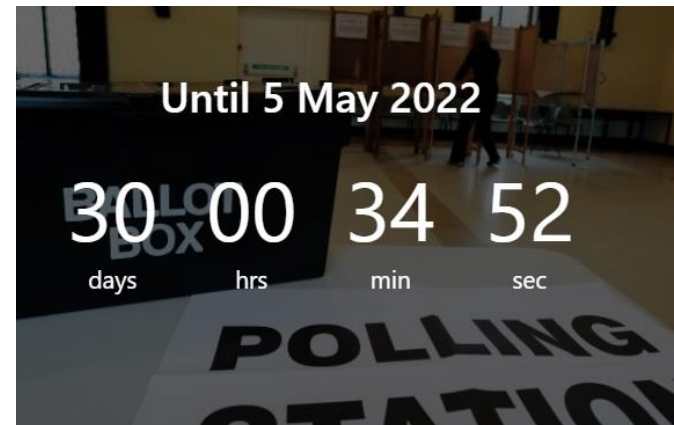
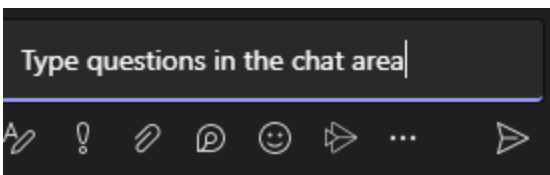
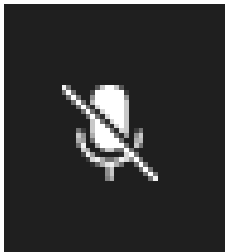




# Candidates & Agents Briefing, Tuesday, 5 April March 2022



# Who's who

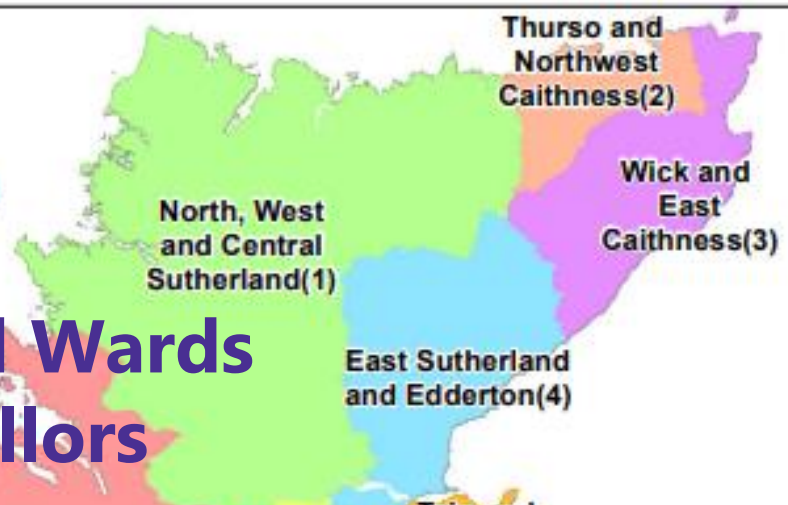
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- **The Returning Officer** is the person responsible for running the elections. The Returning Officer is **Donna Manson**.
- **The Electoral Registration Officer** is responsible for maintaining the register of electors and absent voters' lists. The 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 co-ordinate Scottish Local Government and Scottish Parliament Elections
- **Others**
  - Police Scotland
  - Royal Mail
- **Candidates and Agents**



**Multi-Member Wards**  
(from October 2016)

**20 Contested Wards**  
**71 Councillors**



Name of Ward		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 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



# Uncontested – 3 Seats

## Ward 11 – Caol and Mallaig

Electoral Ward	Number of councillors to be elected	Candidate's Surname* (including present name if appropriate)	Other names in full* (including present names if appropriate)	Description (if any)	Candidate's address (or relevant area or country)**
Ward 11:  Caol  and Mallaig	3	BALDREY	Andrew	Scottish Greens - Delivering For Our Community	address in The Highland Council area
		GRAFTON	John Colin	Scottish Liberal Democrats	address in The Highland Council area
		SAGGERS	Liz	Scottish Conservative and Unionist	address in The Highland Council area

