




## INFORMATION PACK

LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
THURSDAY 5 MAY 2022

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*Briefing presentation for candidates and agents - separate document*    


Please contact the Election Office if you require further support or guidance or have any special requirements that we should be aware of

**Other useful sources of information:**

Electoral Commission: <https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent>

Information Service: [www.localcouncillor.scot](http://www.localcouncillor.scot)

Electoral Management Board for Scotland: [www.emb.scot](http://www.emb.scot)

Inclusion Scotland (Access to Election Office Fund (Scotland)): [www.inclusionScotland.org](http://www.inclusionScotland.org)

**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
5 MAY 2022**

<b>CONTACT DETAILS</b>
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**East Lothian Election Team**

The Returning Officer (RO) is responsible for administering the election in the East Lothian Council area.

RO:	Monica Patterson	01620 827413
Depute RO:	Morag Ferguson	01620 827274
Election Office:	May Turner	01620 820183
	Alison Smith	01620 820184
	Hazel Boak	01620 820185
Email:	<a href="mailto:elections@eastlothian.gov.uk">elections@eastlothian.gov.uk</a>	
Website:	<a href="http://www.eastlothian.gov.uk">www.eastlothian.gov.uk</a>	

Also part of the core team in relation to overseeing the count and opening of postal votes is the Count Manager, Alan Cruickshank and Assistant Count Manager, Graeme Marsden.

Public helpline – **01875 824300** – active from 14 March to 5 May (inclusive).

**Electoral Registration Office**

The Electoral Registration Officer is responsible for maintaining the register of electors and absent voters' lists.

Telephone – 0131 344 2500

Email – [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk)

Website – [www.lothian-vjb.gov.uk](http://www.lothian-vjb.gov.uk)

**Electoral Commission**

The Electoral Commission's responsibilities include the registration of political parties, promotion of public awareness, providing advice and assistance to political parties/candidates and to Returning Officers and Electoral Registration Officers.

Telephone – 0333 103 1928

Email – [infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk)

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

**Information Service**

The Information Service has produced a range of information for local government candidates outlining the role of a councillor.

Website – [www.localcouncillor.scot](http://www.localcouncillor.scot)

**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
5 MAY 2022**

<b>KEY INFORMATION</b>
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**Nomination Papers**

Nomination papers may be lodged with the Returning Officer on any weekday, between the hours of 10am to 4pm, from **15 March** up to close of nominations at **4pm on 30 March**.

Given the current situation **nomination papers should be emailed initially** to the Elections Office ([elections@eastlothian.gov.uk](mailto:elections@eastlothian.gov.uk)); these will be checked and candidates/agents contacted to advise if they have been completed correctly or if alterations are required. Once this has been done an appointment should then be made to physically lodge the nomination papers. Please note that only one person should bring these.

**Meadowmill Sports Centre will be the venue for the opening of postal votes and the count.**

**Postal Votes (Opening)**

There will be daily postal vote opening sessions, on weekdays, commencing at 9am on **Friday 29 April**. On polling day the opening session will continue throughout the day/evening to incorporate postal votes handed in to polling places and any delivered by Royal Mail from their system sweep. The final session will take place following close of poll on Thursday 5 May.

A form for the appointment of postal vote agents is contained within the pack. The maximum number of postal vote agents that may be appointed is **one** per candidate **per** opening session. Forms should be returned to the Election Office before the date of the opening session an agent wishes to attend.

**Close of Poll**

Ballot boxes will be delivered to Meadowmill and stored securely overnight. As mentioned above the final postal vote opening session (i.e. dealing with any handed in to polling places after the last collection) will then take place.

On receipt of the boxes the pre-count verification (arithmetical checking of the ballot paper accounts and reconciliation of unused or spoilt papers) will also take place.

If you wish to view either of these processes please inform the Election Office.

**The Count**

The e-count will take place on **Friday 6 May** commencing at **9am**.

Please note that the Returning Officer may decide to restrict numbers due to the current pandemic. Forms for the appointment of counting agents will be issued to election agents following conclusion of the nominations process and must be returned to the Election Office by **Wednesday 27 April**. Admission passes for the count will be issued on your arrival at the count venue on Friday 6 May. **Only those permitted to attend i.e., on the admission list, will be allowed entry.**

## Timetable for Scottish council elections on 5 May 2022

The days which are disregarded in calculating the timetable are Saturday, Sunday, Good Friday, Easter Monday<sup>1</sup>, bank holidays (i.e. Monday 2 May) and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

The timetable contains the statutory deadlines as set out in the election rules and also reflects the directions issued by the Convener of the Electoral Management Board for Scotland. Dates which reflect a direction issued by the Convener appear in boxes shaded in blue.

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Publication of notice of election	Not earlier than the thirty-fifth day before the date of the poll and not later than the twenty-eighth day before the date of the poll	Monday 14 March
Dispatch of poll cards to electors	As soon as practicable after the issue of notice of election	Between Tuesday 15 and Wednesday 16 March
Delivery of nomination papers	Not later than 4pm on any working day from the day after the publication of notice of election until 4pm on the twenty-third day	Not later than 4pm on any working day after the publication of the notice of election until 4pm on Wednesday 30 March

<sup>1</sup> Although disregarded in relation to calculating the election timetable, Easter Monday is not a disregarded day in Scotland in relation to calculating the registration deadline.

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Deadline for withdrawals of nomination	23 days (4pm)	4pm on Wednesday 30 March
Deadline for the notification of appointment of election agents	23 days (4pm)	4pm on Wednesday 30 March
Publication of notice of poll, including situation of polling stations	As soon as practicable after the deadline for withdrawals	As soon as practicable after 4pm on Wednesday 30 March
Publication of the first interim notice of alteration	23 days	Wednesday 30 March
Publication of the second interim notice of alteration	Between 22 days and 6 days	Friday 8 April
First dispatch of postal ballot packs		Between Thursday 14 and Tuesday 19 April
Deadline for receiving applications for registration	12 days	Monday 18 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	5pm on Tuesday 19 April
Deadline for new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	5pm on Tuesday 26 April
Final dispatch of postal ballot packs		Tuesday 26 April
Publication of final election notice of alteration	5 days	Wednesday 27 April

<b>Event</b>	<b>Working days before poll (deadline if not midnight)</b>	<b>Date</b>
Deadline for notification of appointment of polling and counting agents	5 days	Wednesday 27 April
<b>POLLING DAY</b>	0 (7am to 10pm)	<b>7am to 10pm on Thursday 5 May</b>
Last time that electors can apply for a replacement for a lost and spoilt postal vote	0 (10pm)	10pm on Thursday 5 May
Deadline for emergency proxy applications	0 (5pm)	5pm on Thursday 5 May
Last time to alter the register due to clerical error or court appeal	0 (9pm)	9pm on Thursday 5 May
Verification and count		Friday 6 May First ballot boxes are opened after 8am and not later than 9.30am
Latest day for candidates to receive their invoices	21 calendar days	If result is declared: <ul style="list-style-type: none"> <li>• 6 May it is 27 May</li> <li>• 7 May it is 30 May*</li> </ul>
Latest day for candidates to pay their invoices	28 calendar days	If the result is declared: <ul style="list-style-type: none"> <li>• 6 May it is 6 June</li> <li>• 7 May it is 6 June</li> </ul>
Latest date for candidates to submit their return and agent declaration	35 calendar days	If the result is declared: <ul style="list-style-type: none"> <li>• 6 May it is 10 June</li> <li>• 7 May it is 13 June*</li> </ul>
Sending postal vote identifier rejection notices	Within 3 months beginning with the date of poll	By Thursday 4 August

\*Although these deadlines are calculated on calendar days, the deadline cannot fall on a dies-non. The deadline will in that case be the next working day.



