

SOUTHAMPTON CITY COUNCIL ELECTIONS

Date of poll: Thursday 3 May 2023

NOTICE OF TIME AND PLACE

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

Opening of Postal Votes

The opening and checking of the postal ballot papers for the City Council elections will commence on **Friday 21 April 2023** at 10.00am in Conference Rooms 3 and 4 at the Civic Centre, Southampton, SO14 7LY.

Further sessions, also commencing at 10.00am, will take place on the following dates:

Tuesday 25 April

Wednesday 26 April

Thursday 27 April

Friday 28 April

Tuesday 2 May

Wednesday 3 May

Thursday 4 May

A final opening session for those postal votes handed in at polling stations will commence at 8.00pm on polling day.

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 Returning Officer before the start of the session.

Please be aware that due to the number of potential attendees, and in order to comply with health and safety requirements, it may be necessary to limit the number of candidates and/or agents in attendance at any one time.

Verification and Count

The verification of the ballot papers for the City Council elections will commence on **Thursday 4 May 2023** at 10.00pm at The O2 Guildhall, West Marlands Road, Southampton SO14 7LP. Access to the venue will be available to candidates and agents from 9.30pm, via the main entrance to the Civic Centre.

The counting of the votes for the City Council elections will commence on **Friday 5 May 2023** 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 Civic Centre.

Further information on the proposed arrangements for the verification and count is provided at Appendix 1 overleaf. *NB: these arrangements may be subject to change.*

Timetable of Events

In view of the number of potential attendees we are following health and safety guidance so that these events are set-up to keep everyone involved safe.

Verification

The number attendees at the verification on Thursday 4 May is limited to 300 attendees in total. To ensure that all interested parties have an equal opportunity to view the proceedings, and based on the number of candidates contesting these elections, the Returning Officer has apportioned the number of attendees as follows:

Conservative	76	Reform UK	9
Green	33	Trade Unionist & Socialist Coalition	26
Labour	76	Independents	2 each
Liberal Democrats	76		

Election agents are free to allocate their permitted number of attendees to candidates, appointed counting agents, and/or guests.

Entry to the verification will be by ticket only. Confirmation of those candidates who will be attending the verification, together with notice in writing of any counting agent appointments and guests, must be made to the Returning Officer by Wednesday 26 April 2023 at the latest.

Counting of the Votes

In order to co-ordinate attendances, only those candidates, election agents, appointed counting agents, and guests entitled to be present at each of the scheduled events detailed below will be granted access to the venue.

Attendees should arrive 15 minutes before the relevant event is due to start.

Each candidate may appoint ONE counting agent to attend the counting of the votes. Entry to the counting of the votes will be by ticket only. Notice in writing of any counting agent appointments and/or guests must be made to the Returning Officer by Wednesday 26 April 2023 at the latest.

FRIDAY 5 MAY 2023	
Timings *	Event
09:30 – 11:30	BANISTER & POLYGON, BARGATE, BASSETT, BEVOIS: counting of the local ballot papers
11:30 – 13:15	BITTERNE PARK, COXFORD, FREEMANTLE and HAREFIELD: counting of the local ballot papers
13:45 – 15:30	MILLBROOK, PEARTREE, PORTSWOOD and REDBRIDGE: counting of the local ballot papers
15:30 – 17:30	SHIRLEY, SHOLING, SWAYTHLING, THORNHILL, WOOLSTON: counting of the local ballot papers

* **the above timings are indicative only.** Whilst it may be necessary to start any of these events later than suggested, they **will not** commence before the indicated times.