

# What we will cover today

- Overview of the role of District and Parish Councillors.
- Ethical Standards Considerations.
- The process for electing District and Parish Councillors.
- How to become a candidate.
- Voter ID.

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# Facts & Figures

- There are 333 “principal” councils in England. 181 are District Councils
- There are roughly 20,000 principal authority councillors in England.
- Derbyshire Dales 34 Councillors and 21 Wards
- There are 9,000 parish and town councils.
- 69 active Parish/Town Councils in Derbyshire Dales - 505 Councillors when all seats are filled.
- In 2021-22, £617.27 million was levied via the parish precept constituting 1.8% of the total council tax demand. 8,877 parish councils raised a precept. The average parish precept raised on a Band D property is £71.86.11
- Derbyshire Dales Electorate - 58,179. 12,569 postal voters (22%)

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# What do Councils do?

Councils are responsible for a range of vital services for people and businesses in defined areas. Many service are visible to everyone but some you may only know about if you come into direct contact with them.

## District Council

- Housing
- Parks, Leisure & Recreation
- Environmental Health
- Waste Collection
- Determining Planning Applications
- Local Tax Collection
- Economic Development
- Licensing

## Parish Council

- Allotments
- Village Halls
- Parks and play areas
- Grants to help local organisations
- Consultation on Planning Applications
- Neighbourhood planning
- Planting, Litter, Toilets
- Community Events

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# Differences between parish councils and principal authorities

- The legislation regarding executive arrangements (mayors / cabinets) and overview and scrutiny in the Localism Act 2011, originally introduced in the Local Government Act 2000, does not apply to parish councils;
- The requirements for committees to be politically balanced, in the Local Government and Housing Act 1989, do not apply to parish councils;
- English parish and town councils are not covered by the Local Government Ombudsman;
- Limited requirements for audit exist for councils with an income and expenditure of under £6.5 million (a limit which applies to all parish and
- Town councils Councils with an income and expenditure of under £25,000 are not subject to routine audit

# Why become a Councillor?

“Each councillor has their own reasons for running but the role offers the chance to make a huge difference to the quality of life for people in your local area. Being an effective councillor requires both commitment and hard work. Councillors have to balance the needs and interests of residents, the political party they represent (if any) and the council.”

# Why become a Councillor?

Being a councillor provides:

- Practical work experience: council work is incredibly varied and links to all aspects of our life and therefore all types of employment.
- New skills: such as leadership skills, communication skills, reading reports, influencing skills and speaking at meetings or events.
- Knowledge: about the local community, how councils, government and the wider public sector works; as well as topics from culture and biodiversity, mental and physical health, to finance and budgets.
- Confidence: gained through new experiences, challenges and achievements for the local area.

# The role of a Councillor

The councillor's role centres around community leadership and engagement, responsibilities include:

- Community Leadership
- representing the ward for which they are elected
- decision-making - developing and reviewing council policy
- scrutinising decisions taken
- regulatory, quasi-judicial and statutory duties



# The role of a Councillor - Examples

Here are examples of the achievements that councillors have told us about:

- helping a resident with a housing safety issue
- getting a crossing installed at a dangerous junction
- creating greener spaces by setting up a community orchard
- helping refugee families get settled in the local area
- getting residents involved in a large-scale regeneration plan.

# Who can be a Councillor?

To be a District councillor you need to be:

- British or a citizen of the Commonwealth.
- You may also be eligible as a citizen of the European Union
- At least 18 years old.
- Registered to vote in the District or have lived, worked, or owned property there for at least 12 months before an election.

# Who can be a Councillor?

To be a Parish Councillor you need to be:

- British or a citizen of the Commonwealth.
- You may also be eligible as a citizen of the European Union
- At least 18 years old.
- Meet at least one of the following criteria
  - Your name appears on the register of local government electors for the parish.
  - You have occupied any land or other premises as owner or tenant in the parish for 12 months.
  - Your main or only place of work during the 12 months has been in the parish.
  - You have lived in the relevant parish or within three miles of it during the past 12 months.

