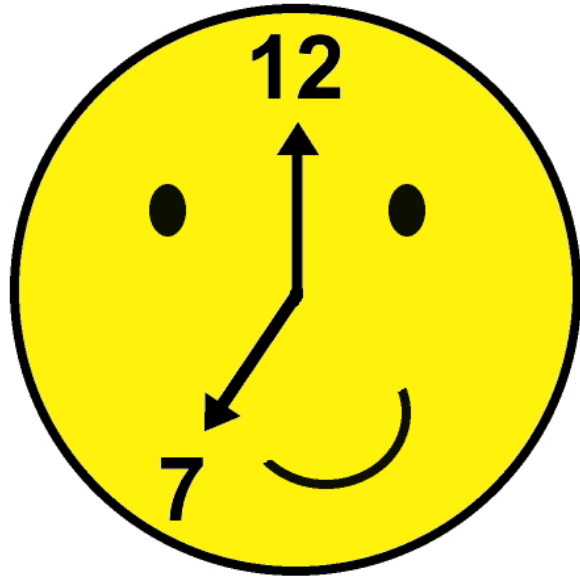
- Checking arrangements for polling day
- Manage station and poll clerks
- Specific duties eg deciding to refuse the issue of a ballot paper, paperwork etc
- Respond to concerns from electors

Poll Clerks

- Support the PO
- Greet electors and visitors
- Issue ballot papers



Open of Poll



- Check in with all venues to ensure that PO has arrived and has access
- Equipment is erected
- Ballot papers are in the right order
- Signage outside and inside the venue
- Signage inside polling booths
- Ballot box sealed at 7am
- Pay particular care to those who are highlighted as new PO's or new locations



Polling Stations



- Use layout provided by the ES team
- Voter ID pods
- Ballot box on chair on route to exit
- Split stations – 2 tables operating
- Meet and Greet Voter where sufficient staff, must be inside
 - Check if have ID
 - Accessibility awareness
- Ensure that checks have been carried out in relation to slip, trip and fall hazards
- Help resolve any issues



Customer Care



Customer Service Standards

- Professional
- Helpful and approachable
- If in doubt about the conduct of any staff, contact office

Enable electors to vote

- Ensure that staff know how to check the register and where to get more info if an elector attends but isn't on the register
- Ensure they understand the Postal vote status
- Ensure they are aware they do not turn anyone away without speaking to you or ES office

Accessibility considerations – access for all

- Ensure the station is physically accessible
- Ensure equipment is out on display
- Highlight issues with polling station staff and address if required



Ensuring access for all voters



Staff should be aware of the below:

- speak directly to a disabled voter, not their companion
- think about what help disabled people and their supporters need.
- voting – by making a cross in a specific location on a piece of paper – is principally a visual exercise
- make sure the large-print version of the ballot paper is displayed in a well-lit area
- make sure the enlarged sample ballot paper, tactile voting device and magnifier are available to voters
- offer partially sighted or blind voters the enlarged sample ballot paper as a guide
- make sure you know how to use the tactile voting device and that it is cleaned after use
- the experience of someone with sight loss when they vote in a polling station – [RNIB video](#)



Voter ID Checks

- all electors are required to show an accepted form of photographic ID in order to receive a ballot
- the image on the photographic ID must have a good likeness of the elector and be genuine
- electors may present an accepted form of photographic ID, on which the name varies from the name of the elector on the register of electors
- some electors may request for their ID to be checked in private, ensure staff are using the Voter ID booth
- If an elector is concerned about removing a face mask they can go outside with the polling station staff
- expired documents can be accepted as long as the photo still has a good likeness of the elector



