

Candidates and agents briefing 2021 Elections

Derbyshire County Council Elections

Derbyshire Dales District Council and Parish By-Elections

Derbyshire Police and Crime Commissioner Elections

Neighbourhood Plan Referendums

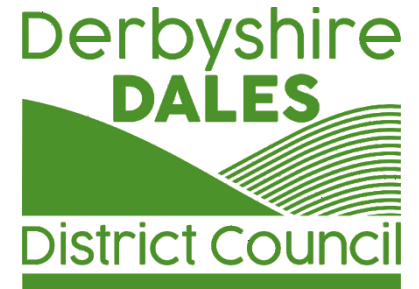
Topics

- who's who
- key dates of the election timetable
- public health principles in light of coronavirus
- staying safe and legal
- qualifications
- disqualifications
- nominations
- agents
- postal votes
- the poll
- counting of votes
- candidate spending
- contacts

Who's who?

- The Returning Officer is the person responsible for running the elections this year, because elections are combined the Returning Officers are....
 - Derbyshire County Council – Helen Barrington
 - District and Parish By-Elections – Paul Wilson
 - Police and Crime Commissioner Elections – Emily Feenan is the Police Area Returning Officer
 - Neighbourhood Plan Referendums – Paul Wilson is the Counting Officer.
- For the County and PCC elections the RO and PARO and have delegated their powers to Paul Wilson as their Deputy for the Derbyshire Dales.

Who's who?



- The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists. The Electoral Registration Officer is James McLaughlin.
- The person who manages the Elections Team at Derbyshire Dales District Council is Jason Spencer.
- Details on the best way contact us will be provided later.

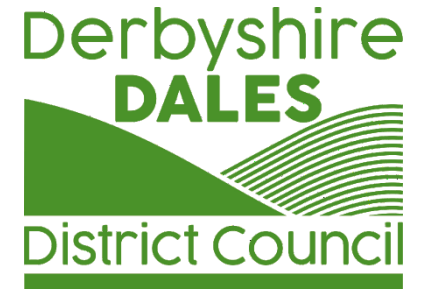
Election Timetable – Key Dates

Publication of Notice of Election	Not later than 29 March
Nominations commence	
Close of nominations	4pm – 8 April
Notification of appointment of election agents	4pm – 8 April
Publication of statement of persons nominated	4pm – 9 April
Deadline for applications to register to vote	Midnight – 19 April
Deadline for new postal vote applications /changes to existing postal or proxy vote applications	5pm – 20 April
Publication of notice of poll/situation of polling stations	27 April

Election Timetable – Key Dates

Deadline for applications for new proxy votes	5pm – 27 April
Appointment of counting and polling agents	28 April
Polling day	6 May 7am to 10pm
Deadline to apply to vote by proxy on grounds of medical emergency or if unexpectedly called away because of employment or service	5pm polling day
Replacement for lost/spoilt postal votes ends	5pm polling day
Alterations to register to correct clerical error	9pm polling day
Return of election expenses	+ 35 days from result

Staying Safe and Legal Derbyshire Police



- Claire Lee – Complex Fraud Investigation Team. Derbyshire Constabulary

Staying Safe

Covid Considerations

- The General public health principles that everyone should already follow in all aspects of daily life should continue to be applied when participating in any aspect of these elections.
 - Maintain Social Distancing
 - Clean Hands Regularly
 - Avoid touching your face
 - Wear a face covering where necessary
 - No-one, including candidates and agents, should attend any electoral events if they are unwell, symptomatic with COVID-19, a confirmed case or a confirmed contact of someone who is self-isolating.

Nominations...

Candidate Qualifications

- Candidates must satisfy criteria on the day they are nominated and on polling day:
 - be at least 18 years of age
 - be a British, qualifying Commonwealth citizen, or national of an EU member state.
- Also at least one of the following:
 - Registered local government elector for local authority area
 - Occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination
 - Principal or only place of work (including unpaid) during last 12 months in local authority area
 - Lived in the local authority area during the last 12 month

Nominations...