# Who can be a Councillor?

You can't be a councillor if you:

- Work for the council you want to be a councillor for,
- Are the subject of a bankruptcy restrictions order or interim order.
- Have been sentenced to prison for three months or more (including suspended sentences) during the five years before election day.
- Have been convicted of a corrupt or illegal practice by an election court.
- Are subject to any relevant notification requirements, or a relevant order, in respect of a sexual offence.

# Do I need any skills, experience or special qualifications?

Anyone who meets the essential criteria can be nominated. No specific skills, qualifications or experience are required but useful skills include :

- being a leader in your community
- having good communication skills
- partnership and team working
- problem solving, questioning and analytical skills
- being flexible, adaptable and open-minded
- being organised and having good time management
- having political understanding.

# Ethical Standards

## Selflessness

Acting solely in terms of the public interest.

## Integrity

Avoid being placed under obligation to people or organisations that might try to influence them. Declare and resolve any interests and relationships.

## Objectivity

Act and take decisions impartially, fairly, on merit, without discrimination or bias.

## Accountability

Accountable to the public for their decisions and actions and submitting themselves to scrutiny needed to do this.

## Openness

Act and take decisions in an open and transparent manner. Not be withholding information unless there are clear and lawful reasons for doing so.

## Honesty

Holders of public office should be truthful.

# Ethical Standards

## Bullying & Harassment

Treating others with dignity and respect and not pursuing a course of conduct which amounts to bullying or harassment of another.

- Code of Conduct
- Register of Interests

## Leadership

Promote and support these principles by leadership and example.

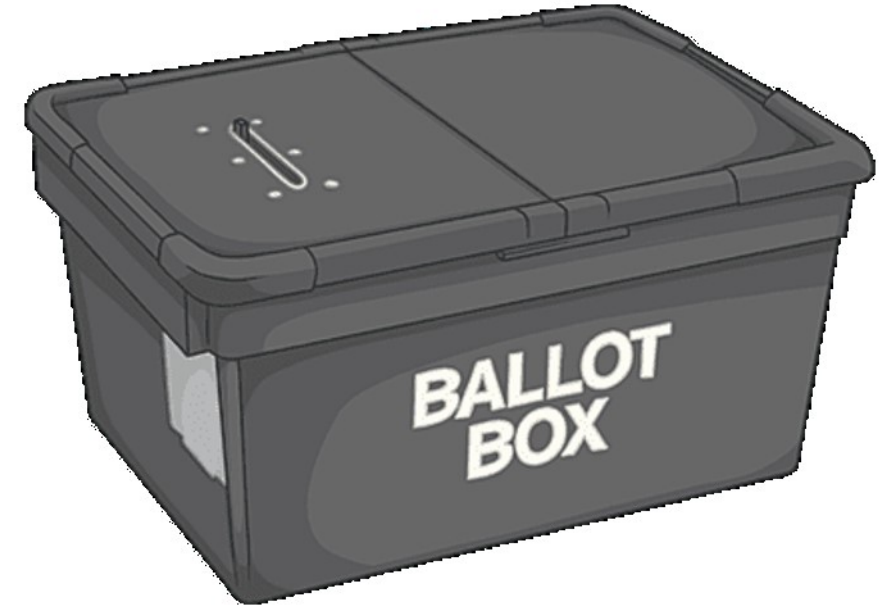
# How can I become a Councillor?