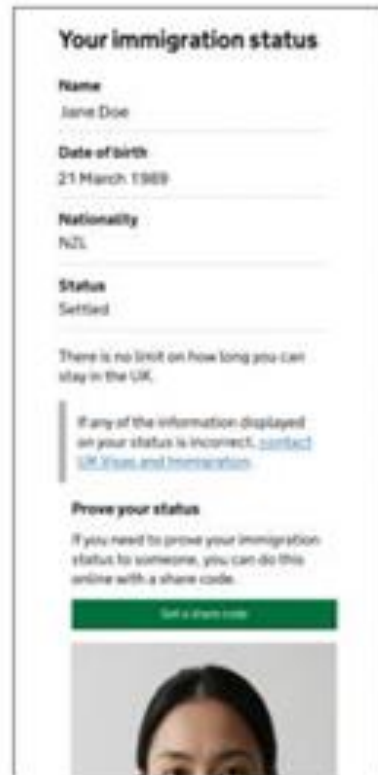
Accepted ID



- a passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state, or a Commonwealth country (including an Irish Passport Card)
- a driving licence issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state
- a biometric immigration document
- an identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- a Ministry of Defence Form 90 (Defence Identity Card)
- a Ministry of Defence Form 100 (veteran's card)
- a Blue Badge
- a national identity card issued by an EEA state
- an Older Person's Bus Pass
- a Disabled Person's Bus Pass
- an Oyster 60+ Card
- a Freedom Pass
- a National Entitlement Card issued in Scotland
- a 60 and Over Welsh Concessionary Travel Card issued in Wales
- a Disabled Person's Welsh Concessionary Travel Card issued in Wales
- a Senior SmartPass issued in Northern Ireland
- a Registered Blind SmartPass or Blind Person's SmartPass issued in Northern Ireland
- a War Disablement SmartPass issued in Northern Ireland
- a 60+ SmartPass issued in Northern Ireland
- a Half Fare SmartPass issued in Northern Ireland
- an Electoral Identity Card issued in Northern Ireland
- a Voter Authority Certificate
- an Elector's Document issued to an anonymous elector



Accepting digital ID



- Veterans' cards and biometric immigration documents (eVisas) are now issued digitally.
- These are the only forms of ID you can accept as digital copies



Voter Authority Certificate (VAC)

Temporary Authority Certificate



Voter Authority Certificate



Name
AB Sample Name

Issued by the Electoral Registration Officer
appointed by
issuingAuthorityEn

Date of issue
2022-12-22

Recommended renewal date
2032-12-22

Certificate number
XXXXXXXXXXXXXXXXXXXX

This certificate can only be used by the named person.
For more information, contact:

AB eroNameEn
AB eroDeliveryPropertyEn
AB eroDeliveryStreetEn
AB eroDeliveryLocalityEn
AB eroDeliveryTownEn
AB eroDeliveryAreaEn
AB eroDeliveryPostcodeEn

AB eroPhoneNumberEn
AB eroEmailAddressEn
AB eroWebsiteEn

A 00000001

Temporary Voter Authority Certificate



Name
Albert Brian Sample

Issued by the Electoral Registration Officer
appointed by
Hartlepool Borough Council

Date of issue
16/01/2023

Valid on
16/01/2033

Electoral Registration Officer's signature

Certificate number
DEZPJX3AZY1ZA9DR001

This certificate can only be used by the named person.
For more information, contact your local electoral registration office.



Marking the register

Ask elector to confirm their name and address – locate them on the register



Ask to see their Voter ID – check it is valid and looks like them



Mark the electoral register and check VIDEF*



Who is eligible to vote at the polling station?



Who can vote at the polling station? p 17

Letters next to an elector's entry on the register determine whether or not they are entitled to vote in the election. Only the following electors **can** be given ballot papers in the polling station:

Letters	Who
No letters	Ordinary electors
No letters + N	Anonymously registered electors
Date on or before polling day	Electors who will turn 18 years of age on or before polling day (unless they also have an A , or F next to their name)
B or B+N	Certain citizens of EU member states
L or L+N	Peers

Who cannot vote at the polling station? p 17

The following electors **must not** be given a ballot paper in the polling station:

Letters	Who
Date after polling day	Electors who will not be 18 years of age until after polling day
A or A+N	Postal voters
F or F+N	Overseas electors



