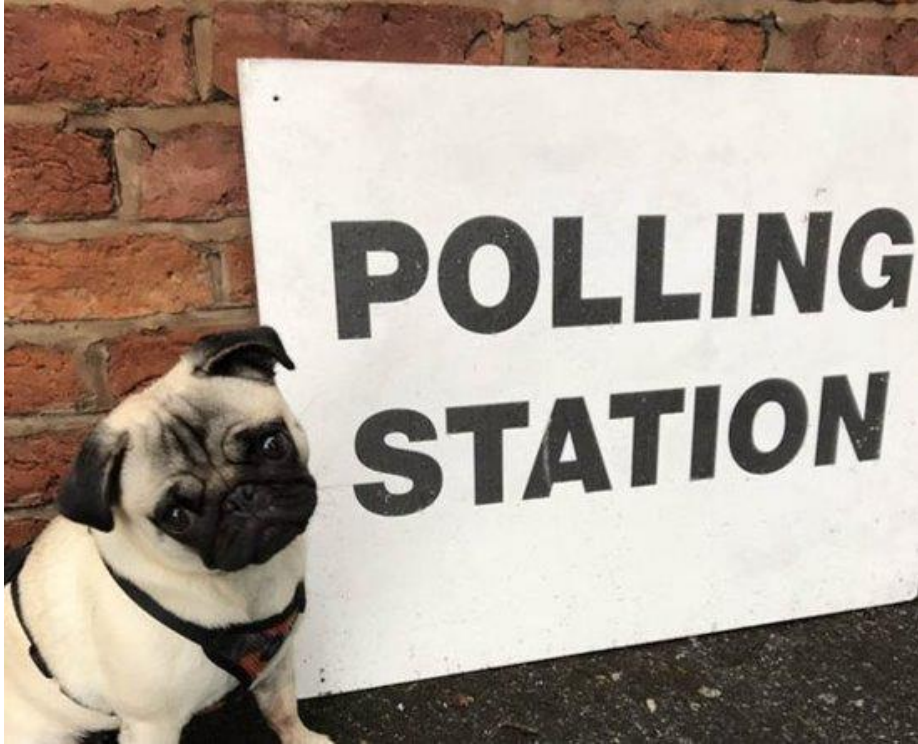


Coventry Decides



Presiding Officer Briefing



- Introduction
- The Team
- What can you expect on Polling Day?
- Roles and responsibilities
- Health and Safety
- 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 Officer
- 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



Your role

Your role is vital in ensuring voters, political parties, candidates and agents have confidence in the election process.

It is essential that you:

- act impartially at all times
- comply with any instructions issued by the Returning Officer
- ensure the secrecy and security of the ballot
- ensure voters cast their vote safely and privately
- call the elections office with any problems



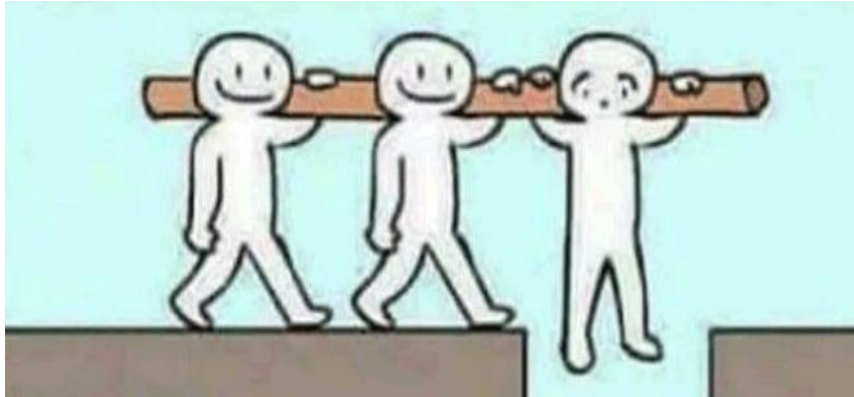
Changes



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



Roles and responsibilities



Polling Station Inspectors

- 1st point of contact
- Advice, guidance and spare equipment/stationery
- Station checks and collection of valid postal votes

