

# Polling Station Inspector (PSI)

## What does a Polling Station Inspector have to do?

The role of Polling Station Inspector (PSI) is to supervise your allocated Presiding Officers to ensure that their polling stations are being managed as advised. You will make regular visits to each of your stations and provide telephone and face-to-face support to each of your Presiding Officers.

You will ensure that the requirements for completing the prescribed legal paperwork is understood and offer assistance/training if required. You will provide details of emergency proxy information and clerical errors to your Presiding Officers as well as communicating with the Senior PSI to advise of any concerns throughout the day.

PSIs are provided with a tablet and digital checklist to complete.

PSIs are responsible for ensuring that polling stations are open and operating in accordance with election rules and the instructions of the Returning Officer. They must have a comprehensive knowledge of the voting procedures and the ability to deal with and correct any problems or situations that arise.

PSIs will work approximately 16.5hrs on election day starting from 6:00am at selected poll stations and finishing around 10:30pm.

## Do I need to do anything before polling day?

- Polling stations are open from 7am until 10pm. On polling day each PSI is required to start arriving at their selected polling station from 6.00am to support set up of the poll station before is open.
- Attend a training sessions (this may be online or in person)
- Make contact with your Presiding Officers to check arrangements and to brief them on any necessary procedures
- Collect your tablet device and polling station 'spare' equipment from B Bond
- Plan your route to the polling stations

## How much will a PSI earn for the day?

Please scan the QR Barcode for more details.

## What does a PSI have to do during election day?

- Comply with any instructions from the Returning Officer to ensure that all polling stations are open, correctly staffed and signed, with all equipment in place and that all functions of the polling station are correct
- Ensure that all signs and instructions are clear, visible and remain in place
- Instruct and supervise the work of the Presiding Officer
- Helping electors understand voter ID if required and advising on acceptable forms of ID
- Ensure that voters cast their votes in secret and put them into the correct ballot box
- Manage the attendance of those entitled to be present in the polling station, e.g. candidates, agents, representatives of the Electoral Commission and observers, and ensure they do not interfere with the voting process
- Monitor the activities of tellers outside the polling place
- Visit all allocated polling stations and report back progress via tablet
- Maintain the secrecy of the ballot
- Assist the Returning Officer with the resolution of any operational problems and to distribute polling equipment and stationery if required
- Ensure that the layout of the polling station takes all voter needs into account
- Be aware of access issues at the polling station
- Ensure that health and safety at the polling station for all staff and visitors is monitored
- Ensure that all signs and instructions are clear, visible and remain in place

- Ensure that the polling station is neat and tidy
- Ensure that the Presiding Officer has all the appropriate stationery and equipment
- Ensure that the register of electors is being marked correctly and that the electors' electoral numbers are being correctly recorded on the corresponding number lists
- Provide assistance to polling station staff and voters where appropriate
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.

## What are the requirements for becoming a PSI?

- Experience of working at a polling station is essential
- Ability to work independently and under pressure
- Access to a car for the whole day
- Literate and numerate
- Good timekeeping
- Ability to treat people fairly and with respect at all times
- Ability to remain politically neutral
- Previous line-management or supervisory experience is essential

**For more information please contact the Electoral Services team:**

[electoral.staffing@bristol.gov.uk](mailto:electoral.staffing@bristol.gov.uk)

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