Disqualifications

- A person cannot be a candidate if they:
 - are employed by the local authority or hold a paid office under the authority (including joint boards or committees). Candidates may be 'employed by the local authority' if they work at certain schools, fire services, police or health services
 - are subject of a Bankruptcy Restrictions Order (or interim restrictions order) in England or Wales
 - have been sentenced to a term of imprisonment of three months or more (inc. suspended sentence) without option of a fine, during the 5 years before polling day
 - are serving a disqualification due to being found guilty of a corrupt or illegal practice by an election court
 - hold a politically restricted post

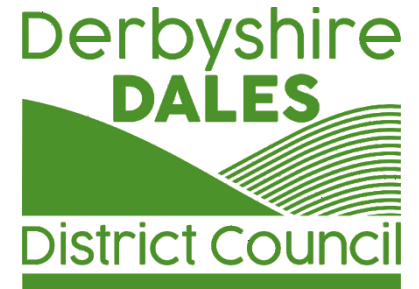
Nominations...

Submitting Nomination Papers

- Nomination papers can be submitted between 10am and 4pm on any working day after the notice of election.
- The documents that must be submitted by all candidates by 4pm on 8 April are
 - the nomination form
 - their home address form
 - the consent to nomination
- Party candidates will also need to submit, by on 4pm on 8 April:
 - 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)

Nominations...

Submitting Nomination Papers



- Take care when completing your nomination papers, as mistakes may invalidate your nomination
- Complete nomination papers early and arrange for us to provide an informal check - ro@derbyshiredales.gov.uk
- The nomination form, home address form and consent to nomination must be delivered by hand and cannot be submitted by post, fax, email or other electronic means.

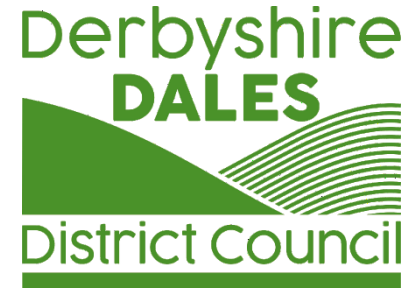
Nominations...

The Nomination Form

- Include your full name
- Optional: use commonly used name box if commonly known by a name other than actual name and wish to use it instead. But you cannot use your first name as a commonly used name to exclude your middle name.
- Description field – 3 options:
 - leave blank
 - Independent
 - party candidates can use party name or description authorised by a certificate issued by or on behalf of the Nominating Officer

Nominations...

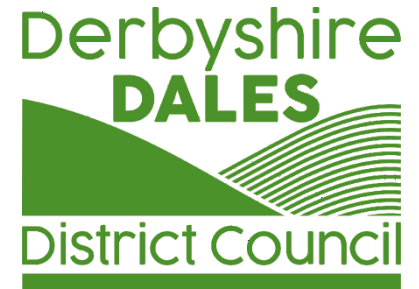
The Nomination Form



- Subscribers only two subscribers are required this year.
- They must sign & print their names. Check details of subscribers against electoral register.
- Only ask subscribers to sign after completing the name, address and description fields on the form.
- When collecting signatures, it is important that you follow the latest government guidelines on social distancing, face coverings and hand hygiene, as well as the latest government guidelines on local restrictions
- Data protection requirements

Nominations...

The Home Address Form

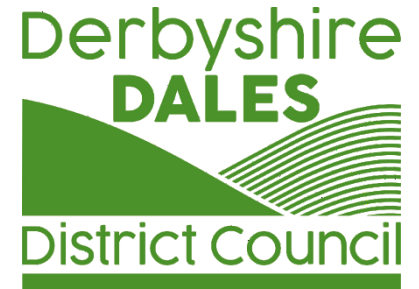


Part 1 of the home address form must state:

- 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 addresses
- which of the qualifications your qualifying address or addresses relate to (a, b, c and/or d)
- the full name and the home address in full of the witness to your consent to nomination

Nominations...

