

## LOCAL GOVERNMENT ELECTIONS TO WEST LOTHIAN COUNCIL 4 MAY 2017

### Briefing – Tuesday 28 February 2017 List of contents and checklist for information packs

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If you require any further assistance please do not hesitate to contact the election office by email at [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk) or by telephone on **01506 282035**.

West Lothian Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

**Contact: Election Office**  
Tel: 01506 282035  
e-mail: [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk)

**To: Prospective Candidates**

Dear Sir/Madam

**Elections to West Lothian Council  
Thursday 4 May 2017**

I enclose nomination papers, including relevant supporting documentation for the elections to West Lothian Council to be held on Thursday, 4 May 2017.

For the convenience of candidates and election agents, arrangements have been made for staff to accept nomination papers at:

**Election Office, 2<sup>nd</sup> Floor, West Lothian Civic Centre, Howden South Road, Livingston.**

To assist in ensuring that an appropriate member of staff is on hand to receive nominations it would be helpful if candidates (and/or election agents) would contact a member of the Election Team on 01506 282035 to arrange a mutually convenient date and time for checking of the nomination papers and thereafter to lodge formally your nomination paper. The nomination period starts on Tuesday 14 March 2017 and nomination papers can be lodged up to 4pm on each working day until the deadline which is noted below.

**Nominations must be lodged not later than 4pm on Wednesday 29 March 2017.**

Candidates are advised to read the Electoral Commission's Guidance to Candidates and Agents which contains all the relevant information of this Election.

Yours sincerely



Graham Hope  
Returning Officer

Enc

# Local Government Elections to West Lothian Council 4 May 2017

## Candidates Briefing

28 February 2017

Welcome by RO.

Third council elections using the STV voting system and e-counting process.

Electing thirty three councillors over nine wards. Three 3member wards and six 4 member wards

Busy since the last one in 2012 – European elections, independence referendum, Westminster, Holyrood, EU referendum and ...

... two by-elections in 2015 – one candidate each time, counted manually, easier to understand and accomplish

Hoping for a quiet couple of years before the next one

All information supplied in this briefing will be available on the council's web site.

## Covering

- Who's who
- Timetable
- Qualifications
- Disqualifications
- Nominations
- Agents
- Registering to vote
- Postal votes
- Day of poll
- Single Transferable Vote
- Counting of votes
- Campaign spending
- Contacts

## Who's Who

- **The Returning Officer** - runs the election (Graham Hope)
- **The Electoral Registration Officer** - responsible for maintains the register of electors and absent voters' lists. (Graeme Strachan, Lothian's ERO)
- **Election Team** – supports the RO
- **Electoral Commission** - issues guidance to candidates and agents, and ROs and EROs; RO performance management
- **Electoral Management Board** and its **Convener** – supervisory role for local government elections; power to issue Directions

Electoral Commission's guidance to candidates and agents is very good for those who are new to these roles and also for updating the knowledge of those who are experienced

Electoral Commission's statutory guidance to ROs and EROs is useful, supported by resources and advice – ROs should comply unless they have a very good reason not to

Electoral Commission also sets performance standards for ROs and, in cooperation with the EMB, monitors and reports on RO performance

Electoral Management Board – supervisory role for council elections in Scotland, in cooperation with the EC

EMB Convener can give (and has given) Directions to ROs who must comply

## Timetable

Event	Deadline/Time
Publication of Notice of Election	13 March
Dispatch of Poll Cards to Royal Mail	14 March
Nomination Period	14 March to 4pm on 29 March
Deadline for appointing an election agent	4pm on 29 March
Statement of persons standing nominated/notice of poll	5pm on 29 March
First issue of postal votes	13 April
Interim Issue of postal votes	15 April
Deadline for applications to register to vote	17 April
Deadline for applications for new postal/proxy postal	5pm on 18 April
Opening of postal votes	Daily from 24 April
Final issue of postal votes	25 April
Deadline for new proxy applications (except emergency proxies)	5pm on 25 April
Deadline for notification of polling and counting agents	26 April
Polling Day	4 May
The Count	5 May

The timetable is at the heart of the election process.

