

Party lists, candidates and agents at the regional election

Scottish Parliamentary Election
Thursday 6 May 2021

Topics

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Who's Who

- The Regional Returning Officer **Donna Manson** is responsible for the regional election and the allocation of regional seats.
- The Constituency Returning Officer **Donna Manson** is responsible for the constituency election and managing polling stations.
- The Electoral Registration Officers for the Highlands and Islands Region.



Election timetable

Publication of Notice of Election	No later than – Monday 15 March
Nominations Commence	From the day after the publication of Notice of Election Tuesday 16 March
Close of nominations and deadline for withdrawals of candidature	4pm – Wednesday 31 March
Notification of appointment of election agents	4pm – Wednesday 31 March
Publication of statement of persons nominated and notice of poll (if no objections)	5pm – Wednesday 31 March (if no objections) 4pm – Wednesday 31 March (if objections are made)
Deadline for new postal votes/changes to postal or proxy votes	5pm – Tuesday 6 April
Deadline for applications to register to vote	Monday 19 April

Election timetable cont.

Deadline for applications for new proxy votes	5pm – Tuesday 27 April
Appointment of counting and polling agents	Wednesday 28 April
Appointment of sub agents	Tuesday 4 May
Polling day	6 May 7am to 10pm
Deadline to apply for an emergency proxy	5pm – Polling Day
Replacement for lost /spoilt postal votes ends	10pm – Polling Day
Alterations to register to correct clerical error	9pm – Polling Day
Return of spending returns to the CRO	+ 35 calendar days from result

Staying Safe – COVID Considerations

General public health principles that everyone should follow in all aspects of daily life, including participating in elections:

- Maintain physical distancing
- Clean hands regularly
- Avoid touching your face
- Wear a face covering where necessary
- No-one should attend any electoral events if they are unwell, symptomatic with COVID-19, a confirmed case or a confirmed contact of someone who is self-isolating

Qualifications

To qualify as a candidate you must (on the day you are nominated and on polling day):

- be at least 18 years of age
- be a British citizen, an eligible Commonwealth citizen or a qualifying foreign national

Disqualifications

A person cannot be a candidate if, at the time of your nomination or your election:

- you are a full-time member of the judiciary
- you are a civil servant
- you are a member of the armed forces
- you are a member of the police force
- you are a member of a legislature of any country or territory outside the Commonwealth (other than Ireland)
- you hold an office that is mentioned in the Scottish Parliament (Disqualifications) Order 2020

Disqualifications

- Also, you cannot be a candidate if:
 - Your estate has been sequestrated by a court in Scotland and you have not been discharged; or you are currently subject to a bankruptcy restrictions order or debt relief restrictions order made by a court in England, Wales or Northern Ireland
 - You are currently serving a prison sentence of at least one year
 - You have been disqualified under Part III of the Representation of the People Act 1983 (which relates to donations and other offences)

Nominations

Dual Candidacy

- You can be a candidate for both a constituency and a region, but the constituency must be within the region
- You must stand for the same party in both contests, or be an independent in both contests
- You cannot stand in more than one constituency or in more than one region
- If you are elected at the constituency election, your name will be disregarded at the allocation of regional seats

Nominations



Nomination papers must be submitted to the Regional Returning Officer by **4 pm Wednesday 31 March**

The Highland Council HQ
Glenurquhart Road
Inverness
IV3 5NX

Weekdays from 10 am until 4pm

There is visitor parking spots
Blue Badge bays at the front

Nominations

Completing Nomination Papers

- Take care when completing your nomination papers, as mistakes may invalidate your nomination.
- Complete nomination papers early and arrange for us to provide an informal check.

by 4pm Wednesday **31 March**

NOMINATIONS REGIONAL CANDIDATE

This process has been developed to assist you with the submission of your Regional nomination papers in a safe and secure manner.

Publication of Notice of Election on Monday 15 March 2021 Information for Candidates and Agents	Nominations can be lodged between 16 March 2021 until 31 March (before 4 pm).
For informal checking please scan all papers of your pack and send to election@highland.gov.uk	The Election Team will book an online Microsoft Teams session to conduct the informal checking of papers with you. No MS Account? Sign up for free
You can deliver your nomination or have a 2nd informal check performed if an error was detected	

To become nominated you need to submit:

the complete set of nomination papers **by hand** to:

The Highland Council HQ
Glenurquhart Road, Inverness, IV3 5NX

✦ the £500 deposit which can be paid [online](#)

Note: The deposit if not forfeited will be returned to the payee of the deposit

Please email election@highland.gov.uk or contact 01349 88 66 57 (weekdays between 8am and 5pm) to arrange an appointment (weekdays between 10am – 4pm).

