

Local and Parish Elections

Thursday 5 May 2022

Briefing for prospective Candidates
and Election Agents



1

What you need to know

- Introductions & Key Contacts
- Key Dates
- Nomination Process
- The Campaign
- Registration & Absent Voting
- Election Day
- The Count
- Staying Safe – Covid considerations



2

Introductions

ST HELENS
BOROUGH COUNCIL

- **Kath O'Dwyer**
- Returning Officer/ Chief Executive
- **Jan Bakewell**
- Deputy Returning Officer (Full Powers)
- **Elisa Love**
- Electoral Services Manager/DRO
- **Jenni Langley**
- Electoral Services Officer
- **Paul McCoy & Martin Watson**
- Merseyside Police



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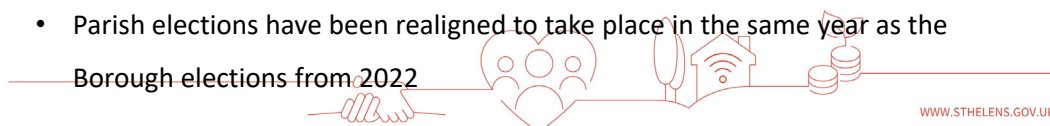
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Whole Council Elections

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Ward Boundary Review:

- New ward boundaries became effective from 1 February 2022 for the preparation of the 5 May Elections
- The number of wards in the borough increased from 16 to 18
- Multi member wards - 13 three-member wards, 4 two-member wards and 1 single member ward
- Whole Council elections will now take place every four years from May 2022. This means that on 5 May 48 Local Councillors will be elected to a 4-year term, as well as 79 Parish Councillors.
- Parish elections have been realigned to take place in the same year as the Borough elections from 2022



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4

Key Dates for 2022

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Date	Event	Date	Event
24 March	Notice of Election	21 April	First issue of Postal Votes
25 March	Nomination period begins (10am-4pm)	26 April	Second issue of Postal Votes
4pm on 5 April	Nominations Close	25 April	Postal Vote opening sessions start
4pm on 5 April	Deadline for Candidates to withdraw nomination	5pm on 26 April	Deadline for new Proxy Vote Applications
4pm on 5 April	Deadline to appoint Election Agents	27 April	Deadline to appoint other agents (Polling & Count)
6 April	Publish Statement of Persons Nominated	28 April	First date to re-issue lost or spoilt postal votes
14 April	Deadline to Register to Vote	5 May	Election Day
5pm on 19 April	Deadline for new Postal Vote Applications and to change existing postal or proxy arrangements	6 June	Deadline for return of Election Expenses (Parish)
		10 June	Deadline for return of Election Expenses (Local)



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5

The Nomination Process

Becoming a Candidate

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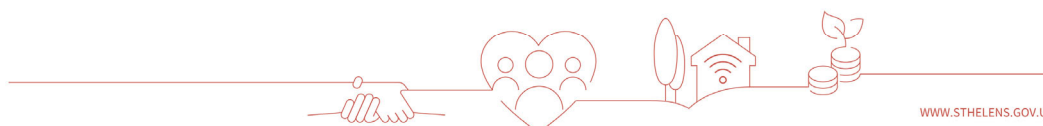


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6

Nomination Packs & Registers

- Nomination packs and registers are available to collect at the main reception after the briefing
- Nomination packs and EC guidance will also be emailed to candidates & Agents
- Nomination registers will be available on request
- Informal checks – an appointment can be made to informally check your nomination papers before you formally submit them
- Formal delivery of nomination papers will be by hand delivery to St Helens Town Hall by 4pm 5 April 2022.

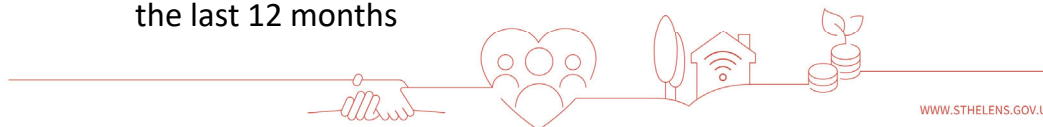


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7

Qualifications - Local

- You must be at least 18 years old and a British citizen, a qualifying Commonwealth or an EU member state citizen
- You must also meet **at least one** of the following four qualifications:
 - (a) be registered as a local government elector for the local authority area at both the time of your nomination and **throughout your term of office** if you are elected.
 - (b) have occupied as an owner or tenant any land or other premises in the local authority area during the whole of the 12 months before the day of nomination
 - (c) your main or only place of work during the last 12 months has been in the local authority area
 - (d) have lived in the local authority area during the whole of the last 12 months