The Home Address Form



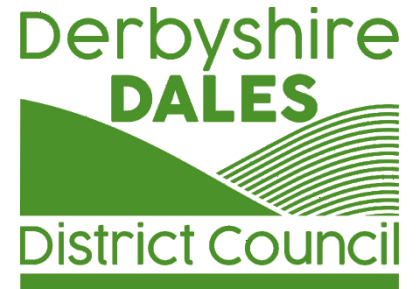
Part 2 of the home address form must be completed if you do not want your address to be made public:

If you complete it must include:

- The name of the relevant area in which your home address is situated (if your home address is in the UK),
- if you live outside the UK, the name of the country in which your home address is situated.

Nominations...

The Consent to Nomination Form



Must include:

- name
- which area standing in
- confirmation of qualification(s) that apply (at least 1, but select all that apply)
- date of birth & signature
- date of consent
- witness' name and signature

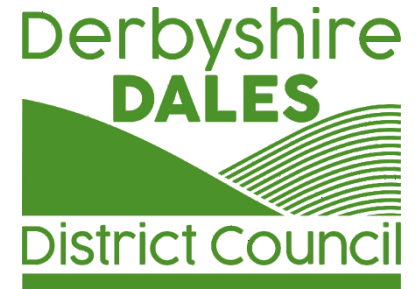
Nominations...

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 candidate to choose whether to use the party name or any of the descriptions registered with the Electoral Commission
- Must be submitted by 4pm on 8 April

Nominations...

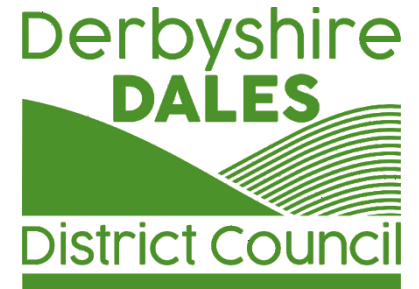
Emblem Request Form



- Party candidates can ask for an emblem to be printed on the ballot paper
- Emblem request form must be submitted by 4pm 8 April
- Party candidates should supply an electronic version of the emblem to the Returning Officer if required

Nominations...

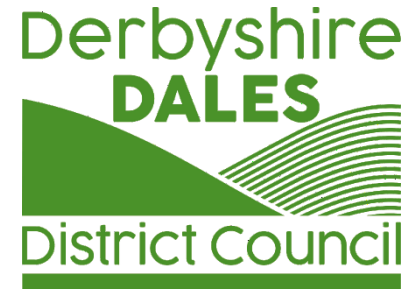
Joint Candidates



- Nominated by more than one party
- May use registered joint descriptions
- must be supported by certificate of authorisation from each party
- May use one emblem of one of the parties but there are no joint emblems

Nominations...

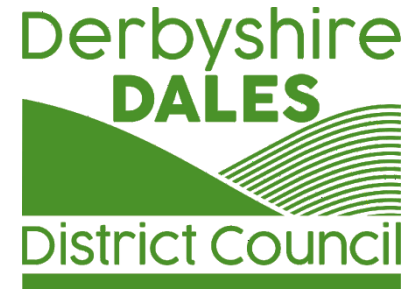
Election Agents



- Responsible for the proper management of your election campaign; particularly its financial management.
- Notification of appointment must reach the RO by 4pm on 8 April. The form is included in nomination pack.
- You will become your own agent by default if none is appointed.

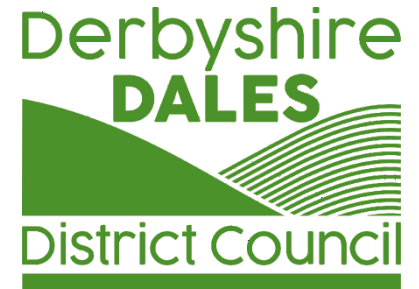
Nominations...

