

ES15 Plan and prepare for the counting and adjudication of votes and declaration of results of elections/referendums

Unit Summary

What is the unit about?

Proper planning and preparation is essential if the count and adjudication of votes and subsequent declaration of results is to take place in an appropriate venue and in a secure manner. This unit describes the competences required to: plan the layout of the venue, deploy resources, assess and manage risk, liaise with others (e.g. venue manager, police, ROs), control access and maintain security. *Note that the briefing and deployment of casual staff is covered within Unit ES18.*

Who is the unit for?

This unit is appropriate to the work of those with a responsibility for planning and preparing for the counting and adjudication of votes and declaration of results.

Links with other units

This unit links with the following units:

- D2 – Develop productive working relationships with colleagues and stakeholders
- ES18 – Recruit, brief and deploy casual staff for electoral services
- ES19 – Establish, maintain and develop effective working relationships with stakeholders in electoral services
- F1 - Manage a project
- B10 – Manage risk

Scope of the unit

This unit covers the following types of [elections/referendums](#):

- UK Parliamentary elections
- European Parliamentary elections
- Local government elections
- Mayor of London and London Assembly elections
- Mayoral elections
- Welsh Assembly elections
- Scottish Parliamentary elections
- Northern Ireland Assembly elections
- Referendums at local, regional and national level
- Other issue-based voting events e.g. Parish Polls, Community Polls

This unit covers overseeing the deployment of the following [resources](#):

- Human (permanent and casual staff)
- Physical (e.g. materials, equipment, utilities)

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Outcomes of Effective Performance

Planning and preparing for the count and declaration

You must be able to:

1. select, and confirm the availability of a counting venue that is appropriate to the type of **election/referendum** concerned
2. plan the layout of the counting venue, ensuring that appropriate areas are designated for different uses
3. ensure that you are familiar with the plans, policies and procedures for the count, and that you fully understand both your role and the role of others in preparing for it
4. plan for, and oversee the timely, effective and efficient selection and deployment of **resources**
5. ensure that the relevant **resources** are available and accessible to those who need to make use of them
6. assess the risks associated with the count, taking account of the ways in which they can be minimised and/or managed
7. liaise with the venue manager, police, staff and other relevant stakeholders to exchange information and prepare for the count
8. identify potential contingencies and develop plans to address these effectively should they arise during the count
9. ensure that adequate arrangements are in place to control access to the counting venue and designated areas within it
10. ensure that adequate security arrangements are in place
11. liaise with the Returning Officer to confirm that they are satisfied with the plans and preparations made

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Knowledge and understanding

You need to know and understand the following:

Legislation, policy and practice

- K1. relevant legislation, codes of practice and guidance relating to planning and preparing for the counting of votes and declaration of results
- K2. your organisational plans, policies and procedures relating to planning and preparing for the counting of votes and declaration of results
- K3. your role, responsibilities and authority relating to planning and preparing for the counting of votes and declaration of results
- K4. the role, responsibility and authority of others relating to planning and preparing for the counting of votes and declaration of results
- K5. the different procedures that apply to counting/adjudicating votes and declaring results at different types of event

Planning and preparing for the count and declaration

- K6. how to select, and confirm the availability of a counting venue that is appropriate to the type of election/referendum concerned
- K7. how to plan the layout of the counting venue; the importance of ensuring that appropriate areas are designated for different uses (e.g. receiving ballot boxes; verification of votes; the count; the declaration; Returning Officer functions; candidates, agents and their guests; media)
- K8. the range of resources required; how to plan for, and oversee their timely, effective and efficient selection and deployment
- K9. the resources that are needed by different users (e.g. count staff, media, catering); the importance of ensuring that they are available and accessible
- K10. the importance of assessing the risks associated with the count; the ways in which they can be minimised and/or managed
- K11. the importance of liaising with the venue manager, police, staff and other relevant stakeholders (e.g. election agents, counting agents, media) to exchange information and prepare for the count
- K12. the range of potential contingencies that could arise during the count; how to address these effectively
- K13. the importance of ensuring that adequate arrangements are in place to control access to the counting venue and designated areas within it
- K14. the importance of ensuring that adequate security arrangements are in place
- K15. the importance of liaising with the Returning Officer to confirm that they are satisfied with the plans and preparations made