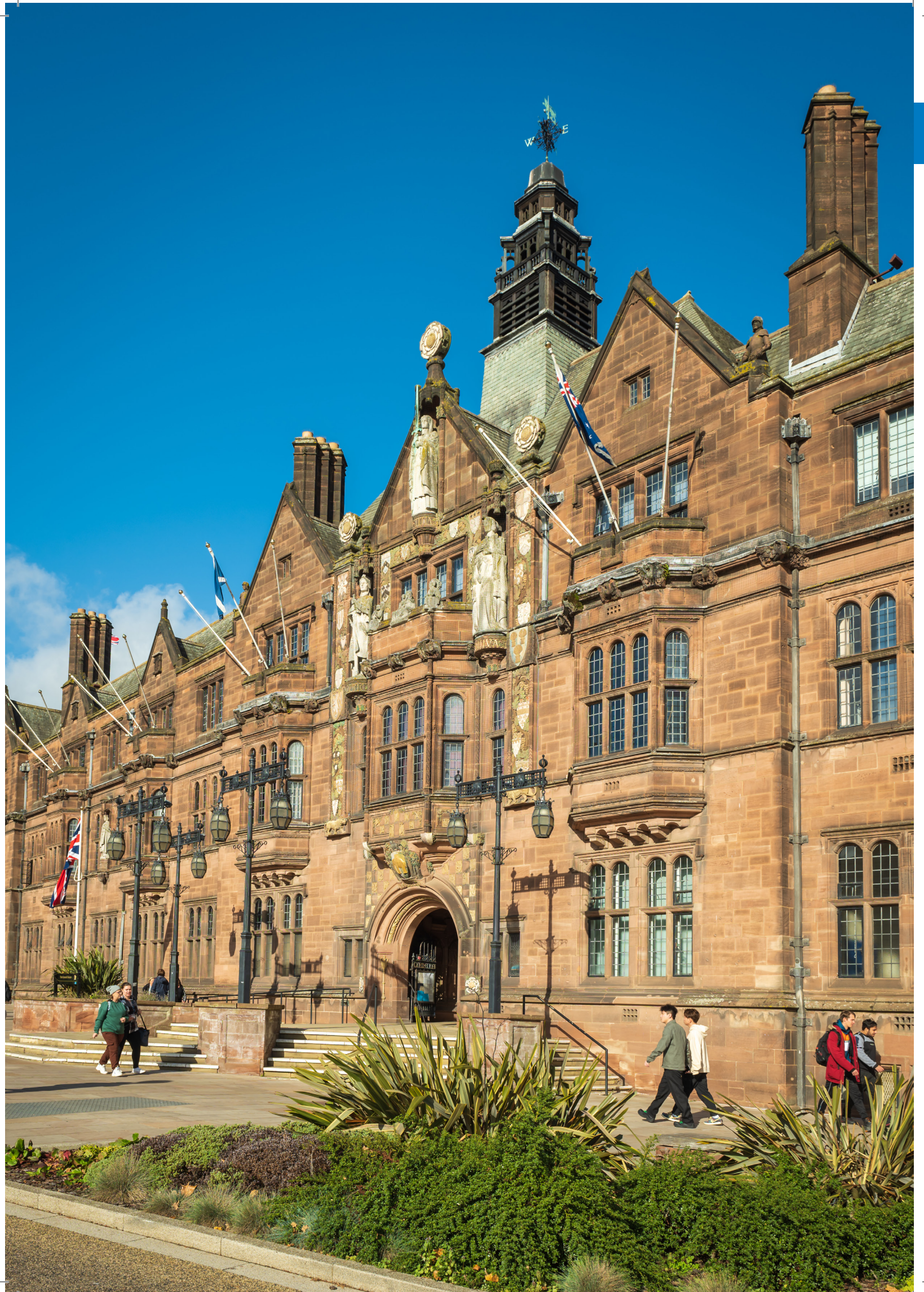




# Becoming a Councillor



## Thinking of becoming a councillor?

If you are interested in becoming a councillor, then read on...

Being a councillor is all about giving back to your community by bringing your energy, passion, and hard-working attitude. As a Coventry City Councillor you can make a real difference to our city and wider society. For example, you could be representing the views of local people to ensure the community gets the right services, supporting a resident with an issue, or helping to shape the future of the city by driving new ideas.

If you care about your community and are looking for a worthwhile and rewarding way to help, becoming a councillor may be the perfect choice for you.

This booklet will provide you with an outline about what you need to know about becoming a councillor and how to proceed once you have made the decision to stand for election.

“You have a unique opportunity to make a real difference to people’s lives.”

