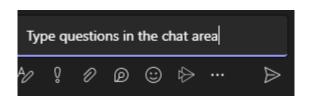




Nomination Briefing, Tuesday, 8 March 2022







The Highland Council Election | Local
Government Elections | The Highland Council

TAKING PART IN THE ELECTION

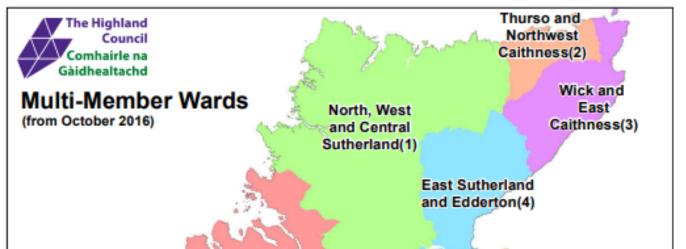


- 1. Introduction
- 2. Role of the Councillor
- 3. Who's Who
- 4. Election Timetable
- 5. The Nomination Process
- 6. Voter Matters
- 7. Spending
- 8. Covid measures
- 9. Local Government Candidate Diversity Survey Update
- 10. Contacts

The role of the councillor

Councillors are people elected to **represent** their local community in the running of their local council and they have an important role in many of the major **decisions** that affect people's lives.

- Representation
- Leadership
- Decision-making
- Developing and reviewing policy
- Scrutinising service performance
- Regulator planning, licensing, trading standards and environmental health
- Political role





Wester Ross, Strathpeffer and Lochalsh(5)

Dingwall a Seaforth(

> Aird Loch N

Caol and Mallaig(11)

Fort William and Ardnamurchan(21

21 Wards 74 Councillors

Eilean a' Chèo(10)

Name of \	N ard	Number of Councillors to be elected	
Ward 1.	North, West and Central Sutherland	3	
Ward 2.	Thurso and Northwest Caithness	4	
Ward 3.	Wick and East Caithness	4	
Ward 4.	East Sutherland and Edderton	3	
Ward 5.	Wester Ross, Strathpeffer and Lochalsh	4	
Ward 6.	Cromarty Firth	4	
Ward 7.	Tain and Easter Ross	3	
Ward 8.	Dingwall and Seaforth	4	
Ward 9.	Black Isle	3	
Ward 10.	Eilean a' Cheò	4	
Ward 11.	Caol and Mallaig	3	
Ward 12.	Aird and Loch Ness	4	
Ward 13.	Inverness West	3	
Ward 14.	Inverness Central	3	
Ward 15.	Inverness Ness-side	3	
Ward 16.	Inverness Millburn	3	
Ward 17.	Culloden and Ardersier	3	
Ward 18.	Nairn and Cawdor	4	
Ward 19.	Inverness South	4	
Ward 20.	Badenoch and Strathspey	4	
Ward 21. Fort William and Ardnamurchan 4			



Who's who

- The Returning Officer is the person responsible for running the elections. The Returning Officer is **Donna Manson**.
- The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists. The Electoral Registration Officer is **Bill Gillies**
- The Electoral Commission
 - Campaign spending, guidance, regulation, reporting
- The Electoral Management Board
 - Key role in delivering electoral events in Scotland with Convener of the Board having the responsibility to oversee elections in Scotland and specific powers to coordinate Scottish Local Government and Scottish Parliament Elections
- Others
 - Police Scotland
 - Royal Mail etc
- Candidates and Agents

Nomination Deadlines



EVENT	DATE
Publication of notice of election (direction)	Monday 14 March 2022
Start of delivery of nomination Papers	Tuesday, 15 March 2022 at 10 am
Last day delivery of nomination Papers	4pm, Wednesday, 30 March 2022
Deadline for withdrawal of nomination	4pm, Wednesday, 30 March 2022
Deadline for the notification of election agent	4pm, Wednesday, 30 March 2022
Publication of notice of poll, including situation of polling stations	As soon as practicable after 4pm on Wednesday 30 March 2022



See the complete $\underline{\text{Election Timetable}}$ and further election info on our $\underline{\text{website}}$



THE NOMINATION PROCESS

Local Government Elections The Highland Council Nomination Pack

You must print off the forms in this pack before submitting them

The following forms must be delivered by hand:

Form 1: Nomination form, including consent to nomination

Form 2: Home address form (part 1 and part 2)

The following papers can be delivered by hand or by post:

Form 3: Certificate of authorisation (party candidates only)

Form 4: Request for a party emblem (party candidates only)

Form 5: Notification of election agent

Nominations must be lodged with The Returning Officer, Election Office, Committee Room 1, The Highland Council, Council Headquarters, Gleburgubact Road, Inverness, IV3 5NX or to the appropriate Depute Returning Officer detailed in the Notice of Election by no later than 4.00pm on Wednesday, 30 March 2022.