Other Agents



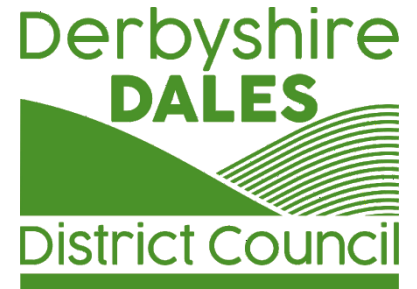
- Other agents can be appointed to attend postal vote openings, polling stations and the count on your behalf:
- You must give notice in writing of any people appointed as polling and counting agents by 28 April
- The appointment of postal voting agents attending a particular opening session must be made before the start of the session. We will give 48 hours' notice.

Access to electoral register/absent voting lists



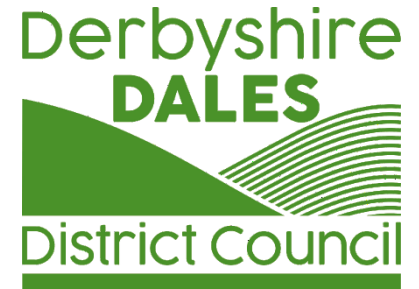
- Access by candidates – once you officially become a candidate:
- Earliest on which candidates can obtain copies is the last date for of publication of notice of election if you, or others declared yourself a candidate
- once you or others have declared yourself a candidate after this date / date you submit your nomination papers
- Make written request to the ERO – forms are available from the office / are included in your nomination pack.
- Only use data for permitted purposes...
 - to complete the nomination form
 - to help you campaign
 - to check that donations/loans are permissible

Electoral Registration



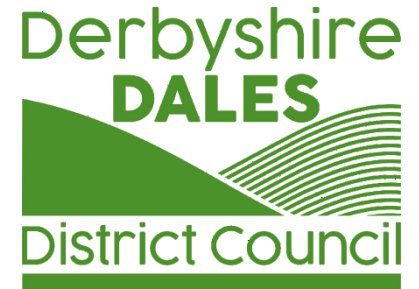
- As a candidate you are uniquely placed to encourage people to register to vote.
- You should encourage people to register as soon as possible.
- The deadline for applying for the election is Monday 19 April.
- Individuals can apply to register online at <https://www.gov.uk/register-to-vote>. It only takes a few minutes.

Electoral Registration



- When discussing registering to vote with individuals, you will need to make them aware that they will need to provide:
 - their National Insurance number
 - date of birth and address
- People who do not have / cannot retrieve their National Insurance number can still register, but they may need to provide further information. If so, they will be contacted by the ERO

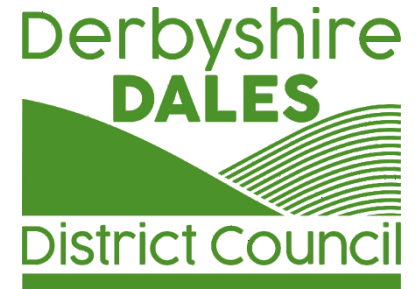
Absent Voting



- If you are encouraging people who don't have a postal (or proxy) vote to apply for one, make sure you explain that they will only qualify for one in time for the elections if they are (or will be) registered in time to vote at the elections.

Campaigning...

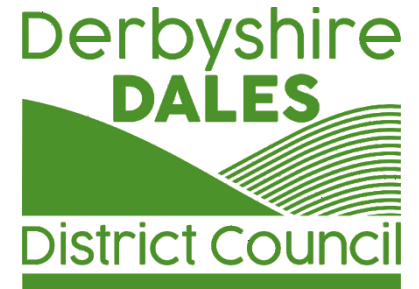
Dos and Don'ts



- Do follow guidance produced by the UK Government on campaigning in the current public health context Do use imprints on all your campaign material, including websites.
- Do comply with planning rules relating to advertising hoardings and large banners.
- Do make sure outdoor posters are removed 2 weeks after the election.
- Do not produce material that looks like a poll card.
- Do not pay people to display your adverts (unless they display adverts as part of their normal business).

