

Polling Station Inspector

The Polling Station Team

The role of Polling Station team is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Each polling station will have one Presiding Officer and at least one Poll Clerk. There may be more than one polling station at a venue.

Polling stations are open from 7.00 a.m. until 10.00 p.m. (the hours of poll) and Polling Station Inspectors oversee the effective operation of their allocated Polling Stations. They provide oversight and support to Presiding Officers, liaising with the Elections Office and / or Senior Council staff to report regularly and escalate issues as appropriate to ensure polls are run in accordance with the law and to a high standard of delivery.

Skills and Experience:

- Excellent planning and organisational skills
- People management skills including the directing of staff and monitoring performance
- Excellent face to face interpersonal skills and customer service skills
- A strong understanding of the elections process including rules regarding voting procedures and receipt of postal votes
- Ability to work independently under pressure
- Strong problem solving and decision making skills including the ability to resolve complex issues
- Political awareness
- Full UK Driving Licence and access to a car on polling day

Role:

Polling Station Inspectors are responsible for:

- Book training venues and deliver training to their assigned Presiding Officers.
- Managing and overseeing all aspects of the poll in the Polling Stations they have responsibility for
- Ensuring their Presiding Officers comply with all instructions issued by the Returning Officer
- Visiting their Polling Stations regularly throughout the day reporting progress and any issues as required to support the Returning Officer and Elections Office to monitor the election on an authority wide basis
- Receiving ballot boxes at count venue
- Verifying the unused ballot papers

Role Accountabilities:

Before Polling Day:

- Undertake On Line Training
- Attend training sessions / briefings as required
- Book training venue and deliver Presiding Officer training
- Maintain contact with staff working in their Polling Stations to confirm arrangements and understanding of procedures in advance of the poll

Polling Day:

- Text all Presiding Officers to establish that they are open on time.
- Advise the Elections Office immediately should there be a problem at the start of poll and attend to open up in the place of the Presiding Officer
- To inspect all assigned Polling Stations as soon as practicable to ensure that they properly arranged and that all staff appointed have reported for duty
- To ensure that Polling Stations remain open and accessible to voters throughout the day until the close of poll
- To periodically visit each Polling Station assigned through the course of polling day to ensure that the station is functioning correctly, staff are following the correct procedures as set out in guidance issued to them and to deal with any queries
- Ensure the health and safety of all staff and visitors at all Polling Stations
- Ensure that the attendance of those entitled to be present in the Polling Station, e.g. candidates, agents, representatives of the Electoral Commission and observers, is being managed effectively and that they do not interfere with the voting process
- To ensure the rules regarding the activity of tellers at Polling Stations are followed
- To collect any postal votes that have been handed in at the assigned Polling Stations during polling day and to deliver them in accordance with the instruction outlined at your training session
- To have full working knowledge of the close of poll procedures including packaging up and completing paperwork to ensure Presiding Officers undertake all tasks accurately and in a timely manner
- To ensure the secrecy of the ballot at all times
- To travel to your allocated count venue and receive the ballot boxes from Presiding Officers
- To be part of a team of Polling Station Inspectors verifying unused ballot papers at the count venue.

The Returning Officer is not permitted to employ anyone who is / or has carried out duties on behalf of any political party or candidates at the election.