

# Presiding Officer's Briefing

Worcestershire  
County Council  
Elections  
01 May 2025

# Introductions

## Redditch

**John Leach – (Deputy)  
Returning Officer**



## Bromsgrove

**Claire Felton – (Deputy)  
Returning Officer**

# Introductions

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Darren Whitney – Electoral Services Manager

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Melissa Bassett – Senior Electoral Services Officer

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Claire Beaumont – Electoral Services Officer

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Rebecca Webber – Electoral Services Officer

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Mark Jackson – Electoral Services Officer

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Deborah Harris – Administration Assistant

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Jackie Young – Canvass & Elections Support Officer

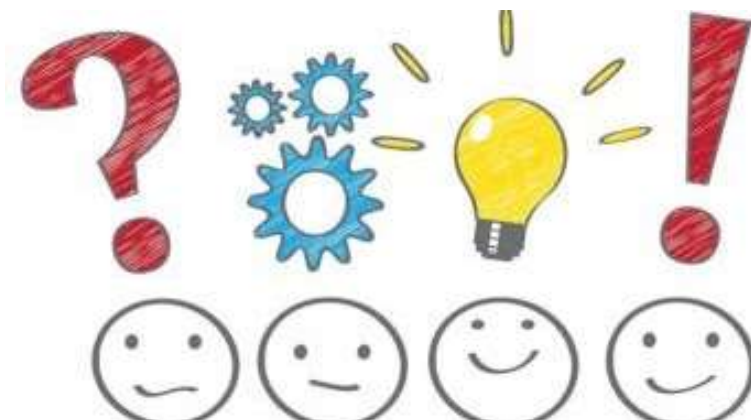
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Cheryl Walsh – Canvass & Elections Support Officer

# General information

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- This briefing is being recorded for those who are unable to attend
- Questions as we go along on the topic being discussed – via chat box or using the hand up function
- Questions on anything you feel we haven't covered at the end



# Further Materials

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Staff Webpage

[www.bromsgrove.gov.uk/electionstaff](http://www.bromsgrove.gov.uk/electionstaff)

[www.redditchbc.gov.uk/electionstaff](http://www.redditchbc.gov.uk/electionstaff)

Polling Station Handbook

Polling Station Quick Guide

Supplementary Instructions

Secrecy at the poll

Example Paperwork

- BPRL
- VIDEF & VIDEF notes sheet
- Postal Vote Handling Form



Handout of this Powerpoint presentation

# What's New?

## European electors

## Electoral Areas

## Additional accepted photographic identification

## eVisas

### Your immigration status

**Name**

Jane Doe

**Date of birth**

21 March 1988

**Nationality**

NZL

**Status**

Settled

There is no limit on how long you can stay in the UK.

If any of the information displayed on your status is incorrect, [contact UK Visas and Immigration](#).

**Prove your status**

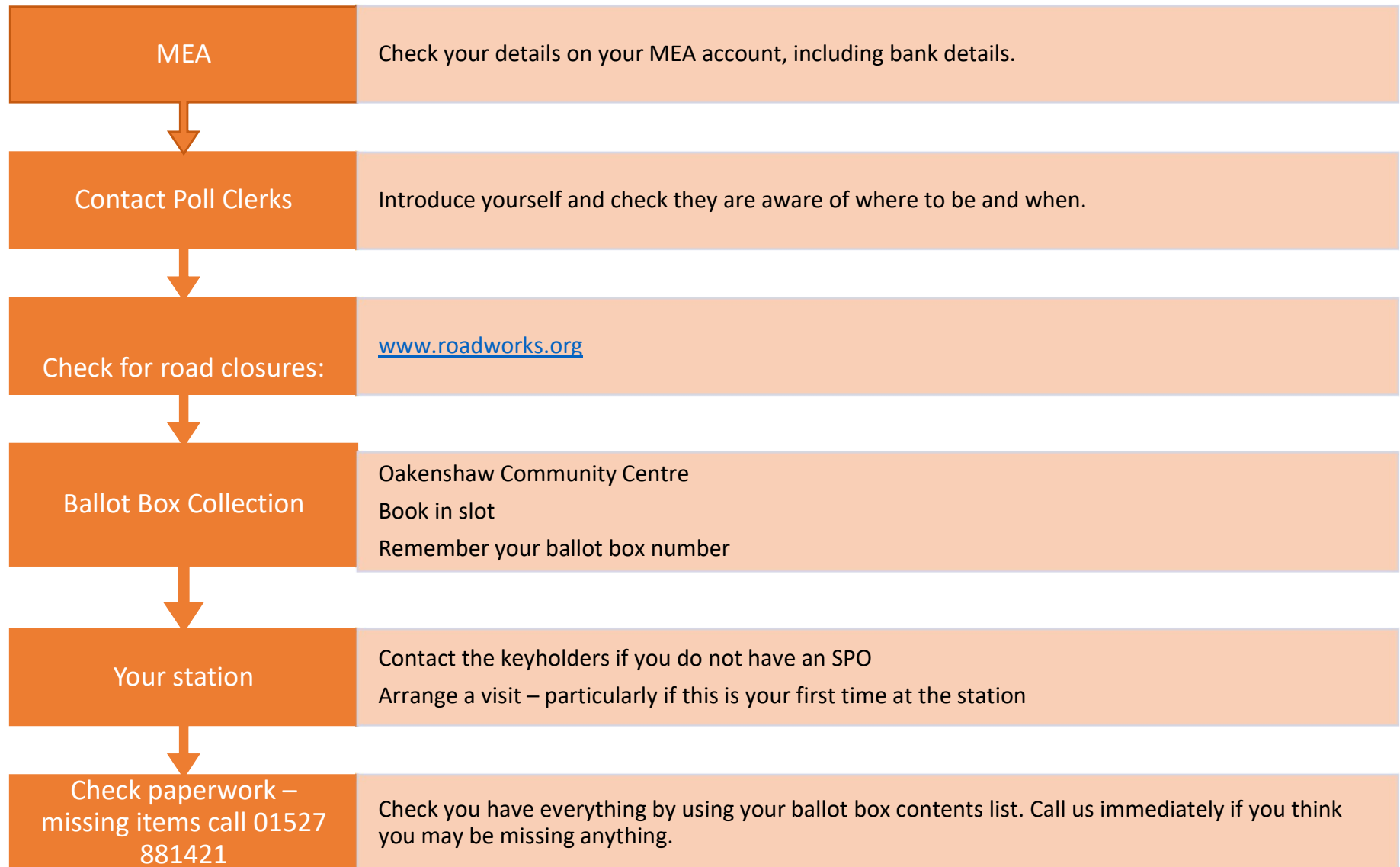
If you need to prove your immigration status to someone, you can do this online with a share code.

