

CITY OF  
WOLVERHAMPTON  
COUNCIL

The  
Electoral  
Commission

# Candidates' and agents' briefing

City of Wolverhampton Council  
Local Elections, 2 May 2024

## Topics

- Who's who
- Elections Act
- Key dates of the election timetable
- Qualifications
- Disqualifications
- Nominations
- Agents
- Postal votes
- The poll
- Counting of votes
- Candidate spending
- Contacts

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>

# The Electoral Commission

## Who's who



- **The Returning Officer** is the person responsible for running the elections. The Returning Officer is Tim Johnson.
- **The Electoral Registration Officer** is responsible for maintaining the register of electors and absent voters' lists. The Electoral Registration Officer is Tim Johnson.

## Who's who

# The Electoral Commission



David Pattison DRO-  
Chief Operating  
Officer



Surjit Tour DRO-  
Deputy Monitoring  
Officer



Laura Gittos DRO-  
Head of  
Governance

Who's who

The  
Electoral  
Commission

## DROs to receive Candidate Nominations



Laura Noonan  
Electoral Services  
and Scrutiny  
Manager



Alice Peacock  
Deputy Electoral  
Services Manager



Martin Stevens  
DL Scrutiny  
Team Leader



Sara Roberts  
Senior Electoral  
Services Officer

## Who's who

Four Deputy Returning Officers (DRO) appointed:



Charlotte Johns

Laura Phillips

Mark Taylor

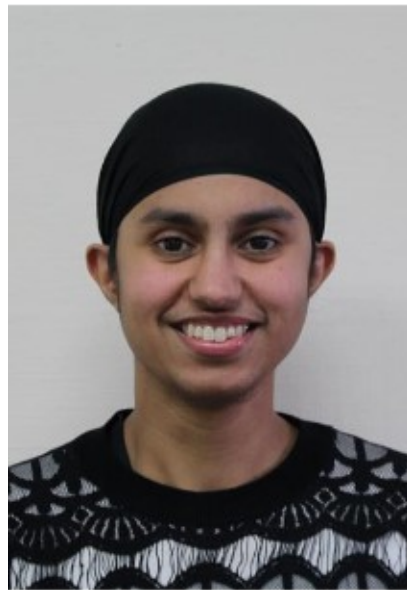
John Roseblade

# The Electoral Commission

Four Assistant Deputy Returning Officers (DRO) appointed



Alison Shannon



Jas Kaur



Tim Munro



Alison Hinds

Candidate and  
Agent Liaison –  
Ian Fegan





Questions?

## Elections Act- Absent vote changes

- Electors must now apply for postal or proxy votes **online** through the Government website.
- <http://www.gov.uk/apply-postal-vote>
- <http://www.gov.uk/apply-proxy-vote>
- Electors must now provide a **national insurance number** as part of their application.
- Political parties who produce their own application forms must now include a section for Electors to provide their **national insurance number**.
- Forms received without a national insurance number will be subject to additional enquires from electoral services.

## Elections Act- Postal Vote Handling rules

- Electors are now required to complete a **postal vote return form** when handing in postal votes at the polling station or the Civic Centre. This form must be handed over to polling staff or a member of electoral services.
- Electors can hand in a **maximum** of 5 packs plus their own.
- Exceeding this number will result in the pack(s) being **rejected**.
- If a form is not completed the law now requires that the postal pack(s) is **rejected**.
- Electors will be informed that the postal vote has been rejected as part of the normal notification process within **3 months of the close of poll**.

