

HAMPSHIRE POLICE & CRIME COMMISSIONER ELECTION

Date of poll: Thursday 6 May 2021

NOTICE OF TIME AND PLACE

Important information is provided below including the dates and times of key election events.

Opening of Postal Votes – Southampton Voting Area

The opening and checking of the Police & Crime Commissioner postal ballot papers for the Southampton voting area will commence on **Wednesday 21 April 2021** at 10.00am in Room OGS3 at One Guildhall Square, Southampton, SO14 7FP.

These sessions will take place on the following dates:

Date	Sessions	Date	Sessions
21 April	10:00-13:00 and 13:00-16:00	29 April	10:00-13:00 and 13:00-16:00
22 April	10:00-13:00 and 13:00-16:00	30 April	10:00-13:00 and 13:00-16:00
23 April	10:00-13:00 and 13:00-16:00	4 May	10:00-13:00 and 13:00-16:00
26 April	10:00-13:00 and 13:00-16:00	5 May	10:00-13:00 and 13:00-16:00
27 April	10:00-13:00 and 13:00-16:00	6 May	10:00-13:00 and 13:00-16:00
28 April	10:00-13:00 and 13:00-16:00	7 May	10:00-13:00

Each candidate may appoint ONE postal voting agent to attend any of these opening sessions. Notice in writing of any appointment for a specific opening session must be made to the Local Returning Officer before the start of the session. Please be aware that in order to comply with public health requirements to minimise the spread of Covid-19, it is necessary to limit the number of candidates/agents in attendance at any one time.

Further information on the proposed arrangements for the postal vote opening and checking is provided at Appendix 1. *NB: these arrangements may be subject to change.*

Verification and Count – Southampton Voting Area

The verification of the Police & Crime Commissioner ballot papers for the Southampton voting area, together with the papers for the City Council elections, will commence on **Friday 7 May 2021** at 9.30am at The O2 Guildhall, West Marlands Road, Southampton SO14 7LP. Access to the venue will be available to candidates and agents from 9.00am, via the main entrance to The O2 Guildhall, in Guildhall Square. Each candidate may appoint ONE counting agent to attend the verification.

The counting of the votes for the Southampton voting area will commence on **Monday 10 May 2021** at 9.30am in The O2 Guildhall, West Marlands Road, Southampton SO14 7LP. Access to the venue will be available to candidates and agents from 9.00am, via the main entrance to The O2 Guildhall, in Guildhall Square. Each candidate may appoint up to SEVEN counting agents to attend the counting of the votes.

Notice in writing of any and all counting agent appointments must be made to the Local Returning Officer by 28 April 2021 at the latest.

Further information on the proposed arrangements for the verification and count is provided at Appendix 2. *NB: these arrangements may be subject to change.*

Mark Heath
Returning Officer

Collation of the Results/Declaration for the Hampshire Police Area

The collation of the results from the 14 voting areas in the Hampshire police area will take place on **Monday 10 May 2021** in Conference Rooms 3 and 4 at the Civic Centre, Southampton, SO14 7LY.

The Police Area Returning Officer (PARO) results collation 'hub' will be open from 10.30am. To comply with current public health requirements around social distancing, and to ensure that each candidate is given the same opportunity, only candidates and their election agents are entitled to attend the results 'hub'. Access to the venue will be available from 10.30am, via the main entrance to the Civic Centre.

Further information on the proposed arrangements for the results collation/declaration is provided at Appendix 3. *NB: these arrangements may be subject to change.*

Arrangements for the Opening of the Postal Votes (Southampton Voting Area)

We are following the advice of national public health bodies, the Cabinet Office and the Electoral Commission so that events such as the opening of postal votes are set-up to keep everyone involved safe.

As such, the number of postal voting agents or other observers in attendance at any one time is limited to **no more than three**. Please be aware that current social distancing requirements mean that observers will be placed at least 2metres away from the staff undertaking the postal vote opening and checking process.

In order to co-ordinate and manage attendances, postal voting agents, candidates, election agents or sub-agents wishing to attend a particular session must contact Scott Healey in advance:

Email: scott.healey@southampton.gov.uk Telephone: 023 8083 2057 (email is the preferred method of contact).

When allocating observers to these sessions, priority will be given to any duly appointed postal voting agents and, where possible, those candidates, and/or election agents/sub-agents who have also specifically requested to attend.

