

ELECTION INFORMATION BOOKLET



Polling Day : 6th May 2021



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INTRODUCTION

This booklet has been produced to support the Police and Crime Commissioner Election for the West Mercia Police Area. Polling day is scheduled to take place on Thursday 6th May 2021.

Rather than reproducing all the election information which can be found on the Electoral Commission's website, the aim of this booklet is purely to supplement the guidance and provide Candidates and Agents with specific information for the electoral areas within the West Mercia region.

We strongly urge you to download the guidance provided at:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/police-and-crime-commissioner-elections>

Section	Resources Available to Download as a PDF	Additional Resources Available to Download (MS Word / MS Excel)	
Part 1	Can you stand for election?	Word	List of commonwealth countries
Part 2a	Standing as an independent candidate	Word	Nomination pack*
Part 2b	Standing as a party candidate	Word	Nomination pack*
Part 3	Spending and donations		
Part 4	The campaign		
Part 5	Your right to attend key electoral events		
Part 6	After the declaration of result		

CONTACTS AND RESPONSIBILITIES

ORGANISATION	Responsible For	
Police Area Returning Officer (PARO) elections@shropshire.gov.uk	Claire Porter has the overall responsibility for the conduct of all aspects of the election for the West Mercia Police Area.	
Local Returning Officers (LRO) Each Council has a local lead officer, who is responsible for the electoral arrangements in their own area and report direct to the PARO (above).	Bromsgrove	Kevin Dicks
	Herefordshire	Claire Ward
	Malvern Hills	Andy Baldwin
	Redditch	Sue Hanley
	Shropshire	Claire Porter
	Telford & Wrekin	David Sidaway
	Worcester City	Shane Flynn
	Wychavon District	Vic Allison
	Wyre Forest District	Ian Miller
Electoral Commission (EC) infoengland@electoralcommission.org.uk Tel: 0333 103 1928	The Electoral Commission produces guidance and supports Candidates and Agents. They can offer advice about rules on candidates' spending and donations received.	
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 LROs.	

CONTACT DETAILS

Police Area Returning Officer

Office Address	The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.
Telephone Number	0345678 9015 (Please ask for the Elections Office)
E-Mail	Westmerciapcc@shropshire.gov.uk
Website	www.shropshire.gov.uk

Local Returning Officers in the West Mercia Police Area

BROMSGROVE DISTRICT COUNCIL	
Address	Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel.	01527 881 421
E-mail	elections@bromsgroveandredditch.gov.uk
HEREFORDSHIRE COUNCIL	
Address	Electoral Services Office, Town Hall, St. Owen Street, Hereford, HR1 2PJ
Tel.	01432 260107
E-mail	elections@herefordshire.gov.uk
MALVERN HILLS DISTRICT COUNCIL	
Address	Room F7, Council House, Avenue Rd, Malvern, Worcestershire, WR14 3AF
Tel.	01684 862200
E-mail	elections@malvernhill.gov.uk
REDDITCH BOROUGH COUNCIL	
Address	Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel.	01527 881 421
E-mail	elections@bromsgroveandredditch.gov.uk
SHROPSHIRE COUNCIL	
Address	Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND
Tel.	03456789015
E-mail	elections@shropshire.gov.uk
TELFORD AND WREKIN COUNCIL	
Address	Ground Floor Darby House, Lawn Central, Telford, TF3 4AJ
Tel.	01952 383206
E-mail	elections@telford.gov.uk

WORCESTER CITY COUNCIL	
Address	Guildhall, High Street, Worcester, WR1 2EY
Tel.	01905 722530
E-mail	electoralservices@worcester.gov.uk
WYCHAVON DISTRICT COUNCIL	
Address	Civic Centre, Queen Elizabeth Drive, Persnore, Worcestershire, WR10 1PT
Tel.	01386 565437
E-mail	elections@wychavon.gov.uk
WYRE FOREST DISTRICT COUNCIL	
Address	Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
Tel.	01562 732733
E-mail	Elections@wyreforestdc.gov.uk

Further contact details will be provided separately to Candidates and Agents.

STATUTORY ELECTION TIMETABLE

The election timetable is set in law, but there is discretion for the Police Area Returning Officer to bring forward the date for the publication of the Notice of Election from the statutory publication date of Monday 29 March. Due to the number of elections taking place, the Police Area Returning Officer will publish the Notice of Election early - **Monday 22 March** - to allow candidates more time to submit their nomination papers. All deadlines within the timetable, must be strictly observed: where no time is specified in the timetable, it is assumed to be midnight on that day.