### Quotes from people who have undertaken the role

“At Coventry City Council we have 54 seats that are up for election on 7 May 2026. This offers you the perfect opportunity to stand as a representative of your local community and become a councillor (also known as an elected member). Anyone can be a councillor and it’s important for our local democracy that we have people of all ages and from all backgrounds to represent a wide range of local views. It is hard work and you can expect to have to balance the needs of your local area, your residents and voters, community groups, local businesses and the Council on a daily basis.”

“We hope that this document will be helpful for anyone who is thinking of standing for election and is interested in finding out about the role of the councillor. The local election process for Coventry City Council begins in March 2026 when a Notice of Election will be published.”

**Cllr George Duggins**

**Leader of Coventry City Council and the Labour Group**





“Councillors come in all shapes and sizes! Some are young, some are older, some have careers while others are retired. What they all have in common is a desire to give something back to their community and make the world a better place. I’ve been a councillor for nearly two decades and it’s been a big part of my life during that time. It can be hard work, and there are lots of competing demands, but it’s been extremely rewarding to have played my part in the governance of the city – both as a Cabinet Member and more recently as Leader of the Opposition. Not everyone will be expected to take on leadership roles, but there are lots of ways councillors make a difference. So, if you’d like to get involved, what’s stopping you?”

**Cllr Gary Ridley**  
**Leader of the Conservative Group**

“As a councillor you are a representative in the council for all your residents regardless of if they voted for you. It’s different every day, you might join residents campaigning about a local issue, help someone with problems ranging from housing to fly tipping or be in a meeting where you are looking in depth at how a specific service is functioning. It’s a lot to learn when you first start, especially when it comes to what your responsibilities are or how Council meetings work, but you will be offered training on all the basics and there is an amazing team in Members’ Services to help you so don’t be put off standing.”



**Cllr Esther Reeves**  
**Leader of the Green and Independent Alliance Group**



“Being a Councillor is a surprisingly broad role that can wondrously morph into something beyond what you first thought. It requires a servant’s heart to do well. It is challenging but rewarding too; from seeing physical improvements to your ward and city, to helping individual residents resolve complex problems whilst supporting community groups to flourish to do what only they can. You’ll also play a vital role in making local government accountable to the people, which lies at the core of a properly functioning democracy.”

**Cllr Jackie Gardiner**  
**Leader of the Reform UK Group**

## What do councillors do?

Councillors are elected to represent local residents in an individual geographical unit of the city known as a Ward. The role of a councillor can be varied and it is up to each individual councillor how they work. Councillors have responsibilities to their ward, to the Council and to the community.

Councillors work with local people and partners, such as community groups, businesses and other organisations, to agree and deliver on local priorities. The decisions are implemented by permanent council staff, council officers, who deliver services on a daily basis.

The role of a councillor is to serve and represent everyone in the ward that they are elected to (and not just those who voted for them). Some are also appointed to additional roles in the council, such as being a cabinet member.

**It's a varied and highly fulfilling role, and no day is the same.**

The role brings people together. Councillors work with a diverse range of people from their community and have officers to support them in their role at the council. Councillors lead the local conversation: you can be part of that to make your area the best place it can be.



Councillors must adhere to the Code of Conduct which sets out the standards and behaviours expected of councillors and elected members. The code of conduct is based on the Seven Principles of Public Life (Nolan Principles).

Building on these principles, the following general principles have been developed specifically for the role of councillor.

### **In accordance with the public trust placed in me, on all occasions:**

- ▶ I act with integrity and honesty
- ▶ I act lawfully
- ▶ I treat all persons fairly and with respect; and
- ▶ I lead by example and act in a way that secures public confidence in the role of councillor.

### **In undertaking my role:**

- ▶ I impartially exercise my responsibilities in the interests of the local community
- ▶ I do not improperly seek to confer an advantage, or disadvantage, on any person
- ▶ I avoid conflicts of interest
- ▶ I exercise reasonable care and diligence; and
- ▶ I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.



You can find out more about the Councillor Code of Conduct at:

[www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020](http://www.local.gov.uk/publications/local-government-association-model-councillor-code-conduct-2020)

If you are interested in viewing a Council meeting these are webcast and available on our website [coventry.gov.uk/meetings-1/full-council](http://coventry.gov.uk/meetings-1/full-council)

There are written rules, which govern behaviour and procedures at meetings included in the 'Council Constitution' and these enable councillors to take part effectively.

[coventry.gov.uk/strategies-plans-policies/constitution](http://coventry.gov.uk/strategies-plans-policies/constitution)

#### **Mr Peter Wiseman, OBE, LLB – An Independent Member of the Council's Ethics Committee states:**

"A successful local authority is always underpinned by sound governance. They go hand in glove and, if they don't, things can go horribly wrong. The responsibility is shared between Councillors and Officers. The Nolan Principles and the city's Code of Conduct for Councillors are the key to achieving success and avoiding failure. I would hope that they would become so firmly entrenched in the "DNA" of every councillor that, whenever they are conducting Council business, the Nolan Principles and the Code would be applied automatically: i.e. they had become second nature. This is the best way to ensure that outcomes and any decisions reached are robust having passed through respectful debate and scrutiny. I would argue that it is only by councillors adhering to the highest standards of conduct in this way that it is possible to retain the trust and confidence of the public in the City Council. This guidance should go a long way towards achieving this goal."

