



## LOCAL COUNCIL ELECTIONS 2021

### TIMETABLE

This timetable covers the local council elections taking place on 6 May 2021:

The days which are disregarded in calculating the elections' timetable are Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, Easter Monday, bank holidays (i.e. Monday 3 May) and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

| Date                          | Event                                       | Information  |
|-------------------------------|---|--|
| From Tuesday 10 November 2020 | Casual vacancies arising in a local council | In accordance with elections' rules, if a casual vacancy (i.e. a vacancy which arises during the electoral term) occurs in a local council within six months before the day on which councillors retire (i.e. the fourth day after the ordinary election), there will be no election to fill the office. Councils should co-opt as soon as is practicable which, in theory, may mean that some vacancies will not be filled during this time.  |
| 22 March 2021                 | Publication of Notice of Election           | The principal authority will call the local elections and issue the Notice of Election to the clerk for display in the parish. These should be displayed prominently in public areas and on the council's website, to encourage people to stand for election. Information on how to stand will be available from the <a href="#">Cornwall Council Be a Councillor page</a> . Shielding candidates will be able to print out copies for completion and submission by a 3 <sup>rd</sup> party. |



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### **Political Purdah**

Once the election has been called, councillors must be mindful of their duty under the Council's Code of Conduct not to do anything which might be interpreted as using their office as councillor to influence the outcome of the election. Further information is available from:

[What the 'pre-election period' means in practice | Local Government Association](#)

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| From the date stated on the notice of election up to 4pm on Thursday 8 April 2021   | Individual submission of nomination papers | From the date stated on the notice of election up to 4pm on Thursday 8 April – the <u>nineteenth</u> working day before the election.  |
| <p><i>In order to be able to stand for election as a parish or town councillor, an individual must qualify as being eligible for office, i.e., an elector who is over 18, who is a Commonwealth citizen or a citizen of a member state of the EU. Additionally they are qualified if they have, 1 am registered as a local government elector for the area of the parish named above, and/or during the whole of the 12 months before the day on which he is nominated as a candidate or the day of the election, resided in the locality of within 4.8 kilometres (three miles) of it, or occupied as owner or tenant any land or premises therein or had his principal or only place of work.. There are also certain disqualifications which should be checked. NALC's Legal Topic Note 8 – Elections gives further information on this.</i></p> |  |  |
| Thursday 8 April 2021 – 4pm   | Deadline for withdrawal of nomination      | <p>Candidates may only stand in one parish or town ward. The deadline is the same for withdrawal as for submitting nominations, so therefore a candidate cannot submit nominations for a number of wards and then assess the opposition. If a candidate submits nominations for more than one ward and does not withdraw (leaving only one) by the deadline then they will be deemed to have withdrawn from all.</p> <p>If a candidate has submitted a nomination and then decides they do not wish to stand, they must withdraw their name, otherwise they will automatically become a candidate for the seat and may be elected.</p> |



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| Thursday 8 April – 4pm   | Deadline for submitting nominations           | Nominations may only be hand delivered IN PERSON (but not necessarily by the candidate). Candidates who are shielding will be able to use a 3 <sup>rd</sup> party to submit their forms IN PERSON.   |
| <p><i>The nomination papers will provide candidates with details of the information required and how to submit their application for candidacy. The forms must be hand delivered to the nominated office of the unitary authority. <b>The clerk has no part to play in this process; responsibility lies solely with the candidate, whether they are an existing councillor or are standing for the first time.</b></i></p>  |   |  |
| Friday 9 April 2021 – 4pm  | Publication of Statement of Persons Nominated | <p>Where there is the same number or fewer candidates as seats, the notice will name all those standing for election and therefore deemed to be elected without contest.</p> <p>This statement will notify local councils of whether a poll will be held on Thursday 6 May 2021, whether there will be vacancies on the council (i.e. whether or not enough people have stood to fill the seats on the council), whether the council will be quorate or not (i.e. will have three or a third of the number of seats filled – whichever is the greater number).</p> |
| <p><i>Assuming the council is quorate; where there are not enough validly nominated candidates at the election, the elected councillors may co-opt to fill the seats after they have taken office again on Monday 10 May (four days after the election). If the power of co-option is not exercised within 35 days (excluding those days referred to in the introduction above), the principal authority may exercise its discretionary powers to hold a further election or take other appropriate action to fill the vacancies*<sup>1</sup>.</i></p> |   |  |
| Tuesday 27 April 2021<br>(Not later than the sixth day before the day of election)   | Publication of Notice of Poll                 | The unitary authority will send the clerk notices for public display   |



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*Get prepared by downloading links to copies of NALC guides on being a councillor, local council finance and community business and arranging Induction Training for new members. Prepare your member induction packs including Code of Conduct, Standing Orders & Financial Regulations, and the Declaration of Acceptance of Office and Register of Disclosable Pecuniary Interests. The CALC Member Induction Guide also gives a broad introduction to the role of an elected member and a list of other helpful documents. Plan for how to engage with new members to complete the necessary paperwork etc before the Annual Meeting.*

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| <b>Thursday 6 May 2021<br/>(07.00 – 22.00)</b> | <b>DAY OF POLL</b>   | Polling stations are open from 7am to 10pm, staffed by Presiding Officers and Polling Clerks appointed by the principal council.   |
| Monday 10 May 2021                             | Change of Council  | The previous councillors cease to be members and new councillors take up their office.   |
| Not later than Monday<br>24 May 2021           | Annual Meeting of the Council                                | In an election year, the annual meeting of the council must be held within 14 days of the councillors taking office (i.e. Monday 10 May). This is the meeting at which the chairman of the new council is appointed.   |
|  | Declaration of Acceptance of Office                          | A member must have signed and returned their declaration of acceptance of office to the Clerk for witnessing at or <u>before the start of the annual meeting</u> .<br>Members who fail to do so will lose their seat <u>unless</u> the council resolves to give an extension.  |
| No later than Monday 7<br>June 2021            | Completion of Register of<br>Disclosable Pecuniary Interests | Every member is required to complete a register of disclosable pecuniary interests. Under the council's Code of Conduct (and the law) this register must be completed as soon as possible after election and no later than 28 days after taking office.<br><br>This is a public register and your information will be posted on the website of the unitary authority. It is the member's responsibility to ensure that a copy is submitted to the Monitoring Officer and that the register is updated when necessary. A failure to meet this deadline is a criminal offence. |



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| <p>Not later than Friday 4 June 2021</p>  | <p>Election expenses</p>                    | <p>The return and Declaration of Election Expenses must be delivered to the Returning Officer within 28 days of the election being declared. If anyone fails to deliver them, they may be fined if they sit or vote on the Parish Council. Where no expenses have been incurred you must submit a “nil” return. Anyone who is a candidate at these elections must submit their election expenses whether the elections are contested or not. A failure to meet this deadline is a criminal offence.</p> |
| <p>Not later than Monday 14 June 2021</p> | <p>Co-options to fill casual vacancies</p>  | <p>Where vacancies remain after the elections (but where the council is quorate), the council is able to advertise and co-opt to fill any remaining seats. See *1 above for more information.</p> <p>There is a model person specification for co-option available in NALC Legal Briefing L15-08 (available from CALC).</p>   |
| <p>From Tuesday 15 June 2021</p>          | <p>Outstanding vacancies on the council</p> | <p>If there remain vacancies on the council, the unitary authority <u>may</u> choose to call a further election to fill those seats. See *1 above for more information. The costs of this second election would be charged to the local council.</p>  |