BOROUGH COUNCIL ELECTIONS & COLNBROOK WITH POYLE PARISH ELECTION
2nd May 2019

BRIEFING FOR CANDIDATES/AGENTS

11th March 2019
AGENDA

• Introductions
• The Timetable
• Qualifications/Disqualifications
• Nomination of Candidates
• Change to nominations (Home address form)
• Appointment of Election Agent
AGENDA

- Once you are a Candidate
- Local Integrity Protocol
- The Election Campaign
- Election Expenses
- Useful Contacts
INTRODUCTIONS

Slough Borough Council
Josie Wragg - Returning Officer
Catherine Meek – Deputy Returning Officer
Fiona Ahern – Electoral Services Manager/Deputy Returning Officer

Thames Valley Police
Neil Misselbrook – Neighbourhood Policing Inspector
Duncan Wynn - Detective Inspector Economic Crime Unit
Alistair Marman – Detective Inspector Economic Crime Unit
You must be: (on the day you are nominated and on polling day):

- at least 18 years of age
- British, qualifying Commonwealth citizen (with indefinite leave to remain), national of an EU member state.

AND at least one of the following:
- A registered local government elector for local authority area and/or
- Have occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination and/or
- Have your principal or only place of work (including unpaid) during last 12 months in local authority area and/or
- Have lived in the local authority area during the last 12 months and/or
- (Parish – During 12 months have resided in the parish or within 4.8k m of it)
DISQUALIFICATIONS

You **cannot** be a candidate if you:

- 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 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

• You have to submit your nomination papers within a set period
• The nomination period is from Monday 25th March to 4pm on Wednesday 3rd April [between 10am and 4pm on weekdays]
• The following forms need to be submitted by the deadline
  - Nomination Paper
  - Home Address Form
  - Consent to Nomination
  - Certificate of Authorisation to use a Party Description (if you are a party candidate)
  - Emblem Request Form (if you are a party candidate)
  - Signed Local Integrity Protocol
• Read EC Guidance for Candidates and Agents and use checklist provided in nomination pack
  
  – Include your full name (surname first)
  
  – Optional: use commonly used name box if commonly known by a name other than actual name and wish to use it instead.
  
  – Description field – 3 options:
    • leave blank
    • Independent
    • party candidates can use party name or description authorised by a registered Nominating Officer
Proposer, Seconder & 8 Assentors are required – they must all be from the Ward and on the Electoral Register. Use the correct register – 1st March 2019

All must sign & print their names. They should use their normal signature. Check details of subscribers against electoral register. Electoral number includes Polling District letters

Only ask subscribers to sign after completing the name, and description fields on the form.

If changes are made to either the candidate’s, Proposer’s or Seconder’s details after the other subscribers have signed, the paper will need to be redone

Parish nominations only require a Proposer & Seconder.
COMMONLY USED NAMES

- You can state a commonly used name if you commonly use a name that is different to your actual name.
- You don’t have to use a commonly used name if you don’t want to.
- You cannot use your first name as a commonly used name to exclude your middle name.
- Any commonly used names will appear on official notices and ballot papers.
  - Statement of Persons Nominated
  - Notice of Poll
  - Ballot Paper
Example 1

Candidate’s full name is Andrew John Miller
He is normally known by the name ‘Andy’
He can either use his commonly used name:

<table>
<thead>
<tr>
<th>NONIMATION PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate’s details</td>
</tr>
<tr>
<td>Candidate’s surname</td>
</tr>
<tr>
<td>Other forenames in full</td>
</tr>
<tr>
<td>Commonly used surname (if any)</td>
</tr>
<tr>
<td>Commonly used forenames (if any)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BALLOT PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILLER, Andy</td>
</tr>
<tr>
<td>Address (if required)</td>
</tr>
</tbody>
</table>
Example 2