Highlight key dates –

- Close of nominations – 4 pm on 29 March, or else
- Appointment of election agent – same (no sub-agents)
- Deadline to register to vote – watch out for the Easter weekend (Friday 14 April and Monday 17 April)
- Count in two parts – late on 4 May (after 10 pm) and early on 5 May ( 8 am)

Fuller version in nomination pack

## Can you stand?

- Candidates must satisfy criteria on day they are nominated:
  - At least 18 years of age, and
  - British, qualifying Commonwealth (with indefinite leave to remain), EU member state citizen
- 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 for the previous 12 months.

Full guidance is available via the EC's website

For candidates to be sure they comply – they are certifying accuracy of information

ROs do not investigate or go behind what is on the nomination paper

Local connection – fill in all those that apply

## Disqualifications

- A person **cannot** be a candidate if they:
  - received a severance payment under the Local Governance (Scotland) Act 2004
  - hold a politically restricted post
  - have had their estate sequestrated by a court in Scotland, been adjudged bankrupt by a court elsewhere, or are the subject of a bankruptcy restrictions order
  - have been sentenced to a term of imprisonment of 3 months or more (inc. suspended sentence) without option of a fine, during the 5 years before day of nomination or election
  - have been disqualified by a decision of the Accounts Commission or the Standards Commission
  - are serving a disqualification due to being found guilty of a corrupt or illegal practice by an election court

Candidate's signing the nomination paper certifies that they are both qualified to stand as a candidate and are not disqualified for doing so.

Including false information in the nomination paper and accompanying documents is a corrupt practice and an offence. [S. 65B, as read with s. 168, RPA 1983]

Election of a successful candidate can be declared void if they were guilty of a corrupt (or illegal) practice [s. 127, RPA 1983]

False or inaccurate information can only be sorted out after the election takes place



## Nominations

- Please submit as early as possible – make an appointment
  - Nomination forms must be submitted by all candidates by **4pm – Wednesday 29 March**
  - To use a party description or emblem party candidates will also need to submit:
    - 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)
- by 4pm – Wednesday 29 March**

No absolute requirement for an appointment but please do – perhaps 50+ nominations over 12 working days

No requirement for candidate or agent to bring them – but we would prefer to see one or other or both

There is no extension possible beyond 4 pm on 29 March

Nomination papers must be handed in (not posted) to the Elections Office (not just at the Civic Centre or any other office)

We will always offer an informal check before accepting the papers - but not at 3.59 on 29 March. Worthwhile accepting to deal with any queries and corrections before officially lodging them

Content of forms is prescribed, but actual layout can vary, e.g. party's own version

The scope for RO to correct errors is very limited and the obligation to get it right is on the candidate and their election agent

Strongly recommend assembling all the paperwork and bringing it together

No deposit needed

## Nomination Paper

- Electoral Commission guidance
- Include your full name & home address
- Optional: commonly used name box(es) if commonly known by a name other than full name and wish to use it instead
- Description field – 3 options
- Qualification(s) – complete all that apply
- Sign it
- Witness to provide name, address and signature

- Full name – no omissions, no initials, no titles, no prefixes, no suffixes
- Full home address, including postcode – will be on the ballot paper

Option to add commonly-used names – names you are known by and wish to see on the ballot paper. Can drop a middle name. Can change a name. Can shorten a name. Can add a name. RO can refuse if obscene/offensive or confusing/misleading

Description – blank, Independent, registered party name or description

Certificate of authorisation is needed – original, signed by Nominating Officer or someone authorised by them. Must be wide enough to include the chosen description for this election

Local connection – fill in all those that apply, but only need one out of the four. Can move house or work during the twelve months but must be continuous. No need to have the connection to the ward, just West Lothian Council area

Signed on or after 1 March, witnessed

Emblem – candidate must submit a request. Needs the party certificate of authorisation first. Original,, signed, but submission by post is fine for this one.

