

Title: Review of 2023 Warwick District Council and Town & Parish Council elections

Lead Officer: Graham Leach Head of Governance & Monitoring Officer
(graham.leach@warwickdc.gov.uk 01926 456114)

Portfolio Holder: Councillor Ian Davison

Wards of the District directly affected: All

Approvals required	Date	Name
Portfolio Holder	21/12/23	Ian Davison
Finance		Alex Elston
Legal Services		
Chief Executive & Returning Officer	21/12/23	Chris Elliott
Director of Climate Change	21/12/23	Dave Barber
Head of Service(s)	21/12/23	Graham Leach
Section 151 Officer	21/12/23	Andrew Rollins
Monitoring Officer	21/12/23	Graham Leach
Leadership Co-ordination Group	N/A	
Final decision by this Committee or rec to another Cttee / Council?	Yes	
Contrary to Policy / Budget framework?	No	
Does this report contain exempt info/Confidential? If so, which paragraph(s)?	No	
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?	No	
Accessibility Checked?	Yes	

Summary

The report provides a summary and learning points from the 2023 Local Elections. It also highlights key areas of concern for the delivery of any future election or referendum within Warwick District.

Recommendation(s)

- (1) That the content of the report be noted.
 - (2) That the action plan as set out at appendix 1 be endorsed.
-

1 Reasons for the Recommendations

- 1.1 While the Committee is responsible for electoral matters, the delivery of any election is the sole responsibility of the Returning Officer. The Returning Officer for Warwick District is Chris Elliott (who is also the Chief Executive). However, it is important for this Committee to be aware of the challenges and issues faced in delivering the election for the District Council.
- 1.2 It is important to recognise that each election that is delivered has its own set of challenges and in most cases differences within the legislation or lines of responsibilities. While there are learning points within these reports some will apply to all elections and some will be specific for future all out elections for Warwick District Council.
- 1.3 The report covers the delivery of the elections themselves, from the initial planning through to the closure of the accounts (issuing of invoices to Parish/Town Councils). This timeline therefore covers a 15-month time period.
- 1.4 The Committee should be mindful that this is not the delivery of a single election, each individual ward or parish election needs to be taken as its own election. On polling day there were 39 contested elections (17 District Wards and 22 Town Wards) and a further 31 uncontested Parish/Town elections.
- 1.5 The review has been broken into themes of Core Staffing, Wider Staffing, Nominations, Polling Stations, The Count, Postal Votes and accounts. Within these there is a cross cutting theme of phase 1 of the Elections Act 2022 with phase 2 (the more demanding part) on the horizon for elections in May 2024 and beyond.
- 1.6 The Committee will note the two reports (one from the Electoral Commission and one from the Local Government Information Unit) listed in the supporting documents to this report. It is important the Committee takes time to read these ahead of the meeting as these draw out a number of the key issues faced with delivering elections on a national level which are reflected on a local level within Warwick District.
- 1.7 **Core Staffing**
 - 1.7.1 In 2004 the Association of Electoral Administrators and Electoral Commission published a guide to establishing an effective Electoral Administration Team (the team delivering electoral register and all public elections & referendums). There is a need for a manager plus an officer for every 40,000 electors. For Warwick District Council that would provide a guide of 2.75FTE officers within the team. For May 2023 elections the team had 2.6FTE. In recognition of the increased demands on the team funding has been put in place for a further full-

time officer for two years and as a result since November 2023 the team comprises of 3.6fte.

