

Candidates and agents briefing

Norfolk Police and Crime Commissioner elections 2024

Trevor Holden Police Area Returning Officer

Linda Mockford Governance Manager

Stuart Guthrie Electoral Services Manager

Anna Butler Senior Elections Officer

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Topics

This briefing has been updated to cover changes as enacted by the Elections Act. It will outline:

- who's who
- key dates of the election timetable
- qualifications and disqualifications
- nominations
- agents
- voter ID
- postal votes
- polling day
- counting and collation of votes
- candidate spending
- integrity issues
- contacts

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Who's who

- The Police Area Returning Officer (PARO) is the person responsible for the overall conduct of the election. The PARO is Trevor Holden.
- The PARO is also responsible for liaising with and coordinating the work of Local Returning Officers (LROs) in the police area.
- The Electoral Registration Officers are responsible for maintaining the register of electors and lists of absent voters.
- PARO / LRO Contact details are provided in the booklet

Booklet

Contact
Information

Election
Information

Nomination
Information

**POLICE AND CRIME COMMISSIONER
ELECTIONS – THURSDAY 2 MAY, 2024
BRIEFING NOTE FOR CANDIDATES AND
AGENTS**



Version 1: Date: 11 March 2024

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Key dates

Timetable process	Deadline:
Publication of Notice of Election	26 March 2024
Nominations commence	10am - 27 March 2024
Close of nominations	4pm – 5 April 2024
Notification of appointment of election agents	4pm – 5 April 2024
Publication of statement of persons nominated	4pm – 8 April 2024
Deadline for applications to register to vote	Midnight – 16 April 2024
Deadline for new postal vote applications / changes to existing postal or proxy vote applications	5pm – 17 April 2024
Publication of notice of poll/situation of polling stations	5pm – 24 April 2024

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Election timetable (cont'd)

Timetable process:	Deadline:
Deadline for applications for new proxy votes	5pm – 24 April 2024
Deadline for applications for a Voter Authority Certificate or Anonymous Elector's Document	5pm – 24 April 2024
Appointment of sub-agents, counting and polling agents	25 April 2024
Polling day	2 May 2024 – 7am to 10pm
Deadline to apply for an emergency proxy	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 to the PARO	+ 70 days from result

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Non-Statutory Dates (South Norfolk and Broadland LRO) – These dates should be similar in other LRO areas

Event	Date	Date
Poll Cards Despatch	25 March 2024 (Registered up to 8 March 2024)	24 April 2024 (Registered from 9 March 2024)
Postal Vote Despatch	17 April 2024 (Applications up to 18 March 2024)	24 April 2024 (Applications from 19 March 2024 to 5pm 17 April 2024)
Postal Vote Opening Sessions	19 April 2024 Test Day	
Postal Vote Opening Sessions	First session – 22 April 2024	Last session – 2 May 2024

Local polls on 2
May 202 –
Combined Poll
Cards –
Separate
Postal Packs

Election	Description
Neighbourhood Planning Referendum	Lingwood and Burlingham (BDC)
Neighbourhood Planning Referendum	Thorpe St Andrew (BDC)
Neighbourhood Planning Referendum	Tasburgh (SNC)
Town Council By-election	Wymondham North (SNC)

Other Elections In Norfolk

ElectionUK	Description
District	Norwich City Council
UK Parliamentary	We will know whether this will be combined on 2 May 2024 by 26 March 2024

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Qualifications

- To stand as a candidate for the Police and Crime Commissioner election you must be (on the date 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 registered as a local government elector in a local council area that is within the police area

Disqualifications

Disqualifications that apply only on election:

- Being a Member of the House of Commons, the Scottish Parliament, the Senedd, the Northern Ireland Assembly or the European Parliament.
- If they are elected they must resign their seat before taking up the post of Police and Crime Commissioner.

Disqualifications

Most disqualifications apply on the day of nomination **and** on polling day. For example, where you:

- have been nominated as a candidate at a PCC election taking place on the same day for a different police area
- have ever been convicted of an imprisonable offence
- are a police officer or are directly or indirectly employed by the police
- are a member of the legislature of any country or territory outside the UK
- are a member of staff of a local council that falls wholly or partly within the police area in which you wish to stand
- are employed in an organisation that is under the control of a local council in the police area in which you wish to stand.
- are the subject of a bankruptcy restrictions order or interim order

The nomination papers

- Three nomination papers must be submitted by all candidates by 4pm – 5 April 2024 together with the deposit:
 - the **nomination form**
 - the **home address form**
 - the **consent to nomination**
- Party candidates will also need to submit, by 4pm 5 April 2024:
 - 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)

The deposit

- Each candidate must deposit £5,000 with the PARO so that the nomination is valid.
- The preferred method of deposit is by bank transfer; however, we can accept cash or card.
- The PCC Election bank account details are in the candidate booklet.
- The deposit is returned if a candidate polls at least 5% of the valid votes cast across the police area

Completing 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
- 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

Nomination form

- Include your full name
- Optional: use commonly used name box(es) if commonly known by a name other than your full name and wish to use it instead.

