

# The Electoral Commission

## **Media Handbook**

Police and Crime Commissioner and  
Local Government Elections in England

Thursday 5 May 2016

**March 2016**

## Media contacts and resources

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### Websites

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

Our website has a dedicated section for journalists featuring the Electoral Commission's news and views.

[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

This website is where voters can go online to register to vote or download a paper form to register to vote.

Registered voters can also download forms to apply to vote by post or proxy from this site.

[www.aboutmyvote.co.uk](http://www.aboutmyvote.co.uk)

This website provides information for the public on how to register and vote and forms they can print off to apply to vote by post or proxy. It includes a postcode search facility allowing people to find out where elections are taking place and resources showing people how to successfully complete ballot paper(s) at different elections.

[www.choosemypcc.org.uk](http://www.choosemypcc.org.uk)

This website provides the public with information about candidates standing in each police force area.

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# 1 Introduction: Elections taking place across England

## 1.1 What elections are taking place across England on May 5<sup>th</sup> 2016?

This handbook provides information on the elections that are taking place in England only.

There will be local council elections in England. See Appendix A for a full list of where these elections will be taking place. There are also three mayoral elections taking place in Bristol, Salford and Liverpool and there will be elections for Police and Crime Commissioners across England (excluding London and Greater Manchester) and Wales.

For information regarding Police and Crime Commissioner elections in Wales see [here](#).

**Please note:** The UK Government has introduced legislation enabling the cancellation of the PCC election in Greater Manchester in 2016 and for the election for the mayor of the Greater Manchester Combined Authority, who would automatically become the PCC for the area, to take place in May 2017.

## 1.1 Why are there Police and Crime Commissioner Elections?

The Police Reform and Social Responsibility Act 2011 received Royal Assent on 15 September 2011. This stated that there was to be an elected Police and Crime Commissioner (PCC) for every police area in England (excluding London) and Wales.

## 1.2 What will a PCC be responsible for?

Police and Crime Commissioner are elected roles. PCCs do not run the police, but are responsible for holding the Chief Constable to account for the public. They are able to:

- Produce a police and crime plan setting out local policing priorities.
- Set the local policing budget and decide how money will be spent.
- Appoint chief constables and remove them where needed.

For more information visit [www.choosemypcc.org.uk](http://www.choosemypcc.org.uk)

## When are the PCC elections taking place?

On Thursday 5 May 2016 registered voters in England (excluding London and Greater Manchester) and Wales, will vote for the PCC candidate they want to represent their police force area. Elections are taking place in 40 police force areas.

36 of these areas are in England and 4 are in Wales. See Appendix B for a full list of police areas in England. See Appendix C for a list of all of the Police Area Returning Officers (PAROs).

**Please note:** The UK Government has introduced legislation enabling the cancellation of the PCC election in Greater Manchester in 2016 and for the election for the mayor of the Greater Manchester Combined Authority, who would automatically become the PCC for the area, to take place in May 2017.

### 1.4 Other elections

Elections in other areas of the UK are also scheduled to take place on Thursday 5 May 2016. There will also be elections to:

- The Scottish Parliament
- The Welsh Assembly
- The Northern Ireland Assembly
- Mayor of London and London Assembly
- Police and Crime Commissioner elections in Wales

Media handbooks for these elections can be found at [www.electoralcommission.org.uk/news-and-media/media-resources](http://www.electoralcommission.org.uk/news-and-media/media-resources)

## **2 Roles and responsibilities for the running of the Police and Crime Commissioner elections**

### **2.1 Electoral Registration Officers**

Electoral Registration Officers (EROs) are responsible for the preparation and maintenance of the electoral register and list of absent voters within their area.

### **2.2 Police Area Returning Officers**

Each of the 41 police areas in England (excluding London) and Wales has a Police Area Returning Officer (PARO). They are appointed by the Secretary of State.

Each PARO is responsible for the overall conduct of the PCC election in their police area, and for liaising with and co-ordinating the work of Local Returning Officers (LROs) in their police area.

The PARO is personally responsible for:

- Giving notice of the election.
- Managing the nomination process and the submission of candidates' election addresses.
- The calculation and declaration of the result.

To find out the name of the PARO for the police force areas being contested see Appendix C of this handbook. A full list of police force areas can also be found in Appendix B of this handbook.

### **2.3 Local Returning Officers**

The Local Returning Officer for the PCC election is the person who acts as Returning Officer for local elections in that area. They are responsible for running the PCC election at a local level.

Where the PCC election is not combined with any other poll, the LRO is personally responsible for the conduct of the poll, the issue and receipt of postal ballot papers and the verification and counting of the votes in their voting area (unless the PARO has given notice that they will take on responsibility for the verification and counting of the PCC votes in the voting area).

Where the PCC election is combined with the poll at another election, the LRO will be the same person as the local government RO and will be personally responsible for the combined elements of the poll, such as: counting the PCC votes for their voting area (unless the PARO has given notice that they will take on responsibility for this) and transmitting the voting area result to the PARO.

The Electoral Commission sets and monitors performance standards for Electoral Registration Officers, Police Area Returning Officers and Local Returning Officers.

## **2.4 The Cabinet Office**

The Police Reform and Social Responsibility Act 2011 established the election of PCCs.

The Cabinet Office's main responsibilities include:

- Setting the rules for the elections.
- Setting the spending limits for candidates in the elections (see 6.1).

The Cabinet Office will also host the candidate information website [www.choosemypcc.org.uk](http://www.choosemypcc.org.uk) so the public can obtain information about candidates standing in each police force area.

Police Area Returning Officers will be responsible for uploading candidates' statements (including photos and political party emblems) for publishing on the website, which must be provided by candidates.

This expected to be published around 13 April and a candidate information booklet for each force area will also be available as a downloadable PDF for viewing or printing. Alternatively, an order can be placed online for a printed version of the booklet to be sent by post.

The Home Office is responsible for the policy concerning PCCs and will support the PCC elections by running a publicity campaign to raise awareness and understanding amongst the public of what PCCs do.

## 2.5 The Electoral Commission

The Electoral Commission is an independent body set up by the UK Parliament. Our role in the PCC elections is to: Produce guidance for Police Area Returning Officers, setting performance standards and reporting on how well they have done.

- Producing guidance for candidates standing for election and their agents
- Producing guidance for non-party campaigners that are campaigning at the election
- Registering political parties
- Publishing details of where candidates get their money from and how they spend it
- Promoting public awareness of voter registration
- Reporting on the conduct of the election

## **3 Roles and responsibilities for the running of Local Government elections in England**

### **3.1 Electoral Registration Officers**

Electoral Registration Officers (EROs) are responsible for the preparation and maintenance of the electoral register and list of absent voters within their area.

### **3.2 Local Government Returning Officers (Local Government RO)**

The local government RO is personally responsible for all aspects of the administration of the local government election including nominations, the distribution of poll cards and postal ballot papers, and the conduct of the poll and the counting of the votes.