For staff use only:	Date and Time:	Location:	
<b>Postal vote return form</b>			
Please read the information on page 2 before completing this form. Your postal vote (s) will be rejected if you do not complete this form in full.			
<b>Section 1</b>			
1. Are you handing in your own postal vote?			Yes/No
2. Are you handing in the postal votes of other electors? (if 'No' go to question 3)			Yes/No
a. If 'Yes', how many other electors? (max. per poll is 5 plus your own - see note 1 on page 2)			
3. Are you a political campaigner? (see note 2 on page 2) (if 'No' go to question 4)			Yes/No
a. If 'Yes', and you are handing in the postal votes of other electors, do the postal votes all belong to close relatives or to people for whom you provide regular care?			Yes/No
4. How many envelopes containing postal votes are you handing in? (including your own, if applicable)			
<b>Section 2</b>			
5. Name			
6. Address			
7. If you are handing in the postal votes of other electors, please provide a reason why			
8. I declare that in total I have not handed in postal votes for more than the permitted number of electors, either at any polling station or to the Returning Officer, at this/these poll(s) and that to the best of my knowledge I am: (delete (a) or (b) as appropriate)			
(a) <b>not a political campaigner</b> for whom it is an offence to handle certain postal votes or			
(b) <b>a political campaigner</b> and have only handed in my own postal vote and/or that of a close relative, or someone for whom I provide regular care.			
9. Signature		10. Date	
<b>Section 3 To be completed by the Relevant Officer</b>			
I, (insert name)....., being the Relevant Officer at the following location .....(add polling station name or council offices):			
A. am satisfied that this form has been completed properly and provides the information as required. I do not suspect that more than the permitted number of postal votes have been handed in, nor do I suspect that the individual named above is a political campaigner committing an offence by handing in the postal votes. Therefore the postal vote(s) handed in is/are to be accepted (tick if applicable for all postal votes handed in) <input type="checkbox"/>			
B. reject the attached postal vote(s) because the person handing it/them in: (tick all reasons that apply)			
i. did not fully complete the postal vote return form (incomplete)			<input type="checkbox"/>
ii. handed in postal votes on behalf of more than the permitted number of electors			<input type="checkbox"/>
iii. was a political campaigner not permitted to handle the postal votes			<input type="checkbox"/>
iv. did not complete the postal vote return form (left behind postal voting document)			<input type="checkbox"/>
Total number of postal votes rejected			<input type="text"/>
If you have accepted the individual's own postal vote(s), please tick here			<input type="checkbox"/>

## Elections Act- Postal Vote Handling rules for campaigners

- Campaigners are not permitted to hand over postal votes packs unless it is their own or five other people that are either close relatives, or someone they provide regular care for.
- Any postal votes handed over by a campaigner that does not fall into the above requirements will be rejected.
- Electors will be contacted after the election to inform them that their vote has been rejected.
- All candidates and agents are encouraged to read the Electoral Commission guidance for further information.

## Elections Act- Overseas electors

- Removal of 15-year registration limit for British nationals who have moved abroad.
- Electors can now register to vote in respect of a previous registration or previous residency at a UK address providing they meet the requirements.
- Electors must provide a qualifying address, overseas address, the year they left the UK, a national insurance number and supporting documents if required.
- British Nationals who left the UK before the age of 18 must also provide the details of their parents/guardians.
- Application checks are completed by the elections team through electronic records, local data matching and paper records at the Wolverhampton Archives.

## Elections Act- EU Citizens

- EU elector and candidacy rights remain the same for this Election.
- Changes are coming in to force from 7 May 2024, where EU electors will only be able to vote at local government elections if they are a qualifying EU citizen or an EU citizen with retained rights.
- From May EU citizen electors will be contacted to establish their eligibility to remain registered.

Questions?

## Election timetable

Publication of Notice of Election	<b>9am 21 March 2024</b>
Nominations commence	<b>10am 21 March 2024</b>
Close of nominations	<b>4pm 5 April 2024</b>
Notification of appointment of election agents	<b>5 April 2024</b>
Publication of statement of persons nominated	<b>8 April 2024</b>
Deadline for applications to register to vote	<b>16 April 2024</b>
Deadline for new postal vote applications /changes to existing postal or postal proxy vote applications	<b>5pm 17 April 2024</b>
Publication of notice of poll/situation of polling stations	<b>24 April 2024</b>



## Election timetable (cont'd)

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Deadline for applications for new proxy votes	<b>5pm 24 April 2024</b>
Deadline for applications for a Voter Authority Certificate or Anonymous Elector's document	<b>5pm 24 April 2024</b>
Appointment of counting and polling agents	<b>25 April 2024</b>
Polling day	<b>7am-10pm 2 May 2024</b>
Deadline to apply to vote by proxy on grounds of medical emergency, or if unexpectedly called away because of employment or service	<b>5pm 2 May 2024</b>
Replacement for lost/spoilt postal votes ends	<b>5pm 2 May 2024</b>
Alterations to register to correct clerical error	<b>9pm 2 May 2024</b>
Deadline for production of temporary voter authority certificates	<b>10pm 2 May 2024</b>
Return of election expenses	<b>7 June 2024</b>

## Combination of Elections

- The local elections will be combined with the election of a Mayor for the West Midlands Combined Authority on the 2 May.
- The Regional Returning Officer for this election is Julie Newman, Coventry. If you wish to find out further information about standing in these elections, please contact [caro@coventry.gov.uk](mailto:caro@coventry.gov.uk) / 024 7697 1435.
- Subject to Parliamentary procedures, the West Midlands Police and Crime Commissioner functions are due to transfer to the Mayor of West Midlands Combined Authority, therefore it appears at this stage that the scheduled West Midlands PCC election may well not take place.
- The poll cards and postal vote packs for all elections will be combined.