There are 2 main routes:

- Representing a political party
- Standing as an independent candidate

Getting officially nominated

- Nomination Forms



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# The Election Process

## - Notice of Election

## - Nominations

- Must be delivered by hand to be valid
- Can be delivered by a representative
- On dates/times specified in the Notice
- Can be downloaded from our website
- Paper version available on request
- Informal check available
- Cannot be amended once submitted
- Nomination made up of 3 forms
- Form 1a Nomination Form
- Form 1b Home Address Form
- Form 1c Consent to nomination
- The following additional forms can be submitted separately:
  - Agent appointment form
  - If standing for a political party
    - Certificate of authorisation
    - Emblem request form

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# 1a Nomination Paper (Header)

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

<b>1a – Nomination paper</b>		Office use only			
<b>Parish election in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<u>North</u>	*[ward of the] if applicable				
*parish of *Delete whichever is inappropriate	<u>Clearvale</u>				
Date of election:	<u>5 May 2022</u>				

# 1a Nomination Paper (Candidates Details)

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

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

# 1a Nomination Paper (Subscribers)

	Signature	Print name	Electoral number	
			Polling District	Elector Number
Proposer	<i>S Jones</i>	<i>Sarah Jones</i>	<i>AE</i>	<i>123</i>
Seconder	<i>T Jones</i>	<i>Tom Jones</i>	<i>AE</i>	<i>124</i>

# 1b Home Address Form (Header)

<b>1b – Home address form</b>		Office use only			
<b>Local government elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF COUNCILLORS / <del>A COUNCILLOR</del> for the					
<i>Clearvale</i>		* <del>electoral division</del> /ward of the			
* <del>county</del> /district/ <del>London borough</del> of		<i>Southmarsh</i>			
*Delete whichever is inappropriate					
Date of election:	<i>5 May 2022</i>				

<b>1b – Home address form</b>		Office use only			
<b>Parish elections in England</b>		Date received	Time received	Initials	No
*ELECTION OF PARISH COUNCILLORS for the					
<i>North</i>		*[ward of the] if applicable			
parish of		<i>Clearvale</i>			
*Delete whichever is inappropriate		<i>~~~~~</i>			
Date of election:	<i>5 May 2022</i>				

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# 1b Home Address Form (Part 1)

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

Part 1: To be completed by all candidates in England	
Full name of candidate	Joseph Smith
Home address (in full)	1 Forest Lane, Southfold, S99 1ZW
Qualifying address: Add your qualifying address, or qualifying addresses (in full) to each of the relevant qualifications below (you can complete more than one qualification).	
Qualifications that apply (tick those which apply)	Address
(a) I am registered as a local government elector for the area of the parish named above	
(b) I have, during the whole of the preceding 12 months occupied as owner or tenant land or other premises in the parish named above	
(c) my principal or only place of work during the preceding 12 months has been in the parish named above	✓ Dr Jo's Medical Practice 1 High Street, Northfold, S99 2AB
(d) I have during the whole of the preceding 12 months resided in the parish named above or within 4.8 kilometres of it.	
Witness details	
Full name of the person who will witness the candidate's consent to nomination form	Sidney Jackson Brown
Full home address of the person who will witness the candidate's consent to nomination form	3 Forest Lane, Southfold, S99 1ZW

# 1b Home Address Form (Part 2)

<b>Part 2: To be completed only if you do not wish your home address to be made public.</b>	
<b>Note: Please submit this part (part 2) of the home address form with your nomination papers, even if your home address is to be made public.</b>	
If you request that your home address is not made public then your address will not appear on the statement of persons nominated, notice of poll or the ballot paper. Instead the name of the relevant area in which your home address is situated (or country, if outside the UK), as explained below, will appear on the statement of persons nominated, notice of poll and the ballot papers.	
Statement: I require my home address not to be made public	
The relevant area my home address is situated in:	<i>Southmarsh</i> (insert name of relevant area) <sup>1</sup>
OR	
My home address is situated outside the UK. My home address is situated in:	(insert name of country)
Signature of candidate (only required where Part 2 above has been completed)	
Candidate's signature:	<i>J Smith</i>
Date:	<i>31 March 2022</i>