Ensure that where signatures are required, you submit the **original signed version** of each completed paper. Documents without original signatures cannot be accepted.

*General Data Protection Regulation (GDPR)

Data protection legislation applies to the processing of all personal data. Please contact the <u>Information Commissioner's Office</u> for further information about how the legislation affects you.

The data controller will only use the information you have provided on this form for electoral purposes and will look after your personal information securely, following data protection legislation. The data controller will not give personal information about you and the personal information you may provide on other people to anyone else or another organisation unless required by law.

The lawful basis to collect the information on the attached forms is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in the Representation of the People Act 1983 and associated regulations

The Returning Officer is the Data Controller. For further information relating to the processing of personal data please refer to the <u>Returning Officer's Privacy</u> Statement.



Nomination Pack & Guidance Notes



The Highland Council Election Notes for the Guidance of Candidates Thursday 5 May 2022

These notes should be read in full before completing and submitting your nomination papers

DONNA MANSON

Returning Officer for The Highland Council - 21 electoral wards



www.highland.gov.uk/slg22election

Nomination Pack



Contents

Form	Description			
Number				
CL	Candidate Checklist			
1	Nomination Form			
2	Home Address Form			
3	Certificate of Authorisation			
4	Request for a Party Emblem			
5	Notification of Election Agent			
6	Notice of Withdrawal			
7	Appointment of Polling Agents			
8	Appointment of Counting Agents			
9	Appointment of Postal Voting Agents			
10	Request for free copy of the electoral register and/or absent voters lists			

Nomination Form

Date received Time received Initials

				2 2 9		
1	Counci	il Electi	on	Nomir	nation Fo	rm
ELECTIO			ION OF COU	NCILLOR for the	е	
electoral ward:						
of The Highland Council						
Day and date of election Thursda		y 5 May 2022	!			
I, the undersigned, am hereby nominated as a candidate at the said election.						
Cand	Candidate's Details					
Candidate's surname						
Other names in full						
Commonly used surname (if any)						
(see Note 3 below)						
Commonly used forenames (if any)						
(see Note 3 below)						
Description (if any)						
(see Note 6 below)						

Commonly Used Name



If a Candidate uses a name which is different or partly different to their actual name, the candidate may request this be used instead of their actual name.

Please refer to <u>Part 2 of the Electoral Commission guidance</u> for candidates and agents for more information on the use of commonly used names.

Qualifications

- Candidates must satisfy criteria on day they are nominated:
 - be at least 18 years of age
 - be British, an Irish citizen, qualifying Commonwealth citizen, or a qualifying foreign national
- Also at least one of the following:
 - Registered local government elector for local authority area
 - Occupied as owner or tenant any land or premises in the local authority area during the whole 12 months preceding nomination
 - Principal or only place of work (including unpaid) during last
 12 months in local authority area
 - Lived in local authority area during the last 12 months.

ELECTORAL REGISTRATION OFFICE:

Freephone 0800 393 783 - e-mail ero@highland.gov.uk

Disqualifications

A person **cannot** be a candidate if they:

- have had your **estate sequestrated** by a court in Scotland and have not been discharged, been adjudged bankrupt by a court elsewhere, or are the subject of a bankruptcy restrictions order under either the Bankruptcy (Scotland) Act 2016 or the Insolvency Act 1986
- have been sentenced to a term of imprisonment of three months or more (incl. suspended sentence) without option of a fine, during the 5 years before polling day
- are serving a disqualification due to being found guilty of a corrupt or illegal practice by an election court
- have been disqualified by a decision of the Accounts Commission or the
 Standards Commission

This list is not comprehensive. Candidates should read <u>Part 1</u> of the Commission's guidance for further information on disqualifications.