### **3.3 Presiding Officers**

Returning Officers appoint Presiding Officers to run polling stations. They are supported by poll clerks. Polling station staff must act impartially at all times and ensure that the proper procedure for voting is followed. Their duties include organising the layout of the polling station, issuing ballot papers, assisting voters and ensuring that ballot boxes are transported securely to the count venue.

The Electoral Commission produces a polling station handbook for polling station staff. This guide contains information for polling station staff, including 'dos' and 'don'ts' and accessibility standards.

### **3.4 The Electoral Commission**

The Electoral Commission is an independent body set up by the UK Parliament.

At these elections, we are responsible for:

- producing guidance for Returning Officers, setting performance standards and reporting on how well they have done
- producing guidance for candidates standing for election and their agents
- producing guidance for non-party campaigners that are campaigning at the election
- registering political parties
- publishing details of where political parties and candidates get their money from and how they spend it
- promoting public awareness of the election and how to take part in it

## Election timetables

### Police and Crime Commissioner Election 2016 timetable

<b>Event</b>	<b>Date (deadline if not midnight)</b>
Regulated period for campaign spending by candidates begins	No earlier than Thursday 31 March 2016
Last day for publication of notice of election	Not later than Wednesday 30 March
Deadline for delivery of nomination papers	4pm, Thursday 7 April
Deadline for candidates to withdraw	4pm, Thursday 7 April
Publication of statement of persons nominated	Not later than 4pm on Friday 8 April
<b>Deadline to register to vote</b>	<b>Monday 18 April</b>
Deadline for applying for a postal vote	5pm, Tuesday 19 April
Deadline for applying for a proxy vote (except for emergency proxies)	5pm, Tuesday 26 April
<b>Polling day</b>	<b>7am to 10pm on Thursday 5 May</b>
Deadline for issuing replacement postal ballot papers	5pm, Thursday 5 May
Deadline for applying for an emergency proxy	5pm, Thursday 5 May
<b>Election count</b>	<b>To start as soon as practicable after 10pm, Thursday 5 May. Results expected to be announced on Friday 6 May.</b>
Last day for submission of candidate spending returns to the Police Area Returning Officer	No later than 70 calendar days after the declaration of the result. If the result is declared on Friday 6 May 2016, the last day for the submission of candidate spending returns will be Friday 15 July 2016.

## Local Government election timetable

<b>Event</b>	<b>Date (deadline if not midnight)</b>
Regulated period for campaign spending by candidates begins	No earlier than Thursday 31 March 2016
Last day for publication of notice of election	Not later than Wednesday 30 March 2016
Deadline for delivery of nomination papers	4pm on Thursday 7 April
Deadline for candidates to withdraw	4pm on Thursday 7 April
Publication of statement of persons nominated	Not later than 4pm on Friday 8 April
<b>Deadline to register to vote</b>	<b>Monday 18 April</b>
Deadline for applying for a postal vote	5pm, Tuesday 19 April
Deadline for applying for a proxy vote (except for emergency proxies)	5pm, Tuesday 26 April
<b>Polling day</b>	<b>7am to 10pm on Thursday 5 May</b>
Deadline for issuing replacement postal ballot papers	5pm on Thursday 5 May
Deadline for applying for an emergency proxy vote	5pm on Thursday 5 May
<b>Election count</b>	<b>To start as soon as practicable possible after 10pm, Thursday 5 May. Results are expected to be announced on Friday 6 May.</b>

<b>Event</b>	<b>Date (deadline if not midnight)</b>
Last day for submission of candidate spending returns to the Returning Officer	No later than 35 calendar days after the declaration of the result. If the result is declared on Friday 6 May 2016, the last day for the submission of candidate spending returns will be Friday 10 June 2016.

## SECTION A – Candidates and campaigning

### 4 Standing as a candidate at the Police and Crime Commissioner elections.

#### 4.1 Who can become a candidate?

Anyone who wants to become a Police and Crime Commissioner candidate must be:

- At least 18 years old on the day of nomination.
- A British or Irish citizen, an eligible Commonwealth citizen, or a citizen of any member state of the European Union.
- Registered to vote as a local government elector in a local authority that is within the police area in which the candidate wishes to stand, both at the time of nomination and on polling day.

#### 4.2 Are there any rules barring a candidate from standing?

Some of the rules barring a candidate from standing to become a Police and Crime Commissioner include if:

- They are a police officer or are directly or indirectly employed by the police.
- They have been convicted of an imprisonable offence as defined in the Police Reform and Social Responsibility Act 2011.
- They are the subject of a bankruptcy restriction order although bankruptcy in itself is not a disqualification.

For more detailed guidance on what disqualifies someone from standing to be a Police and Crime Commissioner, see Electoral Commission guidance for candidates <a href="#">here</a>
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#### 4.3 What are the rules around elected politicians standing?

Members of the House of Commons, the Scottish Parliament, and the National Assembly for Wales, the Northern Ireland Assembly or the European Parliament may stand to be a Police and Crime Commissioner. However, if they are elected, they must resign their seat before taking up their post.

#### 4.4 How does someone become a candidate?

Candidates can choose to stand for election as a Police and Crime Commissioner either as a 'party candidate' or as an 'independent candidate'.

Nominations formally open on the day after the notice of election is published (no later than Wednesday 30 March 2016). However prospective candidates can be selected by their party, or announce their intention to stand before this.

Nominations must be delivered to the PARO by 4pm on Thursday 7 April 2016.

#### **4.5 What does someone who wants to stand as a candidate in the Police and Crime Commissioner Elections have to do?**

Prospective candidates for the Police and Crime Commissioner elections must submit the following to their Police Area Returning Officer by 4pm on Thursday 7 April 2016:

- Completed nomination form, home address form and consent to nomination.
- The signatures of 100 registered voters from the police area supporting the nomination.
- A deposit of £5,000.
- (if standing on behalf of a political party) A certificate from the political party authorising the use of the party name, and a written request to use one of the party's emblems.

For more detailed guidance on the requirements to be nominated as a candidate at a Police and Crime Commissioner, see Electoral Commission guidance for candidates and agents:

[Part 2a: Standing as an independent candidate](#)

[Part 2b: Standing as a party candidate](#)

#### **4.6 How can we know who all of the candidates are?**

The relevant Police Area Returning Officer will publish the full list of candidates standing for election no later than 4pm on Friday 8 April 2016. To find out how the PARO will publish this list, contact them directly. See Appendix X for a list of contact details.

## **5. Standing as a candidate at local elections in England**

### **5.1 Who can stand as a candidate?**

To qualify as a candidate for election to a local authority, a person must be at least 18 years old on the day on which they are nominated, and a British, qualifying Commonwealth or European Union citizen. They must also meet at least one of four qualifications:

- be a registered local government elector for the relevant local authority area (this is an ongoing qualification)
- have lived in the local authority area for the whole of the previous 12 months
- have occupied, as an owner or tenant, any land or other premises in that local authority area for the whole of the previous 12 months
- have had their main or only place of work in that local authority area for the previous 12 months.