Papers are not open for inspection until 4 pm on 30 March, no objections possible

## 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 29 March**
- Form is included in nomination pack.
- Office of election agent must be in West Lothian, or in the Livingston or Linlithgow & East Falkirk constituency
- You will become your own agent by default if none is appointed.
- RO must publish the name and address of election agents as soon as possible after they are appointed

Original, signed, delivered by hand to the Election Office

- Full name – no omissions, no initials, no titles, no prefixes, no suffixes
- Full home address, including postcode – will be published as well as the office address

By candidate or someone authorised by them

Office address of election agent must be within West Lothian Council area, or in the Livingston and Linlithgow & East Falkirk UK parliamentary constituencies

Candidate may appoint themselves

Candidate who does not appoint an election agent by close of nominations is deemed to be their own election agent

No sub-agents

We will publish rolling information as agents are appointed or changed – change of practice, required by legislation and guidance

## Other Agents

- Other agents can be appointed to attend postal vote openings, polling stations and the count on your behalf:
  - The RO requires notice in writing of any people appointed as polling and counting agents by **26 April**.
  - The appointment of postal voting agents attending a particular opening session must be made before the start of the session. The RO will give at least 48 hours' notice.
  - Forms are available for notifying the RO.

The sooner you get them in the sooner we can make up the polling and counting agents passes

Notification by email or post is fine – no signature is needed

Can be done by candidate or election agent

Only one polling agent physically present in a polling station at a time

## Candidates Spending

- Responsibility of **election agent**
- Electoral Commission guidance
- Defined as certain expenditure used in the regulated period for the purposes of the candidate's election after the date they officially become a candidate (earliest is 22 March)
- Spending limits - £740 + 6 pence per elector in ward on register in force on 22 March 2017
- Reduced for joint candidates
- Must get and keep receipts (over £20)

Limit in the nomination pack based on electorate as at 1 Feb 2017

Recommend you look at the Electoral Commission guidance and familiarise yourself with the rules

Officially a candidate:-

- If announced before or nominated on 22 March then 22 March
- If announced or nominated after 22 March, whichever is the earlier date

Where spending limit is exceeded, the candidate or election agent who incurred or authorised the expenditure commits an illegal practice if they did so knowingly or ought to have known that the limit would be breached [S. 76(1B), RPA 1983].

An illegal practice by the successful candidate or their election agent can lead to a successful election petition to declare their election void [S. 127, RPA 1983].

Election petitions on this ground must be brought within 14 days of the last day when the proper officer of the Council received the return of expenses and required declarations, or within 14 days of the date of any authorisation by an Election Court of any excuse for failing to make the return and declarations [S. 129(4), RPA 1983].

Such illegal practice is an offence [S. 169, RPA, 1983], but, in Scotland, a conviction for

an illegal practice does not disqualify an elected councillor from continuing to hold public office, such as a councillor. Only convictions for corrupt practices do that. [S. 173A, RPA 1983].

## Candidates Spending Returns

- Returns due 35 days after result of election (9 June)
- Returns made public by **Returning Officer**
- Failure to submit a campaign spending return is an offence
- Successful candidate who fails to submit returns in time may not sit or vote in the council until return made

Proper officer of the Council must make copies of the returns and accompanying documents available for public inspection as soon as practicable after receiving them, and do so for two years [S. 89. RPA 1983].

We will remind you of the approaching deadline

We will check that you have submitted all the forms and signed in the right places but we will not check your return over and above that.

Queries should be directed to the Electoral Commission

S. 85, RPA 1983 regarding sitting or voting after deadline for returns.

## Electoral Register & AV List

- Access by candidates – once you **officially** become a candidate:
  - earliest, on **22 March** [last date for publication of notice of election] if you, or others declared yourself a candidate; or
  - once you or others have declared yourself a candidate after this date or date you submit your nomination papers, whichever is earliest
- Make written request to the ERO – forms are included in your nomination pack.
- Only use data for electoral purposes including to help you campaign

A candidate's right to use of the full register is restricted to electoral purposes – breaching that is an offence [ RP(S) Regs 2001, Regs. 107(5) and 115(2)].

Easiest to include it when you submit your nomination papers

If not make sure you put the ward you are standing in down on your register request form or there could be delays in getting it as the ERO will need to contact you - or us – to find out which ward it is.



