

# Candidates and Election Agents Briefing

Nottinghamshire County Council Election (& Police  
& Crime Commissioner Election)

Thursday 6 May 2021



**John Robinson – Deputy Returning Officer and Electoral Registration Officer**

**Nigel Hill – Business Manager – Elections & Democratic Services**

**Mark Jurejko – Electoral Services Manager**

**Joanne Dunn – Electoral Services Officer**



# The Polls and Who's Who

- **Nottinghamshire County Council Election (Returning Officer – Anthony May)**
- **Police & Crime Commissioner for Nottinghamshire (Police Area Returning Officer – Kath Marriott, Rushcliffe Borough Council)**
- **Boughton District Ward by-election**
- **Parish of Edwinstowe by-election**
- **Southwell Town Council – North Ward by-election**
- **Bulcote Neighbourhood Plan Referendum**

- Nottinghamshire Police Single Point of Contact
- Detective Inspector Ed Cook
- Will deal with any issues of electoral malpractice including electoral fraud
- Email: [ed.cook@nottinghamshire.pnn.police.uk](mailto:ed.cook@nottinghamshire.pnn.police.uk)



- There are 10 County Divisions in the Newark & Sherwood District area which are all single Member seats
- There are 66 County Councillors in total
- County Council contact:

**Keith Ford – Team Manager – Democratic Services**

[keith.ford@nottscc.gov.uk](mailto:keith.ford@nottscc.gov.uk)

**Tel: 0115 977 2590**



- **10 County Divisions:**

**Balderton**

**Blidworth**

**Collingham**

**Farndon & Trent**

**Muskham & Farnsfield**

**Newark East**

**Newark West**

**Ollerton**

**Sherwood Forest**

**Southwell**



# Key Dates

- **Monday 29 March – Notice of Election**
- **Tuesday 30 March – First day for receipt of nominations**
- **Thursday 8 April (4pm) – Close of Nominations AND deadline for withdrawals (note the two Bank Holidays)**
- **Thursday 8 April (4pm) – deadline for appointment of Election Agents**



# Key Dates (cont)

- **Poll cards to be dispatched from Monday 29 March**
- **Monday 19 April – deadline to apply to register to vote**
- **Tuesday 20 April (5pm) – deadline for new postal & postal-proxy applications and for changes to existing postal or proxy votes**
- **Postal votes to be dispatched from Tuesday 20 April**
- **Tuesday 27 April (5pm) – deadline for new proxy applications**
- **Wednesday 28 April – Last day for appointment of Counting & Polling Agents**





- **Candidates must on the day they submit their nomination paper and on polling day:**
  - be at least 18;
  - be a British, qualifying Commonwealth citizen, or national of an EU member state.
- **Also at least one of the following:**
  - (a) registered local government elector in the local authority area [this is an ongoing requirement for the term of office];
  - (b) occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination;
  - (c) principal or only place of work during last 12 months in the local authority area;
  - (d) lived in the local authority area during the last 12 months.

- You cannot be a candidate if you:
  - (a) are employed by the local authority;
  - (b) are subject to a Bankruptcy Restrictions Order (or interim order);
  - (c) have been sentenced to a term of imprisonment of three months or more during the 5 years before polling day;
  - (d) are serving a disqualification due to being found guilty of a corrupt or illegal practice by an election court;
  - (e) hold a politically restricted post.

# Submitting a nomination paper

- **These documents must be submitted by all candidates by 4pm on Thursday 8 April:**
  - the nomination form (1a)
  - the home address form (1b)
  - the consent to nomination (1c)
- **Party candidates will also need to submit:**
  - a certificate authorising the use of a party name / registered description on the ballot paper
  - a written request to use one of the party's emblems on the ballot paper (optional and usually incorporated with the certificate)

# Nomination Form (1a)

- **Include your full name – surname and forename(s)**
- **Use commonly used name boxes if known by a name other than actual name and wish to use this instead (these will appear on the ballot paper) [e.g. Robert: Bob]**
- **Description field – 3 options:**
  - leave blank;
  - Independent
  - party candidates can use party name or the description authorised by the Nominating Officer

# Nomination Form (1a)

- Every nomination form requires a proposer and a seconder
- For these elections due to COVID only these two subscribers are required
- Subscribers must sign and print their names and they must be registered in the County Division (District Ward / Parish) for which you are standing
- Check their elector numbers from your copy of the register
- Only ask subscribers to sign after completing the name, address and description fields on the form
- When collecting signatures it is important you follow the latest government guidelines on social distancing etc.