- 1.7.2 However since 2004 the electoral framework has changed significantly, with the introduction of individual electoral registration, revisions to annual canvass, online voter registration, all of which place a greater need of legislative understanding and interpretation. This has been combined with more Neighbourhood Planning Referenda, the demands of the Elections Act 2022 which through phase one provide a requirement for greater accessibility of polling stations and the requirement of voter ID. This will be followed by phase 2 of the Act for 2024 elections with greater scrutiny and security of the postal vote process and votes for life for those entitled to vote who live outside the UK.
- 1.7.3 With these demands it is reasonable to consider that the ratio of demand on Electoral Services needs a ratio of no more than 40,000 electors per officer within the team, hence the additional resources that are within the WDC core team.
- 1.7.4 The Committee will also be aware that within the core Electoral Services Team a new officer joined the Team in October 2022 followed by a new manager of the Team in January 2023. The impact of change within a team cannot be underestimated when the team had only a few weeks to come together and deliver against deadlines for running an election in May.
- 1.7.5 The Electoral Services Manager (ESM) is line managed by the Head of Governance & Monitoring Officer. The Head of Governance is a new post to the Council, as part of the transition subsequent to the previous Deputy Chief Executive leaving the Council. This saw the post of Democratic Services Manager removed from the establishment. This change in role for the Head of Governance has meant they have been less able to provide direct day to day support for the Electoral Services Manager than within the previous role. In essence this means the ESM has a greater workload than the previous post holder.
- 1.7.6 With such significant change in Team membership and tacit knowledge lost with the previous Electoral Services Manager leaving, this naturally brought change within the team on learning understanding and delivery, as each Council will have its own approach to reaching the same conclusion. These factors combined created additional pressure on the team for delivering an election in May 2023.

1.8 **Wider Staffing**

- 1.8.1 For the 2023 election, 553 individuals were employed. These are employed by the Returning Officer, not Warwick District Council, therefore each one needs to go through the appropriate right to work checks including those who work for WDC. For comparison the current establishment of WDC is 509 individuals.
- 1.8.2 For this election there has been a move from a one-off payroll to a rolling payroll. There is a cost associated with this however, as if it was a one-off payroll then at the end of each election all staff are issued P45 and then have to go through right to work checks again (which also has a cost associated with it). Completing the right to work checks for all 553 individuals took six months and from 1 October 2022 this had to be completed in person rather than online.
- 1.8.3 For the May 2023 election, new guidance was provided by the EC for the numbers of staff in each polling station depending on the size of the electorate. This was increased to allow for more staff to be available to help with the

increased demands of Voter ID checks. This requirement was met in all bar one polling station, but this does not provide the detailed picture.

- 1.8.4 As reported in the two supporting documents nationally there was an issue with polling staff dropping out right up to the day of the election and overall reluctance to work in polling stations due to the increased responsibility of voter ID. The general fear was of voters' reactions when being declined the right to vote or having their ID questioned. This placed no greater responsibility on a presiding officer (as their say was always final on if you were entitled to vote) but did increase the likelihood of having to refuse a voter the right to vote.
- 1.8.5 The appointments of Presiding Officers and Poll Clerks took a significant amount of time and was delayed by the completion of the right to work checks. Significant requirement exercises had to be undertaken and presiding officers from other council areas that did not have elections were used. Therefore already it is known that there will be challenges in staffing polling stations in 2024. For that reason, a promotion and advertising campaign for the role is due to start in early 2024.
- 1.8.6 In complete contrast is the demand for staffing of postal vote opening and the count. Where both these roles were oversubscribed. This may change in 2024 if there is a need to count overnight as then the staff who will be working in polling stations will be less willing to the work on the count afterwards.
- 1.8.7 There is another risk to the Council. The Returning Officer is awaiting feedback on the May 2021 PCC election accounts that are with the Electoral Claims Unit (ECU). Views have been provided to other Returning Officers in Warwickshire specifically on the value of pay provided to Presiding Officers, Poll Clerks and milage payments as well. The ECU have said they are unwilling to pay for a fee greater than £255 for the PO and £160 for a poll clerk. The current fees (that WDC struggle to recruit are for standalone elections £261.39 and £186.84 but for combined elections £289.58 and £199.58 respectively). If the ECU stick to these fee levels, then this will provide a shortfall in the central funding this Council will then need to meet of circa £7622.50, for Polling Station Staff alone, for a standalone centrally funded election (e.g. PCC election).
- 1.8.8 While these values will be challenged if presented to WDC, as it is believed no allowance has been made for increase in pay since 2016 by the ECU, or respecting the national minimum wage. As an example, a Poll Clerk, for their fee, works 16 hours on polling day, plus an hour's training session beforehand and must include holiday pay. This will put the pay rate to per hour below the minimum wage and which will also be below the National Living wage proposed by the Chancellor of £11 per hour from April 2024.
- 1.8.9 The core team had greater support from the Council's HR team for this election for running the appointment process for each new starter at the elections this time. This will need refining for 2024 and future elections to ensure a smooth operation on file storage and work checks.