Event	Election(s)	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Publication of notice of election	All	Not later than 25 days	Not later than Monday 29 March We will publish on 22 March
Delivery of nomination papers	PCC and combined authority mayoral	Between the hours of 10am and 4pm on any day after the publication of the notice of election until 4pm on the nineteenth day before polling day	Between 10am and 4pm on any working day after publication of notice of election and until 4pm on Thursday 8 April
Delivery of nomination papers	Local, local authority mayoral and parish	From the date and time stated on the notice of election until 4pm on the nineteenth day before polling day	On any working day during the hours stated on the notice of election until 4pm on Thursday 8 April
Deadline for withdrawals	All	19 days (4pm)	4pm on Thursday 8 April
Deadline for the notification of appointment of election agent	PCC, combined authority mayoral, local, local authority mayoral	19 days (4pm)	4pm on Thursday 8 April

Event	Election(s)	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Making objections to nomination papers	PCC and combined authority mayoral	On 19 days (10am to 5pm), subject to the following: Between 10 am – 12 noon objections can be made to all delivered nominations Between 12 noon and 5pm objections can only be made to nominations delivered after 4pm, 20 days before the poll	Between 10am and 12 noon on Thursday 8 April objections can be made to all delivered nominations Between 12 noon and 5pm on Thursday 8 April objections can only be made to nominations delivered after 4pm on Wednesday 7 April
Publication of first interim election notice of alteration	All	19 days	Thursday 8 April
Publication of statement of persons nominated	All	Not later than 18 days (4pm)	Not later than 4pm on Friday 9 April
Deadline for receiving applications for registration	All	12 days	Monday 19 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	All	11 days (5pm)	5pm on Tuesday 20 April
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	All	6 days (5pm)	5pm on Tuesday 27 April

Event	Election(s)	Working days before poll (deadline if not midnight)	Date (deadline if not midnight)
Publication of second interim election notice of alteration	All	Between 18 days and 6 days	Between Friday 9 April and Tuesday 27 April (inclusive)
Publication of notice of poll	All	Not later than 6 days	Not later than Tuesday 27 April
Publication of final election notice of alteration	All	5 days	Wednesday 28 April
Deadline for notification of appointment of polling and counting agents	All	5 days	Wednesday 28 April
Notification of appointment of sub-agents	PCC and combined authority mayoral	5 days	Wednesday 28 April
First date that electors can apply for a replacement for lost postal votes	All	4 days	Thursday 29 April
Polling day	All	0 (7am to 10pm)	7am to 10pm on Thursday 6 May
Last time that electors can apply for a replacement for spoilt or lost postal votes	All	0 (5pm)	5pm on Thursday 6 May
Deadline for emergency proxy applications	All	0 (5pm)	5pm on Thursday 6 May
Last time to alter the register due to clerical error or court appeal	All	0 (9pm)	9pm on Thursday 6 May

IMPORTANT!

Completed nomination Papers **cannot** be submitted to the returning officer in the post, by e-mail or by fax. The law states that they can only be **hand-delivered** to the returning officer by the candidate, their agent, or a person they trust.

There is **no change** to this requirement due to the ongoing Coronavirus Pandemic.

Any Nomination Forms, Home Address Forms or Consents to Nomination received by post have not been “delivered” in accordance with the rules. The Candidate is therefore not deemed to stand nominated and no decision can be taken as to whether the papers are valid.

To ensure we meet Covid safe measures, we will be operating a nomination booking system. If you arrive at a venue without a booking, you may have to wait outside until a time slot is available.

Please contact the Elections Team on 0345 6789015 to make a booking.

COVID ADVICE:

For your own safety, the safety of the staff on duty, as well as others attending the same venue, you will be required to wear a face-covering, use hand sanitizer and observe social distancing rules when submitting your nomination papers.

If there is a one-way system in place at the location where your nomination papers are to be submitted, please ensure you adhere to the restrictions in place.

QUALIFICATIONS FOR STANDING FOR ELECTION

Please refer to the Electoral Commission guidance

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/police-and-crime-commissioner-elections>.

Please note the Police Area Returning Officer will not be able to confirm whether or not you are disqualified. It is your responsibility to ensure that you are not disqualified before you submit a nomination paper.

