

# Briefing Note

**Title:** Cross Boundary Parliamentary Protocol Agreement – Wolverhampton and Walsall

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**Job Title:** Electoral Services and Scrutiny Manager

**Intended Audience:**

Internal

Partner organisation

Public

Confidential

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## 1.0 Purpose

To outline the rationale for a cross boundary parliamentary protocol agreement and the agreed roles and responsibilities of Wolverhampton and Walsall Acting Returning Officer's for a Parliamentary election.

## 2.0 Acting Returning Officers for Parliamentary Constituencies

For each parliamentary constituency, the Electoral Registration Officer (ERO) for one of the local authorities covered by the constituency will be designated as the Acting Returning Officer (ARO) by an order made by the Secretary of State. The ERO with the largest amount of their local authority area covered by the constituency is generally designated at the lead ARO for that constituency. Tim Johnson has been designated as ARO for both Wolverhampton South East and Wolverhampton North East constituencies which are both taking in wards from Walsall.

## 3.0 Cross Boundary Parliamentary Protocol Agreements

It is good practice for Acting Returning Officers to prepare a cross boundary protocol agreement to outline the responsibilities of each ARO for a Parliamentary election where there are constituencies that cross local authority boundaries. See Appendix 1 which outlines the arrangements for:

- Polling stations
- Equipment
- Staff recruitment and training
- Nominations, Candidates and Agents
- Ballot papers
- Poll cards
- Postal vote packs
- Ballot box receipt
- Verification and count
- Communications
- Publication of notices