### **5.2 Are there any reasons why someone can't stand as a candidate?**

A person is disqualified from standing as a candidate at a local authority if:

- they are a paid employee at that local authority
- they have been sentenced to prison for three months or more, without the option of a fine, in the five years before polling day, or
- they are the subject of a bankruptcy restriction order although bankruptcy in itself is not a disqualification.

### **5.3 Do candidates have to pay a deposit?**

No. Deposits are not required at local authority elections.

### **5.4 What is the deadline to become nominated as a candidate in the local government elections?**

The deadline is **4pm on Thursday 7 April 2016**. Candidates must deliver their nomination papers to their Returning Officer by this date.

### **5.5 Can all candidates use a party description and/or emblem on the ballot paper?**

Candidates authorised to stand on behalf of a political party may use one of up to a possible 12 descriptions registered with the Electoral Commission **or** the registered name of the party. They may also request to use one of the party's official emblems on the ballot paper next to their name.

A candidate not standing on behalf of a registered political party may use the word 'independent' or have no description. They cannot have an emblem.

Candidates do not have to use an emblem or party name and can choose to leave that part of the nomination paper, and ballot paper, blank.

### **5.6 What information must be included on the nomination paper?**

It must include the candidate's surname and their other names in full.

'Commonly used' surnames and forenames are also allowed, as long as the Returning Officer is satisfied that they are not likely to mislead or confuse electors, and are not obscene or offensive.

Nomination papers will be rejected if the details do not meet legal requirements.

It is a serious offence to include false information in nomination papers, and a person found guilty of such an offence may face imprisonment for up to a year or an unlimited fine, or both.

## **6 The election campaigns**

### **6.1 What can candidates say about one another during the campaign?**

As at all elections, it is illegal to make a false statement about the personal character of a candidate in order to affect the election of a candidate.

Rules about defamation also apply to election materials.

The police may investigate allegations of the specific electoral criminal offence of making a false statement. Defamation issues are a matter for the civil courts.

The Electoral Commission does not have any regulatory role in relation to the content of campaign material, as is the case at other elections.

### **6.2 Are there any electoral rules regarding campaign materials?**

Yes. By law, candidates must use “imprints” on all their campaign material.

### **6.3 What is an “imprint”?**

All printed material (i.e. posters, placards and leaflets) must include the name and address of the printer and promoter. This is so that electors can be clear about the source of campaign material.

For more information about what should and should not be on campaign materials, see Electoral Commission guidance for candidates and agents <a href="#">here</a>
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### **6.4 Will there be party political broadcasts ahead of these elections?**

No. There will not be any party political broadcasts ahead of the Police and Crime Commissioner Elections or local elections.

### **6.5 Can candidates see the electoral register?**

A candidate in the Police and Crime Commissioner elections can request a copy of the ‘full’ electoral register for the area in which they are standing.

Candidates and agents are not allowed to pass on details from the register, disclose any information or use it for anything other than electoral purposes.

Candidates at local elections may also request a copy of the full electoral register for the area in which they are standing. The same rules on the use and the disclosure of information apply.

### **6.6 Can voters opt out of being on the full register?**

No. Voters are included in the 'full' version of the electoral register but they can choose to opt out of having their details published on the 'edited' version.

For more information about access to and use of the electoral register by candidates and agents, see Electoral Commission guidance for candidates and agents [here](#)

### **6.7 Are there rules on impartiality for the media during the election campaign?**

News reports, features and editorials in print or online media are not subject to electoral law, and the law does not require them to be impartial.

Paid for advertising (including free advertising that would normally be paid for) promoting a candidate or party should be included in a candidate's election expenses, and subject to the normal rules surrounding campaign materials (See 6.3).

Political impartiality in broadcast media is covered by the editorial guidelines relevant to that particular broadcaster:

- The BBC's editorial guidelines on broadcasting during an election can be found at [www.bbc.co.uk/editorialguidelines/guidelines](http://www.bbc.co.uk/editorialguidelines/guidelines)
- Commercial broadcasters are subject to the Ofcom Broadcasting Code, which can be found at <http://stakeholders.ofcom.org.uk/broadcasting/broadcast-codes/broadcast-code>

## 7 Information for voters at the Police and Crime Commissioner elections

### 7.1 How can candidates get their message out to voters?

The Cabinet Office will host the candidate information website [www.choosemypcc.org.uk](http://www.choosemypcc.org.uk) so the public can obtain information about candidates standing in each police force area.

This expected to be published around 13 April and a candidate information booklet for each force area will also be available as a downloadable PDF for viewing or printing. Alternatively, an order can be placed online for a printed version of the booklet to be sent by post.

Voters who do not have access to the internet will be able to call a phone number (0800 1 070708) to request a candidate information booklet for their area to be sent to them by post.

Prior to the booklets being published, voters may from 7 March be able to pre-order a candidate information booklet through the website or by telephone. However, the quickest and most convenient way for the majority of the public to view candidate information will be online from around 13 April.

The Home Office is responsible for the policy concerning PCCs and will support the PCC elections by running a publicity campaign to raise awareness and understanding amongst the public of what PCCs do.

Candidates are still able to send their own leaflets and campaign as they would at other elections.

### 7.2 How will candidates be able to get their details on to this website?

It is the responsibility of the Police Area Returning Officer to publish candidates' election addresses on to the PCC candidate information website.

By law, it must:

- Only contain information relating to the election.
- Be completed in a standard format.
- Be prepared by the candidate's election agent (or the candidate themselves if they are acting as their own agent).
- Be no longer than 300 words.

Candidates' election addresses will be published as soon as practicable after 4pm on 7 April 2016.

**For more information about the 'choosemyppcc' website please contact the Cabinet Office directly.**

## 8 Candidate spending and campaigning

### 8.1 When is the regulated period?

The regulated period is the time during which the spending limits and rules apply to candidates. The limits also apply to spending that took place before the regulated period on things (such as leaflets) which are then used during the period.

### 8.2 How much can Police and Crime Commissioner candidates spend on their election campaigns?

The spending limits for each candidate in the Police and Crime Commissioner elections were set by the Government and vary depending on the police area.