1.9 **Nominations**

- 1.9.1 There were 70 areas, with 283 number of seats for election within Warwick District. The team processed a total of 440 valid nominations, that led to the reported 39 contested elections.
- 1.9.2 There was feedback from candidates on the complex nature and format of the nomination papers used. The forms provided by WDC were the recommended template from the Electoral Commission. Officers provided additional guidance to candidates, including an annotated form, on how to complete them and some

positive feedback was received about this.

- 1.9.3 The nominations forms were accepted with significant support from officers in other departments. There were some reflections and learning for this work to refine the process, but considering the significant number of nominations, the most for any electoral cycle that will be received, this went exceptionally well.
- 1.9.4 The key to success were the clear instructions and training in advance plus shadowing and mentoring for the first few forms. Going forward while there will be fewer nomination forms until 2027, the process can be reviewed through greater use of real time data to manage appointments.
- 1.9.5 There were a few nominations that were incorrectly marked up by candidates and left with Reception staff rather than formally submitted. Thanks to the process in place these were identified just before close of nominations and were valid. Feedback was provided to the candidates in this instance and a revised checking process introduced with Reception teams.
- 1.9.6 The challenge for the next General Election and 2025 elections is the move away from Riverside House and where nominations will be received. This is being reviewed as part of the revised working arrangements. Due to the sensitivity and security around nominations (and in the case of General Election £500 deposit) it is likely they will be processed at the Town Hall. It should be noted for the PCC election in May 2024 WDC will not be the Returning Officer and therefore will not have nominations to process.

1.10 **Polling Stations,**

- 1.10.1 With the Elections Act 2022 there were new requirements placed on Returning Officers for the accessibility of polling stations <https://www.legislation.gov.uk/ukxi/2022/1309/made> A desktop assessment was carried out, of all stations, based on the detailed drawings and photos undertaken as part of the preparations for the delivery of elections under Covid conditions in 2021. There were some areas of non compliance which were not able to be resolved prior to the election and were agreed would be considered as part of the mandatory polling district, place and station review in the Autumn of 2023).
- 1.10.2 Out of 81 polling places there are 15 which have some form of accessibility issue. These are being considered as part of the Polling Station review which is also reported on this agenda, where the challenges are explored in more detail. It should be noted though that WDC met all the mandatory requirements within the guidance where possible.
- 1.10.3 A number of the accessibility issues are proposed to be resolved through relocating polling stations to nearby buildings. However this is becoming increasingly hard to achieve all the criteria met especially when trying to keep the polling stations within the community it is serving. For those where accessibility remains a problem these will be directed to the Council's RUCIS grant scheme as a potential way for them to improve their facilities.
- 1.10.4 A learning point for the team was booking polling stations earlier when an election is known (i.e. scheduled elections for May 2024 could be booked as invoices are paid for 2023. This was more challenging for 2024 with the polling district review being undertaken but has this now been completed, as set out within the report on this agenda.
- 1.10.5 The big challenge which continues for the team is providing polling stations for new communities as developments are created and ensuring premises are

available to use as a polling station, for example the Europa Way development where a temporary building is used. While Temporary Buildings provide a solution they are costly (normally more than double the next most expensive polling station location), they struggle with accessibility issues and provide environmental challenges for polling staff working 16 hours within them (with extreme temperature changes possible).