Presiding Officers

- Legally responsible for the polling station
- Checking arrangements for polling day
- Manage station and poll clerks
- Specific duties e.g. refusing to issue of a ballot paper, paperwork etc
- Respond to concerns from electors

Poll Clerks

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



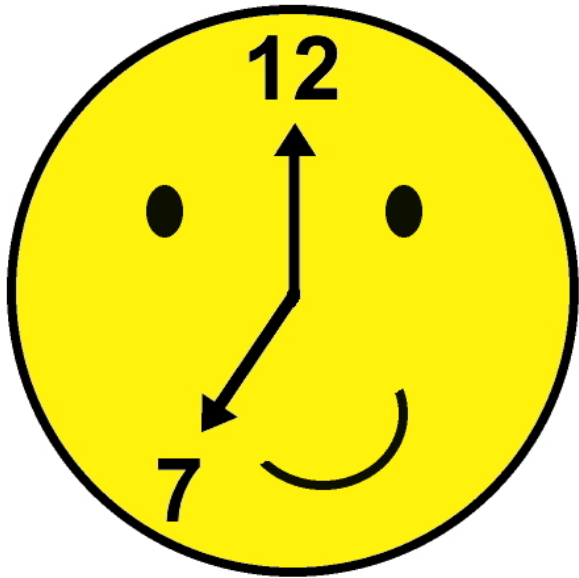
Your Polling Station



- Clear access to building and in station
- Ensure a flow of electors through the venue
- Use layouts provided by the ES office
- Voter ID pods
- Ballot box on chair on route to exit
- Split stations – 2 tables operating (if you have 4 poll clerks)
- Meet and Greet Voter where sufficient staff*
 - Check if have ID
 - Do not refuse entry
 - Accessibility awareness
- Be aware of potential risks
- Inspect premises regularly
- Remove hazards