Register of electors

Coventry City Council			Station No. 1		
Register of Electors - BA Binley & Willenhall - Ba					
City Council Elections 07-May-2026(BA-1 / BA-1111)					
Alvin Close			Bakewell Close (cont)		
1	Byrne, Zoe D	1	39	Miles, Lauren L	11
2	Harney, Ryan M	1	40	Miles, Samantha S	11
3	A Egan, John	2	41	Armstrong, Nicholas	12
4	A Egan, Pam	2	42	Dixon, Stewart V	13
5	Louis, Penny J	3	43	Watts, Caitlin M R	14
6	Abbott-Jones, Amanda	4	44	Watts, Joshua B R	14
7	Abbott-Jones, Ciara L	4	45	Watts, Mark	14
7/1	Holles, Keeley J	5	46	Harness, Carol E	15
8	Fraser, Sam M	6	47	Jones, Callum	18
9	Woodhead, Ward A D	6	48	Jones, Jodie M	18
10	Mayer, Kimberley R	7	49	Jones, William M	18
11	Merriman, Alan P	7	50	Sumnall, Lindsay C	19
12	Bradbury, Peter	8	51	Sumnall, Rylee P	19
13	Lismore, Paul	9	52	A Daly, Marie	20
14	Lismore, Zoey	9	53	B Gakou, Niouma	21
15	Dowse, Margaret	10	54	Pearson, Baxter	22
16	Taylor, Faye	11	55	Gray, Jake A	23
17	Taylor, Madison D	11	56	Elector deleted	23
18	Plummer, Jamie	12	57	Gray, Susan J	23
19	Waring, Kirsty L	12	58	Harriman, Lucie J	24
			59	Alobwede, Odette Senge	25
			60	Ewane, Jerry Epie	25
			61	Winter, Lauren	27
			62	Thornley, Leah D	28
			63	Yerou, Ryan A	28
Bakewell Close			Binley Road		
20	A Atkin, Gillian M	4	64	McAllister, Kirsty	566
21	Elector deleted	2	65	McAllister, Leigh J	566
21/1	Walsh, Courtney E	2	66	Neill, Dolores B M	564
21/2	Todd, Martyn P	2	67	Mulqueen, Lisa J	562
22	B Sadowska, Gizela B	3	68	Mulqueen, Tia A K	562
23	B Sadowski, Marcin	3	69	Shergill, Amandeep K	560
24	Rickhuss, John	4	70	Sheraill, Jasvir S	560
25	Rickhuss, Margaret G	4			
26	Walsh, Georgia L	5			
27	Walsh, Karen L	5			
28	Tubman, Charlotte	6			
29	Millham, Andrea E	7			



Example Corresponding Number List (CNL)

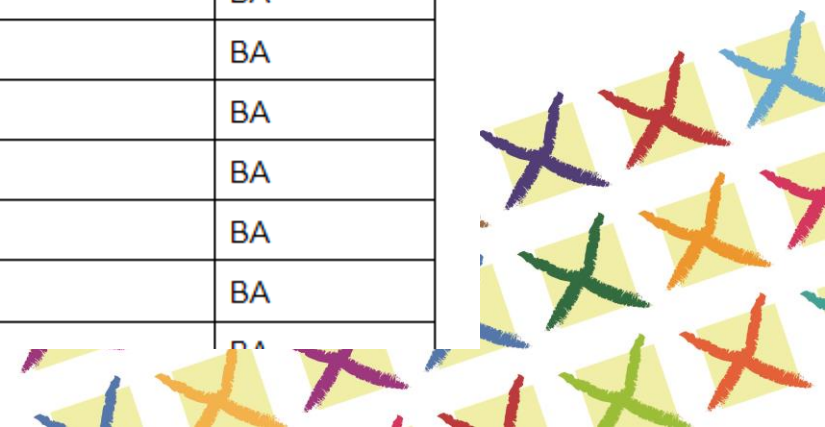
Corresponding Numbers List

Electoral Area	<u>Binley</u> and <u>Willenhall</u>
Date of Poll	07/05/2026

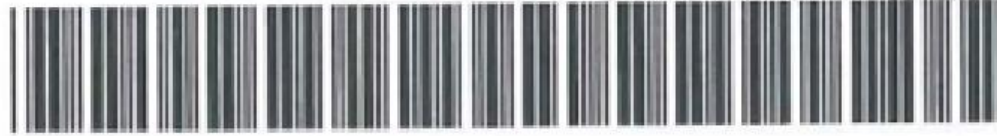
Polling Station No	1
Sheet No	1

Ballot Paper White	Elector No.
BIN5000001	BA - 64
BIN5000002	BA
BIN5000003	BA
BIN5000004	BA
BIN5000005	BA
BIN5000006	BA
BIN5000007	BA
BIN5000008	BA
BIN5000009	BA
BIN5000010	BA
BIN5000011	BA
BIN5000012	BA
BIN5000013	BA
BIN5000014	BA
BIN5000015	BA

