

Cardiff Council – Local Government Elections Useful Information & Key Dates



Thursday 5 May 2022

Candidates and Agents Briefing

You are invited to a Candidates and Agents Briefing on **Thursday 10 March 2022 at 5pm** or **Tuesday 15 March 2022 at 2pm** via Microsoft Teams. Please contact elections@cardiff.gov.uk for a link to join the briefing. The briefing will provide an opportunity for candidates and agents to be informed of some key changes, including important changes to the nomination papers and process.

Nominations

Please ensure you complete and submit the correct nomination form as there are significant changes for the **May 2022** poll, these include –

1. **Submitting nomination papers electronically** - nominations may be submitted via e-mail to elections@cardiff.gov.uk
2. **No subscribers** - the requirement for subscribers has been removed and candidates will be able to self-nominate (witness is still required)
3. **Home Address Form** - candidates must complete a Home Address Form indicating if they wish for their home not to be made public (principal area will be printed on the ballot paper and Statement of Persons Nominated)
4. **Statement of Party Membership** - candidates must list the registered name or names of each political party they have been a member of in the preceding 12 months (details will be published on the Statement of Persons Nominated)
5. **Descriptions** - where the description of the political party does not include Wales, Welsh, Cymru or Cymreig the candidate may add this to the description.

Other key changes

1. **Franchise change** – 16 and 17 year-olds and qualifying foreign nationals are entitled to vote at the Local Government Elections on Thursday 5 May 2022.
2. **Emergency proxy (Covid-19)** – the option to apply for an emergency proxy for Covid-19 will be extended for the polls on 5 May.
3. **Spending Limit** has now been increased to £806 plus 7p per elector
4. **Boundary changes**

The changes will see the number of elected members in the city increase from the current figure of 75 to 79, while the number of electoral wards will decrease from 29 to 28. The current ward of Creigiau/ St Fagans will be included in a new ward – Pentyrch and St Fagans while the Thornhill area, previously included in Llanishen ward, will now become part of the new ward of Lisvane and Thornhill.

No	Name	Description	No. of Cllrs	Change or No Change
1	Adamsdown	The Community of Adamsdown	2	No change
2	Butetown	The Community of Butetown	3	Change - number of Cllrs increased from 1 to 3
3	Caerau	The Community of Caerau	2	No change
4	Canton	The Community of Canton	3	No change
5	Cathays	The Communities of Cathays and Castle	4	No change
6	Cyncoed	The Community of Cyncoed	3	No change
7	Ely	The Community of Ely	3	No change
8	Fairwater	The Community of Fairwater	3	No change
9	Gabalfa	The Community of Gabalfa	2	No change

10	Grangetown	The Community of Grangetown	4	Change - number of Cllrs increased from 3 to 4
11	Heath	The Community of Heath	3	No change
12	Lisvane and Thornhill	The Communities of Lisvane & Thornhill	3	Change - number of Cllrs increased from 1 to 3 Change - Thornhill previously included with Llanishen (polling districts KA, KC, KG & KK)
13	Llandaff	The Community of Llandaff	2	No change
14	Llandaff North	The Community of Llandaff North	2	No change
15	Llanishen	The Community of Llanishen	2	Change - number of Cllrs decreased from 4 to 2 Change - Thornhill moved to Lisvane (polling districts KA, KC, KG & KK)
16	Llanrumney	The Community of Llanrumney	3	No change
17	Pentwyn	The Communities of Llanedeyrn and Pentwyn	3	Change - number of Cllrs decreased from 4 to 3
18	Pentyrch and St Fagans	The Communities of Pentyrch and St. Fagans	3	Change - number of Cllrs increased from 1 to 3 Previous ward Creigiau / St Fagans removed and included with Pentyrch and St Fagans (polling districts 28A, 28C, 28D & 28F)
19	Penylan	The Community of Penylan	3	No change
20	Plasnewydd	The Community of Roath	4	No change
21	Pontprenau/Old St Mellons	The Communities of Pontprenau and Old St Mellons	2	No change
22	Radyr	The Community of Radyr and Morganstown	2	Change - number of Cllrs increased from 1 to 2
23	Rhiwbina	The Community of Rhiwbina	3	No change
24	Riverside	The Communities of Pontcanna and Riverside	3	No change
25	Rumney	The Community of Rumney	2	No change
26	Splott	The Communities of Splott and Tremorfa	3	No change
27	Trowbridge	The Community of Trowbridge	3	No change
28	Whitchurch and Tongwynlais	The Communities of Whitchurch and Tongwynlais	4	No change
			79	

