



POLICE AND CRIME COMMISSIONER ELECTION STAFFORDSHIRE FORCE AREA

5th MAY 2016

ELECTION INFORMATION BOOKLET



Staffordshire
Police Area
Returning
Officer



INTRODUCTION

Who is this booklet for?

This booklet has been produced to support the Police and Crime Commissioner Election for the Staffordshire Police Area to be held on 5th May 2016.

Its target readership includes:

- Candidates, Election Agents and Political Parties
- Colleagues from the written and broadcast media
- Colleagues representing central government bodies
- Colleagues from local government organisations in Staffordshire
- Colleagues from other non-governmental organisations with an interest in the process
- Members of the public (especially students) with an interest in the way these elections are conducted

We hope it is informative and helps understanding of the very different processes used for this type of election. It will be particularly helpful if you are considering or have already decided to stand, standing as a candidate for the Staffordshire Police and Crime Commissioner Elections on [5th May 2016](#).

The booklet contains general guidance and specific sections on:

- Roles and Responsibilities
- Candidature
- What happens on polling day
- Verification and Count
- Media and Information
- Declaration of Result and after
- Annexes containing useful documents specific to the election

Who's who

Home Office

- The Home Office is the lead government department for policing in the UK and has areas of responsibility for these elections
- If you wish to ask any questions of the Home Office, the preferred way to do this is by email to PCCElections@homeoffice.gsi.gov.uk

Cabinet Office

- The Cabinet Office is the lead government department for the administration of elections. Their role is to develop electoral law and the process.

Police Area Returning Officer (PARO)

- Fiona Ledden, the Police Area Returning Officer (PARO) has overall responsibility for the conduct of all aspects of the election for the Staffordshire Force

Area which covers all the District Council areas in the County (Cannock Chase, East Staffordshire, Lichfield, Newcastle under Lyme, Stafford Borough, South Staffordshire, Staffordshire Moorlands, Stoke-on-Trent and Tamworth).

- The PARO's Project Team should always be your first point of contact with any issues and can be contacted on [01782 232836](tel:01782232836) or by email to PARO@stoke.gov.uk

Local Returning Officers (LRO)

- Each District Council has a local lead officer, (LRO) usually the Chief Executive, who is responsible for arrangements in their area for the election and reports to the PARO
- Cannock Chase Tony McGovern
[01543 464553](tel:01543464553)
- East Staffordshire Andy O'Brien
[01283 508300](tel:01283508300)
- Lichfield Diane Tilley
[01543 308001](tel:01543308001)
- Newcastle under Lyme John Sellgren
[01782 742201](tel:01782742201)
- Stafford Borough Ian Thompson
[01785 619201](tel:01785619201)
- South Staffordshire Steve Winterflood
[01902 696700](tel:01902696700)
- Staffordshire Moorlands Simon Baker
[01538 395654](tel:01538395654)
- Stoke-on-Trent Fiona Ledden
[01782 232722](tel:01782232722)
- Tamworth John Wheatley
[01827 709252](tel:01827709252)

Electoral Commission (EC)

- The Electoral Commission's role in supporting candidates and agents at this election is to produce guidance for them and for any other organisations affected by the rules for the Poll. They can also offer advice about rules on candidates' spending and donations received.
 - You are advised to contact the Commissions Midlands Regional Office in the event of any queries on the above on [0207 271 0560](tel:02072710560) or by email at midlands@electoralcommission.org.uk

Police

The Police have no role in the conduct of the election other than its normal public order role.

The Office of the Police and Crime Commissioner

The office of the PCC has no direct role in the process of the administration of the election in the force area. This responsibility rests entirely with the PARO and the LROs.

QUALIFICATIONS FOR STANDING FOR ELECTION

To be able to stand as a candidate at a Police and Crime Commissioner election in England, you must be:

- at least 18 years old on the day of your nomination
- a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union, and
- registered as a local government elector in a local council area that is within the police area in which you wish to stand, both at the time of your nomination and on polling day.