- **Part 1 of the home address form must state:**
  - your full name and home address in full
  - your qualifying address, or where you have declared on your consent to nomination that you meet more than one qualification your qualifying address
  - which of the qualifications your qualifying address or addresses relate to (a, b, c, and or d)
  - the full name and home address in full of the person attesting the home address form (this must be the same person that signs your consent to nomination)
- **Part 2 of the home address form must be completed if you do not want your address to be made public**
  - insert the name of the relevant area in which your home address is situated - for example 'Nottinghamshire County'

- **The Candidates consent to nomination must include:**
  - **your name**
  - **which Division you are standing in**
  - **confirmation of qualifications that apply (good practice to use as many qualifications that apply)**
  - **date of birth and signature**
  - **date of consent**
  - **witness' name and signature**

# Certificate of Authorisation

- Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person authorised to act on their behalf)
- The certificate may:
  - allow the use of the party name or a particular description
  - allow the candidate to choose whether to use the party name or any of the descriptions registered with the Electoral Commission





# Request for Party Emblem

- Party candidates can ask for an emblem to be printed on the ballot paper
- In many cases the form to request a party emblem to be printed on the ballot paper will be incorporated with the Certificate of authorisation
- Any such request and the Certificate of authorisation must be received by the deadline for close of nominations (4pm on Thursday 8 April)



# Submitting your Nomination

- Take care when completing your nomination papers, as mistakes may invalidate your nomination
- Complete nomination papers early (you can arrange for us to provide an informal check). The nomination form, home address form and consent to nomination must be delivered by hand and in a COVID secure way
- There has been no relaxation around this and note we are largely working from home and Castle House remains closed to the public
- An appointment with the Elections team must be made



- Responsible to the candidate for the proper management of the campaign, ensuring the campaign is lawful; particularly in its financial management
- You will become your own agent by default if no one is appointed
- Deadline for appointment - Thursday 8 April at 4pm
- Form 4 of the nomination pack



The Electoral Commission

**Election agent**

- The election agent is the person responsible for the proper management of the campaign and in particular the financial management.
- All individual regional candidates and party lists must have an election agent.
- Individual regional candidates can act as their own agent if they wish.
- A candidate on the party list can be the party list's election agent.
- The appointment of the election agent must be declared to the Regional Returning Officer before **4pm on 7 April 2016**.

## Postal Vote Opening Agents

- Attend and observe the opening of the postal votes – dates to be provided to all candidates and agents

## Polling Agents

- Attend polling stations to detect personation only
- Only one polling agent for each candidate can be present in a polling station at any time but a polling agent can be appointed to attend multiple polling stations

## Counting Agents

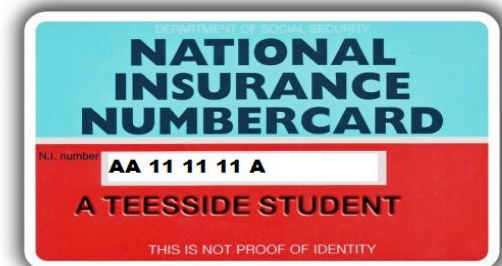
- Observe the counting of the votes, can object to rejected ballot papers – essential these are appointed by the requisite date – Wednesday 28 April

- All candidates are entitled to a free full copy of the Register of Electors and absent voters list for the Division in which they are standing
- Registers are only supplied on request and are governed by regulation which stipulates use for electoral purposes only such as completing your nomination and campaigning
- Electronic and paper versions of the register are available
- Marked copies of the register and marked list of absent voters available for a fee after the election



# Registration

- As candidates you are uniquely placed to encourage people to register to vote
- Encourage registration as soon as possible
- The deadline for applying for the election is Monday 19 April
- Refer people to [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) or ask them to contact the Elections Team
- People will need to provide their date of birth and National Insurance Number
- Postal vote requests – ask electors to apply early as we expect higher numbers (Tuesday 20 April at 5pm)