<b>Police Area</b>	<b>Spending Limit</b>
Avon and Somerset	£222,851
Bedfordshire	£83,681
Cambridgeshire	£108,754
Cheshire	£142,720
Cleveland	£76,889
Cumbria	£72,231
Derbyshire	£141,933
Devon and Cornwall	£233,281
Dorset	£106,888
Durham	£89,055
Dyfed-Powys	£72,622
Essex	£234,412
Gloucestershire	£86,344

Gwent	£78,422
Hampshire	£260,591
Hertfordshire	£151,378
Humberside	£126,520
Kent	£228,338
Lancashire	£201,729
Leicestershire	£140,496
Lincolnshire	£99,900
Merseyside	£182,529
Norfolk	£120,662
North Wales	£95,241
North Yorkshire	£111,814
Northamptonshire	£95,663
Northumbria	£195,548
Nottinghamshire	£146,305
South Wales	£174,179
South Yorkshire	£178,637
Staffordshire	£153,313
Suffolk	£100,698
Surrey	£154,401
Sussex	£219,983
Thames Valley	£303,303
Warwickshire	£76,476
West Mercia	£168,735
West Midlands	£357,435
West Yorkshire	£287,255
Wiltshire	£93,682

The limits apply to any candidate spending incurred during the regulated period (see 8.1).

### 8.3 How much can local Government election candidates spend on their election campaigns?

The spending limit for the regulated period is £740, plus 6p per local government elector in the ward registered to vote on the last day for publication of the notice of election in the ward which you are standing for.

#### For example

If there are 7,500 electors in a ward, the spending limit is:

$$\text{£740} + (7,500 \times 0.06) = \text{£1,190}$$

Candidates will be given the number of electors by their local electoral registration office.

**Unless specified, the information below applies to both PCC and local elections**

### 8.4 What activities count towards the spending limits?

The rules on candidate spending apply to spending on certain activities to promote an individual's candidacy (or criticise other candidates) during the regulated period. These activities include:

- Advertising of any kind (except the official election address that candidates standing in the PCC elections only place on the Cabinet Office's candidate website). For example, posters, newspaper adverts, websites or YouTube videos.
- Unsolicited material sent to voters. For example, letters or leaflets.
- Transport costs.
- Public meetings.
- Staff costs. For example, the salary of an agent or other staff.
- Administrative costs. For example, telephone bills, stationary and photocopying.

**For more information on what activities count towards the spending limits, see Electoral Commission Guidance for candidates and agents at both sets of elections are [here](#) and [here](#)**

### **8.5 Are candidates allowed to spend money on their election bid before the regulated period begins?**

Yes. However, items or services bought before the regulated period begins, but used during it will count towards the spending limit.

### **8.6 What rules apply to hustings?**

Hustings can be organised by anyone, and are events designed to give the public an opportunity to hear from the candidates standing for election in their area.

There is no legal requirement for the person or body organising a hustings to invite all candidates or parties standing in an area. However, if the organiser only invites some candidates or parties, then the cost of hosting the event may count towards the organiser's spending limit under the local non-party campaigning rules for the PCC or local elections.

**The Electoral Commission has produced guidance for parties, candidates, agents and hustings organisers which is available [here](#)**

### **8.7 Is there a limit on donations a candidate can accept?**

No. However, candidates can only accept donations of money; items or services worth more than £50 towards their campaign spending from permissible sources (see section 8.11). These donations must be included in the candidate's spending return.

Candidates at local government elections are also required to give the total amount of all the donations they have received up to the value of £50.

## 8.8 Who can make donations to candidates?

Anyone can make a donation worth less than £50 to candidates.

Candidates must ensure they only accept donations of more than £50 from a permissible source. Donations that are not from a permissible source must be returned within 30 days. After that, the donation may be forfeited.

Permissible donors in the UK are defined as:

- An individual on a UK electoral register (including overseas electors).
- A GB registered political party.
- A UK registered company which is incorporated within the EU and carries on business in the UK.
- A UK registered trade union.
- A UK registered building society.
- A UK registered limited liability partnership.
- A UK registered friendly/building society.
- A UK based unincorporated association.

**For an overview of the rules and more detail on what counts as a donation and accepting donations at each set of elections, see Electoral Commission guidance for candidates and agents [here](#) and [here](#)**

## 8.9 To what extent can political parties fund their candidates?

Some political parties run a 'fighting fund' for their candidates. Donations to that fund are made to the party, rather than to the candidate, and so are reported by the party. Any donations made from the fighting fund to a particular candidate will constitute a donation from the party to the candidate.

This applies unless it is clear that the donation is personal to the individual candidate. In this situation, the candidate would have to report the donation(s) as part of their campaign spending return if it came during the regulated period.

To search donations made to political parties, visit the Electoral Commission's online database [here](#)

### 8.10 Do candidates have to report donations they receive?

Any donations received towards spending on campaign activities during the regulated period must be reported in the candidate spending return which is submitted to the relevant Police Area Returning Officer, or Returning Officer.

### 8.11 What donations do political parties need to report?

Political parties must report donations and loans over £7,500 if accepted by their Central Office and amounts over £1,500 if accepted by a local accounting unit.

Political parties have to submit their quarterly donation and borrowing returns to the Electoral Commission one month after the end of a quarter.

To search previous donations see the Commission's website [here](#)

### 8.12 Who do candidates report their regulated spending to and when?

**Police and Crime Commissioner** candidates must submit their campaign spending returns to their Police Area Returning Officer **within 70 days of the result**. If the result is declared on Friday 6 May 2016, the last day for the submission of candidate spending returns will be Friday 15 July 2016.

**Local Government candidates** must submit their campaign spending returns to their Returning Officer within **35 days of the declaration of result**. If the result is declared on Friday 6 May 2016, the last day for the submission of candidate spending returns will be Friday 10 June 2016.

As well as their campaign spending, all candidates must report donations of money, items or services worth more than £50 that funded their campaign spending.

If no spending is incurred, a nil return must still be submitted by the agent.

### 8.13 What happens if a candidate exceeds their spending limit?

Breaching the spending limits at both the Police and Crime Commissioner and local government is a criminal offence, and the Electoral Commission has no investigative or sanctioning role in relation to potential breaches.

Decisions on the investigation and prosecution of offences relating to the candidate rules are a matter for the police and CPS. .

For more information on the Electoral Commission's procedure for handling allegations see our website <a href="#">here</a>
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## 9 Electoral Fraud

The Representation of the People Act 1983 specifies a number of criminal offences relating to electoral fraud. The relevant police force for the area in which the election is taking place would investigate any allegations that an offence may have taken place.

Every police force has designated a Single Point of Contact officer (known as a SPOC) to lead on election-related crime, who will give advice to local police officers.

**Anyone, including candidates, politicians and members of the public, who has evidence of electoral fraud taking place should report it to the police immediately, using the 101 non-emergency number unless there is a crime in progress.**

**Anyone making an allegation should be prepared to give the police a statement and substantiate their concerns.**

**The Commission is also working with Crime Stoppers to make sure people can report concerns about electoral fraud anonymously by calling 0800 555 111. This includes being able to provide information in another language via a translation service.**

### 9.1 What are the different types of electoral offences?

#### Personation

This is where an individual votes as someone else (whether that person is living or dead or is a fictitious person), either by post or in person at a polling station, as an elector or as a proxy.