Please note:

- on arrival at One Guildhall Square, please report to main reception.
- the timings for the afternoon sessions are dependent on the number of returned postal votes received each day. These sessions may finish earlier than 16:00 or, on some occasions, may not take place.
- when in attendance, all observers must remain at their designated positions. Moving around the room should be kept to a minimum.
- face coverings must be worn at all times by observers and the hand sanitiser provided should be used to ensure that hygiene levels are maintained.
- **no one** should attend if they are displaying Covid-19 symptoms or are self-isolating because either they or someone they have been in contact with has tested positive for Covid-19.

Further guidance on the public health measures in place for attendance at election events will be provided in due course.

Arrangements for other voting areas

For details of the arrangements in place for the opening of checking of postal ballot papers for other voting areas in the Hampshire police area, candidates/agents should contact the relevant Local Returning Officer(s) directly.

Verification and Count – Timetable of Events (Southampton Voting Area)

We are following the advice of national public health bodies, the Cabinet Office and the Electoral Commission so that events such as the verification and counting of the votes are set-up to keep everyone involved safe.

FRIDAY 7 MAY 2021 – SOUTHAMPTON voting area	
Timings *	Event
09:30 – 11:30	PCC: verification of postal ballot papers BARGATE, BASSETT, BEVOIS and BITTERNE: verification of PCC & local polling station ballot papers; verification of local postal ballot papers
11:30 – 13:00	BITTERNE PARK, COXFORD, FREEMANTLE and HAREFIELD: verification of PCC & local polling station ballot papers; verification of local postal ballot papers
13:30 – 15:00	MILLBROOK, PEARTREE, PORTSWOOD and REDBRIDGE: verification of PCC & local polling station ballot papers; verification of local postal ballot papers
15:00 – 16:30	SHIRLEY, SHOLING, SWAYTHLING and WOOLSTON: verification of PCC & local polling station ballot papers; verification of local postal ballot papers

MONDAY 10 MAY 2021 – SOUTHAMPTON voting area	
Timings *	Event
09:30 – 11:00	Re-verification of PCC ballot papers
11:00 – 14:00	First stage count of the PCC ballot papers
14:00 – 17:00	Second stage count of the PCC ballot papers

* **the above timings are indicative only.** If a specific process is completed early, the next stage may start sooner.

To comply with current public health requirements, there are a limited number of designated positions for observers. To ensure that everyone attending is given the same opportunity, a maximum of ONE ‘representative’ for each candidate is entitled to observe the verification of the ballot papers on Friday 7 May.

However, up to SEVEN ‘representatives’ for each candidate are entitled to observe the counting of the votes on Monday 10 May.

In accordance with the Electoral Commission’s guidance, when appointed it is the counting agents who fulfil the role of observer/scrutineer. However, if less than the permitted number of counting agent appointments are made, the relevant candidate, election agent, or sub-agent may undertake this role.

You should be aware that current social distancing requirements mean that all observers will be placed at least 2metres away from the staff undertaking the verification and/or counting of

Mark Heath
Returning Officer

the votes. In addition, wherever possible attendees should ensure that they maintain the same distance from each other.

Please note:

- when in attendance, all observers must remain at their designated positions. Moving around the venue should be kept to a minimum.
- face coverings must be worn at all times by candidates and agents when inside the venue, and the hand sanitiser provided should be used to ensure that hygiene levels are maintained.
- **no one** should attend if they are displaying Covid-19 symptoms or are self-isolating because either they or someone they have been in contact with has tested positive for Covid-19.

Further guidance on the public health measures in place for attendance at election events will be provided in due course.

Arrangements for other voting areas

For details of the arrangements in place for the verification and counting of the votes for other voting areas in the Hampshire police area, candidates/agents should contact the relevant Local Returning Officer(s) directly.

Arrangements for the Results Collation/Declaration

We are following the advice of national public health bodies, the Cabinet Office and the Electoral Commission so that events such as the collation of the results for the Hampshire police area are set-up to keep everyone involved safe.

You should be aware that current social distancing requirements mean that all attendees will be at least 2metres away from the staff undertaking the collection of the local verification and count totals from the 14 voting areas. In addition, attendees should ensure that they maintain the same distance from each other whilst inside the venue.

Please note:

- when in attendance, moving around the venue should be kept to a minimum.
- face coverings must be worn at all times by candidates and agents when inside the venue, and the hand sanitiser provided should be used to ensure that hygiene levels are maintained.
- **no one** should attend if they are displaying Covid-19 symptoms or are self-isolating because either they or someone they have been in contact with has tested positive for Covid-19.

Further guidance on the public health measures in place for attendance at election events will be provided in due course.