Qualifications for standing for election

- 1.1 To be able to stand as a candidate at a council election in Scotland you must be:1
- at least 18 years old on the day of your nomination, and
- either a British citizen, an Irish Citizen, an eligible <u>Commonwealth citizen</u>, or a qualifying foreign national, and
- meet at least one of the following four qualifications:
 - a. You are registered as a local government elector for the local authority area in which you wish to stand on the day of your nomination. See paragraph 1.10 for further information.
 - b. You have occupied as owner or tenant any land or other premises in the local authority area during the whole of the 12 months before the day of your nomination. For more details, see paragraph 1.11.
 - c. Your main or only place of work during the 12 months prior to the day of your nomination has been in the local authority area. More information is provided in paragraph 1.18.
 d. You have lived in the local authority area during the
 - whole of the 12 months before the day of your nomination. See paragraph **1.19** for further details.

I declare that I am qualified to be elected, that I have attained the age of 18 years and am a qualifying Commonwealth citizen, a citizen of the Irish Republic or a qualifying foreign national; that I am not subject to any legal incapacity; and that in terms of Section 29 of the Local Government (Scotland) Act 1973:

*a. I am registered as a local government elector for the local government area named above as in
the register of electors

	ny electoral number (see Ivote 5 below) is:				
and or	*b. I have during the whole of the 12 months preceding the day of nomination occupied as owner or tenant land or premises in the area named above:				
and or	*c. I have during the 12 months preceding the day of my nomination had my principal or only place of work in the area named above;				
nd or	named above				
Delete qualifications that as					
	2 Council El	ection Home Address Form			

ELECTION OF COUNCILLOR for the			
electoral ward:			
of The Highland Council			
Day and date of election	Thursday 5 May 2022		
You must complete Part 1 and Part 2. Only sign Part 2 if you wish for your home address to be			

made public, if left blank "address in the Highland Council area" will appear on the ballot.

Part 1:

Full name of candidate	
Home address (in full)	
Qualifying address: Add your qualifying address, or relevant qualifications below (you can com	
Qualifications that apply	Address
(a) I am registered as a local government elector for the area of local government named above	

(b) I have during the whole of the preceding 12 months occupied as owner or tenant land or other

out

filled in. Those not met should be scored

All the qualifications that are met should be

Electoral Commission <u>Guidance for Candidates</u> <u>and Agents</u>

premises in the local government area named above

(c) my principal or only place of work during the preceding 12 months has been in the local government area named above

(d) I have during the whole of the preceding 12 months resided in the local government area named

above

Home Address form (Form 2)

- Part 1 of the home address form must state:
 - your full name and home address in full
 - your qualifying address, or, where you have declared on your consent to nomination that you meet more than one qualification, your qualifying addresses
 - which of the qualifications your qualifying address or addresses relate to (a, b, c and/or d)
 - the full name and the home address in full of the witness to your consent to nomination

Home Address form (cont'd)

- Part 2 of the home address form must be completed by all candidates
 - The name of the relevant area in which your home address is situated (if your home address is in the UK),
 - if you live outside the UK, the name of the country in which your home address is situated.
 - If you wish for your home address to be made public you must indicate this on the form and sign a statement

Submitting nomination papers

The documents that must be submitted by all candidates by 4pm on are Wednesday 30 March 2022

- ✓ the nomination form
- ✓ the home address form

Party candidates will also need to submit, by 4pm on Wednesday 30 March 2022:

- ✓ A certificate authorising the use of a party name/
 registered description on the ballot paper
- ✓ A written request to use one of the party's emblems on the ballot paper (optional)

Certificate of authorisation (3)

- Party candidates must have written permission to use the party name/description from the Nominating Officer (or a person authorised to act on their behalf)
- The certificate may:
 - allow the use of the party name or a particular description
 - allow candidate to choose whether to use the party name or any of the descriptions registered with the Electoral Commission
 http://search.electoralcommission.org.uk
- Must be submitted by 4pm Wednesday 30 March 2022

Emblem request form (4)

 Party candidates can ask for an emblem to be printed on the ballot paper

Emblem request form must be submitted by 4pm –
 Wednesday 30 March 2022

http://search.electoralcommission.org.uk

Joint candidates

- Nominated by more than one party
- May use registered joint descriptions
 - must be supported by certificate of authorisation
 from each party
- May use one emblem of one of the parties but there are no joint emblems

Submitting nomination papers (cont'd)

- 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 emailing election@highland.gov.uk
- The nomination and home address forms must be delivered by hand and cannot be submitted by post, fax, email or other electronic means

Nominations

All Wards

Linda Johnstone or Cheryl MacIver
Depute Returning Officer,
The Highland Council, Election Office
Committee Room 1, Council Headquarters,
Glenurquhart Road, Inverness, IV3 5NX **Telephone No. 01463 644440**