#### Undue influence / Intimidation

A person is guilty of undue influence if they directly or indirectly make use of or threaten to make use of force, violence or restraint, or inflict or threaten to inflict injury, damage, loss or harm, in order to induce or compel any voter to vote or refrain from voting.

#### Bribery

A person is guilty of bribery if they directly or indirectly give any money or procure any office to or for any voter, in order to induce that voter to vote or not vote.

## Multiple voting and proxy voting offences

There are various offences regarding multiple voting and proxy voting, including voting as an elector or proxy when subject to a legal incapacity to vote and voting more than once in the same election.

## False registration information

It is an offence to supply false registration information to an Electoral Registration Officer. It is also an offence to supply false information in connection with an application for a postal or proxy vote.

### 9.2 How confident can the electorate feel with regards to postal voting?

Postal voting on demand is more secure following a tightening of the law in 2006 and is used by 15% of the electorate nationally.

Postal voters have to provide their signature and date of birth when applying for a postal vote, and also when casting their postal vote. Both records are checked when the postal vote is returned. If the relevant Returning Officer is not satisfied that they match, the ballot paper is rejected and will not be included in the count.

The system has been further strengthened by the introduction of Individual Electoral Registration in 2014. Anyone applying to register to vote, first has to provide their date of birth and National Insurance number, before going on to provide the additional information above if they want to cast their vote by post.

### 9.3 How does the Electoral Commission work with political parties to prevent postal vote fraud?

The Electoral Commission has recently agreed with political parties to strengthen its [code of conduct](#) on the handling of postal vote applications and postal ballot packs by political parties, candidates and canvassers. The code says parties and candidates:

- should **never** assist in completing a ballot paper - instead, candidates should always refer the voter to the (Acting) Returning Officer's staff who may be able to arrange a home visit or provide assistance at the polling station.
- should **never** handle or take any completed ballot paper from voters. Instead, voters should be encouraged to post their postal ballot pack themselves - alternatively, the (Acting) Returning Officer's staff can be contacted to arrange for it to be collected.

Some Returning Officers may also identify the need to develop and seek agreement to specific local provisions which supplement the terms of the nationally agreed Code, in order to address identified local risks.

The Commission has previously identified 18 areas of the UK which are at higher risk of electoral fraud. More information and the Commission's reports are available on the Commission's website [here](#).

#### **9.4 What happens if a political party breaches your code of conduct?**

The Electoral Commission asks political parties to investigate any reported breaches and take action to ensure that any problems are not repeated. This includes potentially taking disciplinary action against party members.

#### **9.5 Who is responsible for putting in place plans to deal with electoral fraud?**

The primary responsibility for ensuring that robust plans to prevent and detect fraud are in place lies with the (Acting) Returning Officer and the Electoral Registration Officer(s) for each constituency. They must work closely with their local police force.

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[New guidance](#) has been published to support police officers and SPOCs as they put in place plans to prevent and detect electoral fraud in England & Wales. This guidance, which builds on work previously carried out by the Electoral Commission and the National Police Chiefs Council (NPCC), now forms part of the College of Policing's Authorised Professional Practice for police forces in England and Wales. Guidance for Scotland can be [found here](#).

The Commission has also produced guidance for Returning Officers and Electoral Registration Officers.

#### **9.6 What is the Electoral Commission doing to prevent fraud in these elections?**

The Commission is working particularly closely with Returning Officers and local police forces in areas where there have been allegations of electoral fraud at previous elections, and where additional measures may therefore need to be put in place. We're confident that Returning Officers and local police forces in these areas are building on their collective and individual experience to put robust plans in place,

and we're supporting them by sharing information and examples of good practice to help strengthen their plans up to and beyond the May elections.

We have focused on their:

- plans for dealing with registration and absent voting applications (for example, ensuring properties where large numbers of people have applied to be on the electoral register are checked)
- arrangements with the relevant police force for identifying and responding to potential electoral fraud are in place
- training for polling station staff on the risk of personation

### **9.7 The Electoral Commission published a report examining fraud in some South Asian communities. What's being done ahead of these elections to make sure fraud doesn't take place in those communities?**

The [Commission's report](#) identified a combination of factors that meant that some electors from the South Asian community were vulnerable to fraud including:

- strong community networks vulnerable to abuse by unscrupulous campaigners
- low levels of awareness about what's acceptable campaigning activity and low awareness about how to report electoral fraud
- reduced activity by political parties in some areas that may have exacerbated vulnerabilities by allowing community networks to mediate between campaigners and voters.

The Commission has developed a range of resources for (Acting) Returning Officers and police forces to use to raise awareness of what's acceptable behaviour at election time. Materials have also been translated to help people for whom English is not their first language.

The Commission is also working with CrimeStoppers to make sure people can report concerns about electoral fraud anonymously by calling 0800 555 111. This includes being able to provide information in another language via a translation service.

The Electoral Commission has produced detailed guidance to help all (Acting) Returning Officers across England, Scotland and Wales put in place plans to prevent and detect electoral fraud. **But equally importantly, candidates and political parties must ensure that their supporters don't cross the line between robust and lively campaigns and electoral fraud.**

## **SECTION B – The voter**

### **10 Who can vote?**

#### **10.1 Who can vote in the Police and Crime Commissioner elections?**

A person can vote if they are registered in the local government register in England (excluding London) and Wales; and are:

- Aged 18 or over on polling day.
- A British citizen.
- An Irish, EU or qualifying Commonwealth citizen.

British citizens living overseas who are registered as overseas electors cannot vote in these elections.

#### **THE SAME CRITERIA APPLIES TO THE LOCAL GOVERNMENT ELECTIONS**

#### **10.2 What is the deadline to register to vote in the elections on 5 May?**

The deadline to register to vote is Monday 18 April 2016.

#### **10.3 What is the deadline for applying for postal and proxy voting?**

The deadline for applying for a postal vote is 5pm, Tuesday 19 April 2016.

The deadline for applying for a proxy vote, except in a medical emergency, is 5pm, Tuesday 26 April.

The deadline for applying for a proxy vote as a result of a medical emergency is 5pm, Thursday 5 May 2016.

#### **10.4 How can someone register to vote?**

Voters can now go online to apply to register at [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote).

People can still fill in paper registration forms if they prefer. They can contact their local electoral registration office for forms or download them here

### **10.5 Can someone register at two different addresses?**

Yes. A person can register to vote at more than one address, as long as they are resident at each address. However, they can only vote once in any police force area.

### **10.6 How do members of the armed services register and vote?**

Service personnel and their spouses or civil partners, serving in the UK or overseas, can register either at their home address or their barracks in the usual way, or as a 'service voter'. Service voters fill out an armed services declaration so they can be registered when away from their home address on duty.

### **10.7 Can prisoners vote?**

Remand prisoners (those who have not been convicted and sentenced) can vote. Convicted prisoners detained because of their sentence cannot.