# Election Timetable

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Deadline for applications to register to vote	Midnight, Monday 18 April
Deadline for new postal votes/changes to existing postal or proxy votes	5pm Tuesday 19 April
Deadline for applications for new proxy votes	5pm on Tuesday 26 April
Appointment of polling and counting agents	Wednesday 27 April
Polling day	Thursday, 5 May 7am to 10pm
Deadline to apply for new applications to vote by proxy on grounds of medical emergency or if unexpectedly called away because of employment or service	5pm Thursday 5 May

# Election Timetable (cont'd)

Replacement for lost/spoilt postal votes ends	10pm – on polling day, 5 May 2022
Replacement for lost/spoilt postal votes ends	10pm – on polling day
Alterations to register to correct clerical error	9pm – on polling day
E-Count	8 am Friday 6 May
Return of candidate spending return	+ 35 calendar days from declaration of result <b>10 June</b>



# Other important dates (directed by convener of EMB)

- Poll cards received on 15/16 March
- Postal Votes
  - First issue 14 April (for those registered before by 30 March 2022)
  - Second issue 19 April (for those registered before 8 April 2022)
  - Final issue 26 April (for those registered up to 19 April deadline)



# Running Elections in (Post?) Covid World

**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


**Delivering  
safe  
elections**





## Register to vote

Got 5? Register to vote in UK elections if you've never registered before, have moved house or have changed your name

Register now 

## Find out about elections in your area

Find contact details for the electoral services team at your local council and polling station information

Search 

# Register to Vote

- 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
- Individuals can apply to register online at

## Get ready to vote



### Register to vote

All you need to register to vote is 5 minutes and your National Insurance number.



### Which elections you can vote in


Learn more about which elections you can vote in.



### Apply to vote by post

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

## [Voter | Electoral Commission](#)

 Topics

[→ Coronavirus \(COVID-19\)](#) | Latest updates and guidance

[Home](#) > [Citizenship and living in the UK](#) > [Voting](#)

## 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:

[Register to vote - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

# 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 \(www.gov.uk\)](https://www.gov.uk/register-to-vote)  
[Voter | Electoral Commission](https://www.electoralcommission.gov.uk)

# Electoral register/absent voting lists

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- You can use your copy of the electoral register and absent voting lists for campaigning purposes.
- Only use data for this permitted purpose!

# Code of conduct for campaigners

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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 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.

[Electoral Commission Code of Conduct Campaigners](#)

[Quick Guide on Postal Voting](#)

# CAMPAIGNING

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- Use imprints on all your campaign material, including websites ([new guidance](#))
- **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).

# Code of conduct for campaigners (cont'd)

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- **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.

We expect good standards of behaviour  
Be attentive to sensitivities around Covid



# WAYS TO VOTE

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- **Polling Places**

  - [Situation of Polling Places](#)

- **Postal Votes**

  - Very important element of this election
  - Confidence in the system depends on integrity of campaigners:  
Code of Conduct!
  - Must be seen to be fair, no question of interference

- **Proxy Votes**

  - Both at polling places and for postals

243 Ballot Boxes  
100 Postal Voters Ballot boxes



# Postal Vote Opening Sessions

- Postal Vote packs will be dispatched to Royal Mail on 14, 19 & 26 April
- Opening at Inverness Headquarters Chamber Area on Tuesday, 19 April with envelope B's only to prepare for scanning – no ballot paper envelopes opened until Tuesday 26 April;



- Validate signature & date of birth
  - Open to observers: monitoring NOT sampling
  - Requirement for secrecy
  - Ballot papers are face down
- Each candidate may appoint agents to observe the opening of postal votes, appointments must be made in writing before the opening session is due to begin
  - **Lost or spoilt** can be replaced

[Notice of Issue and Opening of Postal Votes](#)