Access to Elected Office Fund Wales

The Access to Elected Office Fund Wales exists to assist disabled people who want to stand for elected office with the additional impairment related costs that are a barrier to their participation in politics. It is administered by Disability Wales and funded by the Welsh Government.

The Welsh Government has approved funding for a pilot scheme to fund reasonable adjustments and support for disabled candidates seeking election to the Senedd Cymru 2021 election and in the 2022 Local Government elections.

[Access to Elected Office Fund Wales - Disability Wales](#)

Location of each Polling Station

Location of polling stations for the Cardiff Constituencies can be found at [Polling stations and poll cards \(cardiff.gov.uk\)](#).

Appointment of Agents

Agent	Appointment Deadline (all end of day unless otherwise stated)
Postal Vote Opening Agent	Before the start of each session
Polling Agent	Wednesday 27 April 2022
Count Agent	Wednesday 27 April 2022
Candidate Guest	Wednesday 27 April 2022

Appointments must be received by the deadline shown above. No persons will be allowed entry into the appropriate event if we have not been notified by the appropriate deadline.

Postal Vote Opening Agents

Each **Candidate** may appoint **2** agents to attend. Please complete **the Postal Voting Agent Appointment Form** to appoint Postal Vote Opening Agents before the start of each session.

Polling Agents

If you wish to appoint Polling Agents please complete and return **the Polling Agent Appointment Form** by **Wednesday 27 April 2022**.

Polling agents are allowed to attend polling stations during the hours of poll to note any irregularities or to help prevent personation. Polling Agents must not be confused with “tellers” who have no official status at the polling station. See Tellers Guidance and Tellers Do’s and Don’ts documentation.

Count Agents

Each **Candidate** may appoint **5** agents to the Count. Please complete the **Counting Agent Appointment Form** by **Wednesday 27 April 2022**. **This will be reviewed at the close of nominations to establish if numbers can be increased, in addition Covid-19 restrictions and measures will be assessed before the final number of count agents is agreed.**

Candidate Guest

Each Candidate may appoint **1** Guest (formerly known as Spouse/Partner) who will be allowed access to the Count Centre. Please complete **Candidate Guest Appointment Form** by **Wednesday 27 April 2022**.

Poll card dispatch

Postal poll cards will be dispatched on Friday 18 March 2022 and ordinary poll cards will be delivered between Friday 18 March to Sunday 27 March 2022 to all eligible electors. A supplementary run of poll cards will be despatched on 21 April 2022.

Postal Votes Issuing

Postal Votes will be despatched on Thursday 14 April 2022 by first class mail. A supplementary run of postal vote packs will be despatched on Friday 22 April 2022.

Please note the first date we can reissue postal votes for lost or spoilt postal vote packs is Thursday 28 April 2022. Electors can only request a replacement postal vote pack up until 5pm on poll day.

Postal Vote Opening Sessions

Date	Timing	Venue
Wednesday 27 April 2022	9am-1pm & 1.30pm-5.30pm	Committee Room 1 & 2 City of Cardiff Council County Hall Atlantic Wharf Cardiff CF10 4UW
Thursday 28 April 2022	9am-1pm & 1.30pm-5.30pm	
Friday 29 April 2022	9am-1pm & 1.30pm-5.30pm	
Tuesday 3 May 2022	9am-1pm & 1.30pm-5.30pm	
Wednesday 4 May 2022	9am-1pm & 1.30pm-5.30pm	
Thursday 5 May 2022	9am-1pm & 1.30pm-5.30pm	
	8pm until finish	

All sessions will finish when there are no further postal votes to process. Therefore, the finish time may alter from that stated.

Changes to either the start time of a postal vote opening session or the addition of a new opening session will be notified to all candidates at least 24 hours in advance of the change.