Open of Poll



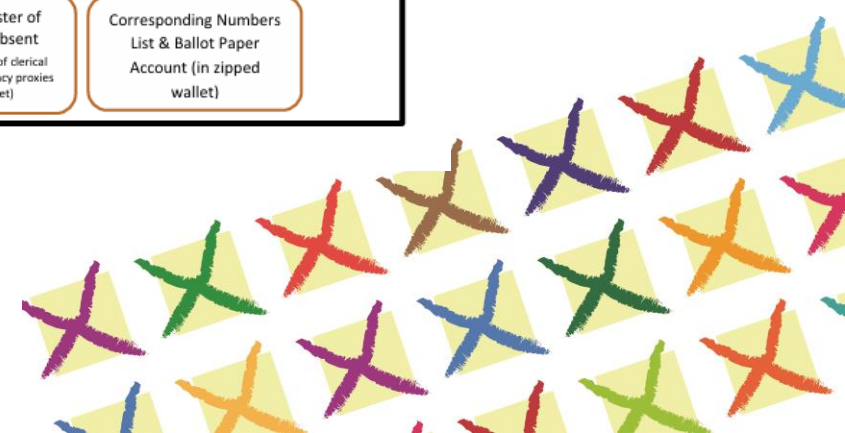
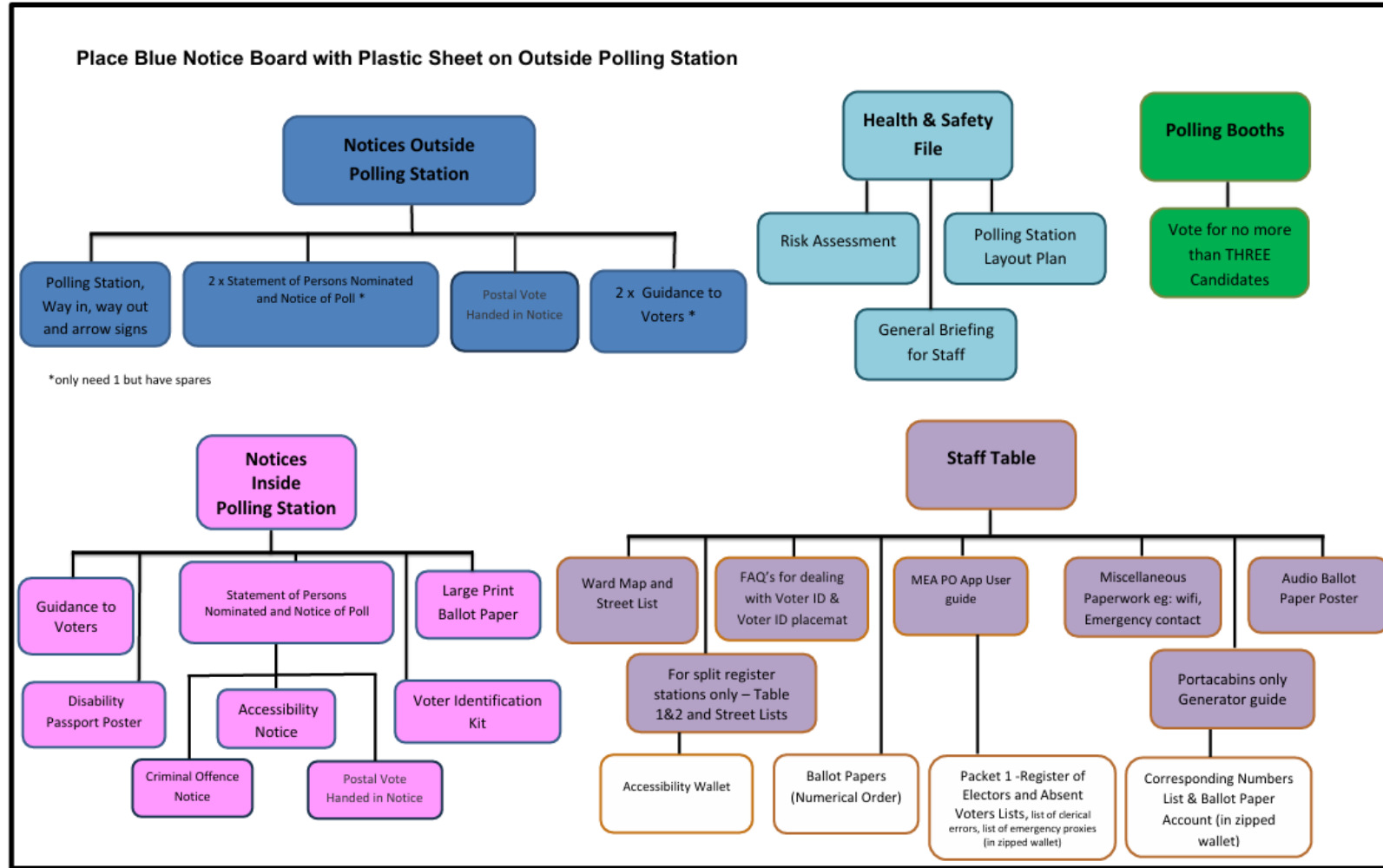
- MEA Portal – log arrival at station
- Set up station as per the layout provided
- Ensure signage is clear in and around the venue.
- Make sure Poll Clerks understand process
- Register, ballot papers and CNLs, ballot paper refusal list (BPRL) and voter ID evaluation form (VIDEF) notes sheet at the ready.
- Arrange ballot papers in numerical order
- Ballot box seals ready
 - show empty box to anyone in attendance before sealing
- Be ready to greet the voters with a smile 😊



Open of Poll – 5 Coloured Plastic Wallets

7.00am Seal Empty Ballot Boxes with Orange Seals and update PSM and text Polling Station Inspector

Open of Poll



Customer Care



- Customer Service Standards
 - Professional
 - Helpful and approachable
 - If in doubt, contact office
- Enable electors to vote
 - If not on your register, carry out checks
 - Postal vote status – check with office
 - Do not turn away without speaking to office



Ensuring access for all voters

You have additional equipment to assist voters with disabilities. Ensure this is out on display so that voters can select it if they wish

Key points:

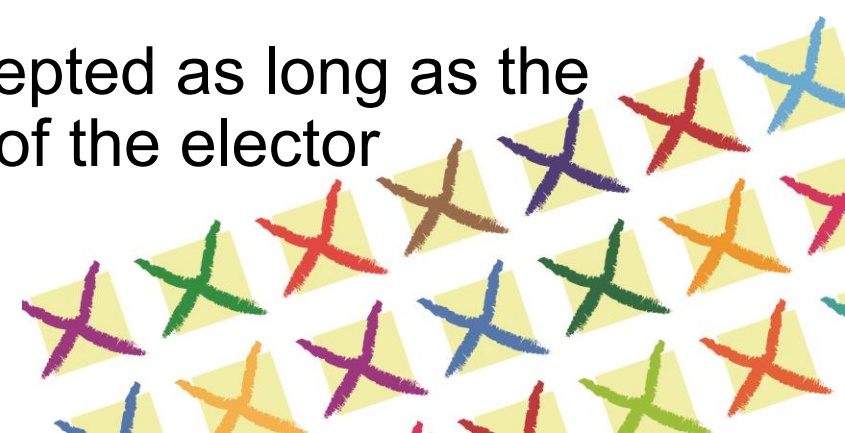
- speak directly to a disabled voter, not their companion and ask if they need support, don't assume they do!
- voting is principally a visual exercise, make sure
 - the large-print version of the ballot paper is displayed in a well-lit area
 - the enlarged sample ballot paper, tactile voting device and magnifier are available to voters
 - you offer partially sighted or blind voters the enlarged sample ballot paper as a guide
 - 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 can be viewed at – [RNIB video](#)



Voter ID Checks



- All electors are required to show an accepted form of photographic ID in order to receive the ballot papers
- 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, use the Voter ID booth
- if elector is concerned about removing a face mask, you can take them outside
- expired documents can be accepted as long as the photo still has a good likeness of the elector



Accepted ID

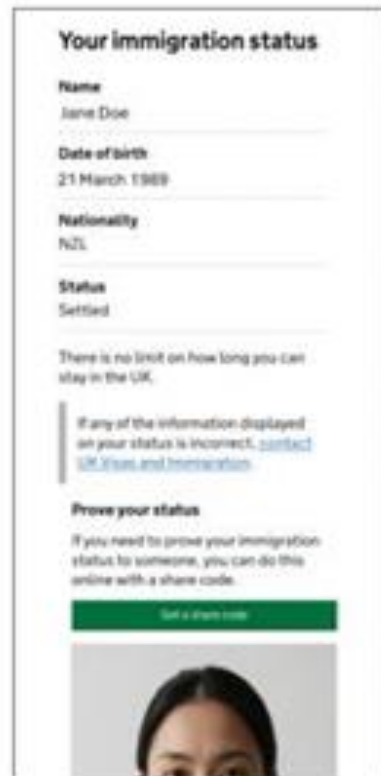


- a passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state, or a Commonwealth country (including an Irish Passport Card)
- a driving licence issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state
- a biometric immigration document (including eVisa)
- 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 (Veterans' 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 Voter Authority Certificate



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 Register of Electors - BA Binley & Willenhall - Ba City Council Elections 07-May-2026(BA-1 / BA-1111)	Station No. 1
---	---------------

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	Sheroill, 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)