NOMINATIONS

Nominations should be delivered by hand to the PARO (at the Shirehall, Abbey Foregate, Shrewsbury SY2 6ND) between the hours of 10.00am and 4.00 pm on any working day **from 23rd March until 4pm on 8th April**. We will be operating an appointment system and will give you the opportunity to have an informal check.

Note: The rules for the number of assentors has been changed for the elections this year.

Please refer to the Electoral Commission guidance for further information.

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/police-and-crime-commissioner-elections>

To be validly nominated, you must complete and submit the following forms:

- **Nomination Form**
- **Home Address Form**
- **Candidate's Consent to Nomination**
- **If you are standing as a candidate for a political party, you must also return the "Registration of Political Parties" Certificate and (if applicable) the "Request for Use of Registered Party Emblem"**

COVID ADVICE: For the safety of the staff on duty, as well as others attending the same venue, you will be required to wear a face-covering, use hand sanitizer and observe social distancing rules when submitting your nomination papers. If there is a one-way system in place at the location where your nomination papers are to be submitted, please ensure you adhere to the restrictions in place.

HOME ADDRESS

The **HOME ADDRESS FORM** allows the candidate to choose whether or not they want their address published on election notices and the ballot papers. The form must be witnessed prior to submission, and full information about the requirements is shown in the Electoral Commission's Candidates' Guidance (Part 2a for independent candidates or Part 2b for political candidates).

ELECTION ADDRESSES

Each candidate is entitled to make a campaign statement for publication on a website provided by the UK Government. An election address is a campaign statement that a candidate makes to the electorate to persuade electors to vote for them.

If you would like your election address included on the website, you must submit it to the Police Area Returning Officer (PARO) as soon as possible so it can be **agreed by the PARO before 12 noon on 8th April 2021**.

The Electoral Commission will be providing a factsheet for candidates and agents on candidates' addresses. It can be found in Part 4 (1.24) – The Campaign on the Electoral Commission website.

GENERAL GUIDANCE FOR CANDIDATES AND AGENTS

Integrity and National Codes

A national code of conduct for campaigners is in place from the Electoral Commission which candidates and agents are asked to abide by. These are available here:

<https://www.electoralcommission.org.uk/sites/default/files/2021-01/Code%20of%20conduct%20for%20campaigners%20last%20revised%20Dec%202015.pdf>

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. Please refer to the Electoral Commission website for further information.

The Electoral Area

The West Mercia Police Force Area covers all the following Council areas: Bromsgrove, Herefordshire, Malvern Hills, Redditch, Shropshire, Telford and Wrekin, Worcester, Wychavon and Wyre Forest.

Please note that the polls in the majority of the district areas will be combined with other local polls.

The Voting System

- The elections will be using the Supplementary Voting (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 their 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 the first round totals. Whichever candidate has the most votes after these second preferences have been allocated is declared the winner.

DEPOSITS

Rule 9 (2) of Schedule 3 of the Police and Crime Commissioners Election Order 2012 requires that Candidates' Deposits are made during the period allowed for nominations, closing at **4PM ON Thursday 8th April 2021**.

The amount of the deposit is £5000.

Deposits can be made by **Bankers' Drafts, legal tender** (£1 coins or notes of greater denomination) or via BACS payment. Bankers Drafts to be made payable to **Shropshire Council Elections Account**. BACS payment details:

Bank: National Westminster Bank
Sort Code: 55-50-05
Account No. 55682634
Account Name: Shropshire Council Elections Account
Quote Reference: "SurnameForename* - PCC21"

** Please insert your surname followed by your forename*

Please email westmerciapcc@shropshire.gov.uk to confirm when the deposit is made.

Rule 63 concerns the returns of deposits. We will return the deposits for those candidates that receive more than 5% of the total number of first preference votes that are polled by all the candidates by the legal deadline of 11th May 2021* by posting a cheque drawn upon the Police Area Returning Officer's account to the candidate or to their personal representative notified to us in writing.

Forfeited deposits are sent to Her Majesty.

Claire Porter
Police Area Returning Officer

** The legal deadline is the next working day after the declaration of the result of poll.*

CAMPAIGN EXPENSE LIMITS

Rule 35 of Part 3 of the Police and Crime Commissioners Elections Order 2012 lays down the maximum amounts of candidate's election expenses.

	<i>Permitted amount in Rule 35</i>
West Mercia	£168,735

Guidance on expenditure at Police and Crime Commissioners elections can be found on the Electoral Commission website.

