

COUNT PROCEDURE

Verification

Postal Votes

The verification of the Postal Voters Ballot Boxes will commence at 10pm. The verification of the Station Boxes will not commence until all Postal Voters Ballot Boxes have been verified.

Station Ballot Boxes

The ballot boxes will be brought into the hall via the west fire exit door (marked "A" on the plan) and be taken to the ballot box checking area (marked B). Once checked they will be taken to the outer table allocated to the specific box (see Allocation of Ballot Boxes to Tables). The contents of each box will be verified **FACE UP** against the Presiding Officer's ballot paper account (see instructions to Counting Staff and Supervisors). Once verified they will be taken to the constituency central mix (marked C) where bundles of less than 100 will be made up into 100's and the postal votes added. The ballot papers will be held in this area until the Returning Officer has consulted the candidates and agents and advised them of the verification/provisional verification figure (see separate note on postal vote opening sessions which explains provisional verification)

Second Count

On being instructed by the RO, Supervisors will take the papers to the sort area (marked D on the plan) and sort them by candidate. The sorted papers will then be taken to the outer tables for each particular candidate (see table allocations per candidate).

The papers will be counted into bundles of 100 and taken via the Constituency Control Unit (marked E on the plan) back to the central mix (C) and stacked by candidate in 1000's (10 x bundles of 100).

The Depute Returning Officer will carry out adjudications of doubtful ballot papers throughout the second count on an as required basis. Candidates/Agents will be advised that adjudications are about to take place via the PA system and should listen for announcements.

Once all papers have been sorted a final check of the sorters will be undertaken and the Control Unit and central mix will prepare the provisional result and thereafter the candidates/agents will be called to the stage to carry out final adjudications and agree the figures.

Recounts

If the Returning Officer agrees to a recount the bundles of 100 will be put back out to the outer tables for checking and again returned to the central mix via the Control Unit.

Announcing the result

The Returning Officer will ask the candidates to come forward to the foot of the stairs where they will be lined up in alphabetical order (to accommodate TV companies) before proceeding on to the stage. The Returning Officer will then announce the result and thereafter invite the successful candidate to address the hall.