Disqualifications

Apart from meeting the qualifications for standing for election, you must also not be disqualified. Most disqualifications apply on the day you are nominated and on polling day but some will only apply on taking up office.

Some quick facts about disqualification

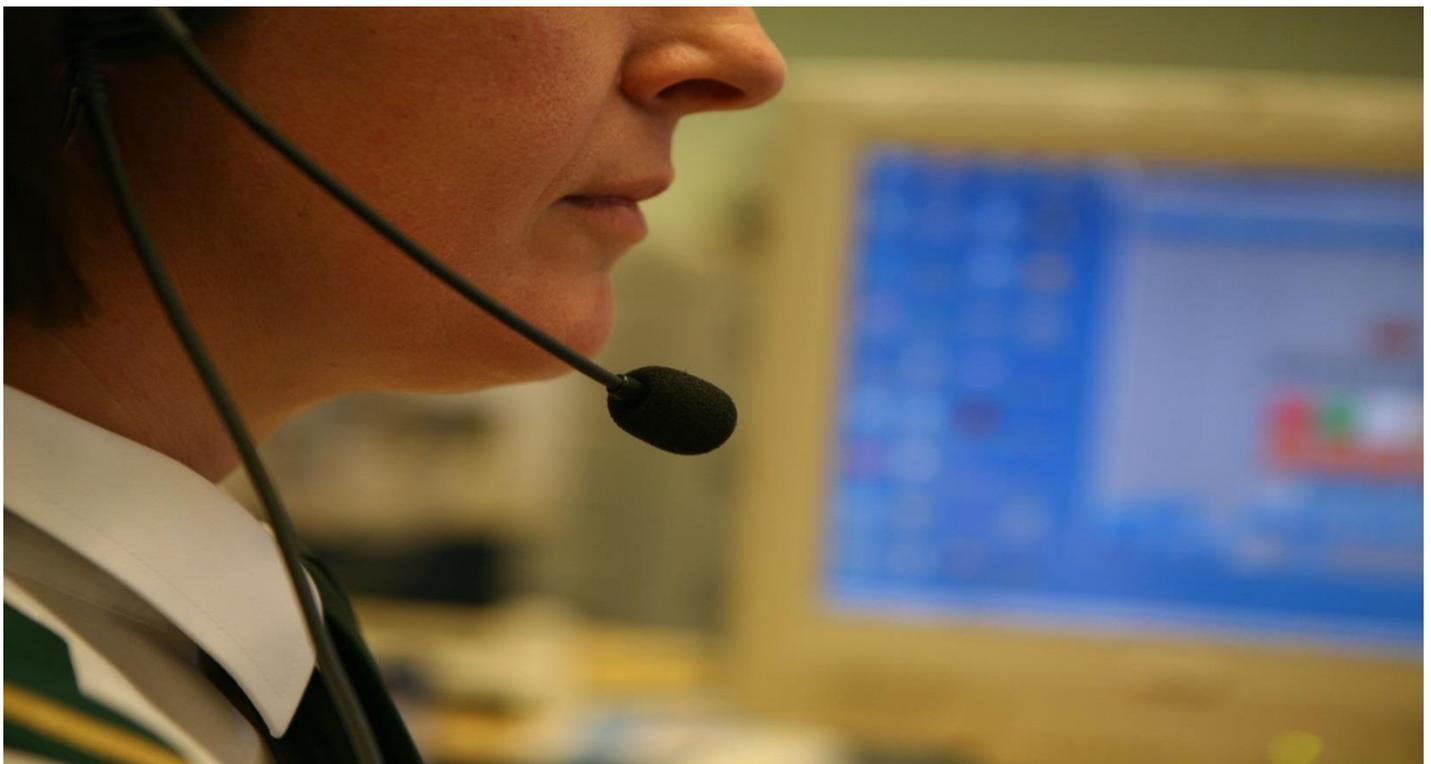
- You can only stand for election in one police area
- You are disqualified if you have ever been convicted of an imprisonable offence. **(NB: This disqualification applies even if you were not actually imprisoned for that offence, or the conviction has been spent.)**

- You are disqualified if you are a police officer or are directly or indirectly employed by the police.
- You are disqualified if you are a member of staff of a local council that falls wholly or partly within the police area in which you wish to stand, or you are employed in an organisation that is under the control of a local council in that police area.
- You are **NOT** disqualified if you are an elected member of a council.