## Registering to Vote

- Deadline falls on **EASTER MONDAY** (Monday 17 April 2017)
- Council offices are closed (also closed on Good Friday)
- ERO is open on both days – but there is NO Royal Mail delivery on Easter Monday  
so
- Encourage people to register online (after checking they need to)

[www.gov.uk/register-to-vote](http://www.gov.uk/register-to-vote)

or by telephone

**0131 344 2500**

Current electorate for West Lothian is 136892 Postal voters currently stand at 23600 (approx.)

We are going to encourage people to register online or over the telephone.

The timing of Easter and the impact on Royal Mail means that completing paper forms and posting them in, especially close to the deadline for registration, risks missing the deadline.

We are closed on Easter Monday and therefore cannot accept applications on behalf of the ERO. The ERO is open but there is no mail delivery. Anything registration applications which arrives in the mail on Tuesday – to us or the ERO – will not be accepted as in time for this election.

Please take some cards with the online registration details, and telephone number and advise people accordingly during your campaigning.

## Postal Voting

- Deadline for applications is 5pm on Tuesday 18 April 2017
- Direct voters to ERO if they want to apply for a postal vote
- Familiarise yourself with the Electoral Commission's Code of Conduct for Campaigners
- Three issues
- Openings
- Appointment of postal vote agents
- Secrecy requirement

Direct voters to the Electoral Registration Office because council offices are closed on 14-17<sup>th</sup> April. Unfortunately a paper form must be completed because of the need to provide a signature.

Again be mindful of the impact of Easter if you are handing out postal vote application forms. Even if posted before Easter there is no guarantee it will arrive on Tuesday 18<sup>th</sup>

They will be able to get an application form from a CIS office and hand it in there but if you leave it until Tuesday 18, CIS offices are likely to be very busy after Easter anyway.

Electoral Commission's Code agreed on a voluntary basis by the major parties at Holyrood and Westminster.

First time we are doing three issues of postal votes, one handed over to Royal Mail on 13<sup>th</sup> April (Direction 13<sup>th</sup> or 14<sup>th</sup>), a second issue handed over on Friday 14 April – this is Good Friday remember. These may not start to be delivered until Wednesday 19<sup>th</sup> April. Last issue handed over to RM on 25 April

Openings scheduled to start on 24 April

Secrecy requirement - offence to attempt to ascertain for whom a ballot paper has been cast, or to convey any such information to anyone [SLGER, Rule 27(5)(d) and (8)]. If you look

like you are trying to see how a ballot paper has been marked you will be asked to stop.

## Campaigning

- Use imprints on all your campaign material, including websites.
- Comply with planning rules relating to advertising hoardings and large banners.
- Make sure you comply with council policy and RO guidance on campaigning, tellers and rosettes & badges
- 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).

Failure to use required imprint is an offence [s. 110A, RPA 1983]

West Lothian Council policy prohibits the display of political posters on council property including road lighting columns, except on polling day when one A-board per political party or independent candidate is allowed in the immediate vicinity of each polling place.

Producing imitation poll cards is an offence [s. 94, RPA 1983].

Paying persons to advertise is an offence, except as stated in slide [s. 109, as read with s. 169, RPA 1983].

Note on Campaigning – based on Electoral Commission guidance – available with this presentation. This will be similar to the guidance note which the RO issued for previous polls. Polling staff will have the same document.

## Security and Integrity

- Seriousness of electoral offences - integrity is fundamental
- Security and Integrity Plan prepared in partnership with Police Scotland
- Electoral Commission Guidance on electoral malpractice
- Critical role for Candidates, Agents and campaigners to ensure integrity and confidence in the electoral process
- All allegations of electoral fraud will be investigated robustly by Police Scotland in consultation with the RO

For example, the Security and Integrity Plan includes:

- An assessment of the risk of electoral malpractice - risk assessed as low
- Arrangements for storage and handling of ballot papers, election documentation and ballot boxes
- Measures to control access to polling places and the count centre
- Details of security and integrity training for staff
- Consideration as to the level of policing on polling day and for the count
- Communication protocols between the RO and Police Scotland and appropriate points of contact

Police Scotland contacts:

- Planning SPOC - Community Inspector Adam Smith ([adam.smith@scotland.pnn.police.uk](mailto:adam.smith@scotland.pnn.police.uk))
- Divisional SPOC - Chief Inspector Colin Gagen ([colin.gagen@scotland.pnn.police.uk](mailto:colin.gagen@scotland.pnn.police.uk))

## Polling Places

- One change to polling places used at the Scottish Parliamentary Election and at the European Referendum:
  - now Centenary Hall at Linburn, Wilkieston, not Youth Club Building
- Minor changes to layout at Simpson Primary School, Bathgate and St Marys Primary School, Bathgate
- No change to the number of polling stations
- 3 polling station and 1 polling place crossovers

Station crossovers are Bridgend Village Hall, West Calder CC and Polbeth Village Hall

Place crossover is Livingston Village, accomodating one Livingston North station and one Livingston South station

80 places, 143 stations, 146 boxes

## Polling Day

- Polling stations open from 7am to 10pm
- Election Office open 6.15am to 10.30pm for queries relating to the administration of the election
  - any queries relating to election spending issues, contact the Electoral Commission (*contact details shown later*)
  - Electoral registration queries direct to the Electoral Registration Office
- Postal votes – can be handed into polling stations within the ward or delivered to the elections office until 10pm.

## Procedures at the Close of Poll

- Ballot Boxes checked in at the count venue and stored securely
- Reconciliation of unused ballot papers, spoilt ballot papers and ballot paper accounts
- Sorting of polling day documentation/packets
- All candidates, election agents and counting agents entitled to attend WL College to observe close of poll procedures
- Continuation of final postal vote opening at WL Civic Centre



## The E-Count

- Next day - 8am at West Lothian College
- Candidates, election agents, counting agents and one guest per candidate are entitled to attend
- Limit to number of counting agents – 2 per candidate
- Observers
- Electoral Commission
- Returning Officer guests

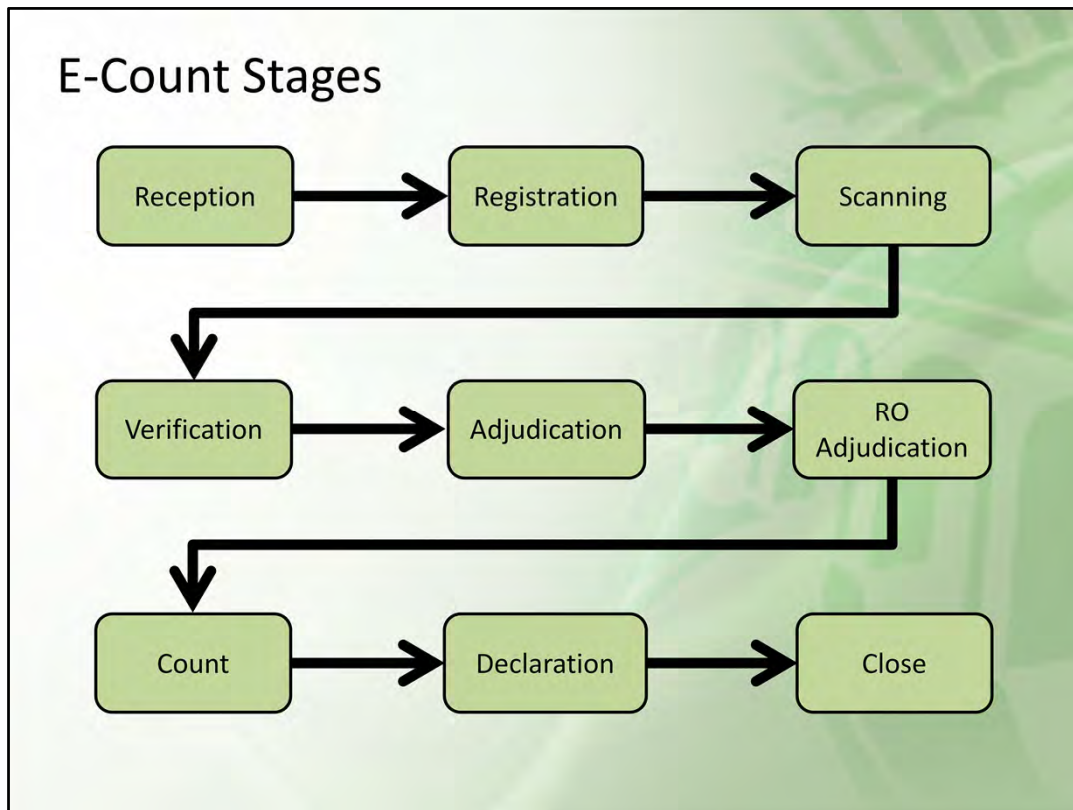
Start at 8am and will quickly get to the first stage adjudication.