FIRE EXIT

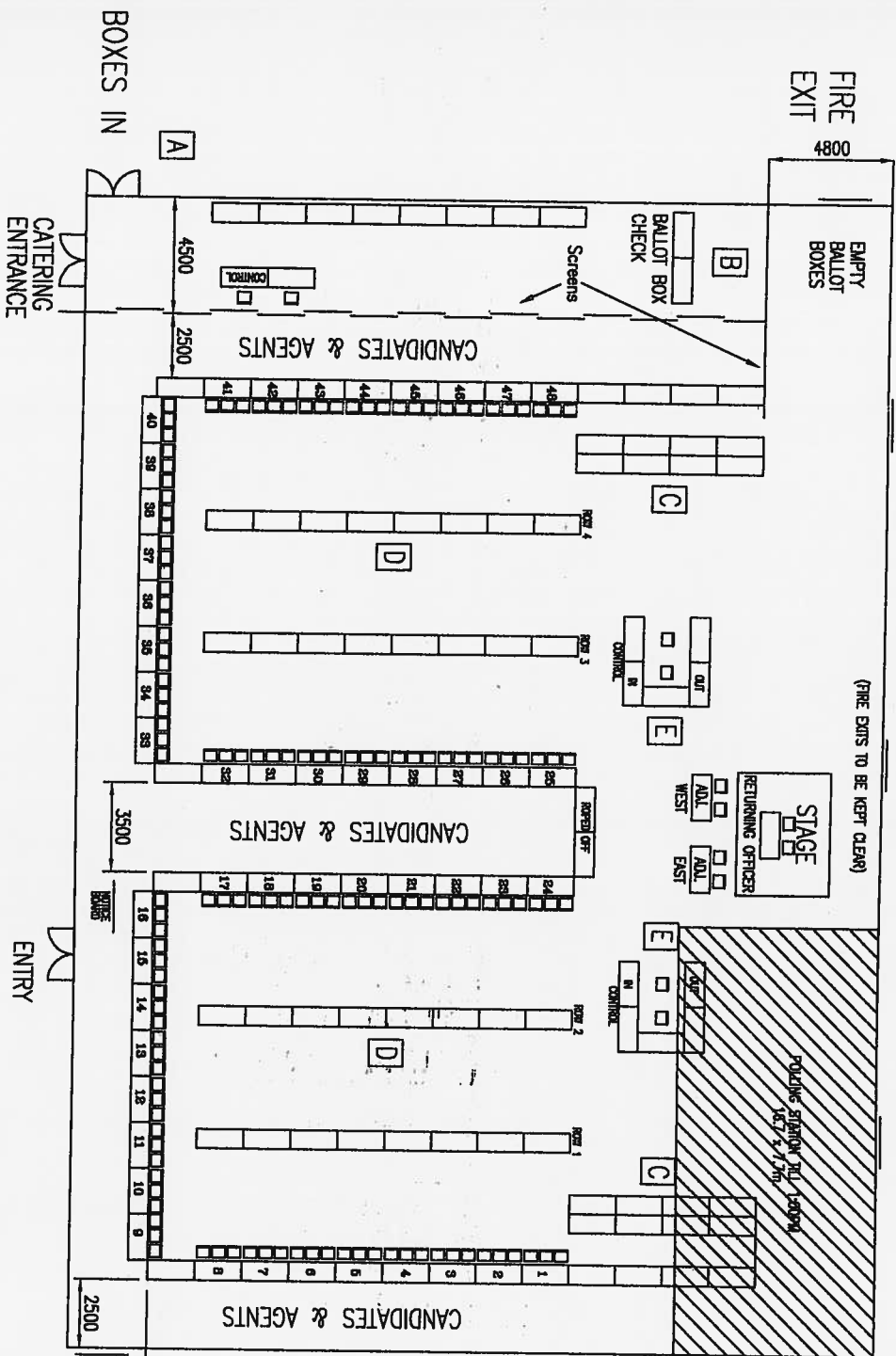
FIRE EXIT

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FIRE EXIT

NOTES

MANUAL TABLES	133
CHAIRS	180
GM TABLES	20
DANCE STUDIO TABLES	9
CHAIRS	20
TOTALS	
TABLES	160
CHAIRS	200



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ALLOCATION OF BALLOT BOXES TO TABLES**DUNDEE EAST**

Table 1	1	25	49	73
Table 2	2	26	50	74
Table 3	3	27	51	75
Table 4	4	28	52	76
Table 5	5	29	53	77
Table 6	6	30	54	
Table 7	7	31	55	
Table 8	8	32	56	
Table 9	9	33	57	
Table 10	10	34	58	
Table 11	11	35	59	
Table 12	12	36	60	
Table 13	13	37	61	
Table 14	14	38	62	
Table 15	15	39	63	
Table 16	16	40	64	
Table 17	17	41	65	
Table 18	18	42	66	
Table 19	19	43	67	
Table 20	20	44	68	
Table 21	21	45	69	
Table 22	22	46	70	
Table 23	23	47	71	
Table 24	24	48	72	

ALLOCATION OF BALLOT BOXES TO TABLES

DUNDEE WEST

Table 25	78	102	126
Table 26	79	103	127
Table 27	80	104	128
Table 28	81	105	129
Table 29	82	106	130
Table 30	83	107	131
Table 31	84	108	132
Table 32	85	109	133
Table 33	86	110	134
Table 34	87	111	135
Table 35	88	112	136
Table 36	89	113	137
Table 37	90	114	138
Table 38	91	115	139
Table 39	92	116	140
Table 40	93	117	141
Table 41	94	118	142
Table 42	95	119	143
Table 43	96	120	144
Table 44	97	121	145
Table 45	98	122	146
Table 46	99	123	147
Table 47	100	124	148
Table 48	101	125	149

INSTRUCTIONS FOR COUNT/SORT SUPERVISORS

See the instructions for the Sorters and Counting Staff attached.