# Becoming a councillor

## Why are councillors important?

**Councillors play a key part in the city as they:**

- ▶ are a voice for the community, representing local people and communities.
- ▶ are champions of those who use local services.
- ▶ help shape future services for the benefit of local people.
- ▶ work in partnership with other organisations such as:
  - police
  - voluntary and community sector
  - other public bodies
  - the private sector
- ▶ play a major role in improving the quality of life for the people within the city of Coventry.

## Why become a councillor?

**People choose to become councillors for a variety of reasons:**

- ▶ you may feel strongly about a particular issue or the wellbeing of your community as a whole and feel you would like the opportunity to influence decision-making on these issues.
- ▶ you may see yourself as a good spokesperson for your community and feel you could represent the views of the people living in your area.
- ▶ you may want to pursue political beliefs.
- ▶ you may have specific skills and

knowledge that you would like to use to benefit your community.

- ▶ you may already be part of a local organisation and feel that becoming a councillor would be a natural progression.

Some see becoming a councillor as an extension of what they are already doing. Maybe you are already active in a political party, trade union, or school governing body, and the next step for you is to become a councillor.

## Who can become a councillor?

We need people from all backgrounds and experiences that reflect the communities they serve to put themselves forward for election.

**To stand for election, on the day of nomination, you must be:**

- ▶ 18 or over,
- ▶ British, or citizen of the Commonwealth, you may also be eligible as a citizen of the European Union, however, the criteria has changed now that the UK has left the European Union. Please check on EU citizens voting and candidacy rights in local elections.
- ▶ registered to vote in the area or have lived, worked or owned property there for at least 12 months before an election.

**You cannot stand if you:**

- ▶ work for Coventry City Council.
- ▶ you can work for another local authority as long as you are not in a politically restricted post.

- ▶ are the subject of bankruptcy restrictions order or interim order.
- ▶ have served a prison sentence (including suspended sentences) of three months or more within five years prior to the election.
- ▶ have been disqualified under any legislation relating to corrupt or illegal practices.
- ▶ are subject to any relevant notification requirements, or a relevant order, in respect of a sexual offence.

## **Do I need any skills, experience or special qualifications?**

You don't need any experience, educational or special qualifications. Your experience and knowledge gained through being an active member of local groups and organisations, raising a family or being a carer for a family member can equip you with valuable life skills which will be beneficial in your role as a councillor.

It is important that councillors are able to represent the diverse communities that they serve and so a broad range of skills and experiences will be beneficial.

You will receive training and become more experienced and confident once elected. There can be a steep learning curve, but it is worth it for what you can achieve for your community.



## **There are a number of useful skills which help councillors carry out their role:**

- ▶ being a leader in your community
- ▶ knowledge of the area
- ▶ confidence
- ▶ integrity
- ▶ having good communication skills
- ▶ partnership and team working
- ▶ problem solving, questioning and analytical skills
- ▶ being flexible, adaptable and open-minded
- ▶ being organised and having good time management
- ▶ having political understanding.
- ▶ resilience
- ▶ empathy

## **Further reading**

Read more about the role and skills for councillors:

### **Political Skills Framework**

[www.local.gov.uk/sites/default/files/documents/read-revised-version-poli-243.pdf](http://www.local.gov.uk/sites/default/files/documents/read-revised-version-poli-243.pdf)

### **The 21st Century Councillor**

21stcenturypublicservant  
[wordpress.com/wp-content/uploads/2016/07/21st-century-councillor.pdf](http://wordpress.com/wp-content/uploads/2016/07/21st-century-councillor.pdf)

### **Improving Access to Elected Office guidebook for disabled people**

[www.local.gov.uk/sites/default/files/documents/Improving%20access%20to%20local%20government%20elected%20office%20for%20disable%20people\\_0.pdf](http://www.local.gov.uk/sites/default/files/documents/Improving%20access%20to%20local%20government%20elected%20office%20for%20disable%20people_0.pdf)

## What support will I get?

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As already mentioned, regardless of what skills and attributes you bring with you, it is likely you will have a lot to learn about the workings of local government. This is nothing to worry about as you will be supported through an induction programme and ongoing development plans to ensure that you have the skills and training you need to fulfil your role as a councillor.

Some of the training and development will be compulsory dependent upon your role and other training may be optional. You will receive regular updates and information on available training opportunities, and you can choose the courses which you think will enable you to develop into your role as a councillor.