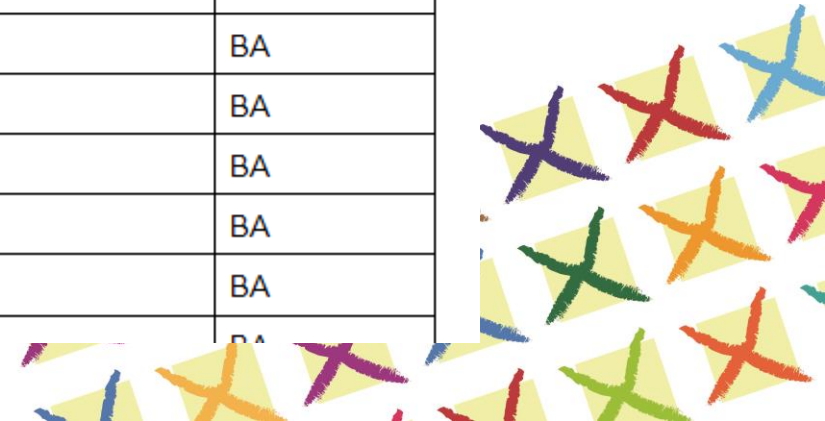
Corresponding Numbers List

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

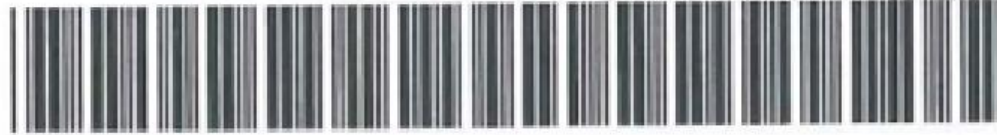
Polling Station No	1
Sheet No	1

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 ^{##}):	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.

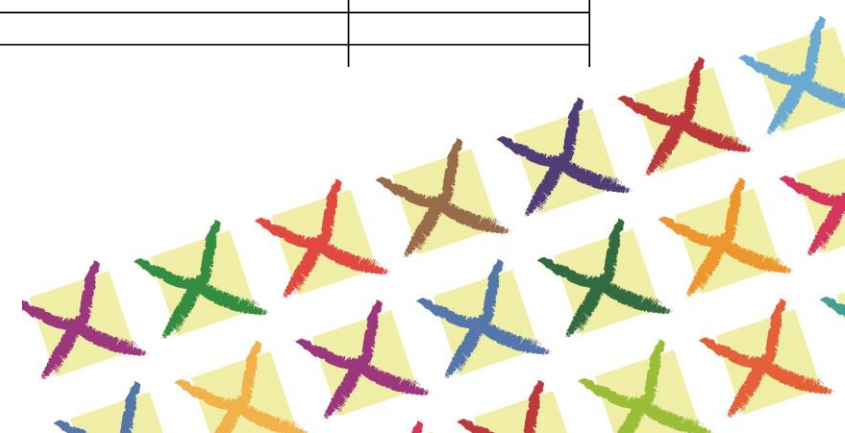
Please enter 1, 2 or 3 based on the reasons outlined above in the 'reason for refusal' column.

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.**

<p>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</p>	<p>Reason for refusal(s) – enter 1, 2 or 3 below and separate by comma if elector or proxy refused more than once</p> <ol style="list-style-type: none"> 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 	<p>Tick if elector or proxy later returned and was issued a ballot paper</p>



What happens if ...?

- a voter produces a photographic ID that is not on the accepted ID list
- a voter refuses to provide photographic ID and demands a ballot paper
- the photographic ID provided does not resemble the voter
- the voter's name on the register is different from the name on the photographic ID
- a voter is wearing a face covering and refuses to remove it to verify their identity
- Voters go into a polling booth together?



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) <input type="checkbox"/>	
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)	<input type="checkbox"/>
ii. handed in postal votes on behalf of more than the permitted number of electors	<input type="checkbox"/>
iii. was a political campaigner not permitted to handle the postal votes	<input type="checkbox"/>
iv. did not complete the postal vote return form (left behind postal voting document)	<input type="checkbox"/>
Total number of postal votes rejected	<input type="text"/>
If you have accepted the individual's own postal vote(s), please tick here	<input type="checkbox"/>

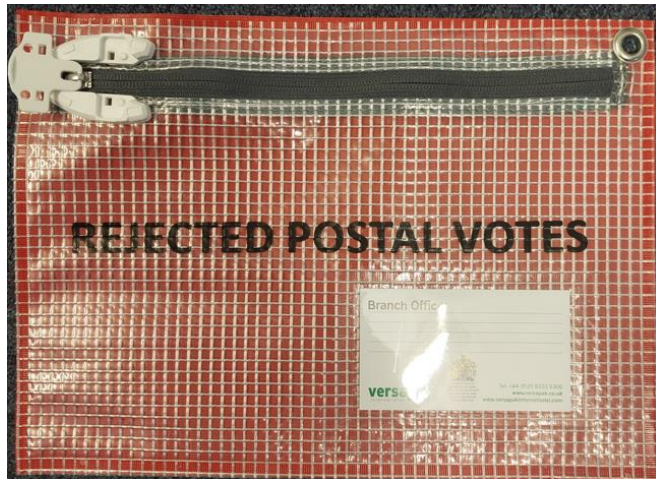
1. Confirm that the postal votes can be handed in at your station
2. Assist elector in filling out section 1 and 2 of the form
3. Before accepting the form and postal votes – check the form has been completed correctly
4. If satisfied, fill in section 3A
5. Use the **green** wallet for returned postal 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.