Entry to an Event

Agents, candidates and guests will be provided with an entry permit or letter in advance of the event. Upon arriving at the event, they must make their presence known to the appropriate official in charge (supervisor at the postal vote opening and Accreditation desk at the Count). If a badge or lanyard is issued to an attendee, it must be worn at all times and not swapped between persons. Failure to wear a provided badge may lead to removal from the event. **Please note that only those people with a valid entry permit or letter and I.D. will be allowed access to the event.**

Verification & Count

The receipt of ballot boxes will be at City Hall, Cathays Park, Cardiff, CF10 3ND from 10pm on Thursday 5 May 2022. Ballot boxes will be held in a secure location until Friday 6 May 2022.

The verification and Count will be held at House of Sport, Clos Parc Morgannwg, Cardiff, CF11 8AW on Friday 6 May 2022. The verification will begin at 9am.

Count location map:



PARKING – please park at the Cardiff City Stadium away fans area. Events staff will direct where to park.

Count venue rules:

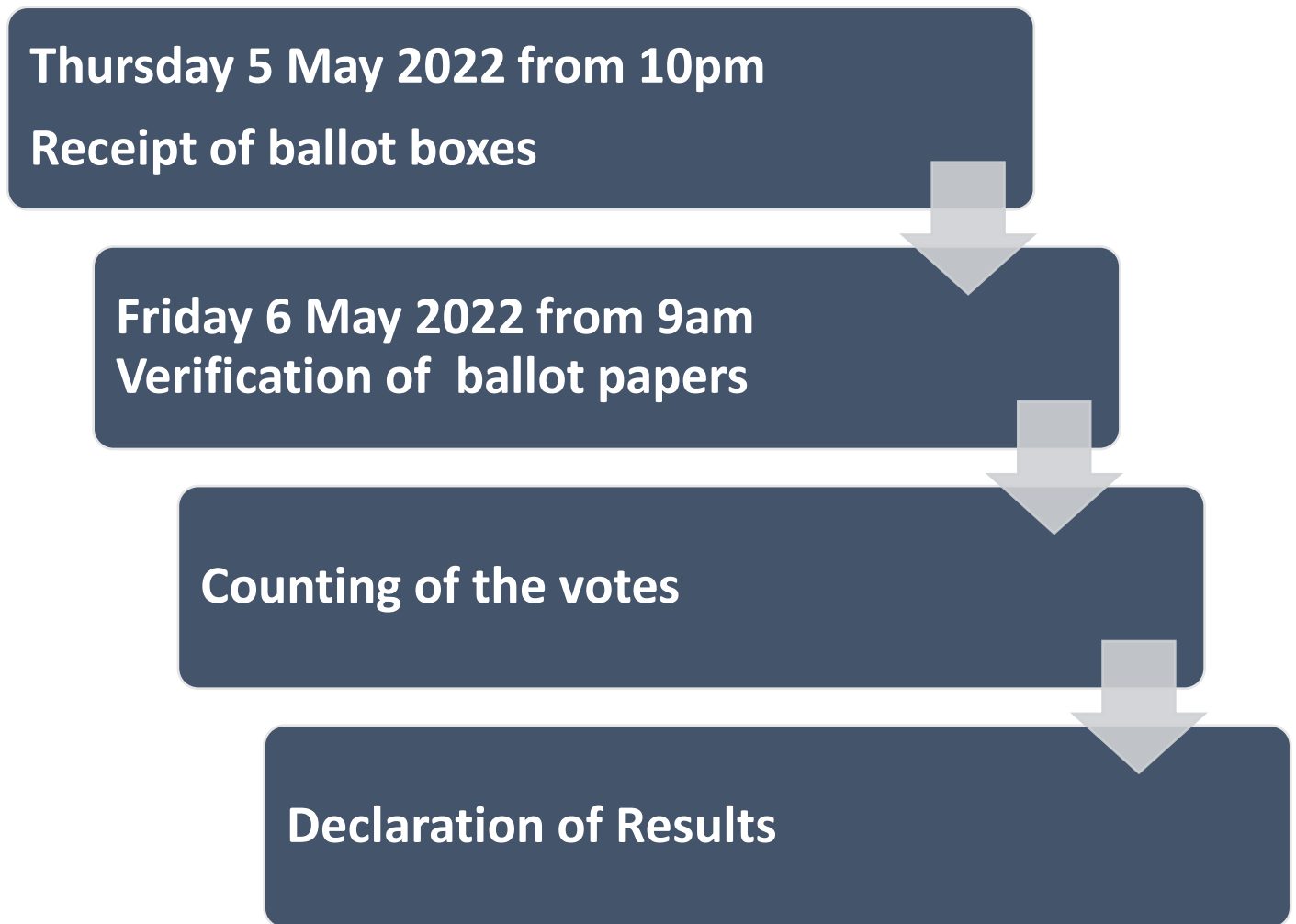
- No food or drink
- Please keep facility as clean and tidy as possible
- Put any rubbish in bins provided
- No smoking near the building
- Only enter facility during allocated time slot