The full range of disqualifications is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your nomination papers. You must be sure that you are not disqualified as you will be asked to sign one of the required nomination papers to confirm that you are not disqualified. It is a criminal offence to make a false statement on your nomination papers as to your qualification for being elected, so if you are in any doubt you should contact your employer, consult the legislation or, if necessary, take your own independent legal advice.

The Returning Officer will not be able to confirm whether or not you are disqualified. As mentioned above it is your responsibility to ensure that you are not disqualified before you submit a nomination paper. You can contact the Electoral Commission for advice or look on its website at:

http://www.electoralcommission.org.uk/data/assets/pdf_file/0009/148743/PCC-Part-1-Can-you-stand-for-election.pdf



GENERAL GUIDANCE FOR CANDIDATES AND AGENTS

Communications with PARO

The PARO would welcome all communications being channelled via your agent to the PARO Office, PARO@stoke.gov.uk or telephone 01782 232836 initially. If Candidates act as their own agent then clearly they will need to contact the team themselves.

Integrity and Local/National Codes

A national code of conduct for campaigners is in place from the Electoral Commission. This is augmented by a local code of conduct for the force area, which all candidates and their agents will be asked to sign up to by the PARO. There is also a local code of conduct relating to the activities of Tellers operating on polling day outside polling stations which candidates and agents will also be asked to sign up to. Copies of the codes are on page 11 of this booklet.

Candidate Spending and Donations

Candidates and their agents at local government elections must follow certain rules about how much they can spend, who they can accept donations from, and what they must report after the election. You should enquire from the Electoral Commission for the maximum amount that can be spend on your campaign.

Guidance is available for candidates and agents which

- sets out the rules on what you can spend, the activities covered by the rules, and what information needs to be recorded.
- sets out the rules on donations, how to check if you can accept them and what records you must keep. Donations include contributions of money, goods or services towards your spending.
- explains how to report your campaign finances after the election. Even if you don't spend any money, you must still submit a report.

If an election agent is appointed, they have the main responsibility for complying with these rules. However, after the election, both the candidate and the agent must sign declarations to say that their spending and donation return is complete and correct to the best of their knowledge. This means that candidates also need to be fully aware of the rules, and ensure that their agent is following them.

Publications by Candidates/Agents

Candidates and Agents are reminded that the name and address of the publisher and printer must be printed on election material such as posters or other documents displayed or distributed for the purpose of promoting the elections, including on websites. It is an illegal practice not to do this.

The Electoral area

The Staffordshire Force Area covers all the District Council areas in the County (namely Cannock Chase, East Staffordshire, Lichfield, Newcastle under Lyme, Stafford Borough, South Staffordshire, Staffordshire Moorlands, Stoke on Trent and Tamworth. Each council will be responsible for running the polls in their own area.

Please note that the polls in some district areas will be combined with the polls for the local authority.

The voting system

- The elections will be using the Supplementary Vote (SV) system. Under SV, there are two columns on the ballot paper – one for voters to mark their first choice and one in which to mark a second choice. Voters mark one 'X' in each column, although voters are not required to make a second choice if they do not wish to.
- All the first choices are then counted, and if one candidate has a majority, that is over 50% of the votes cast, that candidate is elected. If no candidate receives a majority, the top two candidates continue to a second round and all other candidates are eliminated. The second-choice votes of everyone whose first choice has been eliminated are then counted.
- Any votes for the remaining candidates are then added to their first-round totals. Whichever candidate has the most votes after these second-preferences have been allocated is declared the winner.



