



South Staffordshire Council

# Second Candidates and Agents Briefing

Staffordshire County Council Elections  
1 May 2025

# Topics

## Today we will outline:

- Overview of the timetable
- Absent Voting
- Campaigning
- Polling Day timeline
- Overview of the Count and Verification – number of guests
- Police update



# Overview of the timetable

Timetable Process:	Deadline
Deadline for applications to register to vote	Midnight Friday 11 April
Deadline for new postal vote applications/changes to existing postal or proxy vote applications	5pm – Monday 14 April
Publication of notice of poll/situation of polling stations	By Wednesday 23 April
Deadline for applications for new proxy votes	5pm – Wednesday 23 April



# Overview of the timetable

<b>Timetable Process:</b>	<b>Deadline</b>
Deadline for applications for a Voter Authority Certificate or Anonymous Elector's Document	5pm – Wednesday 23 April
Appointment of counting and polling agents	Thursday 24 April
Polling Day	Thursday 1 May 7am – 10pm
Deadline to apply to vote by emergency proxy	5pm – polling day
Replacement for lost/spoilt postal votes ends	5pm – polling day
Alterations to register to correct clerical error	9pm – polling day
Return of election expenses	+ 35 days from result Friday 6 June (if declared on Friday 2 May)



# Postal Votes

- 12,155 postal vote packs have now been dispatched
- Second run of postal votes to be issued around 16th April
- Dates and times of postal vote opening are shown opposite
- Please note timings of sessions may be changed or cancelled depending upon volume of returned Postal Vote Packs

Date	Time	Venue
Thursday 24th April	10:00AM-4:00PM	Council Chamber, Codsall Community Hub, Wolverhampton Road, Codsall, WV8 1PX
Friday 25th April	10:00AM-4:00PM	Council Chamber, Codsall Community Hub, Wolverhampton Road, Codsall, WV8 1PX
Monday 28th April	10:00AM-4:00PM	Council Chamber, Codsall Community Hub, Wolverhampton Road, Codsall, WV8 1PX
Tuesday 29th April	10:00AM-4:00PM	Council Chamber, Codsall Community Hub, Wolverhampton Road, Codsall, WV8 1PX
Wednesday 30th April	10.00AM-4:00PM	Council Chamber, Codsall Community Hub, Wolverhampton Road, Codsall, WV8 1PX
Thursday 1st May	8.00PM till finish	Council Chamber, Codsall Community Hub, Wolverhampton Road, Codsall, WV8 1PX



# Absent voting - campaigners

- Campaigners cannot handle postal votes for other electors who are not close relatives or someone for whom they provide regular care
- Campaigners may handle postal voting documents if that's a feature of a job they hold (e.g. a postal worker)
- New limits on the number of postal votes that can be handed in – a maximum of five plus their own for each poll

# Absent voting – Who is a campaigner?

A campaigner is:

- a candidate at the election(s)
- an election agent
- employed by the candidate (for the purposes of the candidate's activities at the election)
- a member of a registered political party who is carrying out activity to promote a particular outcome at an election
- someone employed by a registered political party in connection with that party's political activities



# Campaigning dos and don'ts

- Do use imprints on all your campaign material, including websites.
- Do comply with planning rules relating to advertising hoardings and large banners.
- Do make sure outdoor posters are removed 2 weeks after the election.
- Do not produce material that looks like a poll card.
- Do not pay people to display your adverts (unless they display adverts as part of their normal business).
- Do not handle any postal voting documents you are not entitled to.





# Election Expense Returns

To be completed and returned to Simon Humble, Governance and Support Manager, County Buildings, Martin Street, Stafford ST16 2LH.

Date result is declared	Latest date to receive your invoices	Latest date to pay your invoices	Latest date to submit your return and agent declaration
1 May 2025	22 May 2025	29 May 2025	5 June 2025
2 May 2025	23 May 2025	30 May 2025	6 June 2025



# Polling day timeline

- **06:00** - Election Office opens
- **07:00** - Polling stations open
- **20:00 - finish** - Final Postal Vote opening session
- **21:15** – Ground floor area is open to Candidates and Agents
- **21:30** - DRO candidates and agents briefing to take place in the Café area
- **21:50** - Candidates, agents, observers and guests permitted entry to the count floor
- **22:00** - Polling stations close and verification starts



# Polling day

- Polling stations open from 7am to 10pm
- Office open 6am to 10pm for queries or problems relating to the administration of the election – for queries relating to election finance issues, contact the Electoral Commission
- Voters in the polling station or in a queue outside the polling station at 10 pm can apply for a ballot paper
- Voters in this election will need to present photographic ID in the polling station
- Voters can request to have their ID checked in private



# Completed postal votes handed in to polling stations

- Postal votes can be handed into polling stations within the voting area
- Anyone returning postal votes by hand must complete a **postal vote return form**, otherwise the postal votes will be rejected
- Polling station staff may assist anyone wishing to hand in postal votes to complete the relevant form
- An individual may hand in a **maximum of 6 electors' postal votes** (their own and five others) per poll
- If the individual is a campaigner, they may only handle their own postal vote and those that belong to close family members or people for whom they provide care
- Polling station staff will not be able to provide advice about whether someone is a campaigner, but they may reject postal votes if they have reasonable cause to believe an individual is a campaigner
- **If postal votes are handed in not in accordance with the rules, then they will be rejected**



# Overview of the Count

- Managing the count floor (Assistant Deputy Returning Officer and 2 Zone Supervisors)
- Ballot box receipting
- Verification process – 1 Division per table
- Counting process
- Doubtful process
- Provisional results
- Declaration of results



# Count Venue - Counting Agents

- The verification and count will be held at South Staffordshire Council, Council Offices, Wolverhampton Road, Codsall, WV8 1PX
- Candidates, election agents, counting agents and one other person appointed by the candidate are entitled to attend - limits to counting agents: **2 per candidate**



South Staffordshire Council

# Count Venue - PFCC May 2024



# Count Venue - Parking

- Parking attendants will be on hand to assist with directions



**Candidate and Agent parking**

**Candidate and Agent entrance**



**Any Questions?**