## **Schedule to the Local Government Polling Districts and Designation of Polling place Scheme**

**The location of each Polling District by reference to Local Government Ward and Polling Place is as follows: -**

### **Local Government Ward 1: Musselburgh**

Polling District:	ELMN1A
<b>Polling Place:</b>	<b>Musselburgh Rugby Football Club</b>
No. of Stations:	4
Address:	3A Stoneyhill Farm Road, Musselburgh, EH21 6RN
Polling District:	ELMN1B
<b>Polling Place:</b>	<b>North Esk Parish Church Hall</b>
No. of Stations:	3
Address:	16 Bridge Street, Musselburgh, EH21 6AG
Polling District:	ELMN1C
<b>Polling Place:</b>	<b>Our Lady of Loretto Church Hall</b>
No. of Stations:	3
Address:	17 Newbigging, Musselburgh, EH21 7AJ
Polling District:	ELMN1D
<b>Polling Place:</b>	<b>Musselburgh East Community Learning Centre</b>
No. of Stations:	4
Address:	Haddington Road, Musselburgh, EH21 8JJ

## Local Government Ward 2: Preston, Seton and Gosford

Polling District: EL2A  
**Polling Place:** Pennypit Centre  
No.of Stations: 3  
Address: Double Dykes, Rope Walk, Prestonpans, EH32 9BN

Polling District: EL2B  
**Polling Place:** Prestonpans Community Centre  
No.of Stations: 4  
Address: Preston Road, Prestonpans, EH32 9QS

Polling District: EL2C  
**Polling Place:** Port Seton Community Centre  
No.of Stations: 5  
Address: South Seton Park, Port Seton, EH32 0BQ

Polling District: EL2D  
**Polling Place:** Longniddry Community Centre  
No.of Stations: 2  
Address: Seton Road, Longniddry, EH32 0LD



## Local Government Ward 3: **Tranent, Wallyford and Macmerry**

Polling District: EL3A  
**Polling Place:** **Tranent Town Hall**  
No.of Stations: 3  
Address: Church Street, Tranent, EH33 1AD

Polling District: EL3B  
**Polling Place:** **Loch Centre**  
No.of Stations: 5  
Address: off Blawearie Road, Tranent, EH33 2JX

Polling District: EL3C  
**Polling Place:** **Elphinstone Community Centre**  
No.of Stations: 1  
Address: Main Street, Elphinstone, EH33 2LX

Polling District: EL3D  
**Polling Place:** **Macmerry Miners' Welfare Club**  
No.of Stations: 1  
Address: Main Road, Macmerry, EH33 1QF

Polling District: ELMN3E  
**Polling Place:** **The Village Hub, Whitecraig Community Centre**  
No.of Stations: 1  
Address: 72 Whitecraig Avenue, Whitecraig, EH21 8PB

Polling District: ELMN3F  
**Polling Place:** **Wallyford Community Centre**  
No.of Stations: 2  
Address: Albert Place, Wallyford, EH21 8LE

## Local Government Ward 4: North Berwick Coastal

Polling District:	EL4A
<b>Polling Place:</b>	<b>The Stables</b>
No.of Stations:	1
Address:	Main Street, Aberlady, EH32 0RB
Polling District:	EL4B
<b>Polling Place:</b>	<b>Gullane Community Association Hall</b>
No.of Stations:	2
Address:	Hall Crescent, Gullane, EH31 2HA
Polling District:	EL4C
<b>Polling Place:</b>	<b>Dirleton Church Hall</b>
No.of Stations:	1
Address:	5d Manse Road, Dirleton, EH39 5EL
Polling District:	EL4D
<b>Polling Place:</b>	<b>Fenton Barns</b>
No.of Stations:	1
Address:	Fenton Barns, EH39 5 BW
Polling District:	EL4E
<b>Polling Place:</b>	<b>North Berwick Sports Centre</b>
No.of Stations:	6
Address:	Grange Road, North Berwick, EH39 4QS
Polling District:	EL4F
<b>Polling Place:</b>	<b>Whitekirk Village Hall</b>
No.of Stations:	1
Address:	Whitekirk, EH42 1XS

## Local Government Ward 5: Haddington and Lammermuir

Polling District:	EL5A
<b>Polling Place:</b>	<b>Humbie Village Hall</b>
No.of Stations:	1
Address:	Humbie, EH36 5PJ
Polling District:	EL5B
<b>Polling Place:</b>	<b>Fletcher Hall</b>
No.of Stations:	1
Address:	East Saltoun, EH34 5DX
Polling District:	EL5C
<b>Polling Place:</b>	<b>Bolton Village Hall</b>
No.of Stations:	1
Address:	Under Bolton, EH41 4HL
Polling District:	EL5D
<b>Polling Place:</b>	<b>Aubigny Sports Centre</b>
No.of Stations:	7
Address:	Mill Wynd, Haddington, EH41 4DB
Polling District:	EL5E
<b>Polling Place:</b>	<b>Athelstaneford Village Hall</b>
No.of Stations:	1
Address:	Main Street, Athelstaneford, EH39 5BE
Polling District:	EL5F
<b>Polling Place:</b>	<b>Morham Village Hall</b>
No.of Stations:	1
Address:	Morham, EH41 4LQ
Polling District:	EL5G
<b>Polling Place:</b>	<b>*new polling place *Gifford Bowling Club</b>
No.of Stations:	1
Address:	Station Road, Gifford, EH41 4QL
Polling District:	EL5H
<b>Polling Place:</b>	<b>Garvald Village Hall</b>
No.of Stations:	1
Address:	Garvald, EH41 4LN
Polling District:	EL5I
<b>Polling Place:</b>	<b>Ormiston Community Centre</b>
No.of Stations:	2
Address:	George Street, Ormiston, EH35 5JB
Polling District:	EL5J
<b>Polling Place:</b>	<b>Trevelyan Hall</b>
No.of Stations:	2
Address:	9 Wester Pencaitland, Pencaitland, EH34 5HA

## Local Government Ward 6: Dunbar and East Linton

Polling District:	EL6A
<b>Polling Place:</b>	<b>Allison Cargill House</b>
No.of Stations:	1
Address:	Whittinghame, EH41 4QA
Polling District:	EL6B
<b>Polling Place:</b>	<b>East Linton Community Association Hall</b>
No.of Stations:	2
Address:	73 High Street, East Linton, EH40 3BQ
Polling District:	EL6C
<b>Polling Place:</b>	<b>Tynninghame Village Hall</b>
No.of Stations:	1
Address:	Tynninghame, EH42 1XL
Polling District:	EL6D
<b>Polling Place:</b>	<b>Stenton Village Hall</b>
No.of Stations:	1
Address:	Stenton, EH42 1TE
Polling District:	EL6E
<b>Polling Place:</b>	<b>West Barns Bowling Club</b>
No.of Stations:	1
Address:	Edinburgh Road, West Barns, EH42 1UH
Polling District:	EL6F
<b>Polling Place:</b>	<b>Bleachingfield Centre</b>
No.of Stations:	6
Address:	Countess Crescent, Dunbar, EH42 1DX
Polling District:	EL6G
<b>Polling Place:</b>	<b>Spott Community Centre</b>
No.of Stations:	1
Address:	Spott, EH42 1RJ
Polling District:	EL6H
<b>Polling Place:</b>	<b>Innerwick Village Hall</b>
No.of Stations:	1
Address:	Innerwick, EH42 1SE
Polling District:	EL6I
<b>Polling Place:</b>	<b>Oldhamstocks Village Hall</b>
No.of Stations:	1
Address:	Oldhamstocks, TD13 5XN

**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
5 MAY 2022**

**STATUTORY PROVISIONS RELATING to use of SCHOOLS and ROOMS  
for LOCAL GOVERNMENT ELECTION MEETINGS**

For ease of reference an excerpt from Section 96 of the Representation of People Act 1983, as amended, is detailed below regarding the use of schools and rooms for local election meetings.