CANDIDATURE

Nominations

- Nominations should be delivered in accordance with the election timetable, a copy of which accompanies this leaflet. They should be delivered by hand during office hours directly to the office of the PARO at Stoke-on-Trent Election Office at the Civic Centre, Electoral Services Team at the address shown on the contact list. They should be handed to the PARO or Deputy PARO by either yourself or your agent, or both of you.
- Nominations should be accompanied by the required deposit of £5000 for which a receipt will be issued when it is handed over.
- Deposits can be paid in cash or by way of a Banker's Draft.
Cheques or electronic payments are not accepted by the PARO.
- Nominations should be signed by a proposer and seconder and 98 assentors, (all must be electors and sign the nomination paper to nominate the candidate) all of whom must be registered in the March 2016 register as an elector in respect of an address that is in the Staffordshire Police Force area (i.e in one of the nine districts listed above).
- Where a candidate is standing as a representative of a registered political party, he/she will need to provide documentation from that party that gives them permission to use the party's description and logo. This does not apply to Independent candidates.
- All nomination papers have to be accompanied by a properly completed consent to nomination form.
- It may be possible to have the paperwork checked informally prior to them being handed over formally. On formal handover and subject to satisfactory checking, a notice of valid nomination will be issued. The PARO is able to correct minor errors to the nomination papers but may ask the person delivering the nomination to make other amendments if necessary. This may result in the paper having to be re-submitted for further checks so it is best to bring nominations in at the earliest possible occasion during the period for their receipt (between 23rd March and 7th April)..
- The PARO will publish a list of those who have submitted nominations, including those whose nomination is not valid.

- Should candidates wish to withdraw their nomination this can be done no later than noon on the 16th working day before the day of election.
- Candidates can only legitimately stand for one Police Force area.
- Candidates can incur election expenses in relation to their campaign up to a maximum amount specified in legislation. More information relating to election expenses is available from the Electoral Commission.

Appointment of Election Agents

- The election agent is the person responsible in law for the proper management of the candidate's election campaign. In particular, the candidate's election agent is responsible for the financial management of the campaign and for ensuring that the declarations and returns of their election expenses are properly completed and delivered to the appropriate officer. There are no particular qualifications for an election agent.
- Every candidate must have an election agent, although a candidate can act as his/her own agent.
- Candidates must declare the name and both home and office addresses of his/her election agent in writing to the appropriate officer of the council in accordance with the election timetable.

Postal Vote issue and opening sessions and attendance

- Postal votes will be issued just about three weeks before polling day, and a further issue for later applicants will take place a week or so before polling day. Revised legislation means that you will not be able to be present or be represented at the issue of postal votes.
- There is a local code of conduct that covers the handling of Postal Votes by party representatives, including candidates and agents which you will be asked to sign up to.
- Opening sessions will be held at each of the seven districts for those postal votes for that area. These are likely to take place on a daily basis from around 10 working days prior to and including polling day.
- The Local Returning Officer is required to send you details of the time and location of these sessions.

Poll Cards

- Poll Cards will be published about a month before polling day and sent to each registered elector.



Supply of lists and forms

- As a candidate, you will be entitled to a copy of the Absent Voters Lists and Registers of Electors for the area. You may apply to the Electoral Registration Officer in each District for the Lists and Registers for that particular area.
- The Registration Officers will also supply you with forms for absent vote applications, registration as electors.
- Application deadlines for Registration and Absent Voting are shown on the election timetable.
- Candidates are able to use school rooms and publicly-maintained rooms free of charge for meetings during the campaign. Details will be available from each LRO.
- Candidates should be aware of all offences and illegal practices relating to elections. Details are available from the Electoral Commission on their website in the guidance for Candidates and Agents.
- <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/police-and-crime-commissioner-elections>