Ballot Paper White	Elector No.
BIN5000026	BA
BIN5000027	BA
BIN5000028	BA
BIN5000029	BA
BIN5000030	BA
BIN5000031	BA
BIN5000032	BA
BIN5000033	BA
BIN5000034	BA
BIN5000035	BA
BIN5000036	BA
BIN5000037	BA
BIN5000038	BA
BIN5000039	BA
BIN5000040	BA



What to check for on the back of the ballot paper



No. BIN5000001
02001BIN5000001

Election for the Binley and Willenhall Ward
of Coventry City Council
on Thursday 7 May 2026



Voter ID Evaluation Form notes sheet

Voter identification evaluation notes sheet

Packet 10

Polling Station 118 : Ravensdale Primary School

Note: pages 1, 2 and 3 are for recording data as you go along; page 5 is a one-page final summary which also includes data from the ballot paper refusal list.

Note: The section numbers match the sections on the final summary sheet.

Tally sheet (Copy totals to page 5 summary sheet at the end)

1. Electoral identity document information How many voters produced each of these identification documents	Use this column to record (keep a running tally using the bar gate method <i> </i>):	TOTAL At close of poll add up the tallies for 1a, 1b and 2 separately and record the Total for each or enter '0' if there are none)
1a – A Voter Authority Certificate (VAC)		
1b – An Anonymous Elector's Document		
2. Privacy requests How many voters asked to use privacy screen/private area		

3. Unable to issue a ballot paper

Use this section to record the information about people who were not issued with a ballot paper because:

- they produced a document that was not an accepted identification document; or
- they were unable to produce any form of identification at all

You must also record if the person came back later and was issued with a ballot paper
We are not collecting the reasons why they were turned away.

3a: Elector number (or name and address for person appointed as a proxy). Include any elector that either could not produce any ID or could not provide an accepted identification document. <i>E.g. Proxy Name & Proxy Address</i>	3b: Tick if returned and were issued with a ballot paper
<i>E.g. 9XYZ-789/1</i>	☒

Ballot Paper Refusal List

Ballot Paper Refusal List

Guidance

You should only record a refusal to issue a ballot paper on this list when an elector or proxy presents one of the required forms of identification, but **either**:

1. You are not satisfied the identification is of who they claim to be ([e.g.](#) the photo was not a good likeness); **or**
2. You believe the document is a forgery; **or**
3. The elector or proxy was asked the statutory questions and did not answer as required.

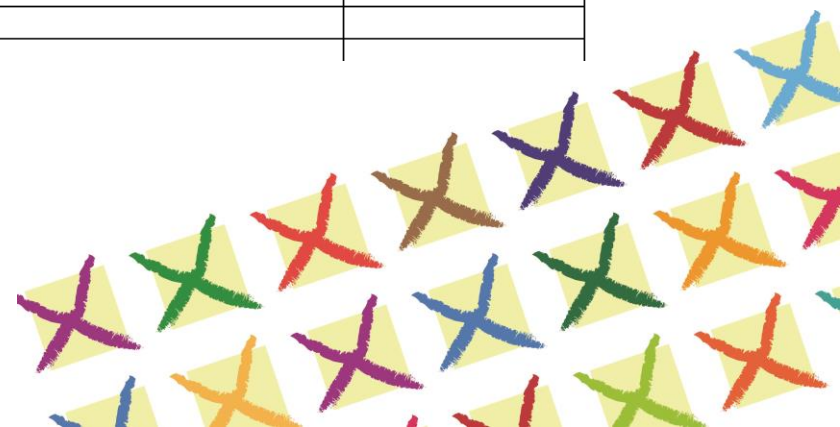
Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

If an elector or proxy is initially refused for reason one or two above, but then produces an accepted document before leaving the desk and is issued a ballot paper – you do not need to record their details on this form.