### **10.8 What impact has the move to the new registration system had on the electoral registers?**

Individual Electoral Registration (IER) was introduced in Wales, England and Scotland in 2014 and the vast majority of electors were automatically transferred to the new registration system. The move to IER was due to end with the publication of the electoral registers on 1 December 2016.

In October 2015, a Government Order to bring forward the end to the move to IER to 1 December 2015 was passed in the House of Lords. The Commission had recommended that the end to the move remain 1 December 2016 as was originally legislated for.

The Commission has recently published its report on the electoral registers as they stood on 1 December 2015. You can view the [press release here](#).

Between 1 December 2015 and 22 February 2016 there were 1.3 million applications to register to vote made in Great Britain, following the significant registration activity that continues to take place in advance of the important elections in May 2016.

## 10.9 What is being done to encourage anyone who may have come off the 1 December 2015 registers to re-register?

Previous Electoral Commission analysis of the transition to IER has identified that students and home movers in particular have been less likely to be moved to the new registration system. The Electoral Commission will be running a campaign to target these groups ahead of the May 2016 elections in addition to its main public awareness campaign which will launch on 14 March.

The Electoral Commission is also running a national public awareness campaign supported by a [range of partners](#), ahead of the 18 April registration deadline. This includes TV, radio and digital advertising.

The campaign will reach all adults, with a focus on groups that the Commission's research has identified as being less likely to be registered to vote, such as students, young people, those who have recently moved home, people who rent their home, and people from some black and minority ethnic communities.

More information about the Electoral Commission's public awareness campaign can be found in Section 17 of this handbook.

The Electoral Commission's aim is to make sure everyone who is eligible and wants to vote is able to do so. The registration deadline is **Monday 18 April 2016**. Anyone who is not registered should visit [www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote) to apply as soon as possible. It's quick and easy.

**It would be helpful for any relevant stories you run to highlight this deadline and a link to the online registration website.**

## 11 The voting process

### 11.1 When will polling stations be open?

All polling stations open at 7am and close at 10pm.

### 11.2 What happens if someone is in a queue to enter a polling station at 10pm?

Any voter who arrives at the polling station before 10pm and is still waiting to vote at 10pm **will be able to vote**.

Legislation was changed by the UK Government in 2013 to allow this to happen following a recommendation by the Electoral Commission.

### 11.2 What different ways are there for someone to vote in these elections?

People can choose to vote in one of three ways: in person, by post or by proxy.

#### 11.3 In person

Registered voters can visit their local **polling station** between 7am and 10pm on Thursday 5 May to cast their votes. Voters should arrive in plenty of time to avoid missing out on having their say.

- Before polling day, voters will be sent a 'poll card' which includes details of where their polling station is.
- Voters can only vote at the polling station on this card.
- Polling station staff will be on hand to explain the ballot paper and how to vote.
- Voters do not need to take their poll card with them to the polling station but doing so will speed up the process.

## 11.5 By post

If voters do not wish to - or are unable to - go to a polling station, they may apply for a postal vote. Voters may apply for a postal vote for a specific election, a specific period of time, or for all elections.

To vote by post, registered electors need to apply for a postal vote before 5pm, Tuesday 19 April 2016.

- Postal ballot papers will be sent directly to voters about a week before polling day.
- Voters should complete their ballot papers and send them back straight away, so they arrive before 10pm on Thursday 5 May.
- Votes arriving after 10pm on Thursday 5 May will not be counted.
- If voters don't leave enough time to post their vote, they may take it by hand to a polling station in their local authority area from 7am to 10pm on polling day.
- Voters must also remember to complete the postal voting statement – with their signature and date of birth.

## 11.6 By proxy

Voters can register for a '**proxy vote**'. This means they ask someone they trust to vote on their behalf for the candidate they wish to vote for. They need to complete and sign a form and return it to their local electoral registration office by 5pm, Tuesday 26 April 2016

# Voting Systems

## Police and Crime Commissioner Elections

### 11.7 What voting system is used in the Police and Crime Commissioner elections?

Police and Crime Commissioners are elected by the **Supplementary Vote**. This is the same voting system that is used in mayoral elections.

If a candidate receives more than half of all first choice votes, they are elected immediately.

If this does not happen, the two candidates with the most first choice votes go through to a second round. All other candidates are eliminated, but their second choice votes for either of the top two candidates are added to the totals for those two candidates from the first round.

The candidate with the highest combined total of first and second choice votes will be elected as the Police and Crime Commissioner for their police force area.

### 11.8 How do voters complete their ballot paper for the Police and Crime Commissioner elections?

Voters can cast a first and second choice from a list of candidates who will either be part of a political party or standing as an independent candidate.

Voters vote for their first choice candidate by marking a cross (X) in the first choice column. Voters vote for their second choice candidate by marking a cross (X) in the second choice column.

If voters only mark a first choice, their vote will still be counted – they can choose not to mark a second choice candidate. However, if voters only mark a second choice candidate, their vote will not be counted. If voters give the same candidate their first and second choice, only their first choice will be counted.

### 11.9 When will the count start?

Some counts will begin on Thursday 5 May; others will begin on Friday 6 May.

Each PARO or RO is responsible for deciding whether the count should begin overnight or start the following day.

The Electoral Commission recommends that PAROs should decide and announce when the count will begin before the campaign period gets underway.

**Please note that for PCC elections in Wales, the count will start on Sunday 8 May.** More information on elections in Wales can be found in the Commission's media handbook [here](#).

### **11.10 Who can attend the count?**

The following people are entitled by law to attend the verification and the count:

- The PARO and their staff.
- The local Returning Officer and their staff.
- Candidates.
- One guest per candidate.
- Election Agents.
- Counting Agents.
- Electoral Commission representatives.
- Accredited observers.

## **Local Government elections**

### **11.11 What voting system is used at the local Government elections?**

Local councillors are elected on the 'first past the post system'.

This means that the candidate(s) in each area with the most votes is/are elected.

### **11.12 How do voters complete the ballot paper for the local Government elections?**

At the local Government elections, voters should mark their ballot paper with a single 'X' in the box next to the candidate they wish to vote for. In some areas, voters may be voting for more than one candidate.

### **11.13 When will the count start?**

The counting of votes must begin as soon as practicable after the close of the poll.

### **11.14 Who can attend the count?**

The following people are entitled by law to attend the verification and count at a local government election:

- The Returning Officer and their staff
- Candidates
- One guest per candidate
- Election agents
- Counting agents
- Commission representatives
- Accredited observers

### **11.15 How does the opening of postal votes fit into the process?**

It's likely that several postal vote opening sessions will take place before polling day as well as on polling day itself.

The relevant RO must give candidates at least 48 hours' notice of when and where the sessions will take place. At each opening session, the RO will decide whether or not the date of birth and signature provided by electors on their postal voting statements match the signature and date of birth previously provided and held on record. If the RO is not satisfied that they match, the vote is rejected.