WHAT HAPPENS ON THE DAY

- Polling hours will be 7am until 10pm.
- Lists of Polling Stations will be available from each Local Returning Officer.
- Notice of Appointment of Polling Agents must be received by the LRO by Wednesday 27th April 2016. Contact the LRO if you need this form. Polling Agents are allowed to attend polling stations during the hours of poll to note any irregularities or prevent personation (i.e. when someone pretends to be someone else to obtain a ballot paper fraudulently). Polling Agents must not be confused with “tellers” who have no status whatsoever at the polling station.
- Candidates and Election Agents are entitled to enter polling stations on polling day in the area for which you are a candidate. You should introduce yourself to all those present so it is clear who you are and why you are there.
- Candidates and Agents can also appoint a Teller to each Polling Station. There is a local Code of Conduct in place which covers Tellers behaviour.
- At the close of poll, some candidates may want to place their own seal on ballot boxes at some or all polling stations, to ensure that they reach the count venue safely and securely. They are entitled to do this, and they will then be able to check them at the count venue to ensure that they remain in place.

WHAT TO EXPECT

Delivery of Ballot Boxes

- Ballot Boxes will be delivered to each district’s verification centre where the contents of each box will be checked.

Arrangements and Venues

- Verification will take place either immediately after polls close or on Friday morning in each district for that area’s ballot boxes. Once a total of votes cast per district is known, verification and turnout figures will be published around 11.30.am on Friday morning. A list of counting venues will be circulated nearer the election.
- Timings for verifications and the count will be notified to Candidates/Agents in due course. Please note that all those attending the verification and count venues will be required to ‘sign in’ at the venue.



VERIFICATION AND COUNT

Processes and who does what

There are a number of stages in the count process. To help you understand what they are the following outlines the key stages:

Verifying - The total number of ballot papers in each box is established and the number of votes received in each area is determined locally. This will take place on the Thursday evening after polling closes at 10.00pm or Friday morning and is expected to be completed by 11.30am Friday.

Postal Votes - Postal votes are processed separately and then mixed in with the verified votes from the ballot boxes before the count begins at each venue.

Sorting / Counting - The ballot papers are sorted according to the votes cast for each candidate and then counted on a candidate by candidate basis.

All the first choices are then counted, and if one candidate has a majority that is over 50% of the votes cast, that candidate is elected. If no candidate receives a majority, the top two candidates continue to a second round and all other candidates are eliminated. The second-choice votes of everyone whose first choice has been eliminated are then counted.

Any votes for the remaining candidates are then added to their first-round totals. Whichever candidate has the most votes after these second-preferences have been allocated is declared the winner.

Calculation - The votes cast will then be added together from each authority and the result determined at the PARO count hub in Stoke-on-Trent.

Declaration - The Local Returning Officer will declare the results of the first count as it is concluded at each venue and the overall county result will be declared at Stoke-on-Trent by the PARO. Declaration of the final Force Area Result at the end of the second count and result calculation process will be at Stoke-on-Trent.

- Parking and Access details for all venues will be notified to candidates/agents in due course.
- Behaviour guidelines have been developed to ensure the smooth running of both the Verification and Count, and you will be asked to sign up to them prior to accessing any event. The following requirements are expected of those attending the count.

Yes please:

- ✓ Wear your badge or wristband at all times
- ✓ Comply with the rules on the requirements for secrecy at the count
- ✓ Count Agents please only ask questions of the count supervisor and not the count staff
- ✓ Use the information points
- ✓ Candidates may wish to familiarise themselves with the media area for interview and comment
- ✓ Use the refreshment points provided
- ✓ Use the television points to keep up with national events