If you refuse to issue a ballot paper to an elector or proxy **for any other reason** (e.g., they did not bring any identification or do not have one of the required forms of identification) - **DO NOT record this on this form. These instances should be recorded on the on the separate Voter Identification Evaluation Form**

An elector or proxy can only be refused for one reason at a time but can be refused more than once if they return and attempt to vote again. **If you refuse an elector or proxy more than once, mark each reason for refusal in order on the same row for that elector or proxy.**

Elector's electoral number <i>OR</i> If a proxy attempted to vote on behalf of an elector, the proxy's <u>name</u> and address	Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than once 1. You are not satisfied the identification is of who they claimed to be 2. You believe the document is a forgery 3. The elector or proxy was asked the statutory questions, and did not answer as required	Tick if elector or proxy later returned and was issued a ballot paper



Secrecy of the vote



- you have a duty to make sure voters go to polling booths individually so that their right to a secret vote is protected
- no other person is allowed to accompany a voter to a polling booth unless a voter who is disabled or unable to read has requested assistance to vote



Secrecy of the vote – power to order removal



- if you observe someone attempting to accompany a voter in the voting booth who is not their appointed companion, then you must approach them and ask them not to do so
- if they fail to comply with this request the presiding officer can order them not to do so
- if someone fails to comply with this order the presiding officer has the power to order their removal from the polling station



Tendered Ballot Papers - Pink

- PO's MUST seek advice from the ES team before using a tendered ballot paper!!!!
- Envelopes have a seal over them this year to try and prevent their accidental use
- Staff should be asked to review the EC Guidance in the handbook at Appendix 5b

Appendix 5b
Tendered ballot papers

Circumstances in which to issue
tendered ballot papers
Please read these instructions carefully before
issuing any tendered ballot papers.



Postal votes being handed in at polling stations

- voters can hand in their postal votes at any polling station in their **Ward** (the pack will have the ward on it).
- a postal vote return form must be completed every time postal votes are handed in.
- if the form is not completed in full, you must reject the postal vote(s)
- returned postal ballot packs must be stored in the correct **green** or **red** wallet
- postal votes will be collected during the day. Any not collected will be returned with the ballot box at close of poll



Who can hand in postal votes at the polling station

An individual can hand in:

- their own postal vote
- as well as postal votes for up to five other people
- political campaigners can only hand in:
 - their own postal vote
 - and up to five others who are either a close relative or someone for whom they provide regular care

Anyone handing in postal votes must complete a postal vote return form



Filling in the postal vote handling form

For staff use only: Date and Time: _____ Location: _____	
Postal vote return form	
Please read the information on page 2 before completing this form. Your postal vote (s) will be rejected if you do not complete this form in full.	
Section 1	
1. Are you handing in your own postal vote?	Yes/No
2. Are you handing in the postal votes of other electors? (if 'No' go to question 3)	Yes/No
a. If 'Yes', how many other electors? (max. per poll is 5 plus your own - see note 1 on page 2)	
3. Are you a political campaigner? (see note 2 on page 2) (if 'No' go to question 4)	Yes/No
a. If 'Yes', and you are handing in the postal votes of other electors, do the postal votes all belong to close relatives or to people for whom you provide regular care?	Yes/No
4. How many envelopes containing postal votes are you handing in? (including your own, if applicable)	
Section 2	
5. Name	
6. Address	
7. If you are handing in the postal votes of other electors, please provide a reason why	
8. I declare that in total I have not handed in postal votes for more than the permitted number of electors, either at any polling station or to the Returning Officer, at this/these poll(s) and that to the best of my knowledge I am: (delete (a) or (b) as appropriate)	
(a) not a political campaigner for whom it is an offence to handle certain postal votes or	
(b) a political campaigner and have only handed in my own postal vote and/or that of a close relative, or someone for whom I provide regular care.	
9. Signature	10. Date
Section 3 To be completed by the Relevant Officer	
I, (insert name)....., being the Relevant Officer at the following location (add polling station name or council offices):	
A. am satisfied that this form has been completed properly and provides the information as required. I do not suspect that more than the permitted number of postal votes have been handed in, nor do I suspect that the individual named above is a political campaigner committing an offence by handing in the postal votes. Therefore the postal vote(s) handed in is/are to be accepted (tick if applicable for all postal votes handed in) ☐	
B. reject the attached postal vote(s) because the person handing it/them in: (tick all reasons that apply)	
i. did not fully complete the postal vote return form (incomplete)	☐
ii. handed in postal votes on behalf of more than the permitted number of electors	☐
iii. was a political campaigner not permitted to handle the postal votes	☐
iv. did not complete the postal vote return form (left behind postal voting document)	☐
Total number of postal votes rejected	
If you have accepted the individual's own postal vote(s), please tick here	☐