You can ask to use a description

- if you are a party candidate
 - registered party name or registered description (if authorised by a certificate of authorisation)
- if you are an independent
 - the description 'Independent' (or you may stand without a description)

Nomination form

- Required number of subscribers
 - 100 subscribers
 - Must sign and print their names. Check details of subscribers against electoral register
 - Only ask subscribers to sign **after** completing the name and description fields on the form.
 - Data protection requirements (Are subscribers aware of what they are signing and for what purpose)

Home address form

- Candidates' home addresses will appear on the ballot paper and are published on the statement of persons nominated, unless otherwise requested
- On the home address form you can request to keep your home address private
- If so, state the electoral area within the police area where you are registered to vote
- The description will be listed as '**Address in the Norfolk Police Area**'
- In all cases, you must give your full name and home address

Consent to nomination form

- All candidates must consent to their nomination
- On the consent to nomination form you will be asked to state:
 - that you are qualified and not disqualified from standing
 - that you are not nominated as a PCC candidate for any other police area on the same day
 - your date of birth
- The consent must be witnessed

Certificate of authorisation

- To use a party's name or registered description, you must have **a certificate of authorisation** signed by the party's Nominating Officer (or someone 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
- It must be submitted to the PARO by the same deadlines as the other nomination papers, i.e. by **4pm 5 April 2024**

Emblem request form

- Party candidates can ask for a party emblem to be printed on the ballot paper.
- The emblem must be registered by the party and published on the Electoral Commission's register of political parties.
- Emblem request form must be submitted by 4pm 5 April 2024.

Joint candidates

- Nominated by **more than one party (e.g. Labour-Co-operative)**
- 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

Candidate's election address

- Each candidate is entitled to make a campaign statement for publication on a website provided by the UK Government:
➤ www.choosemypcc.org.uk
- You will need to submit the statement directly to the online system – deadline 12noon on 5 April
- The PARO will review your submission to check it meets the legal requirements
- Election addresses will be included on the website, we will send you a logon link. Please ensure that you have given us up to date contact details (Agents)

Submitting nomination papers

- The nomination form and home address form may only be delivered, by hand, by:
 - the candidate
 - their election agent, provided the PARO has received notice of their appointment
 - the proposer or seconder as shown on the nomination form
- Anyone can deliver the consent to nomination, certificate of authorisation and emblem request form – but it should be someone you trust
- The consent to nomination must be delivered by hand; the certificate of authorisation and emblem request forms for party candidates may be posted
- **Nomination papers can only be handed in to Stuart/Linda or a member of the elections team at Horizon Centre**

Election agent

- Responsible for the proper management of your election campaign; particularly its financial management.
- Notification of appointment must reach the PARO by **4pm 5 April 2024**. Form is included in nomination pack.
- Candidates will become their own agent by default if none is appointed.

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Sub-agents

The election agent may appoint sub-agents to act on their behalf in the police area:

- areas of appointment must not overlap
- can attend proceedings instead of the election agent

The agent must give written notice to **the PARO** by Thursday 25 April 2024.

Sub-agents maybe be appointed for other LRO areas.

Other agents

Other agents can be appointed to attend postal vote opening, polling stations and the count on your behalf:

- You must give notice in writing of any people appointed as polling and counting agents by **25 April 2024**.
- The appointment of postal voting agents attending a particular opening session must be made before the start of the session. **LROs** will give 48 hours' notice.

Access to electoral register / lists of absent voters

- Access by candidates – once you **officially** become a candidate
 - earliest, on 26 March 2024 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 EROs in the police area forms. The PARO is happy to help facilitate multiple area register requests.

Access to
electoral
register /
lists of absent
voters

Only use data for permitted purposes:

- to complete the nomination form
- to help you campaign
- to check that donations/loans are permissible

Registration

- 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 **16 April 2024**.
- Individuals can register online at **<https://www.gov.uk/register-to-vote>**. It only takes a few minutes.

Registration

- When discussing registering to vote with individuals, you will need to make them aware that they will need:
 - their National Insurance number
 - date of birth and address to register.
- 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 applications

- Highlight that electors can now apply online at www.gov.uk/apply-postal-vote or www.gov.uk/apply-proxy-vote
- When talking to electors about applying to vote by post or proxy, you should make them aware of the relevant deadlines and advise them to apply early
- You will need to make them aware that they will need to provide their National Insurance number, date of birth, signature and address to register.
- People who do not have / cannot retrieve their National Insurance Number or cannot provide a signature can still apply, but they may need to provide further information. If so, they will be contacted by the ERO.
- If you are encouraging people to apply for a postal (or proxy) vote, make sure you explain that they will only qualify for one if they are (or will be) registered in time to vote at the elections.

Absent voting - campaigners

- Campaigners cannot handle postal votes for other electors who are not close relatives or someone for whom they provide regular care
- Campaigners may handle postal voting documents if that's a feature of a job they hold (e.g. a postal worker)
- New limits on the number of postal votes that can be handed in – a maximum of five plus their own for each poll

Absent voting – A campaigner is:

Who is a
campaigner?