# POLLING DAY

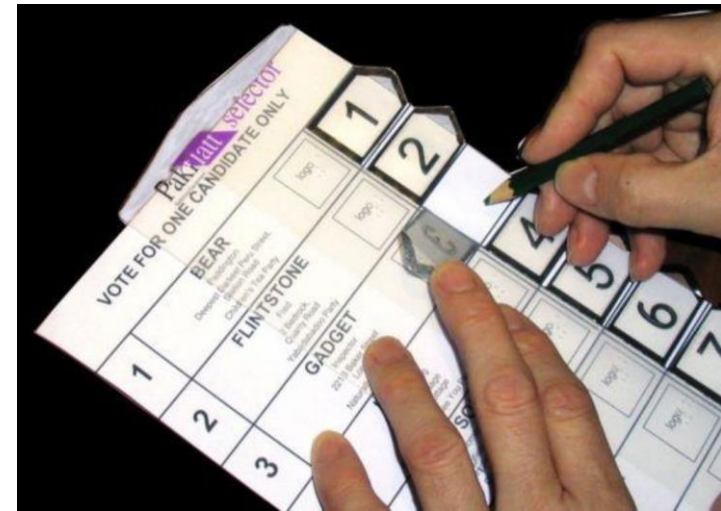
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- Polling stations open from 7am to 10pm
- Helpline **01349 886647** open 7am to 10pm for queries or problems relating to the administration of the election
  - contact the Electoral Commission for any queries about a candidate’s campaign literature
  - 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 within voting area or delivered to the elections office until 10pm.
- A person in a queue at a polling station at 10pm waiting to hand in postal vote can do so after 10pm.

**POLLING STATION FINDER**

# HOW TO MARK THE BALLOT?

- Voters will rank candidates in their order of preference using numbers (1, 2, 3, 4, 5, 6, etc).
- Voters can rank as many or as few candidates as they wish.
- The same number cannot be used twice and there should not be a break in the sequence.



## BALLOTSHIRE COUNCIL: ANYTOWN & DISTRICT WARD

Three of the candidates listed below will be elected.  
You can make as many or as few choices as you wish.

Put the number **1** in the voting box next to your **first** choice.

Put the number **2** in the voting box next to your **second** choice.

Put the number **3** in the voting box next to your **third** choice. **And so on.**

**ANDERSON** Hans

(address in *[relevant area or country]*)

**Rowan Party**



**CRANSTON** Helen

912 Main Street, Anytown

**Beech Party**



**FLEMING** Douglas Martin

112 South Street, Anytown

**Independent**

**HAMILTON** Flora

(address in *[relevant area or country]*)

**Willow Party**



**KUMAR** Kuldip

(address in *[relevant area or country]*)

**Elm Party**



# Close of Poll

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- On Thursday 5 May from 10pm, transport of the ballot boxes to the count centre, Inverness Leisure Centre
- Overnight verification of the unused and spoilt ballot papers
- You are permitted to attend, let us know [election@highland.gov.uk](mailto:election@highland.gov.uk) and we will send you an entrance badge



