Key considerations for Returning Officers and their deputies

Aim

This course aims to prepare Returning Officers and Deputy Returning Officers for the responsibilities of these roles.

Objectives

1. Ensure Returning Officers and their deputies understand the scale and complexities of an election and the personal nature of the legal responsibilities they are taking on.
2. Create awareness of key planning considerations and high-risk areas at elections, drawing on lessons from specific examples where things have gone wrong.
3. Equip delegates with an understanding of key election processes, such as candidate nominations, postal vote openings and how to adjudicate ballot papers which are not marked in line with voter instructions.
4. Encourage discussion about how to quality-assure the whole election process, including project and risk management.

Skill level

Newly appointed Returning Officers and Deputy Returning Officers, those with limited experience or those interested in knowing more about the duties and responsibilities of being a Returning Officer. Please note: this course focuses on the role of the local Returning Officer rather than Police Area Returning Officer or Combined Authority Returning Officer.

Course overview

You will learn about all key election processes, including:
- The candidate nominations process.
- Practical exercises on the production and checking of ballot papers.
- Verification of signatures and dates of birth on returned postal voting statements.
- How to adjudicate ballot papers not marked in accordance with voter instructions.

The course will be delivered using a mixture of presentation material, practical exercises, with reference to example documentation and official guidance.

Group discussion will take place during the day to enable you to exchange knowledge, experience and ideas.

You will be provided with a course pack on arrival.

Each course runs from 10:00 until 16:00 with breaks for lunch and for tea and coffee. Course notes will be provided.

Dates and venues	
27 January 2021	Online – Microsoft Teams
12 February 2021	Online – Microsoft Teams
31 March 2021	Online – Microsoft Teams

Cost	
First delegate	AEA member – £356 (plus vat) With member support fund discount **£250 (plus vat)**
Second delegate from the same authority	AEA member – £193(plus vat) With member support fund discount **£125 (plus vat)**
Subsequent delegates from the same authority*	AEA member - £193(plus vat) With member support fund discount **£62.50 (plus vat)**
Non-member	Non-member – **£462 (plus vat)**

Non-members who would like to join the Association can apply for membership online at www.aea-elections.co.uk/join

*If delegates from the same authority would like to attend this course on different dates/at different venues please clearly indicate this on the booking form.

Terms and Conditions

Cancellation

If you cannot attend, a substitute may attend in your place. Otherwise the following charges will apply:

- Less than two weeks before the event 100%.
- Less than four weeks before the event 60%
- More than four weeks before the event £20.

If for any reason a course is cancelled a full refund will be made. No payment for delegate costs that may have been incurred would be reimbursed.

Non-Attendance

Non attendees are liable for full payment of the event. This includes face-to-face and online training.

If attendees have any concerns regarding connectivity they can email training@aea-elections.co.uk to arrange a pre course test.

Find out more about our full range of training courses and professional qualifications on our website