POSTAL VOTES VERIFICATION

We need to verify the bundles of postal votes which will be in boxes at the central mix. At 10 pm we will open the boxes. Take some bundles and allocate them to your tables. They will be in bundles of 100 which will have been checked on at least two occasions so we don't expect to find any errors. If a counter tells you they have something other than 100 have them counted again.

Checked bundles should be returned to the central mix.

Continue this until all bundles have been checked. There should be no more than 100 or so bundles to be checked.

Once all bundles have been checked and returned to the central mix table we can start the first count as detailed below.

If, in the interim, you receive a box from a polling station do nothing with it until ALL postal votes have been removed in the interim from the counting tables.

FIRST COUNT (VERIFICATION)

1. You will be responsible for two tables.
2. Ballot boxes will be delivered to each table. You will be given a folder with details of the table you have been allocated and the ballot boxes you will be responsible for. Make sure you have the correct boxes for each table.
3. Instruct counters to count the contents of each box face up.
4. You will receive from the Control Unit a Form 1 for each box.
5. If the actual number of ballot papers in the box corresponds with the figure in Part 3, complete Part 4 and sign the form, put all the ballot papers in a cardboard tray together with the bottom copy of Form 1 and take it to the Central Mix. The top copy should be taken to the Control Unit.
6. If the figures do not square have the counters carry out a recount. If after the recount figures are within + or - 2 accept it, complete the form and carry out the procedure outlined above. If the figures still do not agree consult the Control Unit.

Note Allocate enumerators another box before taking the ballot papers to the Mix.

7. Then repeat for all other boxes.

SECOND COUNT

OUTSIDE SORT SUPERVISORS

8. Sorters will each collect a bundle of 100 verified ballot papers from the sorting tables and return to their sorting racks. They will sort the papers into the appropriate racks and place doubtful papers in the wire basket on the top of the racks. You will be responsible for collecting papers and delivering them to the appropriate outer table for counting into bundles of 100.
9. Collect the ballot papers from the rear of the sorting racks on a regular basis and deliver them to the counting table at which that candidate's votes are being counted. Always hand the papers to the Table Supervisor - never leave them on the table.

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10. Continue delivering ballot papers to the counting tables until all ballot papers have been dealt with.
11. Do not leave bundles on the tables. At all times they should be handed to the Table Supervisor.

INSIDE SORT SUPERVISORS

8. You will be responsible for supervising a row of sorters. Each sorter will collect a bundle of 100 ballot papers and return to their sorting racks. They will sort the papers into the appropriate racks and place doubtful papers in the wire basket on the top of the racks.
9. Give advice as to doubtful papers as necessary. If in doubt consult the Count Controller.
10. Repeat as necessary until all papers have been sorted.
11. Check all racks for any ballot papers missed.

Table Supervisor's Instructions

8. You will be responsible for the votes of one candidate at up to 4 or 5 tables.
9. Candidates' votes will be delivered to predetermined tables. Tables are clearly marked. Ensure that you are given the correct votes for your tables.
10. You will receive a bundle of sorted ballot papers from the Sort Supervisors. These should be distributed evenly amongst counting staff by placing them in the wire baskets.
11. It is important that Counting Agents can see each ballot paper and to this end ensure that all staff are counting the ballot papers in the manner in which they were shown. Counting staff should count the papers into bundles of 100, complete a bundle card and hold the bundle in the air.
12. Take the bundle from the Counter, check that the card matches the votes then take the bundle to the Control Unit.
13. At the end of the Count, collect the bundles of less than 100 which will be remaining at the outer tables and have staff make them up into bundles of 100. Thereafter deliver the bundles of 100 and the one remaining bundle of less than 100 to the Control Unit with the bundle cards marked accordingly.

INSTRUCTIONS FOR COUNTERS/SORTERS

POSTAL VOTES VERIFICATION

You will receive a bundle of 100 postal votes. Count the ballot papers. If you have 100 hold the bundle up and your Supervisor will take it from you and give you another one to check. If the bundle does not contain 100 check it again. If it is still out after you have recounted advise your Supervisor.