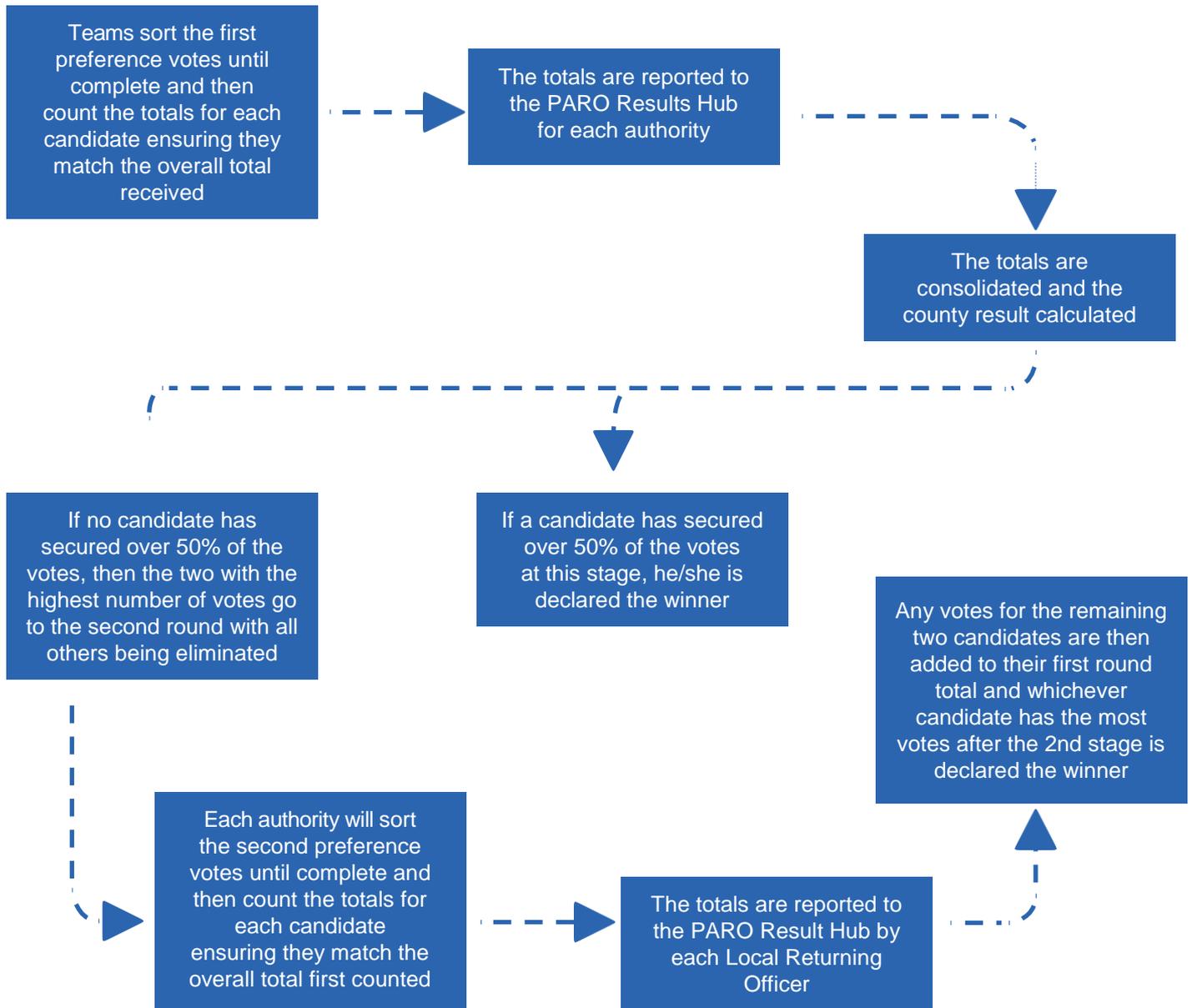
No thank you:

- ✗ Do not interfere with the work of the election staff in any way or touch a ballot paper
- ✗ Please do not switch your mobile phone on or use it in the count hall under any circumstances
- ✗ Do not use a camera in the count venue (unless you are media and are within the designated press area)
- ✗ Do not bring alcohol or food into the count venue
- ✗ Do not engage in inappropriate behaviour (To be determined by the Local / Police Area Returning Officers).

WHO DOES WHAT?