Nomination papers must be delivered before **4 pm** on **Wednesday 31 March**

Nominations

Submitting Nomination Papers

- The **party list** nomination form may only be delivered, by hand, by the **Nominating Officer** (or someone authorised in writing by them). The **certificate** authorising the use of the party name must be submitted **at the same time**.
- **Anyone** can deliver the nomination papers on behalf of an **individual regional candidate**, but it should be someone you trust and they must deliver them by hand.

Nominations

The Deposit

- Each candidate or regional list must deposit **£500** with the RRO so that the nomination is valid.
- Payment can be made using legal tender (cash) or a UK banker's draft.
- Pay with a debit or credit card via our [online payment service](#)
- If a candidate or party list is allocated a seat or obtains more than 5% of the valid votes cast across the region, the deposit will be returned.

- Terms and conditions

BUSINESS AND TRADE

- Business Improvement District (BID)
- Non-domestic rates
- Petrol certificate

FINES AND INVOICES

- Dog fouling fine
- Environmental health fine
- Fly-tipping fine

SCOTTISH PARLIAMENTARY 2021 ONLINE DEPOSIT PAYMENTS

- Election Deposit Payment

PARKING

- Parking fine

PLANNING

- Planning and building standards

Online Deposit Service

The screenshot shows a web browser window with the URL https://self.highland.gov.uk/service/Election_Deposit_Payment. The page has a dark header with a 'Log in' link. Below the header is a navigation bar with a 'Home' button. The main heading is 'Election Deposit Payment'. There are two tabs: 'Your details' and 'Payment'. An 'Important note' box states: 'Deposits must be submitted by no later than 4pm on Wednesday 31 March 2021, which is the deadline for lodging nomination papers.' Below this are three form fields: 'Constituency / region *' with a dropdown menu showing options like 'Caithness, Sutherland and Ross Constituency', 'Skye, Lochaber and Badenoch Constituency', 'Inverness and Nairn Constituency', and 'Highlands and Islands Region'; 'Name of person lodging deposit *'; and 'Party or independent name *'. At the bottom, it says 'Total cost £500'. The Windows taskbar at the bottom shows the date as 04/03/2021 and time as 07:08.

Nominations

Nomination form – individual regional candidates

If you wish to stand as an individual regional candidate, your form must contain:

- your **full name** - you also have an option to include on the form any names you commonly use (and which you wish to appear on the ballot paper).
- your **full home address**
- the name, address and signature of a **witness** to your nomination

If you wish to use the description 'Independent', you must state this on the form.

Nominations

Nomination form – party lists

Forms for a party's regional list must contain:

- The **full name of each candidate** on the list in the order they are to be elected, up to a maximum of 12 candidates (candidates also have an option to ask for a commonly used name to appear on the statement of persons and parties nominated)
- The **full home address** of each candidate
- The **name of the party** and, if desired, one of the party's registered descriptions.
- A **statement** declaring that it has been issued by the party's Nominating Officer (or someone authorised in writing to act on their behalf)

Nominations

Consent to Nomination

- All candidates, including those on a party list, must consent to their nomination.
- On the consent to nomination form candidates are asked to confirm that they are not disqualified from being a Member of the Scottish Parliament
- The form must also contain:
 - the candidate's name and address
 - the candidate's date of birth
 - the signature of a witness

Nominations

Descriptions – regional party lists

- A party submitting a party list must use the party's name as the description to appear on the statement of persons and parties nominated and on the ballot paper.
- A party list must submit alongside the nomination form a **certificate of authorisation** signed by the party's Nominating Officer (or someone authorised to act on their behalf) allowing them to use the party name.

Nominations

Descriptions – regional party lists

- The party name can be preceded by the word ‘Scottish’ if it is not already part of the name. If the party name begins with ‘The’, then ‘Scottish’ would be inserted after that word. For example:

Party name	The Purple Party
Party name preceded by ‘Scottish’	The Scottish Purple Party

- The party may choose to follow the party name with one of the descriptions the party has registered with the Commission. If so, the certificate of authorisation must also authorise the use of the description.