**96.** – (1) Subject to the provisions of this section, a candidate at a local government election is entitled for the purpose of holding public meetings in furtherance of his candidature to the use free of charge at reasonable times between the last day on which the notice of election may be published in accordance with the rules made under section 36, or, in Scotland, section 42 above and the day preceding the day of the election of –

- (a) a suitable room in the premises of a school to which this section applies; or
  - (b) a meeting room to which this section applies.
- (2) This section applies –
- (a) in England and Wales, to a county or voluntary or grant-maintained school situated in the electoral area for which the candidate is standing (or if there is no such school in the area, in any school in an adjacent electoral area) or in a parish or community, as the case may be, in part comprised in that electoral area; and
  - (b) in Scotland, to any school (not being an independent school within the meaning of the Education (Scotland) Act 1980) situated in the electoral area for which the candidate is standing (or, if there is no such school in the area in any such school in an adjacent electoral area).
- (3) This section applies –
- (a) in England and Wales, to any meeting room situated in the electoral area for which the candidate is standing or in a parish or community, as the case may be, in part comprised in that electoral area, the expense of maintaining which is payable wholly or mainly out of public funds or out of any rate, by a body whose expenses are so payable.
  - (b) in Scotland, to any meeting room the expense of maintaining which is payable by the council of a region, islands area or district.
- (4) Subsections (4), (5) and (7) of section 95 above and paragraph 1(1) of Schedule 5 to this Act shall apply for the purposes of this section as they apply for the purposes of that section, and any person stating himself to be, or to be authorised by, a candidate at a local government election in respect of an electoral area which falls (or partly falls) within a constituency, or his election agent, shall be entitled to inspect the lists prepared under Schedule 5 to this Act in relation to the constituency or a copy of them at all reasonable hours during the period beginning with the day on which the notice of the election is published and ending with the day preceding the day of election.

## EAST LOTHIAN COUNCIL LIST OF PREMISES

Use of schools and rooms for local government election meetings\*

**Given the current pandemic, schools should only be used if reasonable alternative arrangements cannot be made**

### SCHOOLS (Primary)

Aberlady	Innerwick	St Gabriel's RC
Athelstaneford	Haddington Primary (Upper)	St Martin's RC
Campie	Law	St Mary's RC
Cockenzie	Longniddry	Stenton
Dirleton	Loretto RC	Stoneyhill
Dunbar	Macmerry	Sanderson's Wynd
East Linton	Musselburgh Burgh	Wallyford
Saltoun	Ormiston	West Barns
Elphinstone	Pencaitland	Windygoul
Gullane	Pinkie St Peters	Whitecraig
Haddington Primary (Infants)	Preston Tower (Infants)	Yester
Humbie	Preston Tower (Upper)	

To book a room in any of the schools contact 01620 827811

**NOTE: the right to use rooms in a school does not include hours during which a room is used for educational purposes. Any prior letting of a room takes precedence.**

### COMMUNITY CENTRES

Bleachingfield, Dunbar	01368 866001
Bridge Centre, Haddington	01620 823137
Elphinstone CC	01875 824138
Fisherrow CC	0131 665 7590
Gatehouse, Musselburgh	0131 653 4071
Inter.esk, Musselburgh	0131 665 7590
Longniddry CC	0131 653 4077
Musselburgh East CLC	01786 458888
North Berwick CC	01620 893056
Pennypit Centre, Prestonpans	01875 819635
Prestonpans CC	01875 813349
Port Seton Centre	01875 815815
Red School Youth Centre, Prestonpans	01875 812474
Wallyford CC	0131 653 2804
Whitecraig CC	0131 653 2227
Ormiston CC	01875 824105

## HALLS

Brunton Hall, Musselburgh	0131 653 5220
Council Chambers, East Linton	01368 866001
Council Chambers, North Berwick	0131 653 5220
Gullane Recreational Hall	0131 653 5220
Hope Rooms, North Berwick	0131 653 5220
Macmerry Village Hall	0131 653 5220
Musselburgh Town Hall	0131 653 5220
Prestonpans Town Hall	01875 818112
Town House, Haddington	01620 827133
Tranent Town Hall	0131 653 5220
Trevelyan Hall, Pencaitland	0131 653 5220

## LIBRARIES

Dunbar	01368 866060
East Linton	01620 820635
Gullane	01620 820645
Haddington (JGC)	01620 820680
Longniddry	01875 818160
Musselburgh	0131 653 5130
North Berwick	01620 820700
Ormiston	01875 616675
Port Seton	01875 818170
Prestonpans	01875 818150
Tranent	01875 824150
Wallyford	0131 653 5140

**NOTE: Any prior letting of a room takes precedence**

**NOTE: Many of the establishments listed may not be open for general use at this time**

\* In terms of the legislation candidates are entitled to use publicly maintained accommodation for public meetings in support of their candidature between the last day for publication of the Notice of Election (**23 March**) and the day preceding the date of the poll (**4 May**). Use of the accommodation is to be free except for expenses involved in preparing, heating, lighting and servicing the accommodation or in rectifying any damage done to it. Candidates and election agents, and persons authorised by them, are entitled to inspect this list.

*\*Representation of the People Act 1983, as amended –S96*

**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
5 MAY 2022**

**POSTER DISPLAY GUIDANCE**

The display of election posters is not a matter for the Returning Officer. Consent for the display of posters and advertisements relating to an election must be obtained from the owner of the land (or other person entitled to grant consent).

Street furniture (any structure from back of pavement to back of opposite pavement inc. lamp posts, signposts etc.) is owned by the Local Authority.

**The display of election posters on road lighting columns within East Lothian Council area is not permitted.**

Display of posters on other columns in central reservations, on pedestrian refuge islands in the centre of roadways, on traffic signal posts or on control boxes is also not permissible under relevant statutory provisions.



**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
5 MAY 2022**

Ward No/Name: \_\_\_\_\_

**APPOINTMENT OF POLLING AGENTS**

I, (name) \_\_\_\_\_

election agent for (name of candidate) \_\_\_\_\_

appoint the following persons as polling agents to attend at polling places **in the above ward** of East Lothian Council:

Name (please print)	Address

\_\_\_\_\_  
(Signature of election agent)

\_\_\_\_\_  
(Date)

*Note: Rule 28 of the Scottish Local Government Elections Rules 2011 provides that not more than one polling agent shall be admitted at the same time to a polling station on behalf of the same candidate.*

This form must be lodged with the Returning Officer **before** the date of the postal vote opening session an appointed agent wishes to attend

**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
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**APPOINTMENT OF POSTAL VOTE AGENTS**

I, *(name)*

election agent for *(name of candidate)*

appoint the following person(s) as postal vote agents to attend the opening of postal votes (**one postal vote agent - per candidate - per opening session**).

*Please note that numbers in the postal vote centre may have to be further restricted depending on relevant public health guidance*

<b>Opening session</b>	<b>Name</b> <i>(please print)</i>	<b>Candidate's name/ward</b>
Friday 29 April		
Monday 2 May		
Tuesday 3 May		
Wednesday 4 May		
Thursday 5 May		

\_\_\_\_\_  
*(Signature of election agent)(or candidate if own agent)*

\_\_\_\_\_  
*(Date)*

\* **Note:** Rules 69(1) and 80(2)(b) of the Representation of the People (Scotland) Regulations 2001

**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
5 MAY 2022**

**ARRANGEMENTS IN FORCE AT THE POLL**

*At this election the following arrangements will apply:*

**(1) Entitlement to attend the polling station**

Candidates and election agents are entitled to visit any polling station within their own ward of the East Lothian Council area during polling day; polling agents may also attend at the polling station(s) for which they have been appointed. Only one polling agent on behalf of a candidate shall be admitted at the same time to a polling station. Those attending must have received notification, in writing, of the requirement of secrecy, and must hold the appropriate admission pass otherwise admission to the polling stations or the count respectively will not be allowed.