## 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 months

## 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**
- are subject to the **notification requirement of or under Part 2 of the Sexual Offences Act 2003**

Questions?

## Submitting nomination papers

- The documents that must be submitted by all candidates by 4pm – **Friday 5 April 2024**
  - Nomination form
  - Home address form
  - Consent to nomination
- Party candidates will also need to submit, by 4pm – **Friday 5 April 2024**
  - A certificate authorising the use of a party name/ registered description on the ballot paper (**it would be helpful if you can have this ready when you bring in all other nomination papers**)
  - A written request to use one of the party's emblems on the ballot paper (optional)

## Video guide to completing nominations

- A video guide will be emailed to you shortly to assist you with completing your nomination pack to avoid some common errors.
- An annotated written guide to completing your nomination pack will also be emailed to you.
- **We strongly encourage all candidates and agents to look at these guides in advance of completing their nomination packs.**

## Submitting nomination papers safely

- Contact Electoral Services to book an appointment for in person checks/delivery of nomination papers – [candidates@wolverhampton.gov.uk](mailto:candidates@wolverhampton.gov.uk) / 01902 55 5050
- **Appointments every half hour weekdays between 10am – 4pm (21 March – 5 April 2024).**
- Entrance via rear of Civic Centre - appointment rooms on ground floor will be used for nominations
- Must hand over to one of the nomination team



## Informal checks

- Encourage all candidates to take up opportunity of an **informal check** before you hand it in.
- Candidate, election agent or someone you trust can deliver your nomination paper for you.
- **Minor corrections** can be made, or a new nomination pack can be issued.
- **Must make appointment for informal check in advance**

## Form 1a – Nomination paper (header)

The division or ward in which the candidate is standing should be added here.

This section should be completed by RO staff when the form is **formally submitted**

Number the form sequentially in order of delivery/processing. Where an agent has brought in several forms the same electoral area, ask them in what order they want them to be processed.

1a – Nomination paper		Office use only			
Local government election in England		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / <del>A COUNCILLOR</del> for the					
electoral division/ward of the	Bilston North Wolverhampton 2 May 2024				
county/district/London borough of *Delete whichever is inappropriate					
Date of election:					

The name of the council should be given here.

E.g., if the candidate is standing for a ward in Southmarsh District Council, 'Southmarsh' should be added here.

If the candidate has put the council's name in full this would not invalidate the nomination.

It has not been pre-printed; the date of the election should be given.

Should be deleted as necessary, e.g., if there is more than one vacancy in the division/ward.

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- Do not use tippex. If you make a minor mistake, cross out and initial.

## Form 1a – Nomination paper (Candidate’s details)

The Candidate’s details section must be completed in full before any electors sign the nomination paper

Full names must be added here – no initials.

Prefixes (e.g., Sir) or suffixes (e.g., Snr) must not be used.

It is not vital that this is completed  
Titles will not appear on the ballot paper or other notices.

Should be deleted as necessary.

We, the undersigned, being local government electors for the said electoral division/ward, do hereby nominate the under-mentioned person as a candidate at the said election

Candidate's Details		
Candidate's surname	<i>Smith</i>	Mr/Ms/MISS/ Ms/Dri/Ottrer
Other forenames in full	<i>Joseph</i>	
Commonly used surname (if any)		
Commonly used forenames (if any)	<i>Jo</i>	
Description (if any) Use no more than six words (see note 5)	<i>Gold party candidate</i>	

The description may be left blank.

**OR** the candidate could use the description 'Independent'.

**OR** - for political party candidates, they would need to enter the registered party name or description as authorised by the party. This must be as registered with the [Electoral Commission](#), and must match **EXACTLY** with the description authorised on Form 2 – the Certificate of Authorisation.

It is important to read the [EC guidance](#) if a description is used.

This is optional.

If the candidate is commonly known by a different name to their actual name, this/these should be entered here.

The commonly used name will then appear on the ballot paper and the Statement of Persons Nominated instead of the actual name.

Usually, you will take the commonly used name at face value, but it may be rejected if it is obscene or offensive, or its use could mislead or confuse electors.

It is important to read the [EC guidance](#) if a commonly used name is used.

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## Form 1a – Nomination paper (subscribers)

We, the undersigned, being local government electors for the said <del>*electoral division/</del> ward, do hereby assent to the foregoing nomination *Delete whichever is inappropriate				
	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	AE	123
Seconder	<i>T Jones</i>	<i>Tom Jones</i>	AE	124

The candidate should include the polling district reference and elector number from the register in force when the Notice of Election (NOE) is published.