Attendee	Access	Overview verification	Overview of sorting of ballot papers	Refer papers for adjudication	Request recounts
Candidate	✓	✓	✓	✓	✓
Election Agent	✓	✓	✓	✓	✓
Counting Agent	✓	✓	✓	✓	✗
Guest	✓	✗	✗	✗	✗
Candidates Spouse /	✓	✗	✗	✗	✗

FLOW DIAGRAM OF THE COUNT PROCESS



DOUBTFUL BALLOT PAPERS

During the count stage there will be an ongoing adjudication process in relation to doubtful ballot papers. This is the responsibility of the PARO through the Local Returning Officers (LRO). Some ballot papers will be clearly inadmissible, for instance those where the voter has not marked the paper at all, those where the voter has voted for more candidates than they are entitled to, those rare occasions where there is no official mark on the ballot paper, those where the voter has identified themselves by signing their name and indicating their address and those where, for whatever reason, the voter's intention is uncertain. Although, the PARO / LRO will presume to include wherever possible, there will inevitably be some ballot papers that will have to be rejected. These will be shown to candidates and agents at an appropriate time before the declaration of the result. Candidates and agents can object to the rejection of any paper if they wish, and the PARO / LRO must record this fact.

ACCESS TO THE MEDIA AND OTHER INFORMATION – THE COUNT

Information Points

At each count there will be an information point that will be regularly updated with information about the progress of the election and the results as soon as it is practical.

Representatives from the media will not be allowed access into the counting halls unattended, all other areas of the building will be open to the media.

The media have been provided with a designated media area at each count as required.

At Fenton Manor count venue the media will have limited use of the balcony overlooking the counting hall, from where they will be able to observe what is happening in the Stoke-on-Trent count.

From this balcony the media can:

- Take photographs of the Counting Hall not use zoom photography of the ballot papers is not allowed.
- Use mobile phones and other reporting equipment
- Conduct interviews

The Stoke-on-Trent City Council media team will assist the media at the Stoke count and the PARO Hub at Fenton Manor.

They will be available all day to provide help and assistance. Please ask these staff if you have any queries

They will be available to:

- Take messages to people in the counting hall
- Bring information on the count
- Take requests to people for interviews
- Help answer any other queries that you may have around media

Please wear the identification that you are issued with at all times. Failure to do so at any time will result in you being disallowed access to the venue.

DECLARATION OF THE RESULT

Declarations of the result and totals of the county count will be made by the PARO.

The two candidates that reach the final counting round will be permitted to make speeches after the result has been declared if they wish.

AFTER THE RESULT

- The successful candidate will need to be introduced to the relevant officers of the PCC secretariat and the Police, and at some stage, sign the appropriate declaration of acceptance of office.
- All Candidates and their Agents are required to submit a declaration and return of their campaign spending in accordance with the election timetable. Further details of the spending limits will be made available to you.
- Candidates and their agents are entitled to copies of the marked Register of Electors used at polling stations and the receipted postal voters lists. There is a charge to cover this.



PROVISIONAL ELECTION TIMETABLE

Publication of Notice of Election	Wednesday 30 March 2016
Delivery of Nomination papers	4.00pm Thursday 7 April 2016
Publication of Statement of Persons Nominated	4.00pm Thursday 7 April 2016
Delivery of notices of withdrawal of candidature	4.00pm Thursday 7 April 2016
Electoral Registration deadline	Monday 18 April 2016
Postal Vote application deadline	5.00pm Tuesday 19 April 2016
Notice of Poll	Tuesday 26 April 2016
Appointment of Polling & Counting Agents	Wednesday 27 April 2016
Polling Day	Thursday 5 May 2016
Return of Candidates Election Expenses and Payments	Within 70 days of the result of poll

CODE OF CONDUCT FOR POLITICAL PARTIES CANDIDATES AND CANVASSERS ON THE HANDLING OF POSTAL BALLOT PAPERS.

This local code should be read in conjunction with the national code of conduct as published by the electoral commission. It sets out locally agreed standards, which are additional requirements over and above those of the national code.

LOCAL CONTEXT

The number of postal votes issued in the Force Area will be around 100,000.

KEY PRINCIPLE

Candidates and their supporters should not allow themselves to be intermediaries between the elector's vote and electoral staff.