The Member Services Team provides personal assistance and administrative support to councillors to assist them in carrying out their Council duties including ward casework. We will ensure that reasonable adjustments are also supported, if required, to enable you to undertake your role. The Team does not support party political work.

You will also be provided with IT equipment and office space to support you in your role.

There will be an induction programme once you are elected covering things such as:

- ▶ Directorate marketplace
- ▶ Digital induction (laptop, email set up etc)
- ▶ Code of Conduct
- ▶ Hitting the Ground Running (delivered by the LGA)
- ▶ Data protection and cyber security
- ▶ Council finances and the budget
- ▶ Safeguarding
- ▶ Chamber skills

- ▶ Procedure for meetings
- ▶ Committee training (e.g. Planning, Licensing)
- ▶ The role of Scrutiny

Although it can seem daunting at first, the Council is here to support and help in any way we can. Remember, there is no expectation that you will automatically know how to be a councillor.

## Can I have a job and be a councillor?

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By law, if you are working, your employer must allow you to take a reasonable amount of time off during working hours to perform your duties as a councillor. The amount of time given will depend on your responsibilities and the effect of your absence on your employer's business. Council meetings are held during the working day, and you will need to attend several meetings in person. Employers can choose to pay you for this time, but they don't have to.

We would encourage you to discuss as soon as possible with your employer before making the commitment to stand for election.

Many employers are supportive and understand the importance, value and mutual benefits of their employees contributing to the community in this way.

There are many benefits to both employee and employer – practical work experience, skills and knowledge which can be transferred into any workplace, and the role can be career-enhancing.

### Being a councillor provides:

- ▶ **Practical work experience:** Council work is incredibly varied (as the Council runs over 700 services) and links to all aspects of our life and therefore all types of employment.
- ▶ **New skills:** such as leadership skills, communication skills, reading reports, influencing skills and speaking at meetings or events.
- ▶ **Knowledge:** about the local community, how councils, government and the wider public sector work; as well as topics from culture and biodiversity, mental and physical health, to finance and budgets.
- ▶ **Confidence:** gained through new experiences, challenges and achievements for the local area.

### Do I have to belong to a political party or group?

You can either stand as an independent candidate or by joining a group or political party. If you are thinking of standing as a candidate for a particular political party, then you will need to be a member of that party's local organisation.

There is a link at the end of this brochure to the register of political parties.

### How much time is involved in being a councillor?

The time commitment will depend on your role within the Council, the number of duties you decide to take on and the demands of your constituents, but the role can be done flexibly around employment, studying, caring, and other voluntary commitments. It could range from a few hours each week to a few hours each day at busier times, but you should attend every committee to which you have been appointed as well as Full Council meetings.

Either way, your time as a councillor will be split between your two key responsibilities: your ward and the Council.



While much of the day-to-day work of a councillor takes place outside of formal meetings, you will be required to attend some Council meetings to:

- ▶ represent community views, needs and ideas
- ▶ help create strategies, policies and plans
- ▶ make decisions and/or review decisions taken.

Ward Duties	Council Duties
Dealing with queries and complaints from residents and working with council officers to resolve complaints	Help form policy
Explaining Council policy and processes	Help develop the council's budget and agree the level of Council Tax
Holding surgeries for local residents	Make or scrutinise decisions
Representing your Ward at meetings (for example where decisions are being made which directly affect your local area, such as Planning Application)	Attendance at Council meetings and reading associated papers
Attending Parish Council meetings within your Ward if applicable	Representing the Council on outside organisations/working groups

## What you may want to consider

These are just a few of the considerations you will need to make before you take on the responsibility of being a councillor.

- ▶ You work for the people in your ward, but you work for them in conjunction with the Council and its officers.
- ▶ How your role as a councillor will impact on any family and personal relationships – you will need their support and understanding as you may be spending a lot of your spare time on Council business.
- ▶ You will be a member of at least one committee or be on the Cabinet. Nearly all committee meetings are held in the day.
- ▶ Your meetings/commitments may not be evenly spread out over the cycle so some weeks you may be out at more times than others.
- ▶ If you are elected as a chair, spokesperson or member of the Cabinet, the role can be very demanding as you will take responsibility for making decisions that affect the lives of the people of Coventry.
- ▶ The people you represent will look to you for help in dealing with their problems. You are likely to receive a lot of post, emails and telephone calls, and not every caller will telephone at what you might think is a reasonable hour!
- ▶ Most councillors hold at least one drop-in surgery each month, some hold two or even three surgeries in this period. You may spend some of your time visiting constituents at their homes, or at the Council offices, and you may also have to meet with officers of the Council to help you with any issues.
- ▶ There are approximately 10 Full Council meetings a year which are held on a Tuesday, these are formal meetings that you will be expected to attend. Most meetings start at 2pm and can last up to three hours, and sometimes longer.
- ▶ For most of the meetings you attend there will be agendas and reports that you will need to read beforehand. These can be quite detailed and take time to read and understand.
- ▶ While campaigning, all candidates should refer to and follow the Electoral Commission's guidance. This can be read at [electoralcommission.org.uk/](http://electoralcommission.org.uk/)

guidance-candidates-and-agents-local-government-elections-england/campaigning. In particular, Candidates should avoid statements that suggest you will not consider evidence or officer advice at the decision-making stage. Do not say “I will vote against X no matter what” or similar wording. Instead, use phrases like: “I have concerns about this proposal, but I will consider all evidence before making a decision.”