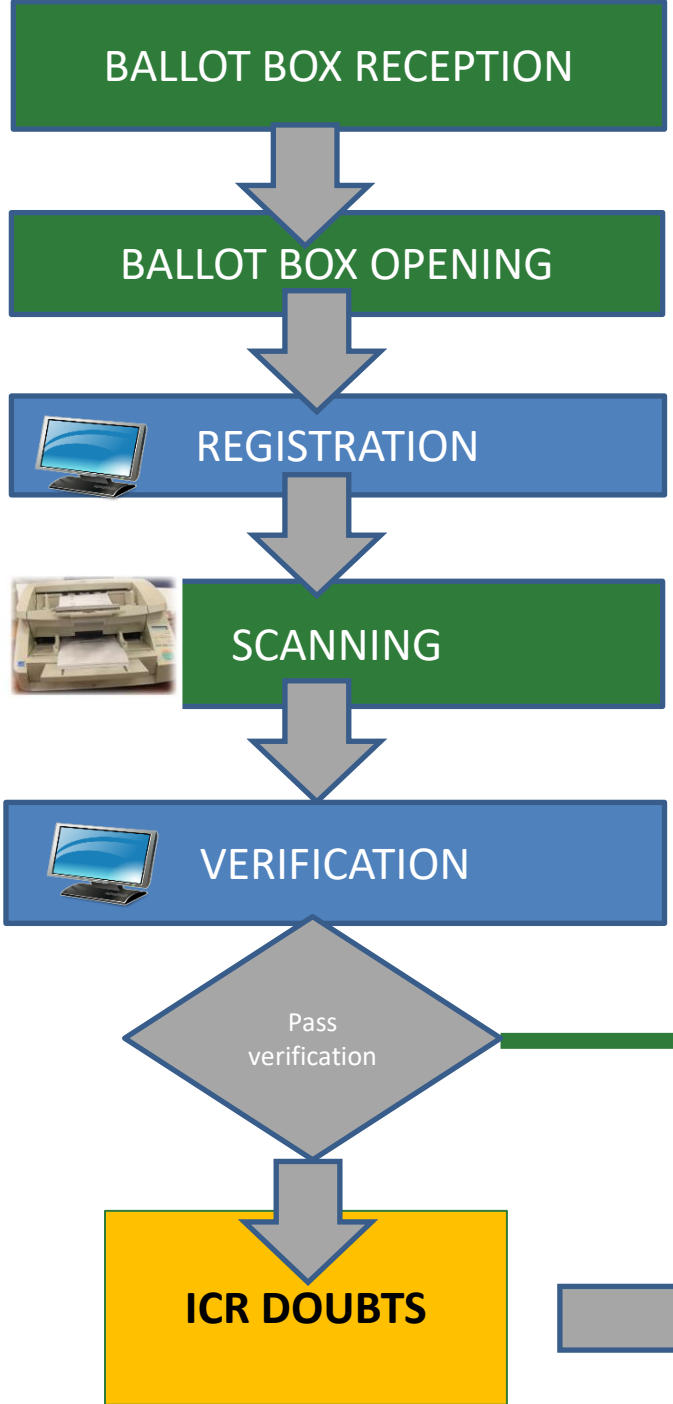


# Counting of votes (cont'd)

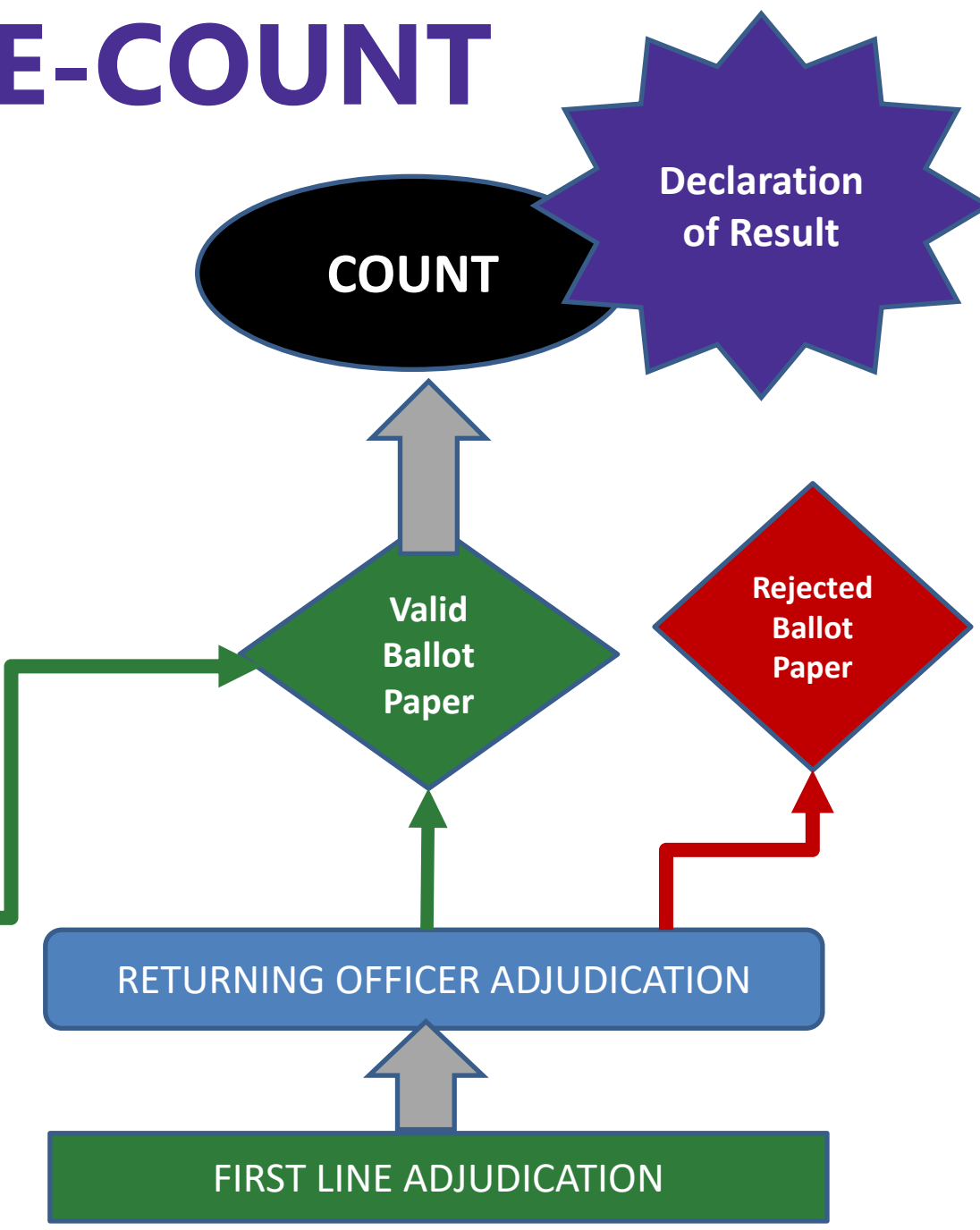
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- The count will be held Friday 6 May at **Inverness Leisure Centre, Bught Lane, Inverness IV3 5SS**
- Ballot papers will be counted electronically
- Count centre will open at 7.45 am
- Candidates, election agent and 3 counting agents are entitled to attend (subject to Covid regulations)





