Introduction to Electoral Services

Aim

To provide an overview of the work of electoral services teams, including elections and electoral registration.

Objectives

1. Give delegates a broad understanding of the responsibilities of the Electoral Registration Officer (ERO), the Returning Officer (RO) and the council.
2. Examine the electoral registration process, including the annual canvass and year-round registration.
3. Explore key events in an election timetable and the work involved in running successful polls.
4. Ensure delegates know key terms that apply to elections and electoral registration to help their broader understanding.

Who is this course for?

- Those who have just joined the profession and require a broad overview.
- Staff supporting an ERO in electoral registration during the canvass or on the lead up to an election.
- Staff supporting a RO to deliver an election.
- Senior council staff responsible for the electoral services team who require an overview.
- Anyone wanting to increase their understanding of the role of electoral services.

Course overview

You will cover areas including:
- What do electoral services do the other 364 days a year?
- What governs the work that electoral services teams do?
- The roles of the Electoral Registration Officer and the Returning Officer.
- Electoral registration – overview, registration deadlines, registration throughout the year, the annual canvass and publishing the register.
- Elections – including cycles of elections, nominations and ballot papers, polling stations and staffing, different methods of voting, postal votes, polling day, the count and post-election responsibilities.
- The benefits of a "one council" approach to running elections.

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

Discussion will be encouraged to enable you to exchange knowledge, experience and ideas.

Each course runs from 10:00 until 16:00 with suitable breaks, including for lunch.

Dates and venues	
Thursday 16 November 2023	Online via Microsoft Teams
Wednesday 31 January 2024	Online via Microsoft Teams
Tuesday 12 March 2024	Online via Microsoft Teams
Thursday 4 July 2024	Online via Microsoft Teams
Tuesday 17 September 2024	Online via Microsoft Teams

Cost	
First delegate	AEA member – £250 (plus vat)
Subsequent delegates from the same authority*	AEA member - £125 (plus vat)
Non-member	Non-member – £312.50 (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