# 1c Consent to Nomination

1c – Candidate's consent to nomination		Office use only			
Local government elections in England		Date received	Time received	Initials	No
<p>*You must declare that you meet at least one of the listed qualification(s) below. <b>To do this, strike through any that do not apply.</b> Any qualification(s) that apply must match the information given on your home address form.</p>					
Date of election:	5 May 2022				
I (name in full):	Joseph Smith				
hereby consent to my nomination as a candidate for election as councillor for the:	Clearvale	*electoral division/ ward			
of the *county/district/London borough of:	Southmarsh				
<p>I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that:</p>					
*a. I am registered as a local government elector for the area of the *county/district/London borough named above; or					
<del>*b. I have during the whole of the 12 months preceding that day, or those days, occupied as owner or tenant land or other premises in the area named above; or</del>					
*c. my principal or only place of work during those 12 months has been in the *county/district/London borough named above; or					
<del>*d. I have during the whole of those 12 months resided in the *county/district or London borough named above.</del>					
<p>I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf), and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, under a local authority, within the meaning of that Part.</p>					
Date of birth:	Signature:		Date of consent:		
23 04 1990	J.Smith		18 March 2022		
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.					
Witness (name in full):		Sidney Jackson Brown			
Witness's signature:		S J Brown			

1c – Candidate's consent to nomination		Office use only			
Parish elections in England		Date received	Time received	Initials	No
<p>*You must declare that you meet at least one of the listed qualification(s) below. <b>To do this, strike through any that do not apply.</b> Any qualification(s) that apply must match the information given on your home address form.</p>					
Date of election:	5 May 2022				
I (name in full):	Joseph Smith				
hereby consent to my nomination as a candidate for election as councillor for the:	North	* ward [if applicable]			
of the *parish of:	Clearvale				
<p>I declare that on the day of my nomination, I am qualified and that, if there is a poll on the day of election, I will be qualified to be so elected by virtue of being on that day or those days a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of a Member State of the European Union, who has attained the age of 18 years and that:</p>					
*a. I am registered as a local government elector for the area of the parish named above; or					
<del>*b. I have, during the whole of the 12 months preceding that day or those days occupied as owner or tenant land or other premises in the parish named above; or</del>					
*c. my principal or only place of work during those 12 months has been in the parish named above; or					
<del>*d. I have during the whole of those 12 months resided in that parish named above or within 4.8 kilometres of it.</del>					
<p>I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, section 80 of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are printed overleaf).</p>					
Date of birth:	Signature:		Date of consent:		
23 04 1990	J.Smith		18 March 2022		
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.					
Witness (name in full):		Sidney Jackson Brown			
Witness's signature:		S J Brown			

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## 2 Certificate of Authorisation

Details of candidate to be authorised and the allowed description/ <del>party name</del>			
Ward/ <del>division</del> name:	<i>Clearvale</i>	Date of election:	<i>5 May 2022</i>
The candidate (name in full):	<i>Joseph Smith</i>		
Name of political party:	<i>Gold party</i> Political party registered with the Electoral Commission		
I hereby certify that the candidate may include the following registered description or party name in their nomination form:	<i>Gold party candidate</i>		
Note: it is an offence to sign this form if you are not the party's registered nominating officer or authorised to do so by the party's registered nominating officer			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):	<i>H Robertson</i>		
Name of person signing this form:	<i>Hugh Robertson</i>		
Date:	<i>31 March 2022</i>		

# 3 Emblem Request Form

Candidate's request for use of an emblem			
Ward/division name:	Clearvale	Date of election:	5 May 2022
Candidate name in full:	Joseph Smith		
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (Please use name or description as on the <a href="#">Electoral Commission's website</a> ):	Gold medal - England version (ID 999)		
Candidate's signature:	J. Smith		
Date:	31 March 2022		

# 4 Agent Notification Form

Candidate's notification of their election agent	
I, (Candidate name in full):	<i>Joseph Smith</i>
Hereby declare that the name and address of my election agent is:	
Agent's name:	<i>Emma White</i>
Agent's address (in full):	<i>10 Marine Road, Whitecoast, W12 3AB</i>
The office address of my election agent to which all claims, notices, legal process and the other documents may be sent is:	
Agent's office address (in full):	<i>Gold Party Office, 8 Main Street, Northfold, S99 3XY</i>
Candidate's signature (or of person authorised to act on behalf of candidate):	<i>JSmith</i>
Date:	<i>31 March 2022</i>
Confirmation of acceptance by election agent	
I [agent named above] confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.	
Agent's signature:	<i>EB White</i>
Date:	<i>31 March 2022</i>