FIRST COUNT (VERIFICATION)

1. You will work as a team.
2. You will receive a ballot box. Empty the contents onto the table.
3. Count the papers face up into bundles of 100 and banded breadthwise. The bundle of less than 100 should be secured with a bulldog clip and a note of the number of papers in the bundle written on the post-it note and also secured with the bulldog clip.
4. Advise the Supervisor of the total. If satisfied he/she will instruct that the papers should be placed in the cardboard tray and removed.
5. If not satisfied you will be asked to recount the papers.
6. The above should be repeated until all boxes have been accounted for.
7. It is anticipated that your team will need to verify the contents of a total of three ballot boxes.
8. After the verification is completed satisfactorily one member of the team will be allocated to the "sort" of ballot papers. The remaining member will count the ballot papers by candidate. Once the sort is well underway the sorters will return to your table. You will then continue to count the votes as a team.

SECOND COUNT (COUNTERS)

9. You will be seated at a table. A Supervisor will deliver ballot papers to you for a particular candidate. They will be placed in the wire basket on the table.
10. Take a bundle of papers from the basket and count them in the deliberate manner as shown, making sure that:
 - (a) the votes are all for the same candidate; and
 - (b) that the counting agents can see the cross on the ballot paper.
11. **YOU WILL BE GIVEN A DEMONSTRATION OF HOW TO COUNT THE BALLOT PAPERS PRIOR TO THE COMMENCEMENT OF THE COUNT.**
12. You should not receive any doubtful or spoilt ballot papers as these will have been dealt with at the sorting stage. However, mistakes can occur and if you identify a doubtful paper, **OR** if any of the counting agents identify such papers, put them to one side. Supervisors and Overseers will be on hand to give advice/rulings on these papers.
13. Count the papers into a bundle of 100. Band it breadthwise, complete a bundle card and hold the bundle up in the air. A Supervisor will take it from you.
14. Take another bundle from the basket and repeat the process until no ballot papers are left in the basket. At the end of the count you should be left with a bundle of less than 100 votes. Simply make a note of the number of papers remaining on a bundle card and attach it to the votes using a bulldog clip and hold the bundle in the air. Your Supervisor will take it from you.

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15. As the Count progresses fewer sorters will be required and these staff will return to assist at the count tables.

SECOND COUNT (SORTERS)

9. The verified ballot papers will be on the sorting tables in bundles of 100.
10. When instructed to do so collect one bundle of papers and return to your sorting frame and separate by candidate into the appropriate frame. Any doubtful papers should be placed in the wire basket on the top of the frame. All frames will be clearly identified. Seek advice from Supervisors regarding doubtful papers initially. You will also be briefed beforehand as to what constitutes a doubtful ballot paper.
11. When you have separated the bundle, collect another bundle and repeat until all verified papers have been separated.
12. A Supervisor will collect papers from the rear of the sorting rack from time to time.
13. As the Count progresses less and less sorters will be required and at this stage you may be asked to return to your seat at the outer tables to assist in counting votes.

INSTRUCTIONS FOR CENTRAL MIX

POSTAL VOTES

1. Postal votes to be verified.
2. Refer to Supervisors' instructions.
3. Keep verified and unverified papers separate.
4. Complete verification statement at end of process.

VERIFICATION

1. You will receive the ballot papers in cardboard trays together with the bottom copy of Form 1.
2. Store the papers on the mixing tables.
3. Make up bundles into 100s and store in 1,000s (10 x 100).
4. Repeat until all ballot papers have been dealt with.
5. Complete a Form A and compare the totals with the Control Unit.

SECOND COUNT

6. Sorters will collect a bundle of papers.
7. Supervisors will return sorted and counted bundle of 100 papers to the Control Unit together with a bundle card.
8. Control Unit will complete a spreadsheet, retain the bundle card and pass the bundle of 100 votes to you by placing them on the table behind them (and in front of you).
9. Store the bundles by candidate.
10. Repeat until all ballot papers have been accounted for.
11. Total the votes by candidate using Form B.

NOTE: ENSURE THAT VERIFIED AND SORTED/COUNTED BALLOT PAPERS ARE KEPT SEPARATE AT ALL TIMES.