Candidates can observe the process or appoint a postal voting agent to do so. Anyone attending an opening session must not attempt to look at any identifying marks or numbers on ballot papers, disclose how any particular ballot paper has been marked or pass on any such information gained from the session.

All valid ballot papers are placed into ballot boxes and stored securely before being delivered to the count venue for counting after the close of poll.

### **11.16 Can candidates 'tally' votes at postal vote openings?**

It is the Commission's view that the legislation prohibits the tallying of votes by those attending postal vote opening sessions.

This is because, at a postal vote opening, it is not permissible to 'attempt to ascertain the candidate for whom any vote is given in any particular ballot paper or communicate any information with respect thereto obtained at those proceedings (Section 66(4)(d) of the Representation of the People Act 1983 (as amended)).

In addition, anyone attending a postal vote opening must not attempt to look at identifying marks or numbers on ballot papers, disclose how any particular ballot paper has been marked or pass on any such information gained from the session.

### **11.17 What happens with spoilt ballot papers?**

Once the verification phase of the count is complete, ballot papers will be sorted by candidate and any doubtful ballot papers will be identified. The relevant RO will adjudicate any doubtful ballot papers in the presence of candidates and agents and the Commission has provided guidance to help them do this.

Spoilt ballot papers are sealed separately to other ballot papers and the relevant RO will announce how many ballot papers were rejected after they have announced who has been elected

## **12 Raising awareness of voter registration**

### **12.1 What are Electoral Registration Officers (EROs) doing to encourage people to register to vote?**

EROs are legally responsible for maintaining the electoral register for their local authority area and are at the forefront of efforts to get as many people as possible onto the registers.

EROs will have detailed plans in place to raise awareness of voter registration in their areas. These plans will also set out how EROs will encourage groups who are less likely to be registered to vote to do so before the registration deadline.

EROs will use a range of advertising methods to reach their local residents, including sending letters to households encouraging people to register to vote and many have developed partnerships with local schools and colleges to encourage young people to register to vote.

### **12.2 What is the Electoral Commission doing to encourage people to register to vote?**

The Commission supported National Voter Registration Drive, which took place from 1-7 February on social media and through other activities.

The Electoral Commission launched its online campaign to get people registered on 1 February and will launch its main public information campaign on Monday 14 March and that will include TV and additional online advertising. This includes activity and channels specifically targeted at under registered groups.

The Commission is doing a series of briefings for Parliamentarians updating them on its public awareness activity, which you will be able to [find here](#) as they are published.

### **12.3 How can other organisations help encourage people to register to vote?**

The Electoral Commission will be working with a range of partner organisations – from the corporate, public and voluntary sectors – to try and reach traditionally under-registered voters and encourages them to register to vote.

The Electoral Commission has produced a range of free resources and toolkits which provide practical suggestions for organisations that want to run their own registration drives or other activity ahead of this year's polls. These are all available on the website [here](#).

### **12.4 Will the Government be running any public awareness campaigns?**

The Home Office is responsible for the policy concerning PCCs and will support the PCC elections by running a publicity campaign to raise awareness and understanding amongst the public of what PCCs do.

## 13 Challenging the result

### 13.1 How does someone challenge the result following the election?

Someone can challenge the result of an election by issuing an election petition. This is a legal action and will be adjudicated by a judge in court.

Petitioners must present the petition within 21 days of the declaration of the result. Where the petition relates to election expenses or corrupt or illegal practices involving the payment of money after the election, further time may be allowed.

There is also a separate judicial process for challenging the election of a Police and Crime Commissioner on the grounds that they were, or are, disqualified, by application to the High Court.

For more information on how a candidate could challenge the result of an election, see our Guidance for candidates and agents [here](#) for PCCs and [here](#) for local elections.

## Appendix A

List of English local government elections and mayoral referendums on Thursday 5 May 2016

Below are all of the local government elections that are scheduled for Thursday 5 May 2016, separated alphabetically and by geographical region. Some areas may also have elections to parish councils.

For the most up to date information, contact the local authority directly.

### East Midlands

Authority	Type	Cycle
Amber Valley	Two-Tier District	Thirds
Bassetlaw	Two-Tier District	Thirds
Daventry	Two-Tier District	Thirds
Derby	Unitary Authority	Thirds
Lincoln	Two-Tier District	Thirds

### Eastern

Authority	Type	Cycle
Basildon	Two-Tier District	Thirds
Brentwood	Two-Tier District	Thirds
Broxbourne	Two-Tier District	Thirds
Cambridge	Two-Tier District	Thirds
Castle Point	Two-Tier District	Thirds
Colchester	Two-Tier District	Thirds
Epping Forest	Two-Tier District	Thirds
Great Yarmouth	Two-Tier District	Thirds
Harlow	Two-Tier District	Thirds
Hertsmere	Two-Tier District	Thirds
Huntingdonshire	Two-Tier District	Thirds
Ipswich	Two-Tier District	Thirds
North Hertfordshire	Two-Tier District	Thirds
Norwich	Two-Tier District	Thirds
Peterborough	Unitary Authority	Thirds
Rochford	Two-Tier District	Thirds
South Cambridgeshire	Two-Tier District	Thirds
Southend on Sea	Unitary Authority	Thirds
St Albans	Two-Tier District	Thirds
Stevenage	Two-Tier District	Thirds
Three Rivers	Two-Tier District	Thirds

Thurrock	Unitary Authority	Thirds
Watford	Two-Tier District	Thirds
Welwyn Hatfield	Two-Tier District	Thirds

#### North East

Authority	Type	Cycle
Gateshead	Metropolitan District	Thirds
Hartlepool	Unitary Authority	Thirds
Newcastle	Metropolitan District	Thirds
North Tyneside	Metropolitan District	Thirds
South Tyneside	Metropolitan District	Thirds
Sunderland	Metropolitan District	Thirds

#### North West

Authority	Type	Cycle
Blackburn with Darwen	Unitary Authority	Thirds
Bolton	Metropolitan District	Thirds
Burnley	Two-Tier District	Thirds
Bury	Metropolitan District	Thirds
Carlisle	Two-Tier District	Thirds
Chorley	Two-Tier District	Thirds
Halton	Unitary Authority	Thirds
Hyndburn	Two-Tier District	Thirds
Knowsley	Metropolitan District	Whole
Liverpool	Metropolitan District	Thirds
Manchester	Metropolitan District	Thirds
Oldham	Metropolitan District	Thirds
Pendle	Two-Tier District	Thirds
Preston	Two-Tier District	Thirds
Rochdale	Metropolitan District	Thirds
Rossendale	Two-Tier District	Thirds
Salford	Metropolitan District	Thirds
Sefton	Metropolitan District	Thirds
South Lakeland	Two-Tier District	Thirds
St Helens	Metropolitan District	Thirds
Stockport	Metropolitan District	Thirds
Tameside	Metropolitan District	Thirds
Trafford	Metropolitan District	Thirds
Warrington	Unitary Authority	Thirds
West Lancashire	Two-Tier District	Thirds
Wigan	Metropolitan District	Thirds