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8

Qualifications - Parish

- You must be at least 18 years old and a British citizen, a qualifying Commonwealth (with indefinite leave to remain) or an EU member state citizen
- You must also meet **at least one** of the following four qualifications:
 - (a) be registered as a local government elector for the area of the Parish at both the time of your nomination and throughout your term of office if you are elected.
 - (b) have occupied as an owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of nomination
 - (c) your main or only place of work during the last 12 months has been in the parish area
 - (d) have lived in the parish area or within 3 miles of it during the whole of the last 12 months



Disqualifications

- You cannot be a candidate if at the time of your nomination and on polling day:
 - you are employed by the local authority (or Parish Council) or hold paid office under the authority (including joint boards or committees);
 - you hold a politically restricted post;
 - you are subject of a Bankruptcy Restrictions Order (or interim order);
 - You are the Mayor for a Combined Authority Area that the local authority is part of.
 - you 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 election day;
 - you have been disqualified for being found guilty of a corrupt or illegal practice by an election court;



Nomination Registers

- You will need a nomination register to assist in the completion of your nomination papers.
- Only use data for permitted purposes
- If you do not stand as a candidate, you must return the register to the Town Hall by 5 April 2022
- Any person found breaching the restrictions on use of the electoral register could face a fine of up to £5,000



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11

Nomination Papers

- **ALL** candidates must submit the following documents **by hand** at the same time:
 - the nomination form
 - the home address form
 - the consent to nomination
- Party candidates also need to submit:
 - a Certificate of Authorisation which allows the Party name or registered description to be included on the ballot paper
 - you have the option to submit a form requesting to use the Party's emblem on the ballot paper
- The deadline to submit the above is **4pm on Tuesday, 5 April 2022**



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12

The Nomination Form

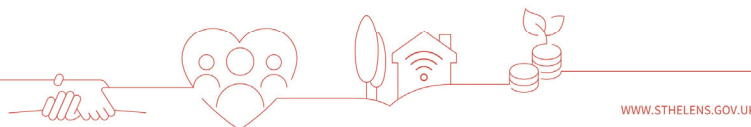
- You must provide your FULL name
 - if you are commonly known by a name other than your full name and wish to use it instead you must also complete the Commonly Known As boxes.
 - you **cannot** use your first name as a commonly used name to exclude your middle name.
- Description – there are 3 options
 - leave blank
 - for party candidates – political party 's registered name or one of the registered descriptions.
 - for Independent candidates – Independent (only) The top half of the paper should be completed **before** subscribers are asked to sign the form
- Ten subscribers must sign the form (Proposer & Seconder) for Local Elections
 - they must be on the 1 March 2022 register
 - Data protection requirements (GDPR)



13

Parish Nomination Form

- **Description** - you may give a description of no more than six words in English to appear on the ballot paper. It can be any description providing it is sufficient to identify you and is unlikely to associate you with a political party registered with the EC
- **Subscribers** - signatures of two registered electors only from the Parish or Parish Ward if warded



14

1a – Nomination paper		Office use only			
Local government election in England		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / A COUNCILLOR for the					
electoral division/ward of the					
county/district/London borough of *Delete whichever is inappropriate	St Helens				
Date of election:	Thursday 5 May 2022				

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	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words (see note 5)	

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15

Subscribers - Local

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Seconder				
We, the undersigned, being local government electors for the said *electoral division/ ward, do hereby assent to the foregoing nomination				
1				
2				
3				
4				
5				
6				
7				
8				

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16

Subscribers - Parish

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Candidate's Details	
Candidate's surname	Mr/Mrs/Miss/ Ms/Dr/Other
Other forenames in full	
Commonly used surname (if any)	
Commonly used forenames (if any)	
Description (if any) Use no more than six words	

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer				
Seconder				



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17

Home Address Form

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- Legislation removes the requirement for candidates to have their home address appear on the ballot paper, statement of persons nominated and notice of poll
- Candidates are no longer required to provide their home address on the nomination form. This information is instead provided on a separate home address form.
- If you do not want your home address to appear on notices and the ballot paper, complete and sign part 2 of the form.
- **The person attesting your home address form must be the same person who witnesses your consent to nomination form**



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18

Home Address Form – Part 1

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Part 1: To be completed by all candidates in England	
Full name of candidate	
Home address (in full)	
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	
(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	
(c) my principal or only place of work during the preceding 12 months has been in the *county/district/London borough named above	
(d) I have during the whole of the preceding 12 months resided in the *county/district or London borough named above	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	
Full home address of the person who will witness the candidate's consent to nomination form	

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19

Home Address Form – Part 2

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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:	(insert name of relevant area) ²
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:	
Date:	

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20

Consent to Nomination

- You must meet at least one of the qualifications. To be able to use qualification (a) your name must appear on the register of local government electors at the time of your nomination and **throughout the term of office** should you be elected. Good practice suggests you should state as many as apply to you. **Do not put your address on this form.**
- Should not be signed any earlier than one calendar month before the deadline for submitting nominations.
- Must be witnessed and the witness must sign the form and give their full name. It must be the same person who attested your Home Address Form.



