

## APPENDIX 1 – GLRO’s DIRECTIONS

25 March 2021

### Mayor of London and London Assembly elections on 6 May 2021

Greater London Returning Officer’s (GLRO’s) **DIRECTIONS** to Constituency Returning Officers (CROs) under Rule 11 of the Greater London Authority Elections Rules 2007 (as amended)

**Should a CRO intend to deviate from any of these directions they should provide written notice with their reasons to the GLRO as soon as this becomes apparent.**

**Most important: Revised direction 10 on count start times; and new direction 11 included on the requirement for a sample manual count to take place in each Constituency.**

#### Summary of Directions to CROs

1	Compliance with legislation, Electoral Commission (EC) Guidance, and EC Performance Standards required	CROs to coordinate the poll in line with legislation, the EC Guidance and to the required EC Performance Standards.
2	Key plans and documents to be made available on request	In line with EC Guidance and Performance Standards, CROs shall have in place not only detailed project plans, but other required documents including risk registers, integrity plans and security plans. These documents are to be made available to the GLRO on request.
3	Poll cards to include specified information about the mayoral election address booklet	CROs shall secure that information about the mayoral election address booklet is included on all poll cards, using the exact wording supplied by the GLRO below.
4	Delivery of poll cards (bulk run) to be completed <b>no later than 8<sup>th</sup> April 2021</b>	CROs shall secure the delivery of poll cards (bulk run) by <b>no later than 8<sup>th</sup> April 2021</b> to allow any elector who cannot vote in person on polling day to be able to apply for a postal or proxy vote.

5	Only postal vote packs specified by GLRO to be used	CROs shall secure that only postal vote packs as specified by the GLRO directly with all postal vote pack printers are used.
6	Issue of postal votes to start <b>no earlier</b> than <b>14<sup>th</sup> April 2021</b> and as soon after that as reasonably practicable	CROs shall secure the issue of postal votes <b>no earlier</b> than <b>14<sup>th</sup> April 2021</b> and as soon after that as reasonably practicable to allow all postal voters to receive the mayoral election address booklet before casting their votes.
7	All polling station staff to complete the on-line training programme provided by the GLRO	CROs shall secure that all persons to be appointed as polling station staff undertake and complete the whole of the on-line training programme provided by the GLRO.
8	Totems provided by the GLRO to be displayed at every polling station	CROs shall secure the display of one of the polling station totems provided by the GLRO in every polling station.
9	Each borough to include postal votes from Royal Mail sorting office 'sweep' in count	CROs shall secure the inclusion of postal votes collected via a 'sweep' of mail sorting offices on the evening of 6 May 2021 in the postal vote ballot boxes delivered to the count.
10	Count start times	CROs shall secure the count commences at <b>9am prompt</b> on Friday 7 May 2021 and <b>8am prompt</b> on Saturday 8 May with the opening of the ballot boxes. No activity is to start before the agreed times on either day.
11	Manual Count of ballot papers	CROs shall ensure that a manual count of one selected ballot box tray of ballot papers takes place at <b>2pm</b> on the day of their count.
12	GLRO to be consulted on any intention to grant a request for a re-count	CROs shall consult the GLRO on any request for a re-count which they are minded to grant before exercising their power to do so.

13	Each borough to follow Electoral Commission and GLRO guidance in preparing and delivering the poll in a coronavirus pandemic	CROs to coordinate the poll in line with EC and GLRO guidance and to follow general public health principles to mitigate the risk of coronavirus especially in managing polling station voting and at the count centres
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