Get a share code



Rotate

# Before Polling Day





# POLLING DAY

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# Before Polling Opens

- Arrival
- Tell the office
- PC and their duties
- In your cut flush
- Just before 7am

# Voting Process

## Redditch

All ballot papers are vote for no more than TWO candidates

## Bromsgrove

All ballot papers are vote for ONE candidate only

- Greet the elector
- **Check the register but do not mark it**
- Check Photographic ID
  - It must be on accepted list of photographic ID.
  - It appears to be genuine and not forged.
  - The photograph is a good likeness of the elector/proxy.
  - The name on the ID matches the name on the register.
- Use **Appendix 13 in the Handbook** which gives more info on ID from other countries
- Complete VIDEF/BRPRL if required
- Mark Register
- Issue Ballot Paper

Three wooden figures, two white and one red, standing on a white surface. The red figure is in the center, flanked by two white figures. They are simple, rounded, and have a smooth finish.

# **REMEMBER – it is your responsibility to maintain the Secrecy of the vote**

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- Make sure voters go to polling booths individually so that their right to a secret vote is protected.
- No other person is allowed to accompany a voter to a polling booth unless a voter who is disabled or unable to read has requested assistance to vote.

# Polling Day - refresher

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**Bromsgrove**  
District Council  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

- Tendered ballots
- Tellers
- Polling Agents
- Handing in Postal Ballot packs

**Bromsgrove**  
District Council  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

[illegible]

# POSTAL VOTE RETURN FORMS FOR ACCEPTED POSTAL VOTING DOCUMENTS

The form does not remain  
with the postal vote pack.

# REJECTED POSTAL VOTING DOCUMENTS AND ACCOMPANYING POSTAL VOTE RETURN FORMS

Rejected postal votes should be secured together with their accompanying postal vote return form and placed in the rejected postal vote packet

Form **must** be stapled with postal  
votes as rejection reason needed  
when compiling list of rejected  
ballot papers

# Accessibility

► **Impairment types reported by disabled people**  
Percentage of disabled people reporting each type of impairment  
UK: 2022/23

Impairment type	Children	Working age	State Pension age	All ages
Mental health	30%	47%	12%	<b>34%</b>
Learning	32%	16%	9%	<b>15%</b>
Memory	11%	16%	17%	<b>16%</b>
Vision	6%	10%	18%	<b>12%</b>
Mobility	17%	41%	69%	<b>48%</b>
Hearing	5%	7%	22%	<b>12%</b>
Dexterity	9%	22%	33%	<b>25%</b>
Social/behavioural	50%	12%	2%	<b>12%</b>
Other	14%	18%	15%	<b>17%</b>

Source: DWP, Family Resources Survey: financial year 2022/23, disability table 4.6

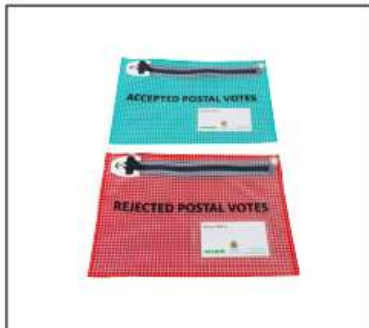
# Close of Poll

- 10pm and closing up
- Completing and returning paperwork

**Sealed Ballot Box  
+  
Ballot Paper Account  
Envelope**



**Postal Vote  
Wallets**  
Red + Green



**Clear packet  
Envelope**  
(checklist completed)



**Brown Sack**  
Unused + Spoilt  
Ballot Papers  
  
(Sealed with white  
adhesive label –  
listed as packet 2)



**Blue Sack**  
Black Zipper Wallet  
Signs  
Notices  
(and any confidential waste,  
although please encourage electors  
to take Poll Cards home with them)  
(sealed with cable tie  
and labelled with  
station number)



# Further information



**Bromsgrove**  
District Council  
[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

BDC Staff website:

<https://www.bromsgrove.gov.uk/electionstaff>

RBC Staff Website:

<https://www.redditchbc.gov.uk/electionstaff>

Contact us:

Email: [elections@bromsgroveandredditch.gov.uk](mailto:elections@bromsgroveandredditch.gov.uk)

Main number: 01527 881421

# QUESTIONS?

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