- a candidate at the election(s)
- an election agent (or sub-agent)
- employed by the candidate (for the purposes of the candidate's activities at the election)
- a member of a registered political party who is carrying out activity to promote a particular outcome at an election
- someone employed by a registered political party in connection with that party's political activities

Voter Identification

- 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.

Accepted forms of Voter ID

- Voters should be encouraged to check whether they have one of the forms of accepted photographic ID well in advance of the election
- If a voter does not have an accepted form of photographic ID, they can apply for a Voter Authority Certificate either online <https://www.gov.uk/apply-for-photo-id-voter-authority-certificate> or using a paper application form.
- Electors who are registered anonymously must have an Elector's Document to vote in person
- Any applications must be received by the ERO by 5pm on 24 April 2024

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
funded by the UK
government

Disabled Person's bus
pass funded by the UK
government

Oyster 60+ Card funded
by the UK government
Freedom pass

Scottish National
Entitlement card for the
purpose of concessionary
travel

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

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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

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Campaigning dos and don'ts

- 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)
- Do not handle any postal voting documents you are not entitled to

Code of conduct for campaigners

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 confirm to the requirements of electoral law
 - Ensure electors are aware they can apply to register or for an absent vote online
 - Include the EROs address for the return of any paper 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

- Postal voting documents:
 - Never touch any of an elector's postal voting documents
 - 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.

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Polling day

- Polling stations open from 7am to 10pm
- Horizon House open 9am to 5pm for queries or problems relating to the administration of the election
 - contact the Electoral Commission for any queries about a candidate's campaign literature (contact details shown later)
- Voters in the polling station or in a queue outside the polling station at 10pm can apply for a ballot paper
- Voters in this election will need to present photographic ID in the polling station
- Voters can request to have their ID checked in private

Completed postal votes handed in to polling stations

- Postal votes can be handed into polling stations within the voting area
- Anyone returning postal votes by hand must complete a postal vote return form, otherwise the postal votes will be rejected
- Polling station staff may assist anyone wishing to hand in postal votes to complete the relevant form
- An individual may hand in a maximum of 6 electors' postal votes (their own and five others) per poll
- If the individual is a campaigner they may only handle their own postal vote and those that belong to close family members or people for whom they provide care
- Polling station staff will not be able to provide advice about whether someone is a campaigner, but they may reject postal votes if they have reasonable cause to believe an individual is a campaigner
- If postal votes are handed in not in accordance with the rules, then they will be rejected

Completed postal votes handed in to council buildings

- Restrictions on the numbers of returned postal votes and who may hand in postal votes are the same as for polling stations
- An individual may hand in a maximum of 6 electors' postal votes (their own and five others) per poll
- Postal votes for all contested electoral areas may be returned by hand **at Horizon Centre**
- Staff authorised by the Returning Officer may assist anyone wishing to hand in postal votes to complete the relevant form
- Postal votes dropped off to reception or other council office desks or locations or any posted into council letter boxes without completing the postal vote return form will be rejected and will not be counted

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The Voting system

- The Police and Crime Commissioner elections are now held under the first-past-the post electoral system

Result collation and declaration of the result

- PARO is responsible for collating the local count totals from across the police area and declaring the result
 - Horizon Centre
 - Venue will open to candidates & agents from 9.00am
- Attendance:
 - candidates and one person chosen by each candidate
 - election agents (or sub-agent if they are not present)
 - no counting agents (for the collation of total)

Verification and count locations LRO local count(s)

- Candidates, election agents, counting agents and one other person appointed by the candidate are entitled to attend the verification and count
- Verification
 - Who is responsible LRO for South Norfolk and Broadland councils – Trevor Holden
 - The Horizon Centre
 - Venue will be open to candidates and agents from
 - 9.00am (9.30 start)
- Counting of votes
 - Who is responsible
 - The Horizon Centre
 - 1.00pm start

Spending issues

Election spending

- The time when spending and donation rules apply is called the regulated period
- The regulated period begins on the **day after the date** you officially become a candidate and ends on polling day.
- The earliest date you can officially become a candidate is the last date for publication of the notice of election, on 26 March 2024.
- You must keep within the spending limit during the regulated period. You must keep a record of your spending on items and services you use during the regulated period, and donations you receive towards that spending.

Spending limit

- Each police area has a maximum spending limit that is set out in legislation
- The spending limit for the Norfolk Police area is £165,210
- Comprehensive guidance is included in the Commission's guidance for candidates and agents
- No spending will be reimbursed

Candidates' spending returns

- Returns due 70 calendar days after result of election
- Returns made public by PARO
- Sample of returns may be reviewed by the **Electoral Commission**
- Failure to submit an expenses return is a criminal offence

Contacts

Contacts

- Elections office – 01603 430435
elections@southnorfolkandbroadland.gov.uk or
01603 430645 or
stuart.guthrie@southnorfolkandbroadland.gov.uk
- Electoral Commission contacts
 - For questions on the Commission's guidance on standing for election, contact
www.electoralcommission.org.uk/contact-us/our-offices
 - For questions on election spending, contact
020 7271 0616

Questions

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Thank you