Or use his full name

<table>
<thead>
<tr>
<th>Candidate’s details</th>
<th>NOMINATION PAPER</th>
<th>Mr/Mrs/Miss/Ms/Dr/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate’s surname</td>
<td>MILLER</td>
<td></td>
</tr>
<tr>
<td>Other forenames in full</td>
<td>Andrew John</td>
<td></td>
</tr>
<tr>
<td>Commonly used surname (if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commonly used forenames (if any)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BALLOT PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILLER, Andrew John</td>
</tr>
<tr>
<td>Address (If required)</td>
</tr>
</tbody>
</table>
**Example 3**

He cannot use Andrew as his commonly used name

<table>
<thead>
<tr>
<th>NOMINATION PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate’s details</td>
</tr>
<tr>
<td>Candidate’s surname</td>
</tr>
<tr>
<td>Other forenames in full</td>
</tr>
<tr>
<td>Commonly used surname (if any)</td>
</tr>
<tr>
<td>Commonly used forenames (if any)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BALLOT PAPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILLER, Andrew</td>
</tr>
<tr>
<td>Address (If required)</td>
</tr>
</tbody>
</table>
Candidates are required by law to complete a ‘Home Address Form’

(Part 1) - Must include

- name – identical to nomination paper
- home address in full (current address)
- qualifying address or where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses
NOMINATIONS - HOME ADDRESS FORM - PART 1

– which of the qualifications your qualifying address/addresses relate to
– person attesting the forms’ name, address

(there is no restriction on who can act as your attester on the home address form, but they must be the same person who witnesses your consent to nomination form.)
Part 2 only needs to be completed if you do not wish for your home address to be made public.

- Required to provide the relevant area where your home address is situated (Area)
- Candidate is required to sign and date the form.
Must include:
- name – identical to nomination paper
- Ward you are standing in
- Borough they are standing in
- confirmation of qualification(s) that apply (delete A,B,C or D which is not applicable)
- Your date of birth, signature, and date of consent
- Witness’ name, address and signature, (witness must be the same as the attestor on the home address form)
CERTIFICATE OF AUTHORISATION

- Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person appointed 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

- The certificate must contain the Candidate’s full name
- The certificate must allow the registered party name or exact description used on the nomination paper to be used
- Must be an original signature
- Must be accompanied by signed evidence of Nominating Officer authority
- Must be submitted by 4pm 3rd April 2019
REQUEST FOR PARTY EMBLEM

- Party candidates can ask for an emblem to be printed on the ballot paper

- Request for a party emblem form must be submitted by 4.00pm 3rd April 2019

- Emblem request must specify which emblem is to be used if the Party has more than one registered emblem.

- Emblem request must be signed by the candidate
JOINT CANDIDATES

• Joint candidates are nominated by more than one party

• They may use registered joint descriptions
  – Nomination 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
Delivery of Nomination Papers

To Returning Officer – Electoral Services Office, St Martins Place, 51 Bath Road, Slough, SL1 3UF

- Hand delivery – by no later than 4.00pm on Wednesday 3rd April 2019
- Only originals accepted – no faxes/e-mails
- Arrange appointment - leave a mobile phone number & E-mail with us
- Informal advice given - obvious errors
- Receipts will be given
- Formal check (Election Staff)
- Sign off by Returning Officer
Completion of Nomination Papers

Remember:

Read Electoral Commission Guidance
Take care

Seek advice from Elections staff

Use correct Register of Electors

Accuracy essential

“The Devil is in the Detail”
Responsible for the proper management of your election campaign; particularly its financial management.

Notification of appointment must reach the Returning Officer by 4.00pm 3rd April 2019. Form is included in nomination pack.

You will become your own agent by default if none is appointed.