## Member of a political party?

There will be additional calls on your time to attend political group meetings. Political groups require their members to attend group meetings in advance of Council meetings and possibly training events/seminars organised by the political party.

## Will I get paid for my duties?

There is no salary for being a councillor. However, you will be paid an allowance to

reimburse you for the time and expenses incurred whilst on Council business.

Every councillor is entitled to a basic allowance (£16,886 for the year 2025/26) which is paid into a bank account in 12 monthly instalments along with additional re-imbursement to cover all council-related travelling and subsistence when carrying out ‘approved duties’.



Some councillors are given an additional allowance to cover any special responsibilities, such as Executive member, scrutiny chair/spokesperson, among others. For example, the chairs of Council committees currently receive £8,431 per year in addition to the basic allowance.

For more information about the members' allowance scheme please download the Council's constitution [coventry.gov.uk/strategies-plans-policies/constitution](https://coventry.gov.uk/strategies-plans-policies/constitution)



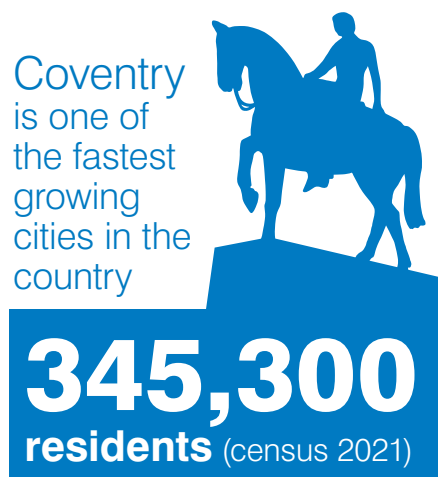
# The city of Coventry

## Understanding Coventry the place

**Coventry is a lively, multicultural city, which embraces old and new.**

Around the modern city centre there are traces of history everywhere – in the old city walls, the timber-framed buildings and the reconstructed medieval Spon Street.

But Coventry has always had an eye on the future and is now firmly focused on regenerating and re-inventing itself to meet the challenges of the 21st Century. With major developments and new projects taking place right across the city, it is an exciting time to be part of the Coventry journey!



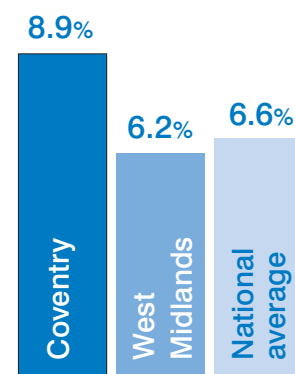
**35**  
**YEARS** median age of 35 compared to the UK average of 40 years

↓ The percentage of Coventry neighbourhoods amongst the 10% most deprived in England **reduced from 18.5% to 14.4%** between 2015 and 2019.



The significant student population in Coventry has contributed to 9.15% of population being aged 20-24 – the 4th highest in England Metropolitan areas and higher than the national average of 6.04%.

### Population growth in the last 10 years



The increase is the **4th highest** out of the 36 England metropolitan areas

Just under half of Coventry's school-aged children are from a global majority background.



## 9<sup>th</sup> largest

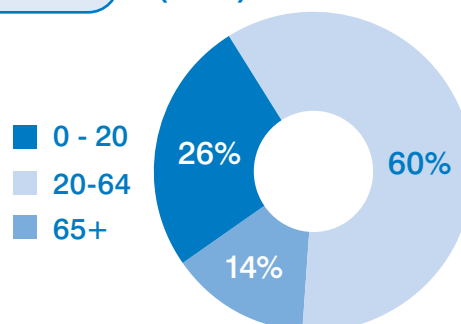
metropolitan district in England, up from 11th in 2011.



**23%**

of Coventry children aged 0-15 live in relative low-income families compared to 19% nationally.

### Population by age (2021)



For more information, visit the Facts about Coventry website [coventry.gov.uk/facts-coventry](https://coventry.gov.uk/facts-coventry)

# Coventry City Council

## How our Council works

Coventry has had a council from medieval times, which has been reformed on numerous occasions. Since 1974 the council has been a metropolitan council and in 1986 became a unitary authority following the abolition of the West Midlands County Council.

