

Candidates and Election Agents Briefing

Nottinghamshire County Council Election
Thursday 1 May 2025



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Key Contacts

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Introduction to Notts. County Council

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Introduction to Notts. County Council

- Executive Arrangements
- 66 County Councillors – 56 divisions (10 single member divisions in Newark & Sherwood)
- Meetings take place in the daytime
- Results Day – event at County Hall
- Acceptance of Office and handover of ICT kit for Newark & Sherwood divisions will be held at County Hall on 7 May 2.00pm /3.00pm

Introduction to Notts. County Council

- Induction Programme - targeted
- Local Government Reorganisation
- Allowances
 - Basic allowance - £16,925 per annum
 - Special Responsibility Allowances - £4,763 to £39,689 per annum

- **10 County Divisions:**

Balderton

Blidworth

Collingham

Farndon & Trent

Muskham & Farnsfield

Newark East

Newark West

Ollerton

Sherwood Forest

Southwell



Key Dates

- **Tuesday 25 March – Notice of Election**
- **Wednesday 26 March – First day for receipt of nominations**
- **Wednesday 2 April (4pm) – Close of Nominations AND deadline for withdrawals and appointment of Election Agents**
- **Thursday 3 April – publication of Statement of Persons Nominated**



Key Dates (cont)

- **Poll cards to be dispatched from Tuesday 25 March**
- **Friday 11 April – deadline to apply to register to vote**
- **Monday 14 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 15 April**
- **Wednesday 23 April (5pm) – deadline for new proxy applications and Voter Authority Certificates**
- **Thursday 24 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, qualifying EU citizen, or an EU citizen with retained rights.
- **Also at least one of the following:**
 - (a) registered local government elector in the local authority area (ongoing qualification 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 (including unpaid) 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;
 - (f) are subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003.

Submitting a nomination paper

- **These documents must be submitted by all candidates by 4pm on Wednesday 2 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
- The proposer and seconder must sign and print their names and they must be registered in the County Division for which you are standing
- Check and record their elector numbers
- Only ask the proposer and seconder to sign after completing the name and description field on the 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 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 'Newark and Sherwood District'



- **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 Wednesday 2 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
- An appointment with the Elections team must be made to receive your nomination



- 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 - Wednesday 2 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

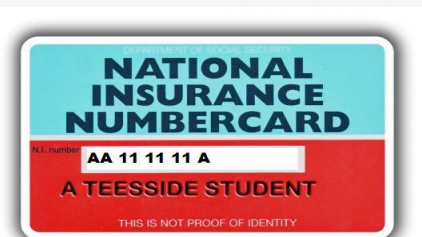
- Observe the counting of the votes, can object to rejected ballot papers – essential these are appointed by the requisite date – Thursday 24 April

- 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



- 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 Friday 11 April
- Refer people to 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 online or through the Elections Office (Monday 14 April at 5pm deadline)

www.gov.uk/apply-postal-vote or www.gov.uk/apply-proxy-vote



- Campaigners are essential element of a healthy democracy but their activities should not bring into question the integrity of the electoral process
- Campaigners cannot handle postal votes for other electors who are not close relatives or someone for whom they provide personal care
- New limits on the number of postal votes that can be handed in – a maximum of five plus their own

The
Electoral
Commission



Voter ID

- Voters in this election will need to provide a form of accepted photographic ID if they wish to vote in person at a polling station
- Voters will be able to present out of date photographic ID so long as the photograph is still a good likeness
- If a voter fails to present a form of accepted photographic ID they will not be issued with a ballot paper
- This includes those who act as a proxy for another person
- Encourage voters to check if they have an acceptable form of accepted photo ID (Passport; Driving licence; blue badge; bus pass etc.)
- If a voter does not have an accepted form of photographic ID, they can apply for a Voter Authority Certificate online by 23 April
<https://www.gov.uk/apply-for-photo-id-voter-authority-certificate>



Polling Day (7am – 10pm)

- You can put your messages to voters on polling day, including public spaces outside polling stations, but keep access clear with electors being 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

- Do use imprints (the name, address of the printer, the promoter and the candidate) on all your campaigning material including websites
- Do not produce material that looks like a poll card
- 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 pay people to display your adverts (unless they display adverts as part of their normal business)
- Do not make a false statement about the personal conduct of any candidate
- Not the role of the Deputy Returning Officer to adjudicate between disputes between candidates

- Nottinghamshire Police Single Point of Contact
- Detective Inspector Daniel Johnstone
- Will deal with any issues of electoral malpractice including electoral fraud
- Email: elections@nottspolice.co.uk



Verification and Count

- Newark Sports & Fitness Centre, Bowbridge Road, Newark NG24 4DH
- Verification following the close of poll at 10pm
- Counts to commence at 11am on Friday 2 May and likely to be held in two tranches of 5 – details of which will be confirmed
- Local declarations of our 10 Divisions
- County wide results online



Verification and Count

- Entry will be for appointed agents only (Thursday 24 April deadline for appointment)
- Number of agents will be advised in your candidates pack
- Mobile phones not to be used for making calls in the count hall and no photography permitted in the count hall
- Do not disturb the count staff unnecessarily when they are counting
- Mini-count methodology to be used



Election Expenses

- The expenses limit is £960 plus 8p per elector in the Division
- Defined as certain 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



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- Nigel Hill – 01636 655243
- Mark Jurejko – 01636 655222
- Joanne Dunn – 01636 655245
- Email: voting@newark-sherwooddc.gov.uk
- Website: www.newark-sherwooddc.gov.uk/vote
- Electoral Commission:
- www.electoralcommission.org.uk
- Tel: 0333 103 1928





It's QUESTION TIME!!