Trustworthy person – experience & knowledge of election law
FOLLOWING CLOSE OF NOMINATIONS

• The Returning Officer will write to you formally to confirm whether your nomination is valid or invalid

• A list of all validly nominated candidates will be published on the Council’s website by 4.00pm on Thursday 4th April 2019

• The RO will write to you with details of
  • the election, including postal voting and the Count
  • A candidates briefing on Tuesday 16th April 2019 at 6.30pm
  • Your election expense limits
Once you are a Candidate

- As a Candidate you are entitled to:
  - Register of Electors (for your area)
  - List of Postal Voters and Proxy Voters
  - Use of rooms for public meetings

You must only use the Register of Electors for permitted purposes
  - to complete your nomination form
  - to help you campaign
  - You must not pass copies on to anyone outside your campaign
  - Read the EC Guidance on restrictions
The protocol has the support of Electoral Commission and Thames Valley Police.

The protocol has been printed in pink paper in the nomination pack and candidates are asked to read it and sign to say they commit to abide with it and return the signed commitment with their nomination papers.

Commitment by all involved to:

- Work towards a free and fair election
- Ensure allegations are correctly reported and investigated
- Campaign fairly within the law and abide by the EC guidance

No candidate or supporter should put themselves in a position where their honesty or integrity, or that of the candidate or party, can be questioned.
Protocol covers
- the Electoral Register
- registration application forms
- postal and proxy vote applications
- postal ballot papers
- Campaign material
- Complaints about electoral fraud

Dedicated phone line 01753 875013
The Police have a single point of contact SPOC – responsible for investigation of all alleged electoral offences
Postal and Proxy Application Forms - These are available from Electoral Services, they are consecutively numbered before being issued to candidates/agents and a record kept of who they were issued to

To avoid duplication please do not ask existing postal voters to complete an additional application

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 election if they are (or will be) registered in time to vote at the election
Invitation to register - Individuals can register online - need to provide NI number and DOB

No paper applications will be provided to candidates/agents

Please encourage voters to go online to www.gov.uk/register-to-vote asap

Or supply Electoral Services names and addresses and we will send paper forms
Electoral registration and absent vote applications:

- Ensure any forms used 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 a postal vote.
- Do not encourage postal ballot pack redirection.
- Do not encourage electors to appoint a campaigner as a proxy.
ARRANGEMENTS FOR ELECTIONS

- Official Poll Cards – delivered early April
- Postal Votes will be dispatched on 12th April
- Polling Stations - 2nd May – open - 7.00am – 10.00pm
- Count – ‘The Centre’ Farnham Road – 2nd May - 10.00pm
THE ELECTION CAMPAIGN

- You can start campaigning at any time

- **You must** include imprints on all your printed material - Includes posters, placards, bills, election leaflets
- **You should** include imprints on all non printed material including websites
- The Imprint on printed material must include the full name and address of the printer and publisher (E mail and PO Box addresses not sufficient)
- 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 or canvassers

Display of Advertisements

- Don’t fall foul of planning regulations
- Don’t obstruct highway
- Private Land – get permission/no payment
THE ELECTION CAMPAIGN

Corrupt Practices/Election Offences

- False Statement about a Candidate
- Bribery (money, office, gift)
- Treating (food, drink, entertainment)
- Undue influence
- Postal and Proxy Votes
ELECTION SPENDING

• Expenses ‘used for the purposes of the candidate’s election’

• There is a limit on expenses based on the number of electors in a ward and apply from the date you officially become a candidate
ELECTION SPENDING

- You must submit a return even if you are not elected
- Must get (and keep) receipts (over £20)
- Responsibility of election agent
- Electoral Commission has guidance
- Failure to submit an expenses return is a criminal offence enforceable by police
KEY DATES

Close of nominations – 4.00pm  3rd April

Withdrawal of nominations – 4.00pm  3rd April

Last day for registration – Friday 12th April

Last day for postal vote applications – 5.00pm Monday 15th April
USEFUL CONTACTS

The Electoral Commission: www.electoralcommission.org.uk

Elections Office: Fiona Ahern
Tel: 01753 875549
fiona.ahern@slough.gov.uk
THANK YOU

Please make sure you take a nomination pack with you

QUESTIONS