1.11 **The Count**

- 1.11.1 This was held on Friday 5 May 2023. The decision had been taken to not count over night from Thursday in order to give the core officers some recovery time because the Count for multi seat wards is the most complex undertaken by the Council. This was made more complex by the Coronation being held on 6 May, followed by Bank Holiday Monday and new Councillors taking office on the Tuesday. This presented the challenge that the Count had to be completed on the Friday and more resources had to be used to ensure this was completed.
- 1.11.2 The Count was held in Hall 2 at Stoneleigh Park. This is a large venue with significant capacity and space to deliver any combination of election Count. This can provide benefit of having plenty of room but this can also have a negative effect with team members and the count being spread out over a large area.
- 1.11.3 For this election the count was split into three distinct counting areas with a Deputy Returning Officer being responsible for 1 and half of these areas each. This made it hard for the DRO to oversee and be visible to all the count areas they were responsible for at all times.
- 1.11.4 There was a significant challenge at this election with candidates and agents leaning over and on the count tables. This was a specific problem for Cubbington & Leek Wootton Ward, which is recognised was partly due to the number of interested parties and the small number of counters and table space for the Count. Either way at future Counts forward further work needs to be undertaken to provide a breathing space between the count tables and agents.
- 1.11.5 For the first time barcode tickets were used for entry and exit to the Count. This delayed tickets going out for the Count to staff, candidates and agents which in turn increased calls and contacts to the team. There were limitations found with the system used for issuing tickets to candidates and agents. Overall thought this was a successful first use and helped with accounting of staff time at the count and testing is underway for digital tickets to be used in May 2024
- 1.11.6 Reviewing the approach to tickets at future elections only staff will be scanned into (and out of) the building (as this makes calculating the payments to them easier with visual checks to other tickets. To support this the ticket scanning will be held closer to the entrance.
- 1.11.7 The return of ballot boxes from polling stations went well, with the majority of the paperwork in the correct places. This will be refined for May 2024 with new instructions around the return of marked registers as there is potential to make this easier for staff based on the feedback from presiding officers
- 1.11.8 In addition the Returning Officer has invested in some specific tamper proof numbered door seals for the rooms where ballot boxes are stored overnight, to show if the room has been entered without permission. These worked well and will be used at future elections, as required.

- 1.11.9 There were some minor areas that could be revised to improve the initial setup of the count tables for count staff and these checklists are being updated for future elections.
- 1.11.10 A continual challenge is the PA within the room and for future elections, although additional cost, a technician will be booked in to support the PA system.
- 1.11.11 The edging to each table takes time to setup and can be easily knocked off by candidates and agents leaning on it. This may be mitigated by providing a line which candidates and agents must remain behind but the team are also reviewing set up at other elections for potential alternative approaches.
- 1.11.12 With upgrades in IT it was possible to process postal votes at Stoneleigh Park rather than at Riverside House (as it had been for 2019 and 2021). At future elections though there will be a dedicated area for this so as not to impact on any count set up for the next day.
- 1.11.13 With upgrades to the elections management system and revisions to process this was the first opportunity at a district wide election for postal vote ballot paper account figures to be completed digitally. There were some challenges with this when verifying the contents of the postal vote ballot boxes which will need to be reviewed further during any future election.
- 1.11.14 There was a count verification which took significantly longer than others, but on review this was identified that the count supervisors did not follow the instructions or training provided. This could be due to officers completing the count instructions late and also only a training session being provided close to the election. This said the instructions cannot be completed until after the close of nominations so all elections taking place are known and type to count.
- 1.11.15 For the first time for Warwick District the plan was to count (as recommended by the EC) the unused votes. This only applies to multiple seat wards and recording the number of unused votes i.e. if there are three seats for election but the elector only casts two votes. This allows for a more accurate count in verifying all papers have been counted. To undertake the count of multi seat wards counting sheets are used. The initial counting sheet had a line for recording unused votes but there was no line on the following summary sheets. This meant that central verification had to rely on assumptions for accuracy. Overall the team want review how we count for multiple seat elections and a review of the different approaches, as well as moving to counting into bundles of 10 rather than 25. Members should be assured that while this was challenging it does not cause risk to the count and all candidates and agents are consulted on the draft result for comment or challenge (provide opportunity for recount requests)
- 1.11.16 Using the digital count module within the EMS, rather than paper and excel based, brought some benefits with less queuing time and also declaration of results were printed (reducing risk of transposing results) and making the information clearer for the returning officer to announce.
- 1.11.17 There were positives from the Count with a new approach to staggering the start of each count (rather than waiting for verification to be completed). This also staggered lunch breaks which was welcomed by staff as it reduced queuing and ensured sufficient outside space was available. The count was also completed in line with expected times, especially with the pressure of a day to complete due to the Coronation the day after, and the following Monday being a bank holiday.