Attendees

The following people can attend the Count;

- The Candidate, and
- The Election Agent, and
- The Candidate's Guest, and
- 5 Counting Agents.

Verification and Count process:



Requirement of Secrecy

Anyone who attends any of the proceedings **must read and comply** with the secrecy requirements in Section B.

Tellers

Please ensure Tellers read and comply with the Tellers guidance and Tellers dos and don'ts in Section B. All polling station staff will also be given a copy of guidance. Due to Covid-19 restrictions Tellers will not be permitted in the polling station and must remain outside adhering to public health requirements.

Name and Address of Publisher and Printer on Election Publications

Please remember 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.

It is an illegal practice not to do this. If a successful candidate is found by an election court to be personally guilty or guilty by their agents their election shall be declared void.

Election expenses

Please refer to the Candidate Spending Limit for a breakdown of the spending limits for each ward.

The following expenses forms are in Section C:

- Return of Candidates spending – Short Campaign
- Declaration by election agent
- Declaration by candidate

These forms need to be returned to Electoral Services, Room 263, County Hall, Cardiff CF10 4UW by Thursday 9 June 2022.

Contact Information

General office information:

Electoral Services
Room 263
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Telephone – 029 20 872034

Email – electoralservices@cardiff.gov.uk

Electoral Registration Manager - Rebecca Light

Telephone – 029 20 872032

Email – rebecca.light@cardiff.gov.uk

Returning Officer – Paul Orders*

Deputy Returning Officer – Davina Fiore*

**Please contact Rebecca Light in the first instance*

Electoral Commission

Further candidate and agent's guidance can be found on the Electoral Commissions website

[Local elections in Wales | Electoral Commission](#)

Spending and donations

If you have any queries relating to spending, donations and election payments please contact the Electoral Commission office directly on 0333 103 1929 or Email: infowales@electoralcommission.org.uk

Elections during Covid-19

Public health guidance at the relevant time will be considered for the election on Thursday 5 May 2022.

Measures may include:

Nominations:

- Informal checks via e-mail
- Appointments required to submit nomination papers
- When attending County Hall to submit nomination the attendee must:
 - Come alone
 - Wear a mask
 - Hand sanitise when entering and exiting County Hall
 - Adhere to social distancing
- Completion of Track and Trace information

Postal Vote Opening Sessions:

- Restriction on the number of postal vote agents attending at any one time
- When attending County Hall the attendee must:
 - Wear a mask
 - Hand sanitise when entering and exiting County Hall
 - Adhere to social distancing
- Completion of Track and Trace information

Poll Day

- Restriction on the number of polling agents attending at any one time
- When attending the polling station the polling agent attendee must:
 - Wear a mask
 - Hand sanitise when entering and exiting
 - Follow the one way systems in place
 - Adhere to social distancing
- Tellers will not be permitted into the polling station building and must remain outside and follow public health guidelines

Verification and Count

- Restriction on the number of count agents and guests attending
- When attending the verification and count venue, attendees must:
 - Wear a mask
 - Hand sanitise when entering and exiting
 - Follow the one way systems in place
 - Adhere to social distancing
- Register when entering or leaving the building (will also be used for Track and Trace information)