The democratic centre of the Council is at the Council House, Earl Street, Coventry, and is where nearly all democratic meetings take place. The main office for staff is at Friargate close to the railway station, although services operate from buildings across the city such as Whitley Depot, 17 libraries and eight Family Hubs.

### The Cabinet

The Leader of the Council appoints a Cabinet selected from the elected councillors. The Cabinet is made up of 10 members, including the Leader of the Council.

The Cabinet makes decisions about Council Services which exceed the financial limits for a Cabinet Member (£1m - £1.5m) or which significantly affect more than one ward.

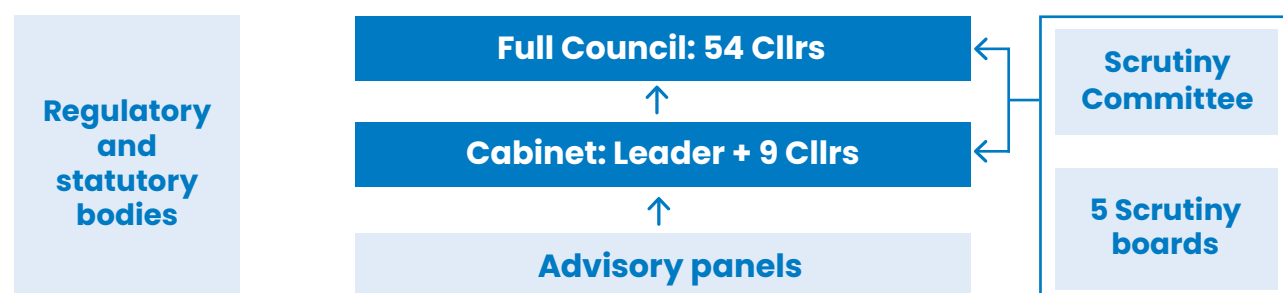
#### Functions and responsibilities include:

- ▶ maintaining and improving governance
- ▶ financial management
- ▶ recommendations to Council about annual policy priorities and resource allocation
- ▶ annual approval of Council Tax Base and recommendations to the Council about the level of Council Tax.

The Cabinet considers reports from the Scrutiny Committee and all policy and budgetary framework documents.

### Scrutiny

Scrutiny is about holding the Executive (Cabinet) to Account, this is at different stages of the decision-making process, including public consultations. Scrutiny is independent of the Cabinet, responsible for setting its own work programmes. Scrutiny supports Cabinet and officers in developing policy and investigating whether planned outcomes are being achieved – e.g. Complaints Policy and Procedures. Scrutiny also reviews performance of Council services to ensure they are achieving customer satisfaction and value for money, monitors Council performance and ensures standards are met – e.g. One Coventry Plan Performance Reports. Scrutiny also looks at the work and impact of external agencies on the community e.g. health service providers, Community Safety Partnership and other partners e.g. CAMHS.



The Scrutiny Co-ordination Committee appoints Scrutiny Boards to support this work, there are five boards.

## **Regulatory Committee**

The Regulatory Committees of the Council include Audit and Procurement, Ethics, Licensing and Planning. These Committees all meet regularly and have specific responsibilities as set out in the Constitution.

## **What does Coventry City Council do?**

As a City Council, Coventry City Council (CCC) is responsible for a range of vital

services for people and businesses in the city. We run more than 700 services, many are visible that combine to make a real difference to residents' lives on a daily basis. Some you may only know about if you come into direct contact with them. As a city councillor you will be involved in decision-making, shaping policy and budget setting for these important services.

A lot of Council work is done in an agile way, with a focus on improvement, collaboration, and innovation, and by working with the community and others such as the police and health partners.

Funding for the Council and local services comes from three main sources – government grants, business rates and council tax from residents.

### **Some of our 700+ services include:**



refuse, recycling  
and street  
cleaning



housing and  
regeneration



planning  
and building  
regulation



elections



transport, roads  
and street  
lighting



schools,  
education and  
adult learning



children's and  
adults' social  
care



environmental  
health and  
licensing



car parks



community  
safety and crime  
reduction



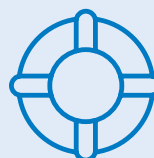
parks and open  
spaces



leisure centres  
and activities for  
all ages



Council Tax and  
housing benefit



emergency  
response e.g.  
flooding, major  
incidents



arts, libraries,  
museums and  
heritage sites

# One Coventry Plan

## One Coventry Plan 2022–2030

Coventry City Council's 'One Coventry Plan' outlines our vision and priorities for the future.