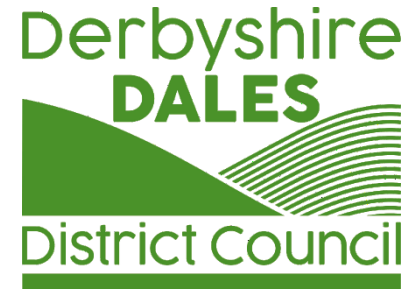
Campaigning...

Code of Conduct



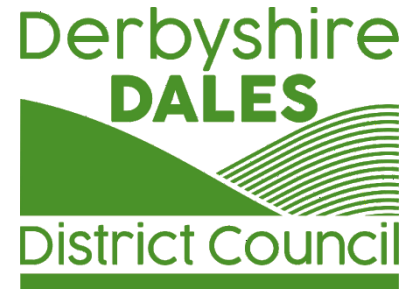
- Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.
- Electoral registration and absent vote applications:
 - Ensure forms fully conform to the requirements of electoral law
 - Include the ERO's address for the return of forms
 - Ensure unaltered applications are sent to ERO within two working days.
 - Make sure electors understand implications of applying for an absent vote.
 - Do not encourage postal ballot pack redirection.
 - Do not encourage electors to appoint a campaigner as proxy.

Campaigning Code of Conduct



- Postal ballot packs:
 - Never touch a postal ballot paper
 - Never observe electors completing their postal vote.
 - Never handle or take any completed ballot paper or postal ballot pack from voters
- Campaigning outside polling stations:
 - You are allowed to put your messages to voters on polling day, including public spaces outside polling places.
 - Keep access to polling places and the pavements around polling places clear to allow voters to enter.
 - Behaviour within the vicinity of the polling place on polling day, in light of coronavirus

Postal Votes

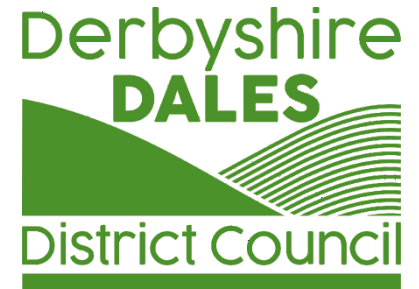


Key Dates:

- 15 April Postal vote packs for existing postal voters will be handed to Royal Mail.
- 19 April Postal vote opening will start.
- 20 April Deadline for new applications/changes.
- 26 April Postal vote packs for new applications handed to Royal Mail.
- 29 April First date voters can apply for a replacement pack.

Polling Day

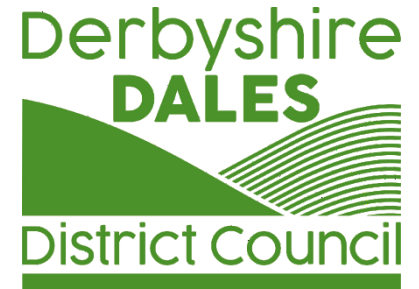
6 May 2021



- We have put arrangements in place to ensure that polling stations are safe places to vote
- Most of the measures that will be in place will be familiar to us all from visiting other public places such as shops and banks, for example floor markings to ensure social distancing and the provision of hand sanitiser on entry and exit
- Voters will be encouraged to bring their own pen or pencil for use in polling stations, but pencils will also be made available for anyone who needs one
- Voters should be encouraged to check their poll card before polling day, to see if their polling station has changed since previous elections.

Polling Day

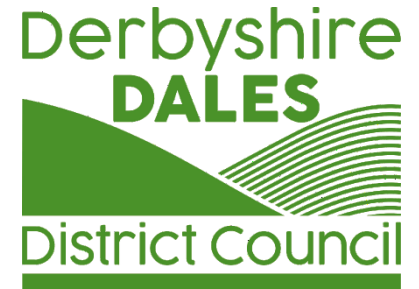
6th May 2021



- Polling stations open from 7am to 10pm
- Office open 8am to 6pm for queries or problems relating to the administration of the election
- for queries relating to election finance issues, contact the Electoral Commission (contact details shown later)
- Voters in the polling station or in a queue outside the polling station at 10 pm can apply for a ballot paper
- Postal votes – can be handed into polling stations within ward/division or delivered to the elections office until 10pm.
- A person in a queue at a polling station at 10pm waiting to hand in a postal vote can do so after 10pm.