1.11.18 There were challenges with new Deputy Returning Officers, although having completed the appropriate training and worked on elections before, taking significant responsibility with such a significant election was a challenge without experience of undertaking the role at elections. The Returning Officer is committed to ensuring all potential Deputies have experience on elections before stepping up at an all out election however that was not possible this time. Going forward the new Deputy Chief Executive has now completed their training and for standalone by elections over coming years the Deputy Chief Executive, Programme Director for Climate Change, Head of Place Arts and Economy will lead on these with guidance from the Returning Officer and Electoral Services Manager.

1.12 **Postal Votes**

1.12.1 Members should note that all electors with postal votes had a pack for the District election and a separate one for parish/town wards. This is due to the limitations on set up for the packs and for the printer needing to know before close of nominations the specification. Overall postal vote return rate was 70.55% for District and 68.27% for Parish/Town Councils, which is considered a good response rate. This said for future elections the poll card letter will say to electors if they are to expect two postal packs and why, as there was some confusion with electors.

1.12.2A new process was introduced this time where four officers went and inspected random samples of postal votes being issued by the Council printers to ensure they were correct. This was a new quality control measure. The team managed to check 3 in every 500 of the 32,000 postal packs issued in an afternoon and found no errors.

1.12.3A new process was used internally for the sorting of postal votes before they were opened with a new team undertaking this work. It worked really well within a secure location and will be replicated at future elections.

1.12.4As with the main count the plan is to move to opening postal votes in packs of 10 rather than 25. This will increase printing but will improve accuracy on counting and will make the feed through to the count easier as well.

1.12.5With the Town Hall not being available in 2024 due to the future high street fund works, postal vote opening will be relocating. This will need to be within Saltisford 1 where the meetings rooms will have limited capacity and will increase pressure on the team. While other venues have been considered Saltisford 1 is the only one within WDC assets which has the necessary security and network in place.

1.12.6The process for opening postal votes was revised this year and while more efficient in some areas it can be further revised again. With additional resources coming into the team there will be a dedicated officer within the team to lead this rather than using an external consultant (as in recent previous years). There was a new process using more technology rather than manual which significantly improved but there was a need for more scanners to process the ballot papers being checked to reduce wait time for staff.

1.12.7There was an issue with Royal Mail not delivering post each day to Riverside House, during the time postal votes were being returned, then other days significant volumes. For future elections the Returning Officer has agreed to pay an additional fee to Royal Mail for a timed delivery (i.e. an expected (not guaranteed) time of post delivery).

1.13 **Expenses**

1.13.1 Each Candidate is required to return an expenses form to the Returning Officer. The burden for this is on the candidates with failure to do so potentially leading prosecution. Officers still spent significant time chasing all these (including for candidates where an election was not contested). While there is little that can be said in respect of learning, it is worth noting the impact that has on resources when looking to close down the election and move on to other work (including ensuring bills are paid so accounts can be completed).

1.14 Elections Act 2022

1.14.1 The Elections Act introduced the right for voter ID to be shown in polling stations. The media team designed and delivered a communications plan to spread the message about this locally. This was to supplement the Electoral Commission national campaign. There were conflicts between these campaigns for chasing the same advertising space. For example the EC said it was not advertising on buses in Warwick District (but Coventry) however some of the buses used were on routes in Warwick District and with companies WDC approached to advertise on.