Nominations

Emblem request forms

- Party lists can also request to have a party emblem appear on the ballot paper.
- The emblem must be registered by the party and published on the Electoral Commission's register of political parties.
- The request must be made in writing and must be received by the close of nominations – a form is included in the nomination pack.

Agents

Election Agent

- The election agent is the person responsible for the proper management of the campaign and in particular the financial management.
- All individual regional candidates and party lists must have an election agent. Individual regional candidates can act as their own agent if they wish.
- The appointment of the election agent must be declared to the Regional Returning Officer before **4pm on Wednesday 31 March**

Agents

Other Agents

- **Sub-agents**

- The election agent may appoint sub-agents to act on their behalf in the region, as long as those parts do not overlap. The agent must give written notice to the **RRO by Tuesday, 4 May**

- **Polling and counting agents**

- **The CRO** requires notice in writing of any people appointed as polling agents and any persons nominated to attend the counting of the votes **by Wednesday 28 April**

- **Postal Vote agents**

- The appointment of postal voting agents attending a particular opening session must be made before the start of the session. **The CRO** will give 48 hours' notice.

Agents

Access to the electoral register / lists of absent voters

- Individual regional candidates are entitled to a free copy of the full register and lists of absent voters on written request.
- In the case of a party that has submitted a list, the election agent for the party list is entitled to a copy of the full register and the lists of absent voters – not the candidates.
- Requests forms will included in the nomination pack
- Only use data for permitted purposes!
 - to complete the nomination form
 - to help you campaign
 - to check that donations/loans are permissible

Registration

- As a candidate you are uniquely placed to encourage people to register to vote.
- You should encourage people to register as soon as possible.
- The deadline for applying for the election is **Monday 19 April**
- Individuals can register online at <https://www.gov.uk/register-to-vote>. It only takes a few minutes.
- When discussing registering to vote with individuals, you will need to make them aware that they will need:
 - their National Insurance number,
 - date of birth and address to register.
- People who do not have or cannot find their National Insurance Number can still register, but they may need to provide further information. If so, they will be contacted by the ERO.

Registration

Absent Voting

- If you are encouraging people who don't have a postal (or proxy) vote to apply for one, make sure you explain that they will only qualify for one in time for the elections if they are (or will be) registered in time to vote at the elections.

Campaigning

- Update on campaigning, guidance to be issued by EC
- Any changes to this position are to be determined and communicated by the Scottish Government.
- You should continue to check the latest government guidelines on national and local restrictions, and be aware that different restrictions could apply to different parts of the electoral area

Campaigning Dos & Don'ts

- Do use imprints on all your campaign material, including websites.
- Do comply with planning rules relating to advertising hoardings and large banners.
- Do make sure outdoor posters are removed 2 weeks after the election.
- Do not produce material that looks like a poll card.
- Do not pay people to display your adverts (unless they display adverts as part of their normal business).

Code of Conduct for Campaigners

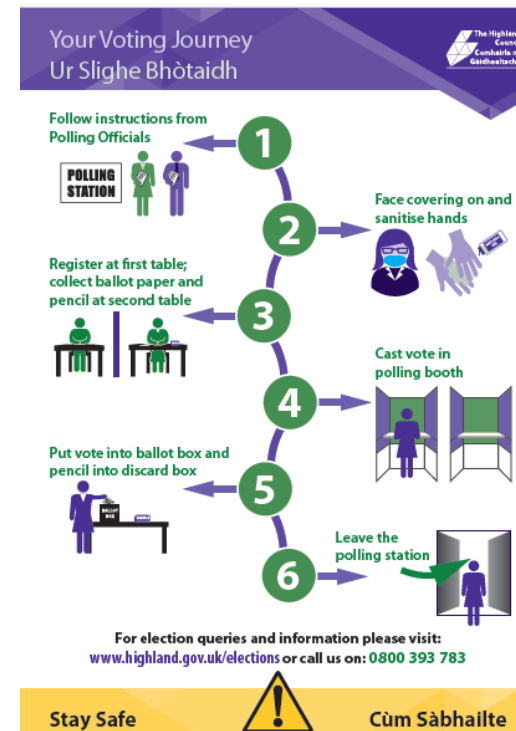
- Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.
- Electoral registration and absent vote applications:
 - Ensure forms fully confirm to the requirements of electoral law
 - Include the EROs address for the return of forms
 - Ensure unaltered applications are sent to ERO within **two working days.**
 - Make sure electors understand implications of applying for an absent vote.
 - Do not encourage postal ballot pack redirection.
 - Do not encourage electors to appoint a campaigner as proxy.