Counting of Votes

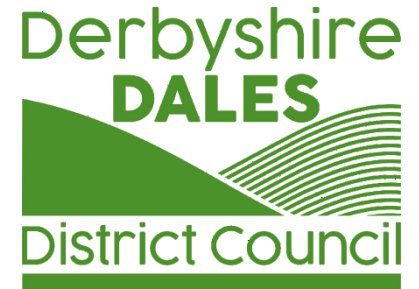
6th & 7th May 2021



- We have also made adaptations to the verification and count in light of the public health situation.
- The anticipated duration of the count is likely to be longer than usual because of the impact of measures to ensure the safety of staff and observers.
- Social Distancing
- Count Timings
 - Verification and Counting from 10pm 6 May
 - County Council Count from 10am 7 May
 - Police and Crime Commissioner Count from 4pm on 7 May

Counting of Votes

6th & 7th May 2021



- The verification and counts will be held at:
 - Wirksworth Leisure Centre, Hannage way, Off Water Lane, Wirksworth, Derbyshire, DE4 4JG
- Count centre will open to candidates and agents from 10pm on 6 May and 9.45am and 3.45pm on 7 May
- Candidates, election agents, counting agents and one other person appointed by the candidate are entitled to attend.
 - limits to counting agents

Spending Issues

Derbyshire County Council elections

Derbyshire Dales District Council and Parish By-Elections

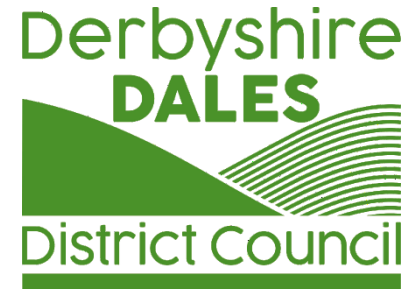
Derbyshire Police and Crime Commissioner Elections

Neighbourhood Plan Referendums

Candidate Spending Guidance

- Defined as certain expenses ‘used for the purposes of the candidate’s election’ during the regulated period.
- Responsibility of **election agent**
- Limit on expenses:
 - £806 + 7 pence per elector in ward/division on register in force in March
 - reduced for joint candidates
- Must get and keep receipts (over £20)
- Eligible Expenses include:
 - Advertising
 - Unsolicited material sent to voters
 - Public meetings

Candidate Spending Returns



- Returns due 35 calendar days after result of election
- Returns made public by Returning Officer
- Sample of returns may be reviewed by the Electoral Commission
- Failure to submit a spending return is a criminal offence enforceable by police
- No spending will be reimbursed

Contacts

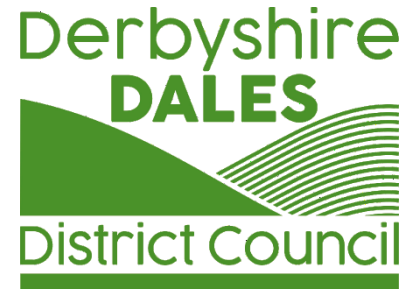
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Neighbourhood Plan Referendums

Contacts



- Elections office
 - Email – electoral@derbyshiredales.gov.uk
 - Telephone 01629 761 335
This number is covered 9am to 5pm Monday to Friday
 - Information is available on our website at www.derbyshiredales.gov.uk/your-council/elections/2021-elections
- Electoral Commission contacts
 - 0333 103 1928
 - Detailed information on their website at <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>

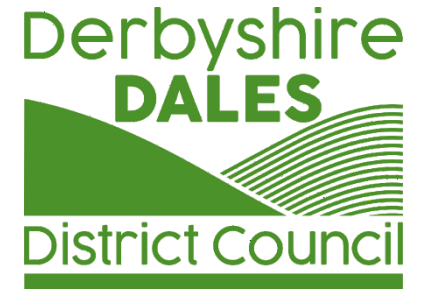
Questions

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Thank You!

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