

## Counting Assistant (CA/CA2)

### The Counting Team

The purpose of the Counting Assistant is to ensure at the verification stage the number of votes cast at polling stations and by post in the ballot box match the totals on the ballot paper accounts. Ballot papers will be counted into piles of 20 after the close of poll and then tallied up by your Table Supervisor Assistant which is verified by the Table Supervisor.

Following the verification stage you will separate the ballot papers and place into piles of candidates and doubtful ballot papers. Each pile will be removed by the Table Supervisor Assistant and placed in the relevant receptacle for that candidate.

Each pile of candidate ballot papers is then into 20's and then tallied up by your table supervisor.

The verification and count may take place on the same evening following the close of poll and staff are expected to work until finished. In some cases the verification will take place following the close of poll and the count will take place the following day.

Count staff are responsible for the handling of the ballot papers and must take the greatest of care to ensure that mistakes are not made.

They must:

- Have a 10 minute training session at the beginning of the count
- Sign their appointment form
- Read and agree to the terms of the Statement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled
- Dress appropriately in neutral colours
- Avoid getting involved in any controversial or political conversations between candidates, representatives or campaigners
- Follow instructions provided by the Table Supervisor
- Ensure their conduct is exemplary due to the high profile nature of the election

**Duties:**

- Work as a team
- Check that they have the correct area, an official election mark and unique identifying mark on the ballot paper
- Count the number of ballot papers in each ballot box separately
- Separate counted ballot papers into candidates and pull out any doubtful ballot papers
- Count ballot papers for each candidate

The length of time the count will take, will depend on the percentage of turnout voted. You must be prepared to stay as long as it takes, and may wish to bring your own food in case it is a lengthy count. You will be given adequate breaks and refreshments will be provided.

The (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Office is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

### **Pension**

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme. If you fit the criteria to be entitled to this we will write to you again closer to polling day with information regarding enrolment.

### **Payment**

Payment will be made to a designated bank account after polling day. A payment date will be communicated to staff once confirmed.

**Updated: October 2019**

*This information is provided for guidance only and may be subject to change without notice*