**(2) What does a polling agent do?**

The main duties and responsibilities of polling agents on polling day are:-

- ◆ to observe the Presiding Officer showing the empty ballot box prior to sealing;
- ◆ to detect personation and prevent people from voting more than once at the same election;
- ◆ to report to their election agent any improper occurrences;
- ◆ to be present when the Presiding Officer marks ballot papers at the request of electors;
- ◆ to be present at the close of poll when the various packets of documents are sealed;
- ◆ to maintain the secrecy of the ballot.

An election agent can also do any of the things that a polling agent is authorised to do. However, just because a polling agent is entitled to witness various aspects of the polling procedure, the procedure is not invalidated if they have not witnessed it.

Any number of people may be appointed as a polling agent to attend any particular polling station, although only one polling agent per candidate will be allowed into a particular polling station at any time. A person may be appointed as a polling agent for more than one polling station.

**(3) Display of advertisements**

The display of election posters is not a matter for the Returning Officer. Consent for the display of posters and advertisements relating to an election must be obtained from the owner of the land (or other person entitled to grant consent). Street furniture (any structure from back of pavement to back of opposite pavement inc. lamp posts, signposts etc.) is owned by the Local Authority. **The display of election posters on road lighting columns within East Lothian Council area is not permitted.** Display of posters on other columns in central reservations, on pedestrian refuge islands in the centre of roadways, on traffic signal posts or on control boxes is also not permissible under relevant statutory provisions.

**(4) Campaigning on polling day**

Campaigning cannot happen within a polling station or polling place. Presiding Officers must ensure that electors can quietly and privately cast their vote free of any intimidation and provide a space where the secrecy of the ballot will be respected. Electors should be able to enter the surrounding area in the same manner.

**(5) Signs and Notices**

The Presiding Officer at Station No 1 will ensure that signs and notices are in place to provide information for voters. The following notices will be in place:-

- ◆ Guidance and Information for Voters notices
- ◆ A large print version of the ballot paper will be displayed inside the polling station and an enlarged hand-held copy marked 'sample' will also be available in the polling station.

No party posters or other material that might be construed as supporting the views of any party or candidate involved in the election should be displayed in or on the premises. If any such materials are found, they must be removed or covered up.

**(6) Tellers and Rosettes**

Tellers should wear coloured rosettes of a reasonable size, as this assists electors by making it clear that they are party workers and not electoral officials. Tellers must not wear, carry or display any headwear, footwear or other apparel that carried any writing, picture or sign relating to any candidate or party apart from a rosette. In exercise of my discretion under the appropriate legislation, I have meantime decided that no polling agent on duty within a polling station for the purpose of detecting personation shall be allowed to wear a rosette or other means of political party or candidate identification. For this purpose, the polling station is the classroom or other room in which the actual voting takes place. There will, however, be no restriction on the wearing of rosettes or other means of party political or candidate identification within a polling station by (a) a candidate or election agent or polling agent making a brief visit to a polling station or (b) any person entering a polling station for the purposes of (i) voting personally or (ii) assisting another voter to vote where permitted so to do by Statute or Regulation.

**(7) Cars**

There should be no long-term parking of vehicles used for campaign purposes, for example displaying election materials or using loudspeakers, immediately outside the entrances or within a reasonable distance of the entrance. Cars being used in campaigns that are also being used to transport voters may need to wait for the voter while they visit the polling station, but this should not be unduly prolonged.

**(8) Disabled Voters**

Disabled voters may request the assistance of the Presiding Officer to mark the ballot paper for them. Alternatively, they may be assisted by a companion, with the permission of the Presiding Officer who must be satisfied that the voter's disabilities would prevent them from casting their vote unaided. The companion of a disabled voter must be either a close relative (father, mother, brother, sister, spouse, civil partner, son or daughter – if they are aged 18 years or over) or a qualified elector. Presiding Officers should pay particular attention to disabled voters and should familiarise themselves with the arrangements for disabled access.

**(9) Voting Information**

While there is no specific entitlement to candidates or agents to be informed of the numbers of persons who have voted, it will be permissible for Presiding Officers to give candidates or agents a note of the actual number of persons who have voted from time to time throughout the day. Information as to whether or not a particular person has or has not voted shall not be given although such information may be necessary in a case where an agent has raised a question of personation. The Presiding Officer shall ensure that meeting these requests does not interfere with his/her official duties.

**(10) Press and Media**

Accredited press and media representatives will be allowed within the premises where the counting of the votes is taking place provided prior notification has been received by the Returning Officer. Press and media will receive notification of the requirement of secrecy and should abide by this and any decision made by the Returning Officer regarding the use of mobile telephones, cameras and other recording equipment.

**(11) Admission to the Count**

The following people are entitled to attend the verification and the count:-

- ◆ the Returning Officer and staff
- ◆ each candidate
- ◆ election agents
- ◆ appointed counting agents
- ◆ representatives of the Electoral Commission
- ◆ accredited observers

The Returning Officer may also permit other people to attend, such as the media and the police, at her discretion, but is not obliged to do so. Her decision as to who may attend the count is final.

**(12) Conduct of the Poll**

Any matters relating to the conduct of the poll should be referred to the Election Office in the first instance.

**Monica E Patterson  
Returning Officer**



**EAST LOTHIAN COUNCIL  
DEPARTMENT OF SERVICES FOR COMMUNITIES  
TRANSPORTATION DIVISION**

- \* **NEW APPLICATION/**
- \* **RENEWAL**

Reference No: .....  
 Receipt No: .....  
 Date of Receipt: .....

**Roads (Scotland) Act 1984 – Sections 56, 59, 60 & 61**

**APPLICATION FOR CONSENT TO PLACE  
TEMPORARY FURNITURE IN A ROAD**

**(Excluding work connected with Building Operations eg. Deposition of Building Materials,  
Hoardings, Staging or Scaffolding)**

1. Name and Address of firm, house or property owner to whom this consent may be issued  
 .....  
 ..... Tel No.....
2. Name and Address of Agent acting for owner (if applicable)  
 .....  
 ..... Tel No.....
3. Proposed location (see note 2)  
 .....  
 .....
4. Brief description of proposed use  
 .....
5. Are the premises licensed and is Licensing Board permission required – YES / NO

Duration: From: ..... To: .....

**I/We\*** acknowledge receipt of, and having read the General Conditions, agree to comply with them.  
**I/We\*** agree to comply with the conditions pertaining to a consent granted as a result of this application specifically in relation to Note 3 – commencement of work. **\*Delete as appropriate.**

Signature of Owner or Agent ..... Date .....

<b>FOR OFFICE USE ONLY</b>			
New Application Charge:	£200.00	NEW	<input type="checkbox"/>
Renewal Application Charge:	£150.00	RENEWAL	<input type="checkbox"/> - PRICE £

**PLEASE NOTE THAT THESE APPLICATIONS WILL BE CONSIDERED  
WITHIN THE CONTEXT OF ANY PREVAILING COVID RESTRICTIONS  
AND PUBLIC HEALTH ADVICE**

**TO BE RETURNED TO-**

**Road Services  
John Muir House  
Haddington  
EH41 3HA**

**Email: [roadwork@eastlothian.gov.uk](mailto:roadwork@eastlothian.gov.uk)**

**PLEASE NOTE THAT APPLICATIONS WILL BE CONSIDERED  
WITHIN THE CONTEXT OF ANY PREVAILING COVID  
RESTRICTIONS AND PUBLIC HEALTH ADVICE**

**NOTES FOR THE ATTENTION AND GUIDANCE OF ALL APPLICATIONS FOR  
CONSENT TO PLACE TEMPORARY FURNITURE IN A ROAD INCLUDING  
ANY & ALL SUBSEQUENT APPLICATIONS FOR RENEWALS**