It is not within the remit of the staff of the Police Area Returning Officer to provide advice and guidance on permitted expenditure and expenses limits.

EXPENSES FORMS AND RETURNS OF EXPENSES

The forms will be available online from the Electoral Commission website and, will be contained in downloadable PDF Guidance Document – “Spending and donations” - Part 3 of 6.

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/police-and-crime-commissioner-elections>

The return of election expenses, the agent’s declaration and the candidate’s declaration shall be delivered to the Police Area Returning Officer **within seventy days after the day on which the result is declared**.

It is not within the remit of the staff of the Police Area Returning Officer to provide advice and guidance on the completion of the returns and declarations.

The Police Area Returning Officer’s duties under Sections 47 - 49 of the Police and Crime Commissioners Elections Order 2012 are to supply copies of the returns and declarations to the Electoral Commission, to give notice of time and place for their inspection and to keep the documents available for inspection for two years.

POSTAL VOTE OPENING SESSIONS

Each Electoral Office will undertake its own postal vote opening sessions. Should you have any queries about postal vote opening sessions in a particular area, please contact the relevant election office direct.

Full details regarding your right to attend postal vote opening sessions, together with an overview of the processes involved are contained in the Electoral Commission’s Guidance for Candidates and Agents (Part 5).

If you wish to attend any session, please ensure that you contact the relevant local authority for an attendance at postal voting application form.

COVID ADVICE: *For the safety of the staff on duty, as well as others attending the same venue, you will be required to wear a face-covering, use hand sanitizer and observe social distancing rules when attending postal vote opening sessions. If there is a one-way system in place, please ensure you adhere to the restrictions in place.*

- **POSTAL VOTING – BROMSGROVE**

Opening of the postal votes within the **Bromsgrove** area will take place at the following locations:-

Venue: Redditch Town Hall, Walter Stranz Square,
Redditch, B98 8AH.

Dates: Weekdays from Tuesday 20th April to Thursday 6th May inclusive
(excluding 3rd May).

Times: Commencing at 10am (until 4pm or daily finish), and on polling day
between 10am and 2pm.
Definitive times to be provided locally prior to commencement of
first session.

It is also planned to hold an evening opening session on the day of poll at the following location:-

Venue: Redditch Town Hall, Walter Stranz Square,
Redditch, B98 8AH.

Date: Thursday 6th May.

Time: Commencing at 8.00pm.

Rejected postal votes:

Please make an appointment with the Bromsgrove Office to view the rejected postal votes.

- **POSTAL VOTING – HEREFORDSHIRE**

Opening of the postal votes within the **Herefordshire** area will take place at the following locations:-

Venue: Assembly Hall, Town Hall, St. Owen Street, Hereford, HR1 2PJ.

Dates: Tuesday 20th April commencing at 4.00pm (ICT testing and opening
a small batch of postal votes)
Weekdays from Wednesday 21st April to Tuesday 5th May inclusive.

Times: Commencing at 9am.

It is also planned to hold opening sessions on the day of poll at the following location:-

Venue: Assembly Hall, Town Hall, St. Owen Street, Hereford, HR1 2PJ..

Date: Thursday 6th May.

Time: Commencing at 9.00am and again at 9.00pm until completed

Rejected postal votes:

Will be available for Agents' objections to be registered at the end of each opening session
at Assembly Hall, Town Hall, St. Owen Street, Hereford, HR1 2PJ

- **POSTAL VOTING – MALVERN HILLS**

Opening of the postal votes within the **Malvern Hills** area will take place at the following locations:-

Venue: Council Chamber, the Council House, Avenue Road,
Malvern WR14 3AF.

Dates: Daily from Wednesday 21st April to Thursday 6th May inclusive.

Times: Commencing at 9.30am.

It is also planned to hold an opening session on the day of poll at the following location:-

Venue: The Bank House Hotel, Bransford, Worcester, WR6 5JD

Date: Thursday 6th May.

Time: Commencing at 8pm

Rejected postal votes:

Will be available for Agents' objections to be registered on each working postal vote opening day at Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF.

- **POSTAL VOTING – REDDITCH**

Opening of the postal votes within the **Redditch** area will take place at the following locations:-

Venue: Redditch Town Hall, Walter Stranz Square,
Redditch, B98 8AH.

Dates: Weekdays from Tuesday 20th April to Thursday 6th May inclusive
(excluding 3rd May).