# E-COUNT



# Allocation of seats

- The voting system used at council elections is the **Single Transferable Vote**
- Candidates who reach a minimum number of votes known as the quota will win a seat. The quota is calculated as follows:

$$\left[ \frac{\text{Total number of valid ballot papers}}{\text{Number of councillors to be elected} + 1} \right] + 1$$

Example:

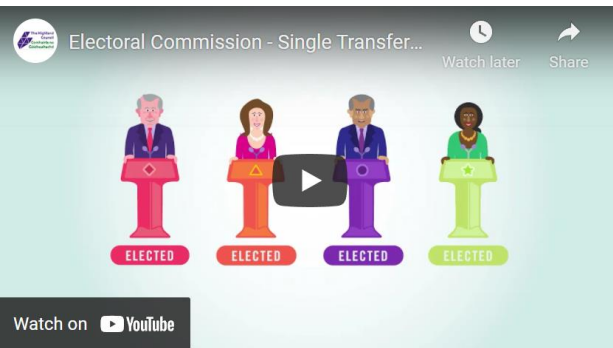
Number of seats to be filled = 3

Total number of ballot papers = 2,931

Number of rejected ballot papers = 43, therefore

The number of valid ballot papers = 2,888, and the quota is:

$$\text{Quota} = (2,888 / (3 + 1)) + 1 = 723$$

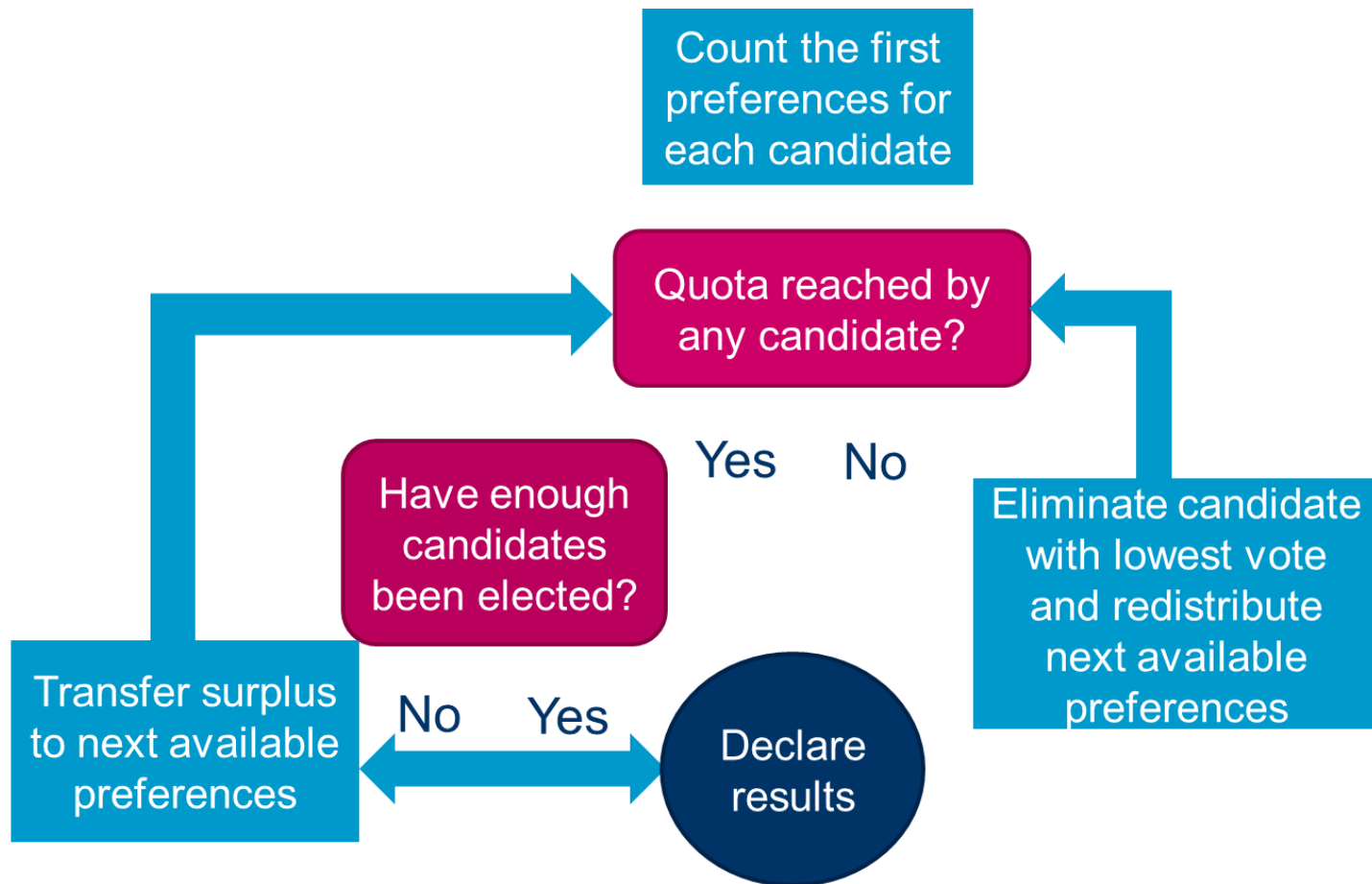