1. Information on the location of Statutory Undertaker's apparatus that may be affected by this consent will be determined by means of a computerized system known as the "SRWR" (Scottish Road Works Register). The SRWR is operated by both Roads Authorities and Statutory Undertakers respectively. The applicant should clearly indicate whether or not an "SRWR" Plant Information Request has already been made prior to a consent being applied for.
2. **All applications (including those for renewals) must be accompanied by 2 No legible dimensioned drawings showing marked in red, the proposed area to be occupied.**
3. **The applicant must provide a written statement** from a competent person to confirm that the condition of the building structure and associated constructional elements situated over the intended external seating area (s) is / are safe.
4. **UNDER NO CIRCUMSTANCES**  
  
Shall anything be placed or deposited in the road so as to cause an obstruction without consent. Any deposition or placement made without consent is an offence under Section 59 Roads (Scotland) Act 1984.
5. The Senior Transportation Manager will initially assess each application as to whether or not placement of furniture is possible in relation to the area in question. If conditions are unsuitable then the applicant will be advised that approval will not be granted. The report will indicate that refusal has been the subject of consultation with the Clerk of the Licensing Board, the Chief Constable, Head of Public Health and Protection and the Public Utilities.
6. Where conditions are deemed to be suitable, the Senior Transportation Manager will issue an annual consent. This consent will be issued under Section 56 of the Roads (Scotland) Act 1984 with relative conditions attached.  
  
On issue of the consent for licensed premises, the applicant will be notified that it is granted subject to the permission of the Clerk of the Licensing Board being obtained by the applicant.
7. Renewal of consents will be dealt with by the Senior Transportation Manager after seeking the views of the consultees with regard to the applicant's conduct during the period of the previous consent. In the case of licensed premises, the applicant will again be notified that the annual renewal is granted subject to the permission of the Clerk of the Licensing Board being obtained.
8. "Road" means, subject to subsection (3) below, any way (other than a waterway) over which there is public right of passage (by whatever means) and includes the road's verge, and any bridge (whether permanent or temporary) over which, or tunnel through which, the road passes, and any reference to a road includes a part thereof:

- (3) This act does not confer any power or impose any duty as regards a road or proposed road which-
- (a) being a footpath only, is a public path created under Section 30 of the Countryside (Scotland) Act 1967 (power of planning authority to create public paths by agreement)
  - (b) being a footpath only, forms part of a long distance route the proposals for which have been approved by the Secretary of State under Section 40(1) of that Act
  - (c) forms part of land owned or managed by Council and used by them for the provision of facilities for recreational, sporting, cultural or social activities in the discharge of their duties under section 14 of the Local Government and Planning (Scotland) Act 1982.

“Statutory Undertakers” has the same meaning as in Section 275 of the Town and Country Planning (Scotland) Act 1972 except that it includes the Post Office and, except in sections 133 and 140(4) of this Act, the operator of any telecommunications code system.

### **IMPORTANT NOTICE**

- 9.** Following approval of the Council as Roads Authority, and pursuant to section 140 of the Roads (Scotland) Act 1984 all expenses reasonably incurred for site inspections associated with the issue of consents under Section 56 Roads (Scotland) Act 1984 will be recovered as from 3 January 1992. Recovery of expenses will be made by means of a charge payable by the applicant at the time of consent issue.

A **scale of charges applicable** is detailed below.

Initial charge for the issue of a permit under **Section 59** of the **Roads (Scotland) Act 1984** on **public areas** of **£200.00 per year** and **an annual renewal fee of £150.00**.



**LOCAL GOVERNMENT ELECTIONS  
EAST LoTHIAN COUNCIL  
5 MAY 2022**

**SPENDING LIMITS**

The maximum level of expenditure for a candidate at a local government election as set out in the Order is £806 plus 7p per elector on the register as at the Notice of Election.

The calculation in respect of the 6 East Lothian Wards is as follows\*:

<b>WARD</b>	<b>NAME</b>	<b>ELECTORATE</b>	<b>MAXIMUM AMOUNT</b>
1	Musselburgh	16,472	£1,959
2	Preston, Seton and Gosford	14,995	£1,856
3	Tranent, Wallyford and Macmerry	15,318	£1,878
4	North Berwick Coastal	12,087	£1,652
5	Haddington and Lammermuir	16,015	£1,927
6	Dunbar and East Linton	12,312	£1,667

*\* Please note that the electorate figures will alter as the number of electors is based on the electoral register on the date for last publication of the notice of election (23 March).*

***You will be advised of the new figure in due course.***

**NOTE:** Joint candidates at Local Government elections

You will be considered a joint candidate if you stand in the same ward and:

- have the same election agent
- use the same campaign rooms
- publish joint material

Joint candidates have lower spending limits as they are sharing some of the costs; calculate the spending limit and reduce by 25% if there are 2 joint candidates, 33% if there are 3 or more joint candidates.

**FOR MORE DETAILED INFORMATION PLEASE REFER TO THE ELECTORAL COMMISSION'S GUIDANCE ON EXPENSES FOR CANDIDATES AND AGENTS**

## **COUNCILLORS' ROLE DESCRIPTIONS**

### **Nature and Requirements of the Role**

Councillors in Scotland are elected in groups of 3 or 4 to represent the interests of around 15,000 people living within their ward. While it is common for those councillors to be elected as a member of a political party, their focus should be on working together in the interests of all their residents and in the interests of the Council as a whole.

Councils and councillors are responsible for delivery of a wide range of local services that are affected by community requirements including education, social work, planning, housing, roads, licensing and community services like libraries, sports, pools, playgrounds, and recreation.

As well as the prime duty of ensuring a fair, efficient and equitable distribution of council services among their residents and the secondary duty of providing an objective route for complaint when this is perceived not to be the case, councillors also have a duty to lead and to give guidance to the people's voice in forming a vision for their future and seeking optimal methods to achieve it. This involves acting as an 'honest broker' between people's ambitions and the practical problems of funding, formulating and achieving such ambitions. Patience, intuition and an ability to adopt causes not your own will go a long way to discharging the objective duty inherent in the job as all decision made are accountable to the public.

The more pragmatic specific legal requirements of being a councillor are to sign a declaration of office, attend at least one meeting of the Council or any of its committees or sub-committees or carry out some other approved duty in a six month period and to make appropriate entries in the Register of Members' Interests. More than that, Councillors have a duty to uphold the law at all times while acting in accordance with the public trust placed in them.

Whenever engaged on Council business, councillors are obliged to comply fully with the Council's Standing Orders, including those regarding the conduct of meetings and to meet all requirements of the Councillors' Code of Conduct. It is the responsibility of all councillors to maintain the highest standards of conduct and through their actions promote the core values of the Council, provide an example to others and maintain and strengthen the public's confidence in the integrity of the Council and its councillors.