Wards 1 & 4

Phil Tomalin or Helen Ross
Depute Returning Officer
The Highland Council, Communities and place
Council Offices
DRUMMIE, Golspie, KW10 6TA
Telephone No. 01408 635335

Ward 2 & 3

Katriona Green or MacKenzie Sutherland Depute Returning Officer The Highland Council, Communities and Place Caithness House, Market Place WICK, KW14 4AB **Telephone No. 01955 608285**

Wards 5, 6, 7, 8, & 9

Diane Agnew or Cairine MacIver
Depute Returning Officer
The Highland Council, Communities and place
Council Offices,
DINGWALL, IV15 9QN
Telephone No. 07932 999380

Nominations

Ward 10

Willie Mackinnon or Carol Campbell,
Depute Returning Officer
The Highland Council, Communities and Place
Council Offices, Tigh na Sgire, Park Road
PORTREE, IV51 9GP
Telephone No. 07825 116490

Ward 11 & 21

Dot Ferguson or Sara McKeown
Depute Returning Officer,
The Highland Council, Communities and Place,
Charles Kennedy Building, Achintore Road
FORT WILLIAM, PH33 6RQ

Telephone No. 07899 067668

Ward 12, 13, 14, 15, 16, 17, 18 & 19

Linda Johnstone Or Cheryl MacIver
Depute Returning Officer,
The Highland Council, Election Office
Committee Room 1, Council Headquarters,
Glenurquhart Road, Inverness, IV3 5NX

Telephone No. 01463 644440

Ward 20

Liz Cowie or Lewis Hannah or Charles Stephen Depute returning Officer, The Highland Council, Communities and Place Council Offices, Kingussie Courthouse, High Street, KINGUSSIE, PH21 1HR **Telephone No. 07899 671489**

Informal Checks

Publication of Notice of Election on Monday 14 March 2022

Information for Candidates and Agents

Nominations can be lodged between 15 March 2022 until 30 March 2022 (before 4.00pm).

For informal checking please scan all papers of your pack and send to election@highland.gov.uk

The Election Team may book an online Microsoft Teams session to conduct the informal checking of papers with you.

No MS Account? Sign up for free

To become nominated you need to submit completed nomination papers **by hand** to: The Highland Council, Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX or

the appropriate Depute Returning Officer detailed in the Notice of Election Nomination papers must be delivered before **4pm** on **Wednesday 30 March 2022**.

You can deliver your nomination or have a 2nd informal check performed if an error was detected.

Election agent

- Responsible for the proper management of your election campaign; particularly its financial management.
- Notification of appointment must reach the Returning Officer by 4pm on– Wednesday 30 March 2022. Form is included in nomination pack.
- You will become your own agent by default if none is appointed.

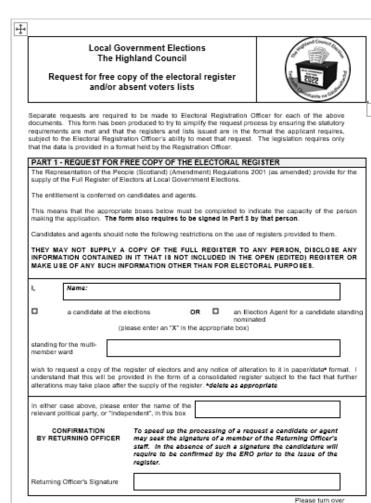
Access to electoral register/absent voting lists

Access by candidates – once you **officially** become a candidate:

earliest, on 23 March 2022 if you, or others declared yourself a candidate; or once you or others have declared yourself a candidate after this date or on date you submit your nomination papers, whichever is earliest

You can use your copy of the electoral register and absent voting lists for campaigning purposes.

Only use data for this permitted purpose!





VOTER MATTERS



To vote in Scottish Government elections you must:

be registered to vote at an address in Scotland

be 16 or over on the day of the election ('polling day')

not be legally excluded from voting

You must also be one of the following:

a British citizen

an Irish citizen

a citizen of another country living in Scotland who has permission to enter or stay in the UK, or who does not need permission





Register to Vote

Get ready to vote



Register to vote
All you need to register to vote is 5 minutes and



Learn more about which elections you can vote in.



Can't get to the polling station on polling day? Apply to vote by post by downloading and completing the application form.

<u>Voter | Electoral Commission</u>



Register to vote

You can use this service to:

- get on the electoral register so you can vote in elections or referendums
- update your name, address or nationality by registering again with your new details
- get on or off the open register

This service is also available in Welsh (Cymraeg).