12. If the Returning Officer decides it is necessary the bundles of 1,000 will be put out to the nearest outer tables to the mix area for double checking.
13. In the event of a recount bundles of 100 will be allocated to counting tables for checking.

CONTROL UNIT SUPERVISORS

See the instructions for all other staff attached.

FIRST COUNT (VERIFICATION)

1. The Ballot Paper Accounts should be checked for accuracy.
2. You will have a Form 1 for each box.
3. Parts 1 and 2 will have been completed. Complete Part 3.
4. Place the form in the appropriate baskets for delivery to the Supervisor.
5. Initially give priority to completing as many Forms 1 as possible. You will receive a note of which boxes are being sorted initially to enable the paperwork to catch up.
6. Complete the Verification Statement (as far as possible).
7. The top copy of Form 1 will be returned, duly completed, by the Count Supervisor. Use this to complete the verification statement.
8. Once all boxes are accounted for, total the Verification Statement and transfer the total votes cast figure to Form 2, calculate the % poll and pass the second (blue) copy to the Returning Officer, bottom (green) copy to the Central Mix and retain the top copy.
9. Transfer the total votes cast figure to Forms 3 (Part A) and 4 (Part 1).

SECOND COUNT

10. You will have a spreadsheet (Form 3) and will receive bundles of 100 ballot papers with a bundle card from the Table Supervisors.
11. Mark off each bundle received on the spreadsheet. Remove the bundle card and pass the bundle behind you to the Check Sort Area.
12. At the conclusion of the Count you will receive one bundle card for less than 100 votes for each candidate. This represents the odds.
13. Transfer the totals to the provisional result sheet (Form 4) (Part 2) and pass the form to the Adjudicator.
14. Once satisfied the Adjudicator will return Form 4 to you. Check it and thereafter use it to complete Form 5 and pass the top copy to Stuart Galloway, the second (blue) copy to the Returning Officer to announce the result and the bottom (green) copy to the press (via L Archibald)

POSTAL VOTE OPENING SESSIONS - PROCEDURE

Openings in Main Council Chamber – 31st May to 8th June 2017

Each postal vote opening session will commence at 9.00 am. The postal packs will be in bundles of 50.

Envelope Opening Area

See attached instructions note to staff regarding opening the outer envelopes and detaching the postal voting statements (PVS).

Please note that on Wednesday, 31st May all outer envelopes (Envelopes B) received will be opened and PVS's detached and bundles stored.

There will be no scanning undertaken that day and **NO** 'A' envelopes (the envelope containing the ballot paper) opened.

Scanning and opening of 'A' envelopes will commence on Thursday, 1st June at 9.00 am.

Scanning Area

The PVS's will be scanned and any requiring adjudication i.e. where the PVS does not match the postal vote application (PVA) will be sent electronically to the adjudicators terminals. The agents will be able to see the same screen on terminals facing them.

Adjudicators will then rule on those requiring adjudication. Adjudicators have the authority of the RO to accept or reject doubtful PVS's.

This process will continue until all PVS's have been dealt with.

Thereafter, the ballot papers will be scanned into the system, which will allow any mismatch of ballot paper/PVS to be matched. Only the reverse of the ballot paper is scanned.
NO DETAILS OF HOW ELECTORS HAVE VOTED ARE CAPTURED.

Ballot papers with no PVS or a defective PVS will be removed and a total of valid votes and provisionally rejected votes will be obtained.

The same process will be carried out at all openings.

Final Opening Session - Election night (approximately 8.00 pm onwards)

The final opening sessions will be undertaken on the same basis as those outlined above.

The only packs which should be dealt with then are those handed in to polling stations later on polling day and the Royal Mail sweep of sorting offices - expected to be delivered to City Chambers at approximately 9.30 pm.

Postal packs collected at close of poll will be verified and thereafter all postal voting material will be taken to DISC for inclusion in the count.



INSTRUCTIONS TO STAFF DEALING WITH THE OPENING OF POSTAL VOTERS' BALLOT PAPER ENVELOPES

The Postal Voters' Ballot Box contains an outer envelope 'B', each of which should contain a Postal Voting Statement (PVS) and an envelope 'A', in which the ballot papers should be enclosed.