- Ensure subscribers only complete form once the candidate details including description completed.
- We can assist with elector numbers if completing prior to accessing register
- Candidates can subscribe up to the number of vacancies in ward (one).

# Form 1b – Home address form (header)

This section should be completed by RO staff when the form is formally submitted.

1b – Home address form		Office use only			
Local government elections in England		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
Bilston North		*electoral division/ward of the			
*county/district/London borough of *Delete whichever is inappropriate		Wolverhampton			
Date of election:		2 May 2024			

The division or ward in which the candidate is standing should be added here.

The name of the council should be given here.  
E.g., if the candidate is standing for a ward in Southmarsh District Council, 'Southmarsh' should be added here.

It has not been pre-printed; the date of the election should be given.

## Form 1b – Home address form (Part 1)

### All candidates must complete Part 1 of Form 1b

This should be the actual full name (rather than commonly used name). Check it is the same full name as given in Form 1a.

The home address of the candidate must be given here:  
- in full and without any abbreviations - it must be their current home address - it must not be a business address (unless they run a business from their home)

For further information see the [EC guidance](#).

Part 1b To be completed by all candidates in England		
Full name of candidate		<i>Joseph Smith</i>
Home address (in full)		<i>1 Forest Lane Southfold, S99 1ZW</i>
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).		
Qualifications that apply (tick those which apply)		Address
(a) I am registered as a local government elector for the area of the *county/district/London borough named above	<input checked="" type="checkbox"/>	<i>1 Forest Lane Southfold, S99 1ZW</i>
(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the area named above	<input type="checkbox"/>	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above	<input checked="" type="checkbox"/>	<i>Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB</i>
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	<input type="checkbox"/>	
Witness details		
Full name of the person who will witness the candidate's consent to nomination form		<i>Sidney Jackson Brown</i>
Full home address of the person who will witness the candidate's consent to nomination form		<i>3 Forest Lane Southfold, S99 1ZW</i>

The full address should be written next to **each** of the qualifications which apply.

If applicable, a different address may be used for each qualification.

Must match the information given on Form 1c.

There are no restrictions on who can be a witness, but the same person will need to witness Form 1c.

## Form 1b – Home address form (Part 2)

**Candidates who do not want their home address printed on the ballot paper must complete and sign Part 2 of Form 1b.**

**Part 2 should be submitted whether it is completed or not.**

**Part 2:** To be completed only if you do not wish your home address to be made public.

**Note:** Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.

If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.

Statement: I require my home address not to be made public

The relevant area my home address is situated in:

Wolverhampton

(insert name of relevant area)<sup>2</sup>

OR

My home address is situated outside the UK. My home address is situated in:

(insert name of country)

Signature of candidate (only required where Part 2 above has been completed)

Candidate's signature:

*J. Smith*

Date:

31 March 2024

If either of the two boxes above have been completed the form must be signed and dated.

The relevant area is the county/district/London borough in which the home address is situated.

<b>1c – Candidate’s consent to nomination</b>	Office use only			
<b>Local government elections in England</b>	Date received	Time received	Initials	No

\*You must declare that you meet at least one of the listed qualification(s) below and may declare more than one qualification if applicable. To do this, strike through any that do not apply. Any qualification(s) that apply must match the information given on your home address form.

Date of election:	2 May 2024		
I (name in full):	Joseph Smith		
hereby consent to my nomination as a candidate for election as councillor for the:	Bilston North	*electoral division/ ward	
of the *county/district/London borough of:	Wolverhampton		
I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that:			
*a. I am registered as a local government elector for the area of the *county/district/London borough named above; or			
<del>*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or</del>			
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or			
<del>*d. I have during the whole of those 12 months resided in the *county/district or London borough named above.</del>			
I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.			
<b>Note 1:</b> A candidate who is qualified by more than one qualification may complete any of those which may apply.			
<b>Note 2:</b> Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.			
Date of birth:	23/04/1991		
Signature:	<i>J Smith</i>		
Date of consent:	31 March 2024		
Witness: confirm the above-mentioned candidate signed the declaration in my presence.			
Witness (name in full):	Sidney Jackson Brown		
Witness's signature:	<i>S J Brown</i>		

The candidate must strike through any qualification that does not apply, leaving at least one not struck through.

The qualification (s) which apply must match the information given in Part 1 of Form 1b.

This should be the actual full name (rather than commonly used name) as given in Form 1a.

The candidate must sign here, and the date should not be earlier than 1 month before the deadline for nominations.