Duty of RO to give counting agents all such reasonable facilities for overseeing the proceedings, and all such information in respect to them as the RO can give them consistently with the orderly conduct of the proceedings and the discharge of the RO's duties regarding the conduct of the count [SLGER, Rule 41(4)].

Limit of 2 counting agents is to ensure each candidate, their election agent and counting agents can fully observe all stages of the count.

Potential attendance of observers and Electoral Commission representatives.

Returning Officers Guests from MP's, MSP's, MEPs.



The count centre manager will complete a number of tests to certify and accept that the count centre is ready for the count to begin. Candidates and Agents are able to observe all parts of the process and there will be regular announcements on what is happening

#### Ballot Box Opening

Ballot Boxes are opened by local authority staff; contents are unfolded, flattened and sorted into bundles and put into their allocated and barcoded ballot paper tray with the Ballot Paper Account. They go to Awaiting Registration

#### Registration

The number of ballot papers for the polling station on the Ballot Paper Account is entered into the system. The ballot paper tray then goes to Awaiting Scanning

#### Scanning

The ballot papers are scanned and then go to Awaiting Verification

(Manual Entry – where a barcode has been damaged or is unreadable by the scanner, it is extracted to be entered manually)

#### Verification

The number of ballot papers counted when they were scanned is compared to the number expected from the Ballot Paper Account. If they match, the tray passes verification, if they don't there is a verification investigation, which may involve rescanning, checking the BPA, until the RO is satisfied

#### Adjudication

Once the tray has been scanned and verified they move to adjudication. This takes place in full view of candidates and agents. The system presents an image of any ballot papers meeting the following criteria: There is an uncertainty in the voter's preference, The ballot paper has not been marked correctly, A ballot paper has been marked in area where a vote mark is unexpected. Where the system has not read the characters with a high enough confidence level.

At adjudication valid ballots can be accepted, voter's preferences can be manually entered, or the ballot

papers deferred to RO Adjudication for a decision.

#### RO Adjudication

The Returning Officer (or a Depute) will make decisions on any doubtful ballot papers in the presence of candidates and election agents. Pre-count checks will then be undertaken to ensure that all prior stages are complete and ballot papers appropriately accounted for.

#### Count and declaration

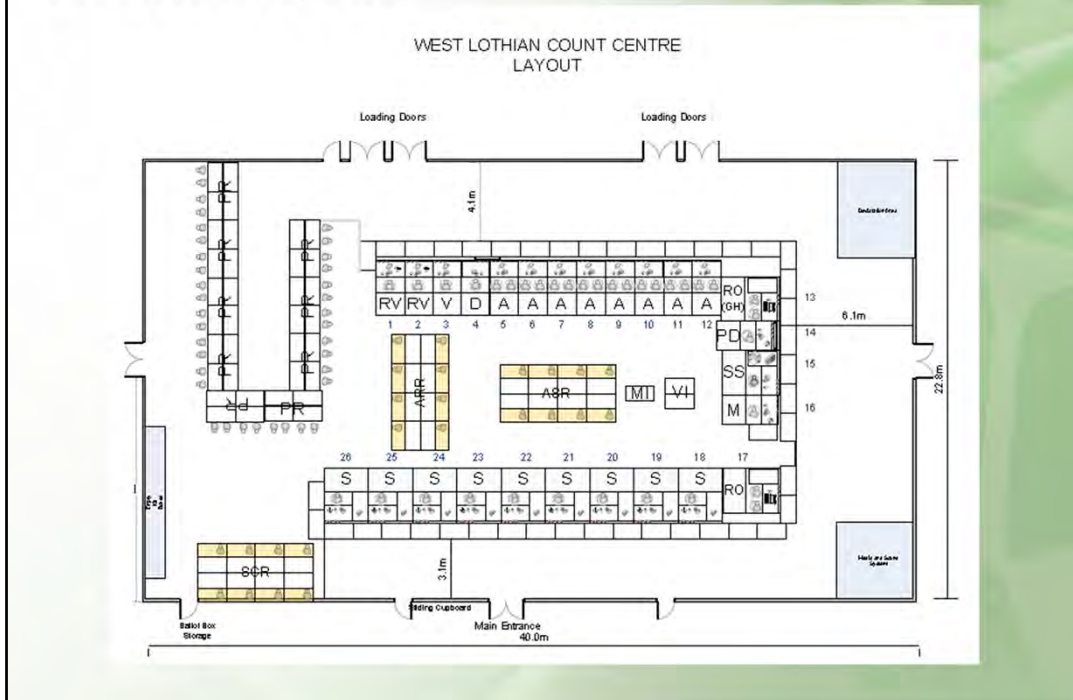
The Count Manager will then progress the count through the count stages until completion (more details on those stages to follow from AC).