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
- Ensure all documents are in correct packets
- Closing the poll and the red and green postal vote wallets
- Taking equipment down and leaving the station



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)

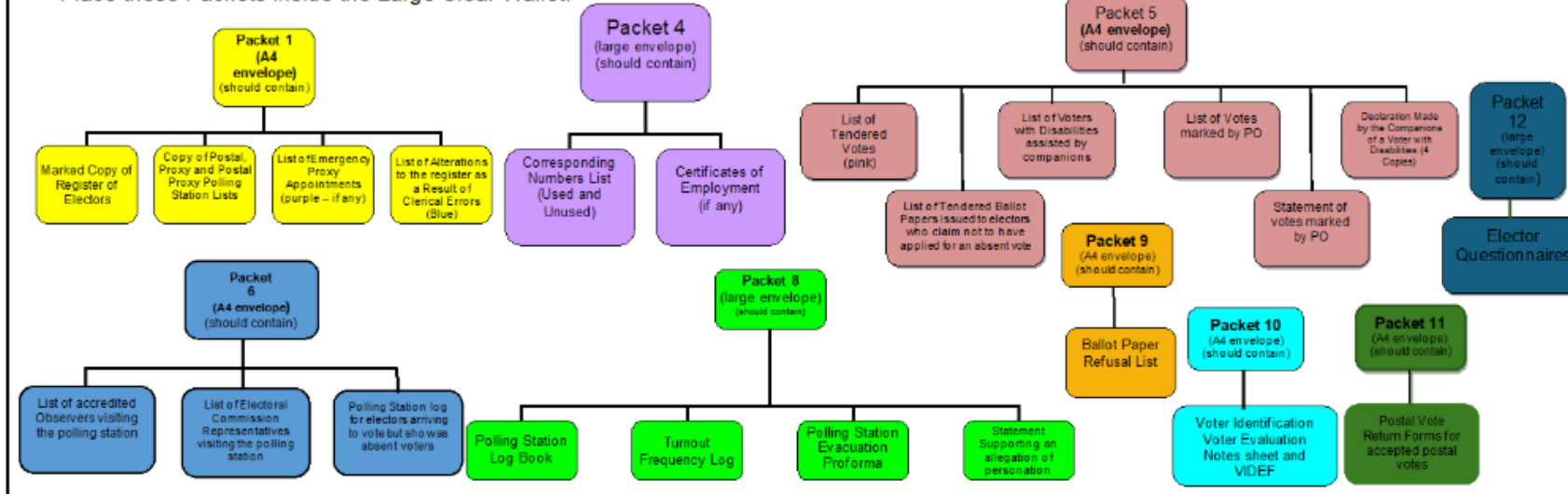
Postal Votes:

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.

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

Check the contents of your box when you get home, report anything missing to your PSI or Elections Office



Ballot Box Receipt



- Get to the CBS Arena asap after the close of poll
- Drive around to Car Park B as directed by the security teams you will then be directed to Gate 26 in order of arrival
- You will be met by the Ballot Box collection team, follow their guidance
- Be contactable until at least 11.30pm for any queries



MEA Portal

- It is essential that actions on the MEA Portal are complete
- Arrival at the polling station and opening the poll
- Ensure that you are using the Poll Clerk button correctly
- Hourly BP account submission
- Logging visitors to the station and any incidences/accidents
- Closing the poll



GDPR

- You must delete all contact numbers
- Do not retain data for polling staff or venue staff
- Data breach



Contact throughout the day



- It is essential that we can contact you throughout the day. Have your phone audible and at hand – pass to the poll clerk if you are with an elector
- PSI is your 1st point of contact for issues
- Have Electoral Services Office number in your phone for elector queries



QUESTIONS