Times: Commencing at 10am (until 4pm or daily finish), and on polling day
between 10am and 2pm.
Definitive times to be provided locally prior to commencement of
first session.

It is also planned to hold evening opening session on the day of poll at the following location:-

Venue: Abbey Stadium, Birmingham Road, Redditch,
Worcestershire, B97 6EJ.

Date: Thursday 6th May.

Time: Commencing at 8.00pm.

Rejected postal votes:

Please make an appointment with the Redditch Office to view the rejected postal votes.

- **POSTAL VOTING - SHROPSHIRE**

Opening of the postal votes within the **Shropshire** area will take place at the following locations:-

Venue: Wilfred Owen Room, Shrewsbury and Oswestry Rooms, and the Council Chamber at Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND.

Dates: Tuesday 27th to Friday 30 April inclusive, and Tuesday 4th May to Thursday 6th May inclusive.

Times: Commencing at 8.30am.

It is also planned to hold opening sessions on the day of poll at the following location:-

Venue: Shrewsbury Sports Village, Sundorne Road, Shrewsbury, Shropshire, SY1 4RQ

Date: Thursday 6th May.

Time: Commencing at 8.00pm and 10.00pm.

Rejected postal votes:

Will be available for Agents' objections to be registered daily on each working day at 4.00 pm in the Wilfred Owen Room, Shrewsbury and Oswestry Rooms, and the Council Chamber at Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND between Wednesday 28th April and Wednesday 5th May inclusive, and then at the conclusion of the final opening on Thursday 6th May

- **POSTAL VOTING – TELFORD AND WREKIN**

Opening of the postal votes within the **Telford and Wrekin** area will take place at the following locations:-

Venue: Telford Tennis Centre, New Road, Wrockwardine Wood, Telford, TF2 7AB.

Dates: Tuesday 20th April to Thursday 6th May 2021 (weekdays)

Times: Commencing at 9.30am.

Definitive times to be confirmed locally prior to first session.

It is also planned to hold opening sessions on the day of poll at the following location:-

Venue: Telford Tennis Centre, New Road, Wrockwardine Wood, Telford, TF2 7AB

Date: Thursday 6th May 2021

Time: Commencing at 9.30am until 1.00pm and then commencing at 8.00pm.

Rejected postal votes:

Will be available for Agents' objections to be registered on each working postal vote opening day at Telford Tennis Centre, New Road, Wrockwardine Wood, Telford, TF2 7AB.

- **POSTAL VOTING – WORCESTER**

Opening of the postal votes within the **Worcester** area will take place at the following locations:-

Venue: Guildhall, High Street, Worcester, WR1 2EY.
Dates: Weekdays from Friday 23rd April – Wednesday 5th May inclusive
(no session on Monday 3rd May bank holiday).
Saturday 1st May
Thursday 6th May (at Guildhall, finishing no later than 2pm)
Times: Commencing at 9.30am.

It is also planned to hold opening sessions on the day of poll at the following location:-

Venue: Perdiswell Leisure Centre, Bilford Road, Worcester, WR3 8DX.
Date: Thursday 6th May.
Time: Commencing at 7pm.

Rejected postal votes:

Will be available for Agents' objections to be registered at each opening session at Guildhall, High Street, Worcester, WR1 2EY and Perdiswell Leisure Centre, Bilford Road, Worcester, WR3 8DX.

- **POSTAL VOTING - WYCHAVON**

Opening of the postal votes within the **Wychavon** area will take place at the following locations:-

Venue: Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT.
Dates: Monday 19 April to Friday 30th April inclusive, and
Tuesday 4th May to Thursday 6th May inclusive.
Times: Commencing at 9.30am.

It is also planned to hold an opening session on the day of poll at the following location:-

Venue: Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT.
Date: Thursday 6th May.
Time: Commencing at 8.00pm.

Rejected postal votes:

Please make an appointment with the Wychavon Elections Office to view the rejected postal votes.

- **POSTAL VOTING – WYRE FOREST**

Opening of the postal votes within the **Wyre Forest** area will take place at the following locations:-

Venue: Wyre Forest House, Finepoint Way, Kidderminster, Worcs., DY11 7WF.

Dates: Tuesday 20th April to Saturday 24th April
Monday 26th April to Saturday 1st May
Tuesday 4th May to Thursday 6th May

Times: Commencing at 9.00am.

It is also planned to hold an opening sessions on the day of poll at the following location:-

Venue: Wyre Forest House, Finepoint Way, Kidderminster, Worcs., DY11 7WF.