Consent to Nomination Form

your home address form.

Date of election:	Thursday 5 May 2022	
I (name in full):		
hereby consent to my nomination as a candidate for election as councillor for the:		*electoral division/ ward
of the *county/district/London borough of:	St Helens	
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		
*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		
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or		
*d I have during the whole of those 12 months resided in the *county/district or London borough named above.		

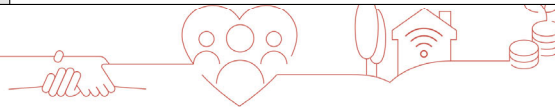


Consent to Nomination Form (cont.)

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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, section 80 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.

Date of birth:		Signature:		Date of consent:	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.					
Witness (name in full):					
Witness's signature:					



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23

Certificate of Authorisation & Emblem Request

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- Party candidates must have a certificate of authorisation, issued by the registered party Nominating Officer (or someone acting on their behalf) authorising you to use the party name or a registered description on the ballot paper
- The Certificate of Authorisation must be the original version signed by the Nomination Officer (or person appointed to act on their behalf)
- Description on the nomination form **must match** what's on the Certificate
- Candidates full name on the nomination form must also match what's on the Certificate
- Party candidates can request for an emblem to be printed on the ballot paper
 - make sure you request a current emblem as registered with the Commission on the online register of political parties.
- Both must be submitted by 4pm on 5 April 2022



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24

Certificate of Authorisation

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Details of candidate to be authorised and the allowed description/party name			
Ward/division name:		Date of election:	Thursday 5 May 2022
The candidate (name in full):			
Name of political party:	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:			
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):			
Name of person signing this form:			
Date:			



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25

Emblem Request

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Candidate's request for use of an emblem			
Ward/division name:		Date of election:	Thursday 5 May 2022
Candidate name in full:			
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 Electoral Commission's website):			
Candidate's signature:			
Date:			

This form is only effective if delivered for a candidate standing on behalf of a political party to the Returning Officer by no later than 4pm on the last day to deliver nominations



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26

Local Election Agents

- Each candidate must have an Election Agent (except for Parish candidates)
- You can use the Election Agent appointment form to appoint your Election Agent. Forms must be submitted before 4pm on Tuesday 5 April 2022
- You can also be your own Election Agent
- If you do not appoint an Election Agent, you will become your own agent by default
- A notice of Election Agents names & addresses must be published which will include names and addresses.
- Parish candidates **do not** have an election agent.



27

Submitting Nomination Papers

- Hand deliver to Electoral Services Office, Town Hall, Victoria Square, St Helens WA10 1HP from **Friday, 25 March 2022** between 10am and 4pm until **4pm on Tuesday, 5 April 2022 by appointment.**
- What should be submitted?:
 - the nomination paper
 - home address form
 - the candidate's consent to nomination
 - the certificate of authorisation (party candidates only)
 - the candidate's request for emblem (if necessary)
 - Election agent form (if required)
- Informal checks are available – please make an appointment early
- The RO cannot legally accept nomination papers after the deadline



28

Key Points

- Nominations papers can be completed as soon as possible
- Make an early appointment to have them checked
- Electors can sign as many nomination papers as there are vacancies in the ward
- Make sure your name & Party description is the same through the full nomination pack
- Make sure your name & Party description is correct on your certificate of authorisation



The Campaign



Code of Conduct for Campaigners

- Campaigners are an essential element to 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.
 - Never touch a postal ballot paper or observe electors completing their postal vote.
- 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 pavement around polling places clear to allow voters to enter and maintain social distancing at all times.

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



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31

Campaigners – Do's and Don'ts

- Do use imprints on all your campaign material including websites
- Do comply with planning rules relating to advertisement 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 adverts (unless they display adverts as part of their normal business)

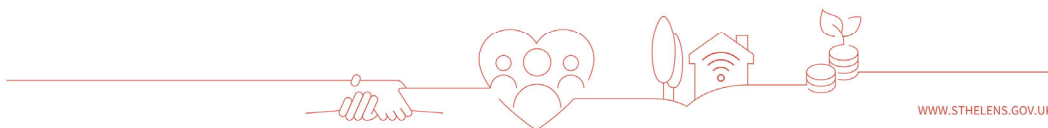


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32

Imprints

- An imprint must be added to campaign material to show who is responsible for its production which helps to ensure that the campaign is transparent.
- You should also put an imprint on electronic material, such as websites and emails.
- A standard imprint should look like this:
 - Printed by [printer's name and address].
 - Promoted by [agent's name] of [agent's address], on behalf of [candidate's name] of [candidate's address].
- If the candidate is also the promoter of the material, the 'on behalf of' bit is not required