Candidate must be 18 or over on the **date of submitting the nomination paper.**

This must be the same person who witnessed Part 1 of Form 1b.



## 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 **Friday 5 April 2024, 4pm**
- Check registered parties and descriptions on the political database:  
<https://www.electoralcommission.org.uk/>

## Form 2 – Certificate of authorisation

**For party candidates only**

<b>2 – Certificate of authorisation</b>	Office use only			
<b>Local government elections in England</b>	Date received	Time received	Initials	No

<b>Details of candidate to be authorised and the allowed description/<del>party name</del></b>			
Ward/ <del>division</del> -name:	<i>Clearvale</i>	Date of election:	2 May 2024
The candidate (name in full):	<i>Joseph Smith</i>		
Name of political party:	<i>Gold party</i> Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	<i>Gold party candidate</i>		
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	<i>H Robertson</i>		
Name of person signing this form:	<i>Hugh Robertson</i>		
Date:	31 March 2024		

If the candidate is authorised to use a specific registered description or the party name, it should be written here. **Must match description on Form 1a.**

Or, if the candidate is authorised to choose, it should say 'any registered description or the party's name as registered with the Electoral Commission'

Check the [EC website](#) for descriptions.

Must be signed by the party's Nominating Officer or someone authorised by them – no need to check authority granted.

# Form 3 – Emblem request form

**For party candidates only**

(To request an emblem as registered with the EC)

3 – Request for a party emblem	Office use only			
	Date received	Time received	Initials	No
<b>Local government elections in England</b>				

Candidate's request for use of an emblem			
Ward/division name:	<i>Clearvale</i>	Date of election:	2 May 2024
Candidate name in full:	<i>Joseph Smith</i>		
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="#">Electoral Commission's website</a> ):	<i>Gold medal - England version (ID 999)</i>		
Candidate's signature:	<i>J Smith</i>		
Date:	31 March 2024		

This should be the name as registered with the EC e.g., "Emblem for use in England" or "Emblem ID 999".

Must be signed by the candidate.

## 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

Questions?

## Form 4 – Agent notification form

**Optional** – if a candidate does not appoint an agent they will become their own agent by default.

Please note there is no provision in the legislation for the address given to **not** be disclosed – if you are your own agent or for a candidate this will be disclosed.

4 – Notification of an election agent		Date received	Time received	Initials	No
<b>Local government elections in England</b>					
Ward/division name	Clearvale				
Date of election:	2 May 2024				

Candidate's notification of their election agent	
I, (Candidate name in full):	Joseph Smith
Hereby declare that the name and address of my election agent is:	
Agent's name:	Emma White
Agent's address (in full):	10 Marine Road, Whitecoast, W12 3AB
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:	
Agent's office address (in full):	Gold Party Office, 8 Main Street, Northfold, S99 3XY
Candidate's signature (or of person authorised to act on behalf of candidate):	J.Smith
Date:	31 March 2024
Confirmation of acceptance by election agent	
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	EB White
Date:	31 March 2024

Agent's other details in case of query (optional – will not be published)	
Home telephone:	01742 555555
Work telephone:	01742 444444
Mobile telephone:	09777 444444
Email address:	3bwhite5544@goldpartymail.co.uk

Must be a physical address, within the council area, or in a constituency within the local government area, or in a district, borough, Welsh county/ county borough adjoining it.

The agent's office address will appear on the Notice of Election Agents

Useful to collect this information in case of query or follow up contact.

Must be signed by both

Must be signed by both

## Appointment of agents

Forms have been emailed – deadline to appoint: **25 April 2024**

Agent	Number	Role
Polling	No limit – but no more than one polling agent may be admitted at the same time to a polling station on behalf of the same candidate	Entitled to observe proceedings and detect personation
Postal Vote	No limit – notify 24 hours in advance of each opening session	Right to observe
Count	To be confirmed at close of nominations. The formula is number of candidates divided by number of count assistants. It is expected to be around 3 count agents.	Entitled to observe and make sure count is accurate, draw attention to doubtful ballot papers

## Access to electoral register/absent voting lists

- Access by candidates – once you **officially** become a candidate:
  - earliest, on last **date to publish Notice of Election (Tuesday 26 March)**
- Make written request to the ERO – forms are available from the office / are included in your nomination pack.
- **Entitled to one copy** – so please specify either Paper, PDF or Excel
- Also entitled to alteration notices (published on 05/4/24, 18/4/24 and 25/4/24)



## Access to electoral register / absent voting lists

- Only use data for permitted purposes!
  - to complete the nomination form
  - to help you campaign
  - to check that donations/loans are permissible