POSTAL VOTES DO'S AND DON'TS

Candidates and supporters cannot: -

Act as a courier for postal ballots or otherwise handle them irrespective of whether they are sealed in the official envelopes – except for immediate family members.

Before Election Day candidates and supporters can: -

- i. Remind voters they can post their postal ballot paper sealed in the envelope provided.
- ii. Remind voters they can deliver their postal ballot paper to the main council office in their authority area, sealed in the envelopes before or on the day of the election.
- iii. Remind voters they can take their sealed postal vote to the polling station on the day of the election.
- iv. Remind voters a friend or relative can do all of the above for them.
- v. That if they have any queries they can contact the election officials on: - 01782 232836 PARO@stoke.gov.uk

On the day of the election Candidates and Supporters can: -

- i. Remind voters that they can take their sealed vote in its envelope to the polling station
- ii. Remind voters that they can take their sealed vote in its envelope to the main council offices.
- iii. Remind voters that a friend or relative can do that for them.
- iv. Take the voter or their friend or relative to their preferred place of deposit of their

postal vote.

QUERIES

In the event of any queries regarding this code please use the contact detailed in page 2.

CODE OF CONDUCT FOR POLITICAL PARTIES CANDIDATES AND CANVASSERS IN RESPECT OF TELLERS ACTIVITIES

Tellers must:

- i. always remain outside the polling station
- ii. only enter the polling station to cast their own vote, to vote as a proxy or to accompany a disabled voter
- iii. always comply with the instructions of the Returning Officer and Presiding Officer
- iv. make personal provision for inclement weather.
- v. comply with instructions received from the Returning Officer through their Party Agent particularly in terms of the numbers of tellers representing each party at individual polling stations
- vi. ensure that electors are only referred to information notices on display when questioned about matters relating to issues being considered at referendums
- vii. share electors' information they have obtained with other tellers to avoid electors being asked repeatedly

Tellers must not:

- a. be able to see or hear what is happening inside the polling station
- b. impede, obstruct or intimidate voters on their way in or out of the polling station
- c. demand any information relating to a voter's elector number, name or address
- d. ask voters to re-enter the polling station to ascertain their elector number
- e. have discussions with voters that may give rise to allegations of undue influence (e.g. voting intentions, party affiliations or party campaigns)
- f. display any campaign material in support of or against any particular political party or individual candidate other than a rosette
- g. offer any opinion or advice on an issue relating to the Referendum save for point vi) above

Tellers may:

- approach voters for information as they enter or leave the polling station
- display a coloured rosette displaying the name of the individual candidate or political party they are working for the rosette should not bear a slogan and must not be oversized.

USEFUL CONTACT NUMBERS

Police Area Returning Officer

Fiona Ledden

PARO Office, Stoke City Council
Civic Centre, Glebe Street
Stoke on Trent, ST4 1RG

01782 232722

Fiona.ledden@stoke.gov.uk

Deputy Police Area Returning Officer
and PARO Support Officer

Ross Thompson

01782 232836

PARO@stoke.gov.uk

LOCAL RETURNING OFFICERS

Each District Council has a Local Returning Officer (LRO), usually the Chief Executive, who is responsible for arrangements in their area for the election and reports to the PARO

Cannock Chase	Tony McGovern	01543 464553
East Staffordshire	Andy O'Brien	01283 508300
Lichfield	Diane Tilley	01543 308001
Newcastle under Lyme	John Sellgren	01782 742201
Stafford Borough	Ian Thompson	01785 619201
South Staffordshire	Steve Winterflood	01902 696700
Staffordshire Moorlands	Simon Baker	01538 395654
Stoke-on-Trent	Fiona Ledden	01782 232722
Tamworth	John Wheatley	01827 709252

Office of the Police and Crime Commissioner

David Morris 01785 232442 david.morris22947@staffordshire.pnn.police.uk

POLICE SINGLE POINT OF CONTACT

For all electoral law matters

DC Martin Riley 01785 218638 elections.spoc@staffordshire.pnn.police.uk

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