1.14.2 It is very hard to assess how much the WDC had in terms of impact but for social media performance.

1.14.3 The other big change was the move from a poll card to a poll card letter, which increased costs (off set by new burdens funding) to ensure all the information could be included. There was no negative feedback on this to the Council.

1.14.4 There are further changes coming for the Elections Act in respect of postal vote applications (start on 31 October) with changes to arrangements and time limits for postal and proxy voting appointments, digital applications and limitations on handling applications. There will also be increased rights for overseas voters with the removal of the 15 years limit.

2 Alternative Options

2.1 The report is presented for information only and therefore no alternative options are provided.

3 Legal Implications

3.1 There are 10 pieces of legislative requirements for the delivery of elections, rather than a specific act as well as additional regulations and further guidance from the Electoral Commission. To help ensure that these are complied with the Returning Officer operates an elections project board which meets each month with representatives from all relevant teams across the Council and representatives from the Electoral Commission.

4 Financial Services

4.1 The election has cost more to deliver this year and the invoices to Parish & Town Councils are now being issued. The total cost of delivering the election was £462k. Recharges for each of the 31 uncontested parish/town elections for £300 each have been issued. For each of the other 22 contested Town Wards had been informed in May the estimated cost will be circa £19,000 per ward. Officers are continuing to work on apportioning the overall costs fairly including the ability to demonstrate to each Town Council how the cost is made up of. This is not always a straight 50/50 split of costs (which there can be for polling stations and staffing), in some instances WDC will take the whole cost for equipment that will be reused many times and others the cost is split by the total number of elections (39) and apportioned appropriately to the relevant Council.

- 4.2 Currently the election cost apportionment is £234k to Warwick District Council and £188k to Town and Parish Council's. The figures are being checked and due to be communicated to the Town Councils who had election on 22 December 2023.
- 4.3 There was new burdens funding (£95k) from the government for the introduction of the Election Act 2023. This was used to promote the requirements for voter ID and pay for the additional staff that were required within polling stations. Money from this is also being used to part fund an additional officer within the core elections team, in recognition of the additional responsibilities the team will have for phase 2 of the Elections Act. There is a chance that further future burdens grants will be provided by the government but the values of these have not been confirmed at this time.
- 4.4 Moving forward opportunities will be taken as part of the Change programme to look at improved efficiencies to reduce costs with delivering elections, however when the significant costs are postages, staffing and venue hire these each present their own challenges. For example the majority of communications that are now sent are a prescribed format and requirement, the number of staff used are set within the guidance by the EC and explanation has to be detailed where this is not used and with a growing population an increased number of polling stations (including temporary buildings) will be required to meet the legislation and EC requirements. This review will also look at improving the estimates process to ensure costs of inflation (for example Royal Mail) can be more accurately accounted for in advance.

5 Corporate Strategy

- 5.1 Warwick District Council has adopted a Corporate Strategy which sets three strategic aims for the organisation. This report does not directly relate to them in that it sets out the review of the May 2023 elections. However it does impact on the Council's finances through increase costs in delivery of elections

6 Environmental/Climate Change Implications

- 6.1 There are significant environmental impacts from delivering an election and over the years steps have been taken to try to minimise this through effective procurement for example of printing contracts and the papers/inks used for these. The area being considered next for improvement is the stationery packs purchased and used by presiding officers and if these can be produced differently. This is unlikely to change in 2024 simply because of the demand and unknown regarding the potential General Election.

7 Analysis of the effects on Equality

- 7.1 Significant work continues in terms of equality and delivering elections. Members will be aware of the campaigns regarding voter ID and providing information in additional languages, materials for which were provided by the Electoral Commission.

8 Data Protection

- 8.1 There are no specific data protection implications of the proposal.

9 Health and Wellbeing

- 9.1 There are no specific health and wellbeing implications from the report.

10 Risk Assessment

- 10.1 Each elections will run its own dedicated risk register managed by the election project board. This register is based on the template from the Electoral Commission.