Code of Conduct for Campaigners

- Postal ballot packs:
 - Never touch a postal ballot paper
 - Never observe electors completing their postal vote.
 - Never handle or take any completed ballot paper or postal ballot pack from voters
- Campaigning outside polling stations:
 - You are allowed to put your messages to voters on polling day, including public spaces outside polling places
 - Keep access to polling places and the pavements around polling places clear to allow voters to enter.

Polling Day

- We have put arrangements in place to ensure that polling stations are safe places to vote
- Most of the measures that will be in place will be familiar to us all from visiting other public places such as shops and banks, for example floor markings to ensure physical distancing and the provision of hand sanitiser on entry and exit
- Voters should be encouraged to check their poll card before polling day, to see if their polling station has changed since previous elections.



Polling Day

- Polling stations open from 7am to 10pm
- Office open **7am to 10pm** for queries or problems relating to the administration of the election
- contact the Electoral Commission for any queries about a candidate's campaign literature (contact details shown later)
- Voters in the polling station or in a queue outside the polling station at 10 pm can apply for a ballot paper
- Postal votes – can be handed into polling stations.
- A person in a queue at a polling station at 10pm waiting to hand in postal vote can do so after 10pm.

Polling Places - Distancing

- Cleaning of the venue before, during and after polling day
- Information Officers to offer guidance and manage queues as necessary
- COVID Marshalls for polling places with 3 or more polling stations
- Hand sanitiser will be available on entry and exit
- Air circulation and ventilation
- There may be a one-way systems in operation plus information posters, barriers and floor markings as required
- Candidates and agents in attendance please wear a face covering
- Voters encouraged to wear face coverings
- There will be Perspex screens at the voting desk
- Staff will not take polling cards and voters will be asked to take these home
- Voters will be asked to take their own pen or pencil OR fresh pencil available for every voter
- Booths regularly hygienically cleaned

Counting of Votes

- We have also made adaptations to the verification and count in light of the public health situation.
- The anticipated duration of the count is likely to be longer than usual because of the impact of measures to ensure the safety of staff and observers.

Counting of Votes

The count is not open to the public and access is restricted to election staff, candidates, their agents and the media, accredited observers and Electoral Commission representatives.

Count Venues:

Inverness Leisure Centre, Bught Lane, Inverness IV3 5SS.

- Inverness and Nairn Constituency

Highland Football Academy, Jubilee Park Rd, Dingwall, IV15 9QZ.

- Caithness, Sutherland and Ross Constituency
- Skye, Lochaber and Badenoch Constituency
- **Highlands and Islands Regional list result**

Make sure appointments for counting agents are submitted to the **CRO by 28 April** - Limits to counting agents

Spending Issues

Election Spending

- The time when spending and donation rules apply is called the 'regulated period'.
- The regulated period for the Scottish Parliamentary election is divided into two periods: the '**long campaign**' (started 6 January and stops on the day you officially become a candidate) and the '**short campaign**' (begins the day after you officially become a candidate and ends on polling day).
- Each period has its own spending limit.

Spending Issues

Election Spending

- **Individual regional candidates** must keep within the spending limit for each period and keep separate records of spending for each period. You will also need to keep separate records of any personal expenses during the short campaign.
- **Party list candidates** cannot incur expenses on their own behalf, and spending incurred by the party counts towards party's regional spending limit – party list candidates can incur personal expenses that do not count towards the spending limit, but must be reported after the election.

Spending Issues

Spending Limits

- Details about the spending limits for candidates can be found in **Part 3 of the Commission's guidance for candidates and agents**
- Further details about spending limits for parties can be found in the **Commission's guidance for political parties**
- No spending will be reimbursed

Spending Issues

Spending returns

- Individual regional candidates – their election agents must deliver a candidate's spending return to the RRO **within 35 calendar days** of the declaration of result of the election
- Regional party list candidates – each list candidate must deliver a declaration of their personal expenses to the RRO within 35 calendar days of the declaration of result of the election
- Election agents and candidates must deliver declarations vouching for the candidate's election spending return to the RRO
- The election agent's declaration must be delivered at the same time as the return. Generally all candidates' declarations must be delivered **within 7 working days** of the election agent submitting the return.