# Allocation of seats (cont'd)

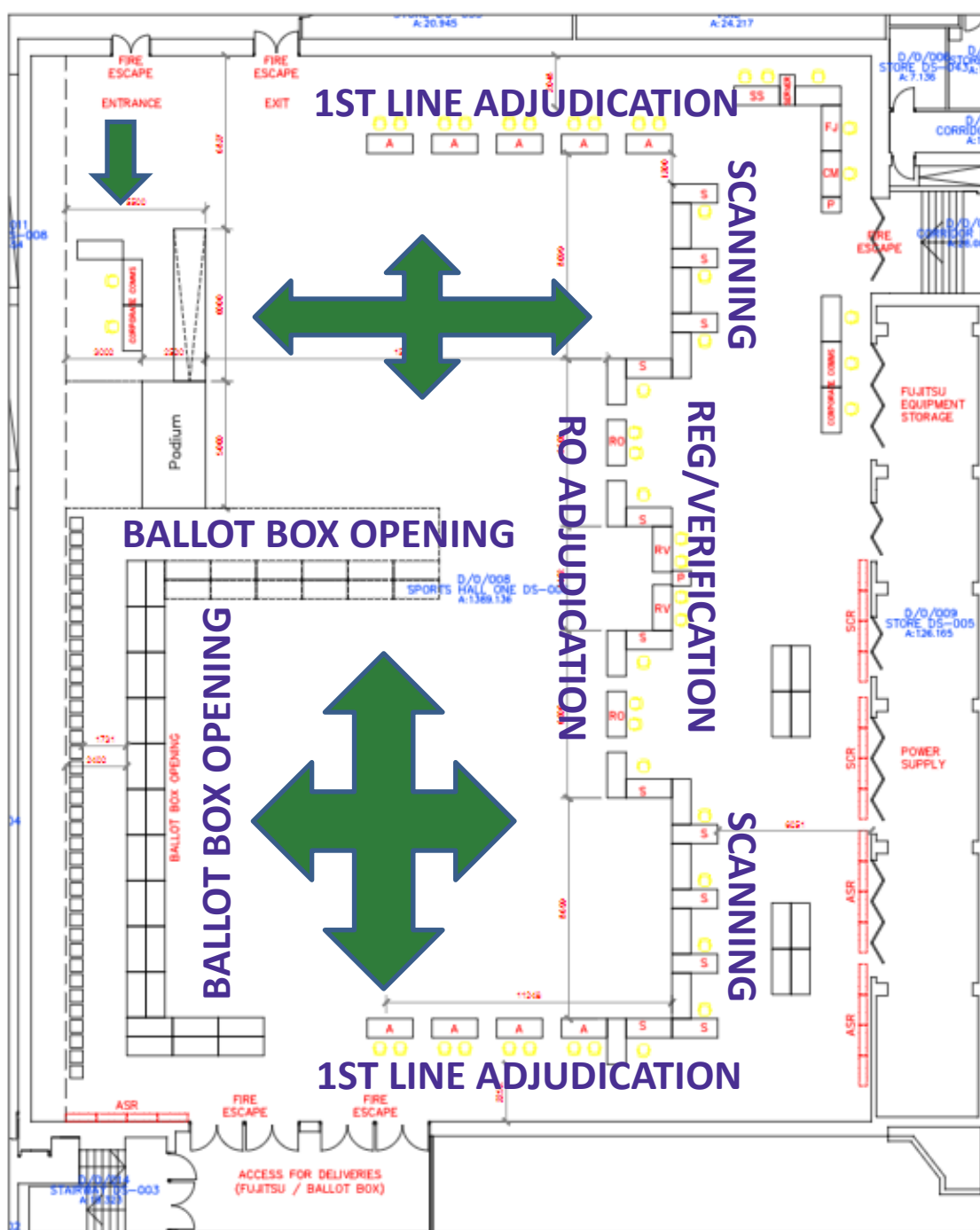
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- **Surpluses** of candidates who reach the quota are transferred to the voters' next choice. If there are still seats to fill after all the surpluses have been transferred, the candidate with the fewest votes will be **excluded** and their votes will be redistributed.
- The e-counting system will perform these calculations and produce a detailed report which will be shared with candidates and agents.

# The count process



# THE COUNT CENTRE





# Break Out Areas COUNT CENTRE

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- Climbing wall