Our vision is: **One Coventry - working together to improve our city and the lives of those who live, work and study here.**

### Our three priorities will focus on:



### We will do this through:



### We will create:

- ▶ a city with a strong and resilient economy, where inclusive growth is promoted and delivered, businesses are enabled to innovate and grow, and new local jobs are created.
- ▶ a city where our residents get the best possible start in life, experience good health and age well, in a city that embraces diversity, protects the most vulnerable and values its residents and communities.
- ▶ a city that leads the way and invests in the green industrial revolution. Ensuring the future wellbeing of our residents by embedding environmentally-friendly behaviours and exploring opportunities to lessen the pressures caused by climate change.

### We will do this by being:

- ▶ a council with a strong and sustainable financial position, with resources

and assets that are aligned with our priorities

- ▶ a council that plays a key role as a civic leader, working in genuine partnership with residents, communities and partners.

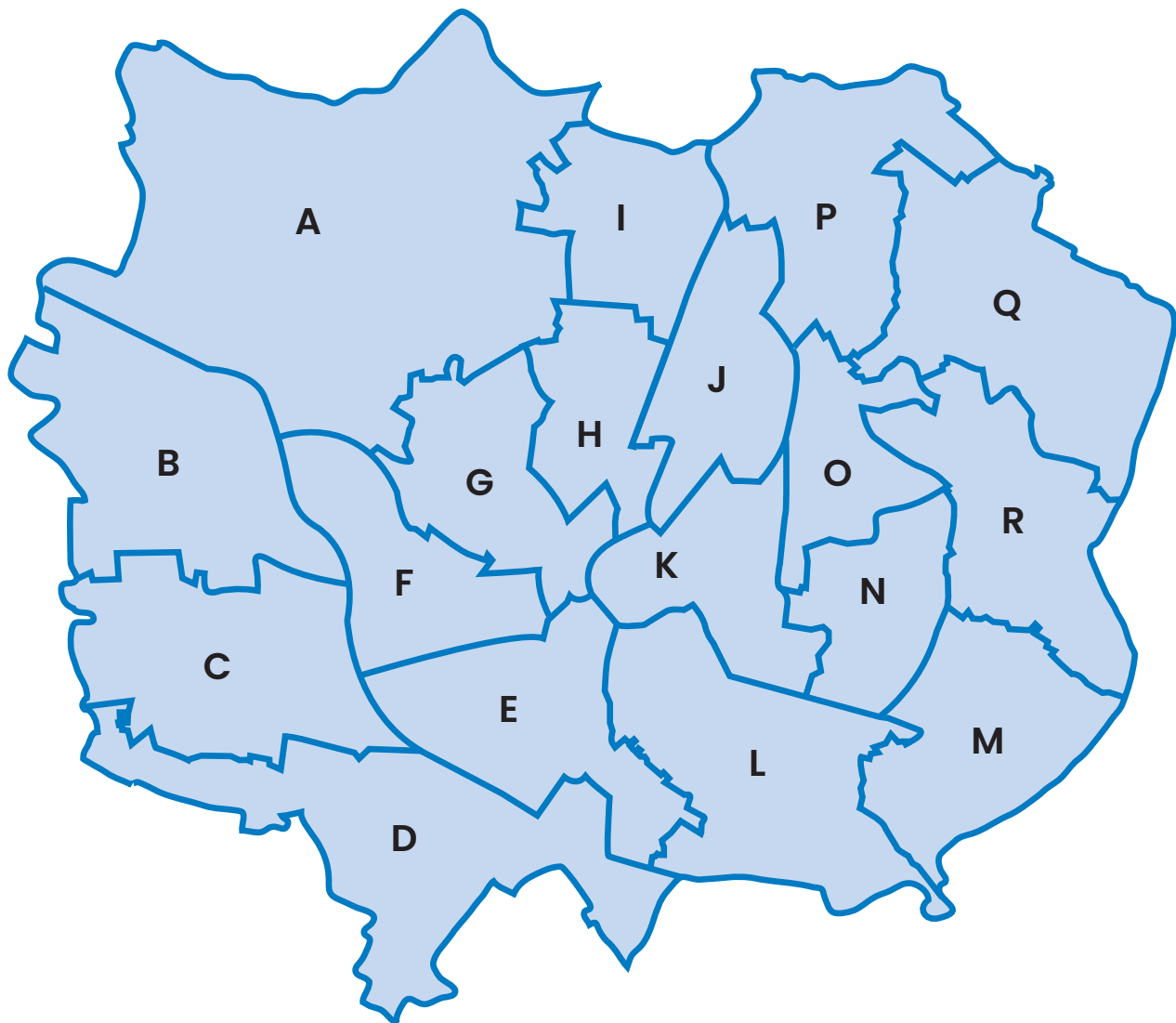
### Managing our performance and how we measure our progress

The bi-annual performance report outlines our achievements in relation to our three main priorities and two enabling priorities. It highlights trends and provides performance metrics, supported by qualitative information through case studies, to assess the progress made. Additionally, the report offers contextual insights into our overall performance and compares it with relevant regional and national benchmarks.