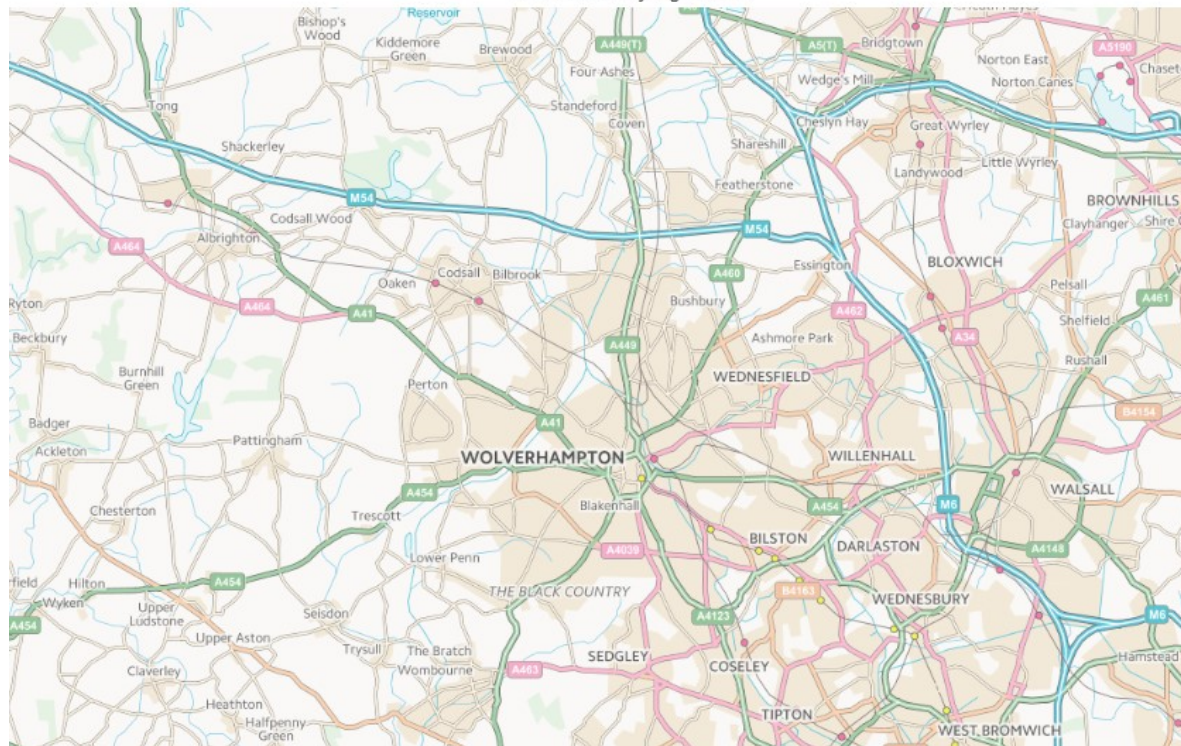
# Electoral maps

# The Electoral Commission

<https://www.ordnancesurvey.co.uk/election-maps/gb/>

## ELECTION MAPS

NO BOUNDARIES OVERLAID  
Select a boundary to get started



Questions?

## 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 **Tuesday 16 April 2024**.
- Individuals can apply to register online at **<https://www.gov.uk/register-to-vote>**. It only takes a few minutes. Alternatively, they can call Customer Services on: **01902 55 1177**

## 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.

## Poll cards

- Initial dispatch date: 21 March 2024
- Second dispatch date (for people who registered after 1 March up to 16 April): 24 April 2024

## Postal votes

- Currently there are **32,909** postal voters in Wolverhampton
- A video to assist electors to complete postal pack will be available on website: [Wolverhampton.gov.uk/elections](https://www.wolverhampton.gov.uk/elections)
- Initial dispatch date (for postal voters who had applied by 25 March): 17 April, to land on doorsteps on 18 April 2024
- Second dispatch date (for postal voters who had applied by 17 April): 22 April, to land on doorsteps on 23 April 2024

## Postal vote opening sessions

- Only the candidate, agent and postal vote agents entitled to attend sessions.
- Let Electoral Services know which sessions you will be attending 24 hours in advance

Date	Time	Location
Tuesday 23 April	10am – 5pm	City Suite, Third Floor, Civic Centre
Wednesday 24 April		
Thursday 25 April		
Friday 26 April		
Monday 29 April		
Tuesday 30 April		
Wednesday 1 May		
Thursday 2 May		



Questions?