Date: Thursday 6th May.

Time: Commencing at 9.00am

Venue: Wyre Forest Leisure Centre, Silverwoods Way, Kidderminster, Worcs., DY11 7DT

Date: Thursday 6th May.

Time: Commencing at 10.00pm

Rejected postal votes:

Will be available for Agents' objections to be registered at each opening session at Kidderminster/Rock Room, Wyre Forest House, Finepoint Way, Kidderminster, Worcs., DY11 7WF until 6th May.

SUPPORTING DOCUMENTS AVAILABLE

The Police and Crime Commissioners Elections Order 2012 makes provision for the Electoral Registration Officer or for the Local Returning Officer to supply various documents or data to candidates and their agents in an election to support them in the conduct of their campaign.

Please be mindful that printed versions of some of the documents, in particular the electoral register, are lengthy. Whilst you can request either a paper or data copy, please be mindful of the time and resources required to produce a paper copy, compared to a data version.

- **How to Obtain the Documents or Data**

The following documents are available to Candidates:-

- (A) The Register of Electors;
- (B) The Absent Voters Lists (Current and Final Versions); and
- (C) The Marked Polling Station Register/Marked Absent Voter List.

Requests for these documents should be made to the relevant individual Local Returning Officers. Request Forms for the Register of Electors and the Absent Voters Lists will be included within the nomination Pack.

Additional sets of Nomination Papers and Application Forms, if required, can be downloaded from:-

<http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/police-and-crime-commissioner-elections>

USE OF SCHOOLS AND ROOMS FOR PUBLIC MEETINGS

Please see the Electoral Commission guidance on this (Part 4 – The Campaign), taking into account any government guidance on covid regulations during this election period.

VERIFICATION AND COUNTING OF VOTES

The verification and counting of votes will take place at the following venues across the West Mercia area.

Permitted entry to these venues will be strictly controlled. Timings for the verifications will be given by each Local Returning Officer as some will be taking place after the close of poll and some on Friday 7th May. The count will be taking place on Monday 10th May. Further details on timings will be notified to Candidates/Agents in due course, along with counting agent forms which should be submitted to the appropriate Election Team.

The majority of authorities also have full local elections such as County/Unitary and Town/Parish being held on 6th May. There may also be some by-elections and Neighbourhood Planning Referendums taking place in some areas.

COVID ADVICE: *For the safety of staff on duty at the verification/count venue, as well as other candidates, agents or guests in attendance, you will be required to wear a face-covering, use hand sanitizer upon arrival, and observe social distancing rules. You must adhere to any instruction given to you by the staff on duty and you also must adhere to any one-way system which may be in force at the verification/count venue. Full details will be contained in the letters issued to outline the procedures required.*

BROMSGROVE	Ryland Centre New Rd, Bromsgrove B60 2JS
HEREFORDSHIRE	Hereford Leisure Centre Holmer Road, Hereford, HR4 9UD.
MALVERN HILLS	The Bank House Hotel Bransford, Worcester, WR6 5JD
REDDITCH	Abbey Stadium Birmingham Road, Redditch, Worcestershire, B97 6EJ.
SHROPSHIRE	Shrewsbury Sports Village Sundorne Road, Shrewsbury, Shropshire, SY1 4RQ
TELFORD	Telford Tennis Centre New Road, Wrockwardine Wood, Telford, TF2 7AB
WORCESTER	Perdiswell Leisure Centre Bilford Road, Worcester, Worcestershire, WR3 8DX.
WYCHAVON	Wychavon District Council HQ Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT.
WYRE FOREST	Wyre Forest Leisure Centre Silverwoods Way, Kidderminster, Worcestershire, DY11 7DT

Doubtful Ballot Papers

During the count stage there will be an ongoing adjudication process in relation to the doubtful ballot papers. 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 it, those where the voter has identified themselves by signing their name and address and those where, for whatever reason the voter's intention is uncertain.

More information on the count will be sent to each candidate with their count entrance ticket.

THE OATH

The Oath has to be taken within 2 months of the election. The Police and Crime Commissioner cannot undertake any duties until the Oath has been taken. The Oath can be taken before

- a) The Appropriate Officer (the 'Head of Paid' Service for Shropshire Council).
- b) A Justice of the Peace or Magistrate in the United Kingdom, the Channel Islands or the Isle of Man.
- c) A Commissioner appointed to administer oaths in the Senior Courts.