Background papers:

None

Supporting documents:

[LGIU report on the impact of voter ID – the views of administrators](#)

[Electoral Commission Report on May 2023 Elections](#)

[Warwick District Council Elections 2023 Website](#)

Action Plan

Action	Why	When	Who
Additional Elections Officer within Team	The increased demand from Elections Act 2022 on the team	Implemented	Electoral Services Manager
Presentation to all WDC Councillors on Election Act Phase 2	Increase awareness for the changes and challenges that are faced	Dec 23/ Jan 24	Electoral Services Manager
Advertising campaign for polling staff	Increase in poll staff needed and high turnover in staff	Dec 23/Jan24	Elections Team & Communications
Training for front line staff on process for nominations and checking election post	The move out of RSH will mean no election staff based at the same venue as reception	Nominations – Mar 24 Election post - Nov 23/Dec 23	Elections Team & Customer Services & Corporate Support Team
Increased front line staffing during election period for increased demand	The increased demand with the new election laws.	April 24	Head of Governance & Elections Manager
RUCIS grants to help polling stations where we can	Polling places with accessibility issues where no alternative venue is available.	Jan 24	Electoral Services Manager
Refine count layout so based on two horseshoes rather than 3	Due to feedback from elections 23.	April 24	
Introduce a taped line in front of each count table that all agents and candidates have to stand behind	Due to May 23 elections candidates & agents caused interruptions to the counting process.	May 24	Count set up team
Work with Electoral Management System supplier for increasing the tickets that can be issued	To provide greater flexibility on Count ticket allocation for candidates and agents in line with regulations	Jan 24	Elections Team

Future elections only scan in staff and have this at point of entry	Less time consuming and easier to calculate payments.	May 24	Count Staff allocated
Security management with staff moving tables to get in and out due to entry point how to stop this?	This helps the venue to run more effectively and provides clear boundary between roles.	Feb 24	Count set up team
Green zipper bags to have marked registers in too, so we have control of them	Less time spent after the election searching bags for missing registers.	May 24	Elections Team
Increase initial provisions within stationery box allocated to each count table	There was a lot of time spent by count tables collecting additional materials form a central area, this could be reduced for future elections	April 24	Elections Team
Wire baskets or uses the plastic trays to count into.	For so many elections with significant number of candidates it was identified that insufficient wire baskets were held by the Council. These are used so all can clearly see where ballot papers are and indicatively (by volume) who has the most votes.	April 27	Elections Team
Technician support for PA system to ensure it can be heard through the hall	Improved understanding for all on what is happening at the Count	May 24	
Complete count instructions basics earlier (easier for PCC)	Count supervisors have more time to familiarise themselves with the instructions.	May 24	?
Counting sheets liaison with express to ensure unused votes included on templates	Efficient paperwork throughout	Apr 24	Elections team
For multi seats wards ensure more calculators are available for use by counters	Each area only had a calculator but some had three members of staff needing to use them. While most people have their	Mar 24	Elections team

	phone available appropriate resources should be provided by the Count.		
For all future elections move to counting in 10 rather than 25	This is considered easier for Count staff and while more clips are required it reduces errors.	May 24	Elections team
The returning Officer has to display official notices for elections. The location for this in 2024 is to be determined following the move from Riverside House	This will be reviewed on completion of the works at the Pump Rooms	March 24	Electoral Services Manager
Poll card letter to say why two postal packs	Confusion with electors	Mar 24	Electoral Services Manager

Voter ID data

99.95% of electors who came to vote in Warwick District Council's polling stations brought photo ID, which met the newly introduced voter ID requirements.

Collated figures across the area show 28,432 electors voted at 126 polling stations on 4 May.

In summary, 14 electors (0.05%) who attended a polling station to vote were not given a ballot paper because they did not meet the new voter ID requirements.

Across all polling stations, 106 electors were initially turned away throughout the day and 92 returned with acceptable ID and were able to vote. This means 86.79% of those initially turned away returned later in the day and were issued with a ballot paper.