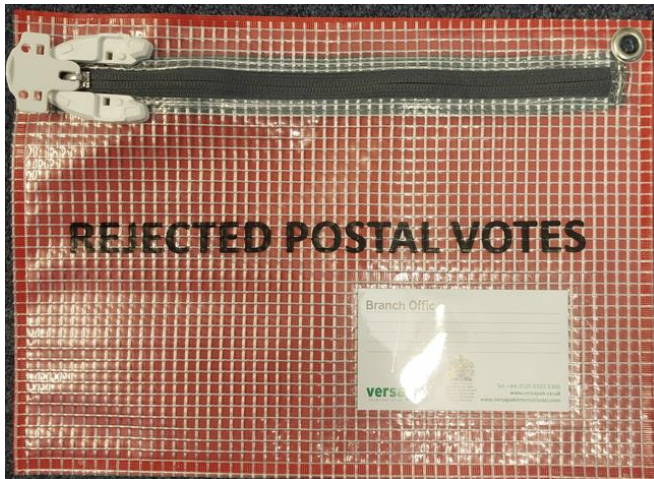
1. Confirm that the postal votes can be handed in at your station
2. Assist elector in filling out section 1 and 2 of the form
3. Before accepting the form and postal votes – check the form has been completed correctly
4. If satisfied, fill in section 3A
5. Use the **green** wallet for returned postal votes
6. Put the completed postal vote return form into **packet 11** as these must be stored separately



Rejecting postal votes handed in at the polling station

Where a person:

- did not fully complete the postal vote return form
- handed in more postal votes on behalf of other electors than permitted
- is a campaigner not permitted to handle the postal votes



You must complete section 3B of the postal vote return form and reject the postal votes.

The form needs to be banded around the rejected packs and put into the **RED** rejected postal votes wallet and returned with the ballot box.



Accidents or incidents

- Be 'on call' for all venues
- Deal with issues, incidents or accidents and ensure that they are logged through the MEA Portal
- Tellers, Candidates and agents
- Staff issues and feedback
- Queues



Close of Poll

Close of Poll Flow Chart

Ballot Box (or 2 Ballot Boxes if you were allocated them):

Put Packet 7 (A5 envelope which **must contain the ballot paper account**) in Clear Wallet on the lid of the ballot box (if you have more than one ballot box – put it on box 1)

