



# The Verification and Count

## Aim

This one-day course provides attendees with an understanding of the legal requirements governing UK poll verifications and counts, providing examples of good practice to help you run them effectively.

## Objectives

1. Ensure delegates understand the scale and complexity of managing the verification and count.
2. Create awareness of key planning and risk management considerations.
3. Provide delegates with a detailed understanding of individual verification and count processes, as well as different counting methods.
4. Provide good practice suggestions and promote exchange of ideas by giving delegates the opportunity to share what has or hasn't worked for them in the past.

## Who is this course for?

Anyone who wants a detailed understanding of election counts, from electoral services managers to people who may have been given responsibility for specific aspects of a verification and count.

## Course overview

We will focus on first-past-the-post elections with single or multi-member vacancies, but will also give some understanding of the supplementary vote system currently used at some local elections, and of the single transferable vote used at Scottish local elections.

The course will be delivered using a mixture of presentation material, 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 course notes, including guidance documents and example materials.

Each course runs from 10.00 until 16.00 with suitable breaks, including for lunch.

## Dates and venues

**Tuesday 8 February 2022**

Online – via Microsoft Teams

**Tuesday 15 March 2022**

Online – via Microsoft Teams

## Cost

**First delegate**

AEA member – £296 (plus vat)  
With member support fund discount **£200 (plus vat)**

**Second Delegate from the same authority**

AEA member – £149 (plus vat)  
With member support fund discount **£100 (plus vat)**

**Subsequent delegates from the same authority\***

AEA member - £149 (plus vat)  
With member support fund discount **£50 (plus vat)**

**Non-member**

Non-member – **£386 (plus vat)**

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

The AEA reserves the right to move any course online if face-to-face delivery becomes impractical.

### 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](mailto: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](#)