## Personal safety

- If you do not want your home address to be made public, complete part 2 of the home address form.
- There is no provision in the legislation for the same option to apply for election agents – so if candidate is their own election agent there is a risk home address is made public. The agents must provide an office address so that all documents can be sent to it – often the home address.
- Agents may wish to consider using a local political party office or an office especially set up for the election to get around this if they do not want their home address to be made public.
- Imprints on campaign material must include name and address of printer/promoter. It is possible for the candidate to use a PO box address or other mailbox service for this purpose.

## Campaigning dos and don'ts

- Do use imprints on all your campaign material, including digital material.
- 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).

## Code of conduct for campaigners (1)

- 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.
- Voter Authority Certificate Applications:
  - Should not handle paper based Voter Authority Certificate applications and should encourage electors to send them directly to the ERO

## Code of conduct for campaigners (2)

- 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
  - Campaigners can only hand in their own postal vote, and postal votes for up to five other people that are either close relatives, or someone they provide regular care for.
- 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.

# Update from Police – Shahren Akhtar

Questions?

## Candidate spending

- Defined as certain expenses ‘used for the purposes of the candidate’s election’ during the regulated period.
- **Regulated period begins on Wednesday 27 March 2024**
- Responsibility of **election agent**
- Limit on expenses:
  - £960 + 8 pence per elector in ward/division on register in force on 1 March.
  - reduced for joint candidates
- Must get and keep receipts (over £20)
- Returns must be submitted by **7 June**
- Returns made public by Returning Officer
- No spending is reimbursed
- Failure to submit a spending return is a criminal offence enforceable by police
- Further guidance and advice can be found on the **Electoral Commission** website or by contacting them directly.



## Spending limits by ward – 1 March

- Expenses limits will be emailed to you tomorrow

Questions?

## Polling day

- Polling stations open from 7am to 10pm
- Office open 6am to 10.30pm for queries or problems relating to the administration of the election
  - for queries relating to election finance issues, contact the Electoral Commission
- 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 Wolverhampton 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.

## Accepted forms of Voter ID (1)

### International travel

- Passport (issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country)
- Irish Passport Card

### Driving and Parking

- Driving licence (issued by the UK, any of the Channel Islands, the Isle of Man, or an EEA state)
- A Blue Badge

## Accepted forms of Voter ID (2)

### **Local travel**

- Older Person's bus pass
- Disabled Person's bus pass
- Oyster 60+ Card
- Freedom pass
- Scottish National Entitlement card
- 60 and Over Welsh Concessionary Travel Card
- Disabled person's Welsh Concessionary Travel Card
- Senior SmartPass issued in NI
- Registered Blind SmartPass or Blind Person's SmartPass issued in NI
- War Disablement SmartPass issued in NI
- 60+ SmartPass issued in NI
- Half Fare SmartPass issued in NI

## Accepted forms of Voter ID (3)

### **Proof of age**

- Identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)

### **Other Government issued documents**

- Biometric immigration document

- Ministry of Defence Form 90 (Defence Identify Card)
- Nationality identity card issued by an EEA state
- Electoral Identity Card issued in Northern Ireland
- Voter Authority Certificate
- Anonymous Elector's Document

## Polling day procedure - Voter ID

- If an elector forgets to bring their ID or does not bring an accepted form of ID they will be asked to return with photo ID by 10pm.
- If an elector brings an accepted form of ID but the PO does not think it bears a likeness to the elector or suspects it is a forged document, a ballot paper will be refused (in consultation with a second opinion from a Polling Station Inspector, if required)
- An elector may wish to request the use of a privacy screen to check their ID in private.
- All of these scenarios will be recorded in the station and reported back to DLUHC and Electoral Commission.

## Polling day procedure- Accessibility

**How to vote at this election**

- 1** Go to the desk and tell the staff your name and address.  
They will give you your ballot paper. 
- 2** Take your ballot paper to a voting booth. 
- 3** Read the instructions in the booth and mark your ballot paper. 
- 4** When you have marked your ballot paper, fold it so that nobody can see how you have voted. 
- 5** Put your folded ballot paper into the ballot box. 

**Voting is secret. Do not let anyone see how you have voted.**  
If you make a mistake or need some help, just ask the staff

- Additional equipment available to support people with a disability
- Poll clerk in meet and greet role throughout the day to be the first point of contact to support
- Additional yellow and black signage around the polling station



## Voter ID- Drop in Sessions

- Electoral Services are running 18 drop-in sessions across the city to assist electors who do not have an accepted photo ID to apply for a **free voter authority certificate**.
- Sessions run from **25 March - 18 April**
- Leaflets with all sessions have been included with the Council tax letters
- Electors can also attend the Civic Centre on weekdays between 10am-3pm

### #WolvesVote

Have you registered to vote yet for the elections on **Thursday 2 May 2024**?