- Do use imprints (the name, address of the printer, the promoter and the candidate) on all your campaigning material including websites
- Must not make a false statement about the personal conduct of any candidate
- Must not resemble a poll card
- Get the relevant permission for display
- Remove materials within 2 weeks after the election
- Not the role of the Deputy Returning Officer to adjudicate between disputes between candidates

- Campaigners are essential element of a healthy democracy but their activities should not bring into question the integrity of the electoral process
- Any application forms produced by a political party (e.g. absent voting forms) should be fully compliant with electoral law and include the ERO address for return
- Do not encourage electors to appoint a campaigner as proxy
- Do not involve yourself with the handling of postal ballot papers

The  
Electoral  
Commission





# Campaigning in 2021

- You are now allowed to deliver leaflets and canvass electors for as long as the current COVID restrictions remain in place
- Campaigners must not enter a private home but you may speak to electors on their doorsteps but maintain a 2 meter safe distance
- Only enter shared accommodation such as flats where absolutely necessary
- Meetings to plan campaigns etc. must be held online or over the phone
- <https://www.gov.uk/government/publications/the-governments-approach-to-elections-and-referendums-during-covid-19/the-governments-approach-to-elections-and-referendums-during-covid-19>

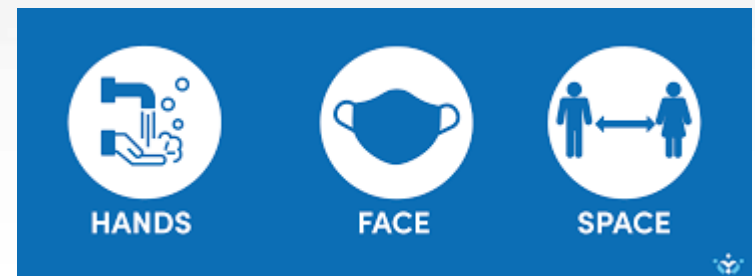


- Electors should be able to cast their votes free of intimidation
- No long term parking of vehicles for campaign purposes, displaying election material or using loud speakers immediately outside polling stations
- Only officially appointed polling agents can attend polling stations (candidates and agents can also attend polling stations)
- Tellers must follow Electoral Commission guidance
- Rosettes – can display the candidate/party/emblem or description



# COVID Safety Measures

- **Appropriate safety measures will be in place at all electoral events, postal vote openings, polling stations, verification and counts**
- **The measures will be those with which we have all become accustomed – social distancing, provision of hand sanitiser and the wearing of face masks which will be compulsory**
- **One impact will be fewer numbers of counting assistants which will impact on the number of counting agents candidates will be able to appoint**



# Verification and Count

- Newark Sports & Fitness Centre, Bowbridge Road, Newark NG24 4DH
- Verification following the close of poll at 10pm
- County Council Election counts to commence at 10am on Friday 7 May and likely to be held in two tranches of 5 – details of which will be confirmed
- County wide results online



# Verification and Count

- **Entry will be for appointed agents only (Wednesday 28 April deadline for appointment)**
- **Mobile phones not to be used for making calls in the count hall**
- **No photography permitted in the count hall**
- **Do not disturb the count staff unnecessarily when they are counting**
- **Processes at the count to be published**



# Election Expenses

- The expenses limit is £806 plus 7p per elector
- Expenses 'used for the purposes of the candidates election'
- Responsibility of the election agent
- Must get and keep receipts (over £20)
- Returns due 35 days after the result of the election
- Failure to submit a spending return is a criminal offence enforceable by the police
- Sample of returns may be reviewed by the Electoral Commission



- John Robinson – 01636 655200
- Nigel Hill – 01636 655243
- Mark Jurejko – 01636 655222
- Joanne Dunn – 01636 655245
- Email: [voting@newark-sherwooddc.gov.uk](mailto:voting@newark-sherwooddc.gov.uk)
- Website: [www.newark-sherwooddc.gov.uk/vote](http://www.newark-sherwooddc.gov.uk/vote)
- Electoral Commission:
- [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)
- Tel: 0333 103 1928





**It's QUESTION TIME !!**