## **ALL COUNCILLORS**

### **Key purpose/ roles**

- To represent the views and interests of your Ward and its individual constituents and deal with enquiries and representations fairly and without prejudice
- To contribute actively to the formulation and scrutiny of the Council's policies, budgets, strategies and service delivery
- To champion the best interests of the Council and the community as they relate to the improvement of the quality of life, social, economic and environmental well-being of the community and its citizens
- To work in partnership with others in the Council, partnership organisations at council and community level to help to achieve the above

### **Key tasks/ accountabilities**

- To represent and act as an advocate for the interests of your Ward, liaising and working with local organisations and representative groups to further the interests of the Ward and its individual constituents
- To be available to represent and deal effectively with constituents' enquiries and representation on individual and community interests
- To contribute effectively to the debates and decision making activities of the Council prior to setting policies, budgets, strategies and service delivery targets
- To participate effectively as a member of any committee or panel to which you are appointed,
- To participate in the scrutiny or performance review of the services of the Council including the scrutiny of policies and budgets and their effectiveness in achieving the Council's objectives
- To support and strive to develop an inclusive and constructive working environment and effective working relationships with other elected members and officers of the Council
- To participate in the activities of any outside body or partnership forum to which you are appointed by the Council, providing two way communications between the Council and the body. Also to develop and maintain a working knowledge of the Council's policies and practices in relation to that body and of the community's needs and aspirations in relation to that body's role and functions
- To liaise on behalf of the Council and represent and promote the Council's interests with other public bodies to promote better understanding and partnership working
- To act in accordance with the statutory and locally determined codes of conduct and standards for elected members and maintain the highest standards of conduct at all times

## **SENIOR COUNCILLORS**

In addition to the roles, tasks and accountabilities expected of all councillors the following are expected of councillors with significant additional responsibilities (Cabinet members and Leader of the Opposition):

### **Key purpose/ roles**

- To provide leadership in relation to policy formulation, implementation and monitoring of the Council's policies, budgets, strategies and service delivery in relation to your specific area of responsibility, and to contribute to the effective governance of the Council
- To contribute to the effective governance of the Council
- To ensure that your area of responsibility contributes to promoting the best interests of the Council and the community and improve the quality of life, social, economic and environmental well-being of the community and its citizens

### **Key tasks/ accountabilities**

#### **For your area of responsibility:**

- To facilitate policy development via appropriate mechanisms – Cabinet, committees, working with officers and working in partnership with partner organisations
- To give political direction to senior officers of the Council and members of your political Group in your area of responsibility
- To chair effectively relevant committees, sub-committees and
- To take responsibility for decisions taken within these committees or other forums
- To support and encourage participation and debate by all councillors in relevant forums including committees and sub-committees and respond to scrutiny of decisions and service delivery/ performance
- To ensure that effective working relationships with all councillors, officers and relevant partner organisations are developed and maintained
- To represent and communicate the views and best interests of the Council in relevant forums including the community, the media, partnership organisations and national bodies
- To monitor, review and comment on performance and budget, to ensure that Council policies are implemented; and where necessary initiate relevant action
- To be fully aware of relevant legislative and national and local policy frameworks
- To work with others to ensure the effective governance of the authority
- To contribute to policy formation on corporate strategy, policies and overall budget matters and participate constructively in relevant forums

- To represent the Council at appropriate civic and/ or other engagements including as a substitute for the Council Leader or Provost

## **COUNCIL LEADER**

In addition to the roles/ tasks and accountabilities expected of all councillors the following are expected of the Council Leader.

### **Key purpose/ roles**

- To lead the political administration of the Council
- To provide leadership in relation to policy formulation, implementation and monitoring of the Council's policies, budgets, strategies and service delivery and to contribute to the effective governance of the Council
- To provide strategic leadership and clear political direction and guidance to promote the best interests of the Council and the community and improve the quality of life, social, economic and environmental well-being of the community and its citizens
- To ensure that effective working relations are developed throughout the Council and between the Council and external partners in order to promote the best interests of all its communities

### **Key tasks/ accountabilities**

- To provide strategic, political and cultural leadership for the Council in partnership with the Chief Executive
- To give direction to the Chief Executive on political matters and participate in the performance review and development of the Chief Executive
- To have an overview and facilitate corporate and cross cutting policy formulation, strategy development and financial planning
- To promote partnership working with partner organisations and other service providers, including Community Planning partners
- To act as the principal Council representative in discussions and negotiations with national bodies
- To ensure that the political decision making structures of the Council operate effectively
- To take responsibility for, and promote the Council's policy and political decisions
- To be the political figurehead and provide an external focus for the Council including handling media and press enquiries
- To develop and maintain effective working relationships with councillors and senior officials

## **PROVOST**

The title 'Provost' is the title given by the Council to the role of Convener of the Council elected as required under section 4 of the Local Government etc (Scotland) Act 1994. The statutory requirement of this role is to chair meetings of the full Council.

By tradition, the Provost also fulfils a unique and important function as the civic head in representing the Council and the wider East Lothian community at ceremonial and other formal events and occasions both within and outside East Lothian. The Provost is the formal representative of the Council when meeting with visiting dignitaries.

The Provost is required to ensure that the interests of all councillors are represented fairly and that they are given a fair hearing in Council meetings.

The responsibilities of all members of East Lothian Council to maintain the highest standards of conduct apply particularly to the Provost who is in a position, through personal conduct, to promote the values of the Council, to provide an example to others and to enhance the reputation of the Council and East Lothian.

In addition to the roles/ tasks and accountabilities expected of all councillors the following are expected of the Provost.

### **Key tasks/ accountabilities**

The Provost is expected to:

- Act as civic head hosting Council events and attending other events as civic leader and representative of the Council and the East Lothian communities
- Promote East Lothian's profile to the wider community through public appearances at social, community, cultural and business events and through the media
- Foster networks with other organisations in both the business and public sectors to support and enhance the development of East Lothian and its communities
- Chair the meetings of the full Council and ensure the proper conduct of business in terms of the Council's Standing Orders and the Council's values and commitment to honesty, openness and accountability and effective scrutiny of policies and decisions
- Liaise closely with the Leader of the Council in terms of the civic roles and functions on behalf of the Council
- Promote the core values of the Council in fulfilling their remit

## **OTHER RELEVANT INFORMATION**

It is a responsibility of all members of East Lothian Council, both through their personal conduct and through their work including contact with the people in the area they represent, the media and other agencies, to observe the highest standards of conduct and to uphold and enhance the role and reputation of the Council and the public perception of its status.

Councillors should always be able to justify their actions to the public and must at all times avoid any circumstance which could lead to the suspicion, or give the appearance of, improper conduct. They should carry out their roles and duties in a dignified manner and should never act in such a manner that they bring the Council into disrepute. The required standards of behaviour are described in the Councillors' Code of Conduct approved by the Scottish Parliament and enforced through the Standards Commission and any local arrangements applicable within East Lothian, including the Council's Standing Orders.

Provided that Councillors' fulfil the statutory requirement as to attendance at meetings, or carrying out any other approved duty, and do not incur any of the statutory disqualifications for membership or commit some offence which results in forfeiture of membership, they remain a member until the next ordinary elections when they are accountable to the electorate if they stand for election again. In a day to day context, individual Councillor's standards of conduct and performance can be regulated and monitored through, for example:

Councillors approved duties referred to above are approved by the Council for the purpose of reimbursing Councillors for travel and subsistence expenses in accordance with The Local Governance (Scotland) Act 2004 (Allowances and Expenses) Regulations 2007.

Councillors are able to represent their individual and group constituents' interests within the council through various means including:

- Asking questions of the Provost, the Council Leader or a Cabinet Spokesperson at meetings of the full Council
- Pursuing matters of concern to constituents with the appropriate officials of the Council
- Putting down a motion for debate at meetings of the Council

Chairs of any Council Committee are required to act at all times in a manner to enhance the reputation of the Council in terms of fair representation, open government and accountability and as representatives of both the Council and the community, to maintain the highest standards of integrity and behaviour in accordance with the Council's Standing Orders and the Councillors' Code of Conduct approved by the Scottish Parliament and enforced by the Standards Commission and any local arrangements applicable in East Lothian.

In terms of the Council's Standing Orders, Chairs are responsible for the conduct of the meetings of their bodies including:

- Keeping order in respect of both members of their body and any members of the public present

- Ensuring that members have a fair hearing
- Regulating the participation by officers
- Ruling on all matters of procedure, competency and relevancy
- Adjourning meetings.

Chairs are required to ensure that their bodies fulfil their remits set out by the Council or in Standing Orders.