CONTACTS

Trunk Roads - BEAR Scotland Limited

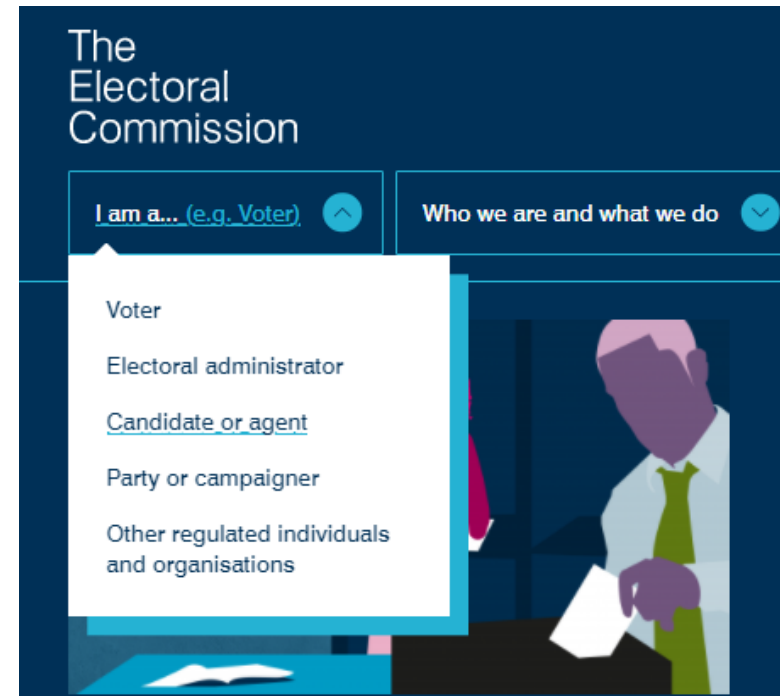
BEAR House, Inveralmond Road, Perth PH1 3TW

Tel: 01738 448600 - Email: enquiries@bearsotland.co.uk

Electoral Commission

infoscotland@electoralcommission.org.uk

Tel: 0131 225 0200



Electoral Registration Offices

Contact details of Electoral Registration Officers in the region		
Council area covered by the Electoral Registration Officer	Electoral Registration Office Address	Contact details
Argyll and Bute	Dunbartonshire and Argyll and Bute Valuation Joint Board, Kilbrannan House, Bolgam Street, CAMPBELTOWN PA28 6HZ Email: ero-abc@dab-vjb.gov.uk	Tel: 01586 555300
Caithness, Sutherland and Ross	The Highland & Western Isles Valuation Joint Board, Moray House, 16-18 Bank Street, INVERNESS IV1 1QY Email: ero@highland.gov.uk	Tel: 0800 393783
Comhairle nan Eilean Siar	Highlands and Islands Valuation Joint Board, 42 Point Street, STORNOWAY HS1 2XF Email: ero@highland.gov.uk	Tel: 01851 706262
Inverness and Nairn	The Highland & Western Isles Valuation Joint Board, Moray House, 16-18 Bank Street, INVERNESS IV1 1QY Email: ero@highland.gov.uk	Tel: 0800 393783
Moray	Grampian Valuation Joint Board, Woodhill House, Westburn Road, ABERDEEN, AB16 5GE Web: www.votemoray.org	Tel: 01224 068400

Electoral Registration Offices

Contact details of Electoral Registration Officers in the region

Council area covered by the Electoral Registration Officer	Electoral Registration Office Address	Contact details
Orkney	Orkney & Shetland Valuation Joint Board, 8 Broad Street, KIRKWALL, Orkney KW15 1NX Email: ero@orkney.gov.uk	Tel: 01856 876222
Shetland	Orkney & Shetland Valuation Joint Board, 20 Commercial Road, LERWICK, Shetland ZE1 0LX Email: ero@shetland.gov.uk	Tel: 01595 745700
Skye, Lochaber and Badenoch	The Highland & Western Isles Valuation Joint Board, Moray House, 16-18 Bank Street, INVERNESS IV1 1QY Email: ero@highland.gov.uk	Tel: 0800 393783

CONTACTS

ELECTIONS OFFICE:

- Linda Johnstone Tel 07496 176 004
- Cheryl MacIver Tel 07775 411 321

e-mail: election@highland.gov.uk

N Division	
Name	T/Inspector Steven Mackenzie
Address	N Division Divisional Co-ordination Unit Police Scotland-Highland & Islands Division Old Perth Road Inverness IV2 3SY
email	Steven.Mackenzie@scotland.pnn.police.uk HighlandIslandDCU@scotland.pnn.police.uk