Agent's other details in case of query (optional – will not be published)	
Home telephone:	<i>01742 555555</i>
Work telephone:	<i>01742 444444</i>
Mobile telephone:	<i>09777 444444</i>
Email address:	<i>3bwh1te5544@goldpartymail.co.uk</i>

# The Election Process

Following the deadline for nominations there are two possible outcomes

- Notice of Uncontested Election
- Notice of Poll

If not all Parish Seats are filled and the Parish is quorate then the remaining vacancies can be filled by co-option

# Polling Arrangements

- Poll Cards & Voter ID
- Notice of Poll - Candidates and Polling Stations
- Ballot Papers Prepared - Information on nomination paper
- Postal Vote Packs Printed and Posted
- Postal Vote Opening
- Polling Day
- Verification
- The Count
- Results
- Election Expenses

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# Elections Act 2022 – Voter ID?

## Voter ID

- Requires voters to show photographic ID at polling stations before a ballot paper is issued
- Requires Electoral Registration Officer to issue free elector identification documents to registered electors who apply for one
- Forms of existing photo ID listed in the secondary legislation

# Acceptable forms of Photo ID

- Passport issued by the UK, any of the Channel Islands, the Isle of Man, a British Overseas Territory, an EEA state or a Commonwealth country
- Driving licence issued by the UK, any of the Channel Islands, the Isle of Man or an EEA state
- Biometric immigration document
- Identity card bearing the Proof of Age Standards Scheme hologram (a PASS card)
- Ministry of Defence Form 90 (Defence Identity Card)
- Blue Badge
- National identity card issued by an EEA state
- Older Person's Bus Pass
- Disabled Person's Bus Pass
- Oyster 60+ Card
- Freedom Pass
- Voter Authority Certificate or a temporary Voter Authority Certificate

# Photo ID that cannot be accepted

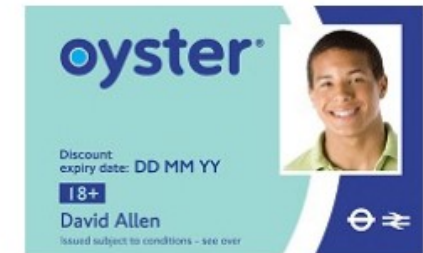
Any Photo ID not on the prescribed list so

- No Railcards (6-17 Saver, 16-25 Railcard, 26-30 Railcard, Disabled Persons Railcard, Family & Friends Railcard, Network Railcard, Senior Railcard, Two Together Railcard, Veterans Railcard)
- No other travel cards
- No work or student passes
- No photocopies of any ID Documents
- No photo ID on a mobile devices

**Counts as ID**



**Does not count as ID**



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# Elections Act 2022 – Voter ID?

- Requires voters to show photographic ID at polling stations before a ballot paper is issued
- Requires Electoral Registration Officer to issue free elector identification documents to registered electors who apply for one
- Forms of existing photo ID listed in the secondary legislation
- A Voter Authority Certificate (VAC)
- A Temporary Voter Authority Certificate (TVAC)
- Anonymous Electors Document (AED)
- Only the Presiding Officer or Poll Clerk have the authority to inspect ID
- The Presiding Officer must refuse an elector a ballot paper if they think that the ID does not look like the elector or suspects the documents are forged.

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# Elections - 4 May 2023

- Briefing for potential candidates - 6pm on **15 February 2023**
- Pre-nomination briefing - 6pm on **15 March 2023**
- Notice of Poll published before **27 March 2023**
- Close of Nominations - 4pm on **4 April 2023**
- Deadline for Register applications - **17 April 2023**
- Post-nomination briefing - 6pm on **18 April 2023**
- Deadline for new postal votes - 5pm on **18 April 2023**
- Last date to apply for a Voter Authority Certificate - **25 April 2023**

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