The following procedure will apply when opening the box and dealing with its contents:

Stage 1 – Verification

- (a) Postal packs will be pre-counted into bundles of 50.
- (b) The PV Opening Manager will allocate 4 bundles per table (of 4 opening staff).
- (c) The opening staff will each count their bundles of postal packs to confirm there are 50 in the batch. They will pass their batch to their partner at the table to verify the number is correct.
- (d) The opening staff will also flick through the batch to ensure it is from the correct ward, if any are found for a different ward alert the supervisor who remove the envelope and place it with the correct ward.
- (e) The opener should enter the correct number on the PVS batch header.

POSTAL VOTE STATEMENTS – PART 1

Stage 2 –Opening and Checking Postal Voters' Envelopes

When instructed by the Supervisor you should deal with the envelopes as follows:

- a) Open envelope 'B' and remove the one-piece mailer
- b) Separate the PVS and envelope 'A'
- c) Place the PVS face down to your left and the envelope 'A' to your right keeping them in sequence.
- d) If there is no PVS in envelope 'B' open envelope 'A' to ascertain if it is there. If there is still no PVS, clip all documents together and put in the Supervisor's tray, should this occur do not remove the ballot papers from envelope 'A' at this stage.
- e) If the PVS is not in envelope 'B' but found to be in envelope 'A', this should be removed. If on checking envelope 'A' you discover there are no ballot papers, clip all documents together and put in the Supervisor's tray.
- f) When you are finished this stage you should have 2 bundles: PVS' on your left and envelope 'A's on your right enter the total of packs that had missing PVS's and the total number of PVS sent for scanning
- g) The table supervisor will note any missing PVS's or missing Envelope A's on the master spreadsheet and keep the documents in the correct holding areas:
 - Missing PVS – Envelope A should be placed in Provisionally rejected tray as the PVS may be returned at a later date
 - No Envelope A – PVS should remain with the batch and the missing envelope A should be reflected on the Envelope A batch header

- h) The opener should separate the 2 batch headers and wrap the PVS batch header around the bundle of PVS's and the matching Envelope A/ballot paper batch header around the unopened envelope A's the supervisor will pass these to the Control table.
- i) The control table will enter the statistics from the batch headers into their control spreadsheet and then place the PVS's into the holding area 'Awaiting Scanning' and the Envelope A/ballot paper batch into the holding area 'Awaiting Extraction'

Stage 1 and 2 will continue until all the days returned postal vote packs have been dealt with.

ENVELOPE A's (BALLOT PAPER ENVELOPES) – PART 2 Extraction

Stage 3 – Extracting the Ballot Paper Envelope

- a) Completed PVS batches (scanned and adjudicated) must be placed in the holding area for extraction
- b) The extraction team will take a batch of PVS's and located the matching batch of 'Envelope As/ballot papers, they will extract any envelope A that has had its matching PVS rejected, these unopened envelope A's will be placed in the holding area for rejected envelope A's.
- c) The extractor must enter the correct number of extracted envelope A's onto the batch header and enter the total number of Envelope A's sent for opening

ENVELOPE A's (BALLOT PAPER ENVELOPES) – PART 2

Stage 4 – Opening the Ballot Paper Envelope

When instructed by the PV Opening Manager supervisor

- d) Envelopes 'A' should be opened and the ballot papers removed and placed **FACE DOWN**.
- e) If you discover there are no ballot papers inside envelope 'A', place the envelope in the Supervisor's tray and ensure you note this on the batch header.
- f) If you discover more than one ballot paper inside envelope 'A' highlight this to your supervisor and enter the correct number sent for scanning on your batch header
- g) Place the ballot paper to your right and the empty envelopes 'A' to your left.
- h) On completion, wrap the batch header around the ballot papers, the supervisor will collect the batches and bring them to the control table who will note all information on the master spreadsheet.

Stage 4 –Ballot Papers

- a) The ballot papers will be placed in the holding area for 'Awaiting Scanning'.
- b) The ballot papers will then be scanned
- c) All rejected 'Envelope As' should also be sent to the scanning site to be scanned.