- The Floral Hall
- Snack dispensers



# Candidate spending

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- 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**
  - reduced for joint candidates
- Must get and keep receipts (over £20)

**Calculation of Spending Limits for 21 Electoral Wards**

# Campaign spending returns

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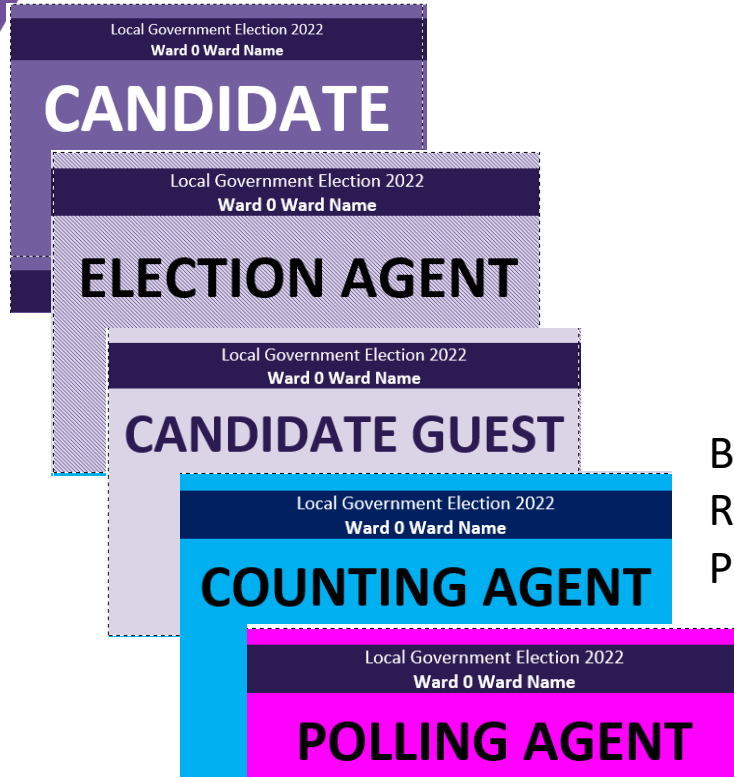
- Returns due 35 calendar days after result of election, deadline **10 June**.
- Returns made public by **Returning Officer**
- Failure to submit a spending return is a criminal offence enforceable by police
- No spending will be reimbursed