If you are not already registered to vote, the easiest way to do so is online at **gov.uk/registertovote**

The deadline to register to vote is **Tuesday 16 April**

#### Voter ID drop-in sessions

25 March 10am – 1pm, Ashmore Park Library

26 March 12pm – 3pm, Bilston Library

27 March 10am – 1pm, Blakenhall Library

28 March 10am – 1pm, Finchfield Library

2 April 10am – 1pm, Collingwood Library

3 April 12pm – 3pm, Pendeford Library

4 April 10am – 1pm, Low Hill Library

4 April 4pm – 7pm, Bert Williams Leisure Centre

8 April 10am – 1pm, Long Knowle Library

9 April 10am – 1pm, Spring Vale Library

10 April 10am – 1pm, Tettenhall Library

12 April 10am – 1pm, Penn Library

15 April 10am – 1pm, East Park Library

15 April 4pm – 7pm, Central Library

16 April 10am – 1pm, Whitmore Reans Library

17 April 10am – 1pm, Warstones Library

18 April 10am – 1pm, Wednesfield Library

18 April 4pm – 7pm, Aldersley Leisure

CITY OF  
WOLVERHAMPTON  
COUNCIL

#### Voting by post

If you cannot get to the polling station, you can apply to receive your ballot paper by post.

You can apply for a postal vote at: **gov.uk/apply-postal-vote**

The deadline to apply for a postal vote is 5pm on **Wednesday 17 April**

#### Voting by proxy

You can choose to appoint someone you trust to go to your polling station to vote on your behalf.

You can apply for a proxy vote at: **gov.uk/apply-proxy-vote**

The deadline to apply for a proxy vote is 5pm on **Thursday 24 April**

If you would like a paper application form sent in the post, call our helpline on **01902 551177**

## Voter ID comms

Regular messaging on Voter ID awareness and Council VAC drop-in sessions – supplementing Electoral Commission national campaign

- Council social media channels (Wolverhampton Today and Wolves Council)
- Council partner social media accounts (Yo! Wolves, WV Active, Foster Wolverhampton, Arts & Culture etc)
- Media releases
- Stakeholder communications (Internal communications, MP and Councillor updates)
- Council homepage branded banner

### **Council Voter ID promotional campaign:**

- Banners and display materials at Civic Centre
- Flyer in council tax / Wolverhampton Homes letters

### **Communications via partners including:**

- University of Wolverhampton, Wolverhampton College, Adult Education, faith and community groups (translated materials)
- Amplifying WMCA elections messaging

## Emergency Proxy

- In certain circumstances (medical, service, employment or lost/damaged voter ID) an elector can apply for an emergency proxy up to 5pm on polling day.
- If eligible, Electoral Services will advise elector to complete proxy form (collect from Civic)

Questions?

## Counting of votes (1)

- The verification and count will be held in:
  - **WV Active Aldersley Leisure Centre, Aldersley Road, Wolverhampton, WV6 9NW**
- Receipt of ballot boxes and final postal vote opening session on Thursday 2 May 2024 from 10pm until midnight.
- Count venue will open to candidates and agents from 9.30am on Friday 3 May 2024. The verification will commence from 10am.
- We anticipate verification for all wards will be finished by 1pm.
- The count for each ward will start as soon as each ward verification is complete. We estimate the count will be finished by 5pm at the latest.
- A letter inviting you to the count will be sent out one to two weeks before the election. **A lanyard will be issued on arrival and must be visible at all times.**

## Counting of votes (2)

- The count for the Combined Authority Mayoral election will take place from 10am on Saturday 4 May.
- Count venue will open to candidates and agents from 9.30am on Saturday 4 May 2024.
- The LRO for Wolverhampton will declare the results for the Wolverhampton area
- The results will be shared with Coventry who will collate the votes from each of the West Midland authorities and the CARO will declare the result.
- The LRO for Wolverhampton will then declare for the combined authority area.

Questions?

## Contacts

### Elections office:

- [Candidates@wolverhampton.gov.uk](mailto:Candidates@wolverhampton.gov.uk)
- 01902 555050 (number for candidates and agents only)
- 01902 551177 (public number – customer services)

### Electoral Commission:

- [infoengland@electoralcommission.org.uk](mailto:infoengland@electoralcommission.org.uk)
- 0333 103 1928



# Thank you

Candidates and Agents information pack will be emailed to you tomorrow.