## East Lothian Council Elected Member Induction Programme 2022

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### Pre-Election Induction (to take place as part of candidate/agent briefing)

Date, time, delivery method/venue	Topic	Description	Attendance
Tuesday 8 March, 6.30 – 8 pm (via MS Teams) (as part of the candidate/agent briefing)	I've been elected – what next? Introduction to life as a councillor	A precis of what to expect if elected, including: <ul style="list-style-type: none"><li>• The Elected Member Induction Programme 2022</li><li>• Practicalities of the first few weeks in office</li><li>• Meet current councillors and find out about their experience of being a councillor</li><li>• The experience of a councillor in Administration v Opposition</li><li>• Q&amp;A session</li></ul>	All candidates and agents (+ input from existing cross-party councillors)

**Note:** All successful candidates will be required to sign a Declaration of Acceptance of Office form shortly after they have been returned on 6 May. At this point they will also be issued with an information pack, and will be provided with details of the initial induction sessions taking place during the week beginning 9 May. They will then have a photograph taken for their Council ID card.

**Note:** Decisions are still to be made as to which sessions will be delivered and recorded on MS Teams to allow training to be undertaken/revisited after the actual event.

**Note:** The Council Chamber will not be available as a meeting venue until c. September 2022.

**Week 1 (9 -13 May 2022)**

<b>Date, time, delivery method/venue</b>	<b>Topic</b>	<b>Description</b>	<b>Attendance</b>
Monday 9 May, 9 – 11 am (venue tbc)	Getting started	<ul style="list-style-type: none"> <li>• Welcome by the Chief Executive</li> <li>• Meet with PAs</li> <li>• Receive induction handbook/materials</li> <li>• Receive temporary ID cards</li> <li>• Complete various forms</li> <li>• Information on first Council meeting</li> <li>• Tour of John Muir House</li> </ul>	Compulsory for new Members
Monday 9 May, 11 am – 12 noon (venue tbc)	Meet councillor colleagues	An opportunity for all Members to meet informally (refreshments provided)	All Members encouraged to attend
Monday 9 May 2 – 3 pm (venue tbc)	Meet the CMT	An opportunity to meet informally with the Council Management Team	Compulsory for new Members
Tuesday 10 May, 9.30 am – 12.15 (Garleton Rooms, Penston House)  (to be followed by lunch)	Corporate induction	<ul style="list-style-type: none"> <li>• East Lothian Council values and principles</li> <li>• Council structures, processes and decision-making</li> <li>• Roles and responsibilities of officers and Members</li> <li>• Councillor surgeries</li> <li>• Councillor personal safety</li> </ul>	Compulsory for new Members
Tuesday 10 May, 1 – 2.15 pm (Garleton Rooms, Penston House)	Emergency planning, risk and business continuity	<ul style="list-style-type: none"> <li>• Emergency planning</li> <li>• Risk</li> <li>• Business continuity, inc. response to COVID-19 and recovery plan</li> <li>• Prevent/anti-terrorism</li> </ul>	Compulsory for new Members

Tuesday 10 May, 3 – 4.30 pm (Saltire Rooms)	Meeting with the new Administration	<ul style="list-style-type: none"> <li>• Portfolios</li> <li>• Cabinet spokesperson roles and remuneration</li> <li>• Accommodation</li> <li>• Administrative support</li> <li>• Council Plan / Manifestos</li> </ul>	Members of the new Administration
<p>Wednesday 11 May (Saltire Rooms)</p> <p>9.30 – 11 am: Wards 1-2</p> <p>11am – 12.30 pm: Wards 3-4</p> <p>2 – 3.30 pm: Wards 5-6</p>	IT equipment	Collection of IT equipment, and training (inc. IT security)	Compulsory for all Members
Thursday 12 May, 10 am – 12 noon (Venue tbc/remote meeting)	Councillors' Code of Conduct	<ul style="list-style-type: none"> <li>• Councillors' Code of Conduct (revised in 2021)</li> <li>• Governance/Standing Orders</li> <li>• Registers of Interest and role of Standards Commission (inc. overview of Standards Commission activity in East Lothian, 2017-22)</li> <li>• Declaration of interests at meetings</li> <li>• Conduct at Council meetings</li> </ul>	Compulsory for all Members
Friday 13 May, 9.30 am – 12.30 pm (Venue tbc/remote meeting)	Council and Committee Meetings	<ul style="list-style-type: none"> <li>• Organisation of Council meetings</li> <li>• Committee schedule and Members' briefings</li> <li>• Efficient meetings</li> <li>• Effective chairing</li> <li>• Meet the clerk</li> <li>• Using the webcasting/hybrid meeting system, and attending remote committee meetings (including remote meeting etiquette)</li> </ul>	Compulsory for all Members

**Week 2 (16-20 May 2022)**

<b>Date</b>	<b>Topic</b>	<b>Description</b>	<b>Attendance</b>
Monday 16 May, 9 – 10 am (via MS Teams)	E-learning and use of MS Teams	An introduction to LearnPro, the Council's e-learning platform, and training on how to use MS Teams (which will be the platform used for a number of induction sessions)	Compulsory for new Members
Monday 16 May, 10.30 am – 1 pm (via MS Teams)	Service speed session/ getting to know the Council services	Session for Members to be introduced to the managers of each of the services – 10/15-minute overview of each service	Compulsory for new Members
Tuesday 17 May, 10 am – 12 noon (via MS Teams)	Legal duties and responsibilities	<ul style="list-style-type: none"> <li>• Quasi-judicial roles (Planning and Licensing)</li> <li>• Quasi-legal roles (Appeals, Homelessness, Licensing)</li> <li>• ALEOs</li> <li>• Procurement</li> <li>• PVG Disclosure</li> </ul>	Compulsory for all Members
Wednesday 18 May, 10 am – 1 pm (Venue tbc/remote meeting)	The Planning System	<ul style="list-style-type: none"> <li>• How the planning system works</li> <li>• Mock meeting of Planning Committee</li> </ul>	Compulsory for all Members

**Week 3 (23-27 May 2022)**

<b>Date</b>	<b>Topic</b>	<b>Description</b>	<b>Attendance</b>
Tuesday 24 May, 10 am (Venue tbc, preference is for this to be an in person meeting)	First Meeting of East Lothian Council	<p>The first meeting of the new Council will include:</p> <ul style="list-style-type: none"> <li>• Confirmation of the Membership of the Council, and declaration of acceptance of office</li> <li>• Election of Provost, Depute Provost, Leader of the Council, and notification of Leaders of the Political Groups</li> </ul>	All Members

		<ul style="list-style-type: none"> <li>• Appointment to committees, sub-committees associated committees and Licensing Board</li> <li>• Appointment of Members to outside bodies</li> <li>• Administration manifesto(s)</li> </ul>	
Wednesday 25 May, (time tbc) (via MS Teams)	Media and Communications	<ul style="list-style-type: none"> <li>• Communications protocol</li> <li>• Use of social media</li> <li>• Data protection and the media</li> </ul>	Compulsory for all Members
Wednesday 25 May, (time tbc) (via MS Teams)	Local Government Finance and Audit	An overview of local government finance and the role of Internal/External Audit	Compulsory for new Members
Thursday 26 May, 10 – 11.30 am (Venue tbc/remote meeting/recorded via MS Teams)	Common Good	<ul style="list-style-type: none"> <li>• Common Good assets</li> <li>• Applications for grant funding – process and protocol</li> <li>• Mock meeting</li> </ul>	Compulsory for Members of Common Good Committees

#### Week 4 (30 May – 3 June 2022)

Date	Topic	Description	Attendance
Monday 30 May, 10 am – 12 noon (tbc or via MS Teams)	Health and Social Care Partnership	An overview of partnership working between the Council and the NHS	Compulsory for new Members
Monday 2 – 4 pm (tbc or via MS Teams)	Housing	An overview of housing matters, including: <ul style="list-style-type: none"> <li>• Allocations</li> <li>• Homelessness</li> <li>• Modernisation programme</li> </ul>	Compulsory for new Members
<i>Date and time tbc</i>	<i>PROVISIONAL</i>	<i>Expectations of Officers and Members – Effective Working Relationships</i>	<i>Compulsory for all Members</i>
Date and time tbc (via MS Teams)	Meet the Partners	Virtual reception event – introduction to Community Planning and partnership working, including East	Optional for all Members