Wirral	Metropolitan District	Thirds
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Mayoral election
Liverpool
Salford

## South East

Authority	Type	Cycle
Adur	Two-Tier District	Halves
Basingstoke and Deane	Two-Tier District	Thirds
Cherwell	Two-Tier District	Thirds
Crawley	Two-Tier District	Thirds
Eastleigh	Two-Tier District	Thirds
Elmbridge	Two-Tier District	Whole
Fareham	Two-Tier District	Halves
Gosport	Two-Tier District	Halves
Hart	Two-Tier District	Thirds
Hastings	Two-Tier District	Halves
Havant	Two-Tier District	Thirds
Maidstone	Two-Tier District	Thirds
Milton Keynes	Unitary Authority	Thirds
Mole Valley	Two-Tier District	Thirds
Oxford	Two-Tier District	Halves
Portsmouth	Unitary Authority	Thirds
Reading	Unitary Authority	Thirds
Reigate and Banstead	Two-Tier District	Thirds
Runnymede	Two-Tier District	Thirds
Rushmoor	Two-Tier District	Thirds
Slough	Unitary Authority	Thirds
Southampton	Unitary Authority	Thirds
Tandridge	Two-Tier District	Thirds
Tunbridge Wells	Two-Tier District	Thirds
West Oxfordshire	Two-Tier District	Thirds
Winchester	Two-Tier District	Thirds
Woking	Two-Tier District	Thirds
Wokingham	Unitary Authority	Thirds
Worthing	Two-Tier District	Thirds

## South West

Authority	Type	Cycle
Bristol	Unitary authority	Whole
Cheltenham	Two-Tier District	Halves
Exeter	Two-Tier District	Thirds
Gloucester	Two-Tier District	Thirds
Plymouth	Unitary Authority	Thirds
Stroud	Two-Tier District	Thirds
Swindon	Unitary Authority	Thirds
Weymouth and Portland	Two-Tier District	Thirds

Mayoral election
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Bristol
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## West Midlands

Authority	Type	Cycle
Birmingham	Metropolitan District	Thirds
Cannock Chase	Two-Tier District	Thirds
Coventry	Metropolitan District	Thirds
Dudley	Metropolitan District	Thirds
Newcastle Under Lyme	Two-Tier District	Thirds
Nuneaton and Bedworth	Two-Tier District	Halves
Redditch	Two-Tier District	Thirds
Rugby	Two-Tier District	Thirds
Sandwell	Metropolitan District	Thirds
Solihull	Metropolitan District	Thirds
Stratford on Avon	Two-Tier District	Thirds
Tamworth	Two-Tier District	Thirds
Walsall	Metropolitan District	Thirds
Wolverhampton	Metropolitan District	Thirds
Worcester	Two-Tier District	Thirds
Wyre Forest	Two-Tier District	Thirds

## Yorkshire and Humberside

Authority	Type	Cycle
Barnsley	Metropolitan District	Thirds
Bradford	Metropolitan District	Thirds
Calderdale	Metropolitan District	Thirds
Craven	Two-Tier District	Thirds
Harrogate	Two-Tier District	Thirds
Kingston-Upon-Hull	Two-Tier District	Thirds
Kirklees	Metropolitan District	Thirds

Leeds	Metropolitan District	Thirds
North East Lincolnshire	Unitary Authority	Thirds
Rotherham	Metropolitan District	Whole
Sheffield	Metropolitan District	Whole
Wakefield	Metropolitan District	Thirds
West Lindsey	Two-Tier District	Thirds

## Appendix B

Police Force areas in England being contested in the Police and Crime Commissioner elections on Thursday 5 May 2016:

Avon and Somerset	Bedfordshire	Cambridgeshire
Cheshire	Cleveland	Cumbria
Derbyshire	Devon and Cornwall	Dorset
Durham	Essex	Gloucestershire
Hertfordshire	Humberside	Hampshire
Kent	Lancashire	Leicestershire
Lincolnshire	Merseyside	Norfolk
North Yorkshire	Northamptonshire	Northumbria
Nottinghamshire	South Yorkshire	Staffordshire
Suffolk	Surrey	Sussex
Thames Valley	West Midlands	Warwickshire
West Mercia	West Yorkshire	Wiltshire

## Appendix C

Details of Police Area Returning Officers in England and Wales

Police area	Authority area	PARO
Avon and Somerset	Bath & North East Somerset	Jo Farrar
Bedfordshire	Luton	Trevor Holden
Cambridgeshire	East Cambridgeshire	John Hill
Cheshire	Halton Borough Council	David Parr
Cleveland	Stockton-on-Tees Borough Council	David Bond
Cumbria	South Lakeland District Council	Debbie Storr
Derbyshire	Derby	Janie Berry
Devon and Cornwall	Exeter	John Street
Dorset	Borough of Poole Council	Paul Morris
Durham	Durham	Colette Longbottom
Dyfed-Powys	Carmarthenshire	Mark James
Essex	Colchester	Adrian Pritchard
Gloucestershire	Stroud District Council	David Hagg

Gwent	Newport City Council	Will Godfrey
Hampshire	Southampton	Mark Heath
Hertfordshire	Hertsmere	Donald Graham
Humberside	East Riding of Yorkshire	Nigel Pearson
Kent	Dover	Nadeem Aziz
Lancashire	Blackburn with Darwen	Harry Catherall
Leicestershire	North West Leicestershire	Christine Fisher
Lincolnshire	Lincoln	Angela Andrews
Merseyside	Liverpool City Council	Ged Fitzgerald
Norfolk	King's Lynn and West Norfolk	Ray Harding
North Wales	Flintshire	Colin Everett
North Yorkshire	Ryedale	Janet Waggott
Northamptonshire	Kettering	David Cook
Northumbria	Sunderland City Council	Sue Stanhope
Nottinghamshire	Rushcliffe	Allen Graham
South Wales	Cardiff	Christine Salter
South Yorkshire	Barnsley Metropolitan Borough Council	Diana Terris
Staffordshire	Stoke-on-Trent	Fiona Ledden
Suffolk	Suffolk Coastal	Stephen Baker
Surrey	Reigate and Banstead	John Jory
Sussex	Wealden	Charles Lant
Thames Valley	South Oxfordshire & Vale of White Horse	David Buckle
Warwickshire	Stratford on Avon District Council	Paul Lankester
West Mercia	Shropshire	Claire Porter
West Midlands	Birmingham	Mark Rogers
West Yorkshire	Wakefield Metropolitan District Council	Joanne Roney
Wiltshire	Swindon Borough Council	Stephen Taylor