# Integrity Issues

- Seriousness of Electoral Offences
  - Integrity is fundamental
- Police Scotland (SPOC)
  - Bribery
  - Treating
  - Undue Influence
  - Personation
  - False Statements
- Candidates, Agents and campaigners have critical role to ensure integrity and **confidence** in the electoral process
- All allegations of electoral fraud will be investigated robustly by the Police Scotland in consultation with RO



# Polling/Count/Postal Vote Agents



Appointment of Postal Vote Agents  
Appointment of Polling Agents  
Appointment of Counting Agents

Badges print yourself  
Receive by post  
Pick up at HQ Inverness

must be delivered no later than 5pm on  
**Wednesday, 27 April** to The Highland Council  
Election Office, Council Headquarters,  
Glenurquhart Road, Inverness, IV3 5NX or sent  
by email to [election@highland.gov.uk](mailto:election@highland.gov.uk)

Highland Council Election: Count Information Pack

## HIGHLAND COUNCIL ELECTIONS

**Friday, 6 May 2022**  
TAGHAIDHEAN NA COMHAIRLE

**INFORMATION BOOKLET**  
for Candidates, Agents,  
the Media & Authorized  
Observers to our Count  
Centre

@ Inverness  
Leisure Centre  
Bught Lane  
Inverness IV3 5SS

# CONTACTS

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- [Trunk Roads](#) maintained by [BEAR Scotland](#) Limited  
Tel: 01738 448600 Email: [enquiries@bearsotland.co.uk](mailto:enquiries@bearsotland.co.uk)
- Electoral Commission <http://www.electoralcommission.org.uk>  
email [infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk) or tel 0131 2250200
- Electoral Management Board [Electoral Management Board – Electoral Management Board for Scotland \(emb.scot\)](#)
- 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](#)



# CONTACTS

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## **ELECTIONS OFFICE:**

- General Queries: 01349 886 657
- e-mail [election@highland.gov.uk](mailto:election@highland.gov.uk)
- Linda Johnstone Tel 07496 176 004
- Cheryl MacIver Tel 07775 411 321

## **ELECTORAL REGISTRATION OFFICE:**

- Freephone 0800 393 783
- e-mail [ero@highland.gov.uk](mailto:ero@highland.gov.uk)

# Local Government Candidate Diversity Survey Update


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All candidates standing for election at the 2022 local council elections are being invited to complete a brief voluntary questionnaire 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.




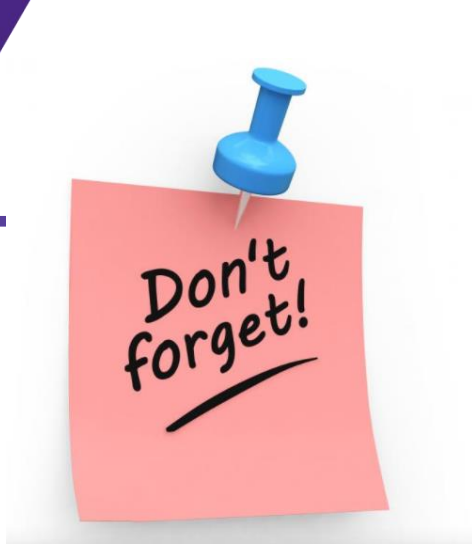
online version of the survey, as well as pdf (printable) versions of the questionnaire and information leaflet are available at:  
<https://www.gov.scot/collections/diversity-in-political-representation-in-scotland/>



Electoral Commission webinar on **Tuesday 5 April 2022 at 6pm – 7pm**. To confirm your attendance please email Eliza Fennell at [EFennell@electoralcommission.org.uk](mailto:EFennell@electoralcommission.org.uk)

## AGENDA

- When the spending rules apply
  - How much you can spend
  - Notional spending rules
  - Who you can accept donations from
  - What you need to report after the election
- 



# **E-Count Walk-in Session Wednesday 4 May 2022 at 3pm**

To register please email [election@highland.gov.uk](mailto:election@highland.gov.uk)

# Thank you