The full plan is available to read: [coventry.gov.uk/theonecoventryplan](https://coventry.gov.uk/theonecoventryplan)

## Coventry wards

New ward boundaries come into effect in May 2026 (reflecting final recommendations of Local Government Boundary Commission for England (LGBCE) Electoral Review).



Key	Name	No. of councillors
<b>A</b>	Bablake	3
<b>B</b>	Woodlands	3
<b>C</b>	Tile Hill and Canley	3
<b>D</b>	Wainbody	3
<b>E</b>	Earlsdon	3
<b>F</b>	Whoberley	3
<b>G</b>	Sherbourne	3
<b>H</b>	Radford	3
<b>I</b>	Holbrooks	3

Key	Name	No. of councillors
<b>J</b>	Foleshill	3
<b>K</b>	St Michael's	3
<b>L</b>	Cheylesmore	3
<b>M</b>	Binley and Willenhall	3
<b>N</b>	Lower Stoke	3
<b>O</b>	Upper Stoke	3
<b>P</b>	Longford	3
<b>Q</b>	Henley	3
<b>R</b>	Wyken	3

## Elections and how they work

In England and Wales, over 19,000 people represent their communities by serving as councillors on a local authority. Councillors are elected to represent an individual geographical unit of the city known as a ward (district) or division (county). In the city of Coventry, a third of councillors are elected each year, once every four years. However, in some councils all councillors are elected every four years. Elections are held on the first Thursday in May, with the next elections due on 7 May 2026. It is important to note that at the elections in 2026 there will be elections for all councillors due to new ward boundaries being implemented following a review by the Local Government Boundary Commission for England.

If a councillor resigns or dies whilst in office, a by-election is held to elect another person to represent the ward. Councillors elected at a by-election serve the remaining period of the four-year term. However, when a vacancy occurs within six months of the date of when the previous councillor was up for re-election, then the seat is vacant until the next election.

### Steps to being elected

To become a councillor, you will need to stand as a candidate in a local election.

**Complete a nomination form to have your name included on the ballot paper**

**Appoint an Election Agent to report your campaign finances after the election**

**Run your campaign**

**Canvas electors for votes**

**Produce election material in accordance with the election rules**

**Conduct interviews with the press and media**

**Attend key events**

**Make an acceptance speech at the election count (hopefully).**

Before every election we hold 'Candidate and Agent Briefing Sessions' to provide you with the key information that you will need and give you a step-by-step guide to the nominations process.

There is detailed advice available to candidates and agents on the Electoral Commission's website:

[www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england](http://www.electoralcommission.org.uk/guidance-candidates-and-agents-local-government-elections-england)

## **Nomination process**

The nomination process involves completing a number of different forms. Copies and guidance for completing these forms can be downloaded from the Electoral Commission's website:

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)



### **Forms you will need to complete:**

- ▶ Nomination form
- ▶ Candidate's consent to nomination
- ▶ Home address form
- ▶ Certificate of authorisation (if standing for a political party)
- ▶ Request for a party emblem (if standing for a political party)
- ▶ Notification of election agent



The nomination form must be endorsed by the signatures of two registered electors (known as subscribers) from the ward in which you are standing.

If you attend the 'Candidate and Agent Briefing Sessions' you'll be able to obtain a printed copy of the nomination pack, if you require one. The nomination pack will include nomination forms, timetables and guidance notes.

## **Next steps**

If you have made the decision to stand you will need to make sure you are officially nominated. You will need to complete a nomination pack which you can download from the Electoral Commission's website or from the Elections Team by contacting [electionbackoffice@coventry.gov.uk](mailto:electionbackoffice@coventry.gov.uk) or calling 024 7697 5226.



## Useful Contacts

If you are interested in other political parties, visit the register of political parties, accessible via the Electoral Commission's website:

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

### The Electoral Commission

3 Bunhill Row, London EC1Y 8YZ

020 7271 0500 (switchboard)

[www.electoralcommission.org.uk](http://www.electoralcommission.org.uk)

### Local Government Association (LGA)

Local Government House, Smith Square, London SW1P 3HZ

020 7664 3000

[www.lga.gov.uk](http://www.lga.gov.uk)

### Local Government Information Unit (LGIU)

Third Floor, 251 Pentonville Road, Islington, London N1 9NG

020 7554 2800

[www.lgiu.org](http://www.lgiu.org)

### Be a Councillor (Local Government Association)

[www.local.gov.uk/be-councillor](http://www.local.gov.uk/be-councillor)

### Contact us

Coventry City Council

Council House, Earl Street, Coventry CV1 5RR

024 7683 3034

[coventry.gov.uk](http://coventry.gov.uk)