		Lothian Partnership and Supporting Partnerships, Local Area Partnerships. Introduction to key partners and opportunity to meet partner representatives, including Police, Fire & Rescue, NHS, further and higher education, voluntary sector	
Date and time tbc (via MS Teams)	Connected Communities	An overview on the topics, including: <ul style="list-style-type: none"> <li>• Community empowerment</li> <li>• Community asset transfers</li> <li>• Participatory budgeting</li> <li>• Area Partnerships and Community Councils</li> <li>• Locality planning</li> </ul>	Optional for all Members

### Week 5 (6-10 June 2022)

Date	Topic	Description	Attendance
Date, time and venue tbc ( <i>but must take place during Week 5</i> )	Licensing Board training	Compulsory training for all Members appointed to the Licensing Board – includes examination on conclusion of the training	Compulsory for all members of Licensing Board
Tuesday 7 June, 10 am – 1 pm (Venue/remote tbc)	Planning Committee		All Planning Committee Members
Thursday 9 June, 10 am – 12 noon (Venue/remote tbc)	Licensing Sub-Committee		All Licensing Sub-Committee Members
Thursday 9 June, 2 – 5 pm (Venue/remote tbc)	Policy & Performance Review Committee		All PPRC Members

**Week 6 (13-17 June 2022)**

<b>Date</b>	<b>Topic</b>	<b>Description</b>	<b>Attendance</b>
Tuesday 14 June, 10 am – 1 pm (Venue/remote tbc)	Cabinet		All Cabinet Members
Tuesday 14 June, 2 – 4 pm (Venue/remote tbc)	Police, Fire and Community Safety Scrutiny Committee		All P&F Committee Members
Thursday 16 June, 2 – 4 pm (+ attendance at site visit, am) (Venue/remote tbc)	Local Review Body		Three to five Members (of Planning Committee), to be confirmed by the Clerk

**Week 7 (20-24 June 2022)**

<b>Date</b>	<b>Topic</b>	<b>Description</b>	<b>Attendance</b>
Monday 20 June, 10 am – 12 noon (tbc) (Venue/remote tbc)	Appointment to ALEOs	Training on the role of Members who are appointed as Directors of Arms-length External Organisations, including their duties and responsibilities as a director	Compulsory for all Directors of Enjoy Leisure, of East Lothian Investments, and of East Lothian Land
Tuesday 21 June, 10 am – 12 noon (Venue/remote tbc)	Education Committee		All Education Committee Members
Tuesday 21 June, 2 – 5 pm (Venue/remote tbc)	Audit & Governance Committee		All Audit & Governance Committee Members
Thursday 23 June, 10 am – 12 noon (Venue/remote tbc)	Licensing Board		All Licensing Board Members (who have

			completed and passed training)
Thursday 23 June, 2 – 5 pm (Venue/remote tbc)	Integration Joint Board (IJB)		All IJB Members

### Week 8 (27 June – 1 July 2022)

Date	Topic	Description	Attendance
Tuesday 28 June, 10 am – 3 pm (Venue/remote tbc)	East Lothian Council		All Members
Wednesday 29 June, 10 am – 1 pm (Venue/remote tbc)	Integrated Joint Board Audit & Risk Committee		All IJB Audit & Risk Committee members

### Sessions to be added at a later date:

- Data Protection – e-learning (to be completed within six weeks of being elected) (all councillors)
- Freedom of Information – e-learning (to be completed within six weeks of being elected) (all councillors)
- Records management – e-learning (to be completed within six weeks of being elected) (all councillors)
- Equalities – e-learning (to be completed within six weeks of being elected) (all councillors)
- Health and Safety – e-learning (to be completed within six weeks of being elected) (all councillors)
- Council Policies and Strategies – inc. in half-day briefing session in August/September 2022 (new councillors)
- Public protection, corporate parenting and the role of the CSWO – inc. in half-day briefing session in August/September 2022 (new councillors)
- Duties and responsibilities re. representation on outside bodies – inc. in half-day briefing session in August 2022/September 2022 (new councillors)
- Tour of the Contact Centre and other Council facilities – August/September 2022 (new councillors)
- Partnership working with Police and Fire & Rescue Services – MS Teams session in autumn 2022 (all councillors)
- Recruitment and Selection – e-learning + half-day face-to-face training session in autumn 2022 (Note: only councillors who have completed this training will be eligible to participate in the Chief Officer and Head Teacher Appointments Sub-Committee) (all councillors invited to attend)



To: Prospective Candidates

Dear Candidate

### **Scottish Council elections: Thursday 5 May 2022**

Preparations for the Scottish Council elections on Thursday 5 May 2022 are well under way. You may be intending to stand as a candidate in the election and therefore will find the following information of interest.

#### **Electoral Commission Guidance**

The Commission has produced a suite of guidance to assist candidates and agents. The guidance can be found on our [website](#) and covers

- Part 1 Can you stand for elections?
- Part 2a Standing as an independent candidate
- Part 2b Standing as a party candidate
- Part 3 Spending and Donations
- Part 4 The Campaign
- Part 5 Your right to attend key events
- Part 6 After the declaration of results

Supporting resources such as an election timetable, nomination forms, forms for the appointment of agents etc., are also available for your use.

#### **Spending Limits**

The spending limit for the regulated period will increase from 1 January 2022 to £806, plus 7p per local government elector in the ward registered to vote on the last day for publication of the Notice of Election in the ward (23 March) which you are standing for.

There are separate spending limits for joint candidates. You are a joint candidate if you stand in the same ward and:

- Have the same election agent, or
- Use the same campaign rooms, or
- Publish joint material

Number of joint candidates	Reduction of spending limit
Two	25% - a quarter
Three or more	33% - a third

## Donations controls

Section B of our updated guidance on spending and donations includes guidance on new donations controls.

Candidates may only accept donations towards campaign spending from permissible sources and have 30 days from receipt to check if they can accept the donation. Donations from impermissible sources cannot be accepted and must be returned to the source or paid to the Commission. All accepted donations, and donations from impermissible sources, must be reported after the election to the Returning Officer with the spending return.

A donation in this context is money, goods, property or services given:

- towards your candidate spending
- without charge or on non-commercial terms

and have a value of over £50. Anything with a value of £50 or less does not count as a donation.

Candidates and election agents should familiarise themselves with the new rules on donations. We have also refined our guidance on notional spending for candidates.

## Imprint rules

The rules on imprints which apply to printed election material now apply to online materials published on websites and on social media sites such as Twitter, YouTube and Facebook.

An imprint helps to identify the promoter of the election material and the person on whose behalf the material is being promoted. It is an offence to publish election material without an imprint.

The imprint rules for candidates are regulated by Police Scotland. You can find guidance on the requirements on our [website](#).

## Awareness raising campaigns

The Commission will be running campaigns to encourage voters to register and to ensure voters understand how to cast their vote with confidence. The campaigns will include paid advertising, press, and partnerships with third sector organisations. An information booklet will also be sent to every household in Scotland which will cover how to register, voting options, and how to vote using Single Transferable Vote. You can [sign up to the Commission's newsletter](#) to keep up to date with the campaigns and access voter information resources.

## Directions of Convener of the Electoral Management Board for Scotland

You may also be interested in the directions given to Returning Officers and Electoral Registration Officers by the Convener of the EMB. These directions are designed to promote consistency in delivery of key aspects of the election and by law must be followed. You can find the directions on the [EMB's website](#). Questions in relation to the Convener's directions should be directed to the EMB.

Your local Returning Officer will be able to advise you on local arrangements for the conduct of the polls in your area. If you require any advice or assistance on any aspect of our guidance you can contact the Commission's Scotland Team at [infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk) or telephone 0131 225 0200.

Yours sincerely

*Martin McKeown*

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