Candidate Spending Returns

- Limit on expenses: £806 plus 7p per elector in Ward in force on 1 March 2022
- Must get and keep receipts (Local over £20 Parish over £10)
- Returns deadlines:
 - Parish Elections – 6 June 2022
 - Local Elections – 10 June 2022
- Failure to submit an expenses return is a criminal offence even if it is a nil return
- No spending will be reimbursed
- Returns made public by the Returning Officer
- Responsibility of the Election Agent



The Poll



35

Registration

- The deadline to register to vote is: **Midnight Thursday 14 April.**
- Electors can register online. It is the quickest method www.gov.uk/register-to-vote
- Require National Insurance number and date of birth.
- National Insurance Numbers – go to www.gov.uk/lost-national-insurance-number or call 0300 200 3502 for further advice
- Alternatively contact Electoral Services on 01744 676464 to register by phone or request a paper form.



36

Postal Voters

- 27,580 postal voters across the Borough at March 2022
- Deadline for new applications, cancellations or amendments is **Tuesday 19 April 2022 at 5pm**
- First batch postal votes will be issued on **Thursday 21 April 2022**
- Second batch postal votes will be posted no later than 26 April
- Postal Ballot packs can be returned up to 10.00pm on Election Day
 - To any polling station within the **Ward or Parish area**
 - St Helens Town Hall
 - Any post box within the area up to the last collection time on Election Day



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37

Proxy Voters

- Applications for Proxy Votes can be made up to 5pm on Tuesday, 26 April 2022
- Applications for **Emergency** Proxy Votes can only be made **after** 26 April and up until 5pm on Election Day
 - Emergency Proxy – Medical Grounds
 - Emergency Proxy – Work
 - Emergency Proxy – Covid



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38

Poll Cards

- Every eligible voter will receive a white poll card or a postal poll card
- Empty Property cards will be issued to any property where no-one is registered and are LILAC
- First delivery of poll cards by hand between **24 March – 3 April 2022**
 - *for electors registered and confirmed by 1 March 2022*
- Second delivery of poll cards by Royal Mail no later 26 April
 - *for electors registered and confirmed from 1 March to 14 April 2022*



COVID Arrangements – Polling Stations

- Similar to last year, we have put arrangements in place to ensure that polling stations are safe places to vote
- Polling booths and key touch areas will be wiped down during the day
- Hand sanitiser will be available to Electors when entering a polling station
- Additional pencils will be available and cleaned
- Windows and doors to be opened to ensure ventilation
- We will continue to follow advice and guidance from Government and keep these arrangements under review as necessary



Election Day – 5th May 2022

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- Polling stations open from 7am to 10pm – 2 elections
 - Local ballot papers will be white
 - Parish ballot papers will be yellow
- Voters in the polling station or in a queue outside the polling station at 10pm can apply for a ballot paper
- Postal votes – can be handed into polling stations within the ward or Parish or delivered to the Town Hall until 10pm
- A person in a queue at a polling station at 10pm waiting to hand in postal vote can do so after 10pm
- Office open 7am to 10pm for queries or problems relating to the administration of the election



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41

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The Count



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42

Count Arrangements

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- The Count will be held Sutton Leisure Centre, Elton Head Road, St Helens WA9 5AU
- Candidates and Agents are entitled to attend the Count plus one counting agent
- The count centre will be open to candidates and agents from 9.30am on Friday 6 May.
- There will be a limit to counting agents: numbers will be confirmed in the candidates/agent's letter
- Access badges will be issued in advance and posted to the Election Agent
- Parking at Sutton Leisure Centre and Sherdley Park Car Park



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43

Verification and Count

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- Verification will commence at 9.30am on Friday 6 May
- Both Local and Parish ballot papers will be verified
- The Local Election Count will then commence
- Dependant on the number of contested Parish councils, the Parish count will take place on either; Friday 6 May after counting the local ballot papers or on Saturday 7 May.
- The Parish count date will be confirmed after the close of nominations.



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44

Staying safe

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General public health principles that everyone should follow in all aspects of daily life, including participating in elections are:

- Clean hands regularly
- Avoid touching your face
- No-one should attend any electoral events if they are unwell, symptomatic with COVID-19, or a confirmed case of COVID-19



45

Contacts

ST HELENS
BOROUGH COUNCIL

- Elisa Love 01744 676139
- Jenni Langley 01744 673220
- Email – elections@sthelens.gov.uk
- Electoral Commission contacts
 - Telephone 0333 103 1928
 - Email pef@electoralcommission.org.uk
 - Website www.electoralcommission.org.uk



46

Questions?