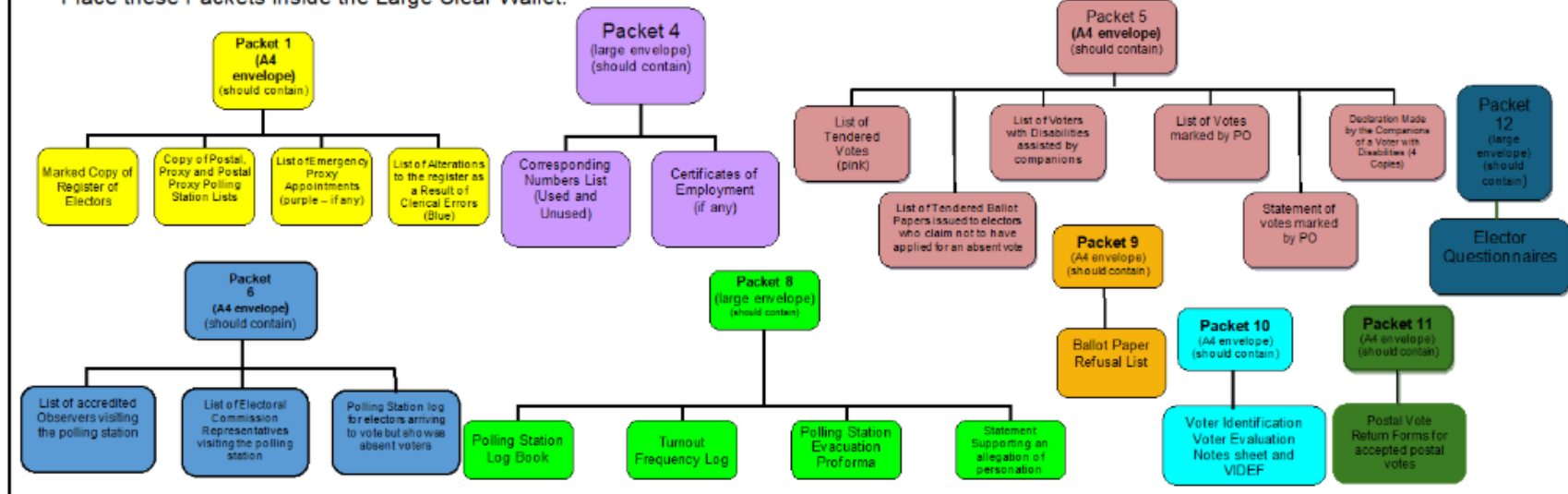
Postal Votes:

Green wallet should contain all **accepted** postal votes (which have not been collected by your PSI), and the **completed green statement** of number received.
Red wallet should contain all **rejected** postal votes – where the postal vote return form has not been completed.

Place in Clear Sack:

1. Packet 2 (White sack) - containing unused and spoilt ballot papers including tendered ballot papers (which are in a brown sealed envelope) and unused ballot paper account
2. Packet 3 (A4 envelope) – Any issued tendered ballot papers or nil return

Place these Packets inside the Large Clear Wallet:



Blue Sack:

This is for Elector Poll Cards Only – will be securely destroyed.

Black Bin Bag: bin bag should be put in the bins at the polling station or take home please. Any used and unused notices can be put in the bin bag.

Yellow Wallet:

1. Pencil case with contents
2. Torch
3. Staff Badges
4. Coloured Plastic Wallets
5. Pink queue cards
6. Bundle of ballot pencils
7. Doorstops

Black Wallet: Accessibility Equipment – tactile voting device, magnifier, pencils with pencil grips, coloured overlays, round light, mirror.

Make sure your paperwork is in order (complete and sign all documents completing as “nil” returns where appropriate) before leaving your polling station and put it all together in your car preferably the boot. Leave black rubbish sack in the bin at polling station or take home please.
Complete your ballot paper account and leave the station on the portal and text your Polling Station Inspector to say you are leaving.

Close of Poll



- Managing the queue
- Sealing the ballot box
- BP account submission via MEA Portal and paperwork including the VIDEF using the data recorded during the day
- Closing the poll and the green and red postal vote wallets
- Taking equipment down and leaving the station



Ballot Box Collection

You should have already used the MEA portal to book onto a Ballot Box collection time.

Wednesday 6 May

7.30-9.30am OR 4.00-6.00pm

For collection, drive to GATE 26, CBS Arena



MEA Portal

- It is essential that actions on the MEA Portal are complete
- Logging your visits to the stations and answering the visit questions
- Each visit has a different checklist for you to complete
- Assist the POs with their version of the Portal, you have a copy of their guidance notes in your pack

CIVICA MEA

Home

Liz Read

Dashboard



Parking



- You will collect a parking permit in your PSI pack
- To be used to park in permit areas across the City
- Be careful! Do not park illegally and be mindful of private parking schemes that are not covered



GDPR

You must delete all contact numbers

Do not retain data for polling staff or venue staff



Contact throughout the day



- It is essential that we can contact you throughout the day. Have your phone audible and at hand at all times
- Have all PO's numbers at hand
- Have Electoral Services Office number in your phone for queries and emergencies



QUESTIONS