Who can register

You must be aged 16 or over (or 14 or over in Scotland and Wales).

You must also be one of the following:

- 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 Midnight Monday 18 April 2022.
- Individuals can apply to register online at

Register to vote - GOV.UK (www.gov.uk)

Registration

- When discussing registering to vote with individuals, you will need to make them aware that they will need to provide:
 - their National Insurance number
 - date of birth and address
- People who do not have / cannot retrieve their National Insurance number can still register, but they may need to provide further information. If so, they will be contacted by the ERO

Register to vote - GOV.UK (www.gov.uk)

Voter | Electoral Commission

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 at the elections if they are (or will be) registered in time to vote at the elections
- In 2021, the Scottish Government legislated to allow people to apply for an emergency proxy vote as a result of following Scottish Government advice or the advice of a registered medical practitioner in relation to coronavirus. This legislation is due to expire in September 2022
 - Monday 18 April 2022 (midnight) Deadline for receiving applications for registration.
 - Tuesday 19 April 2022 (5pm) Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes.
 - Tuesday 26 April 2022 (5pm) Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies).

Register to vote - GOV.UK (www.go

Voter | Electoral Commission



CAMPAIGNING AND SPENDING

CAMPAIGNING

- Use imprints on all your campaign material, including websites (<u>new guidance</u>)
- Comply with Policy Display of Election Posters
- Posters must not be erected prior to the announcement of election, 14
 March 2022, request permission CEX.support@highland.gov.uk
- Comply with planning rules relating to advertising hoardings and large banners.
- 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).

Roads we maintain | Roads information | The Highland Council

CAMPAIGNING

Campaigners are an essential element of a healthy democracy, but do not bring into question the integrity of the electoral process

Electoral registration/ absent vote applications:

- Ensure forms fully conform to the requirements of electoral law
- Include the ERO's 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

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

Candidate spending

- Defined as certain expenditure 'used for the purposes of the candidate's election' starting from the day after the date you officially become a candidate and ending on polling day
- Responsibility of election agent
- Spending limits:
 - At elections on or after 5 May 2022 £806 + 7 pence per elector in ward on register in force on 1 March 2022
 - reduced for joint candidates
- Must get and keep receipts (over £20)

Campaign spending returns

- Returns due 35 calendar days after result of election.
- Returns made public by Returning Officer
- Failure to submit a spending return is a criminal offence enforceable by police
- No spending will be reimbursed

COVID MEASURES

Covid is unfortunately still with us and we remain vigilant, prepared for the threats it poses and adapt our measures according to Scottish Government and NHS guidelines

Local Government Candidate Diversity Survey Update

All candidates standing for election at the 2022 local council elections are being <u>invited to complete a brief voluntary questionnaire</u> on their demographic characteristics, previous experience and any caring responsibilities. This will help to gather a more complete picture of who stands for election to Scotland's councils.

Candidates have the option to complete the survey on paper (returning by post) or online.



online version of the survey, as well as pdf (printable) versions of the questionnaire and information leaflet are available at: https://www.gov.scot/collections/diversity-in-political-representation-in-scotland/

CONTACTS



ELECTIONS OFFICE:

from 15 March to 30 March

For informal check of nomination papers <u>election@highland.gov.uk</u> Book an appointment for Lodging your Nomination Paper: Central Booking Line: 01463 644 440 / Contact local area offices

- General Queries: 01349 886 657
- e-mail <u>election@highland.gov.uk</u>
- Linda Johnstone Tel 07496 176 004
- Cheryl MacIver Tel 07775 411 321

ELECTORAL REGISTRATION OFFICE:

- Freephone 0800 393 783
- e-mail <u>ero@highland.gov.uk</u>

CONTACTS

- <u>Trunk Roads</u> maintained by <u>BEAR Scotland</u> Limited Tel: 01738 448600 Email: enquiries@bearscotland.co.uk
- Electoral Commission http://www.electoralcommission.org.uk
- Electoral Management Board <u>Electoral Management Board Electoral Management Board for Scotland (emb.scot)</u>
- Scotland Office 0131 225 0200

Police Scotland Highlands & Islands - Inspector Steven MacKenzie 101 if necessary 999 for emergencies

- Candidate Safety Advice
- Home Security Guide
- Protect Yourself A Guide to Personal Security
- Protect Yourself Guide Blue Book



Tuesday 5 April 2022 at 10 am Wednesday 4 May 2022 at 3pm

To register please email election@highland.gov.uk

Thank you