A declaration report will then be produced by the eCount system detailing:

- A list of candidates that have been elected
- The number of votes each candidate received
- The stage at which they were elected
- The number of ballot papers rejected

Prior to the declaration of the results for any ward, this report will be shared with candidates and election agents, in a room off the Count Hall, and an explanation of the results of each stage of the count provided by the RO.

# E-Count Layout



## Voting under Single Transferable Vote

- Voters rank candidates in their order of preference using numbers
- They put the number **1** in the voting box next to their **first** choice, number **2** in the voting box next to their **second** choice, number **3** in the voting box next to their **third** choice. And so on.
- Voters can make as many or as few choices as they wish.
- The same number cannot be used twice and there should not be a break in the sequence.

## Counting under STV

- Weighted Inclusive Gregory method of counting
- The quota – threshold winning candidate should reach
- Count process
- Transfer of surplus where a candidate exceeds the quota
- Exclusion of candidates – where no one reaches quota – and transfer of excluded candidates' votes

The quota depends on the number of valid votes cast in the ward and remains at a constant value throughout the count. Calculation is explained in next slide.

### Count process and transfer

Ballot papers are sorted according to first preferences marked by the votes and the total for each candidate counted.

Any candidate who meets or exceeds the quota is elected. Their surplus above the quota is transferred in accordance with the second and later preferences recorded on the ballot paper.

If surpluses have been transferred and vacancies remain to be filled, the candidate with the fewest votes is excluded and their votes transferred in accordance with the second and later preferences recorded on the ballot paper.

## The Quota

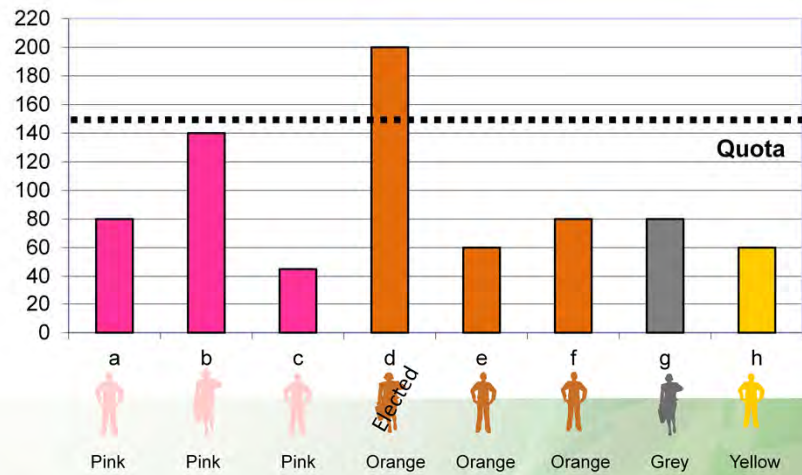
- Candidate is elected if they reach the quota.
- Quota calculated by:

$$\frac{\text{total number of **valid** votes}}{(\text{number of members to be elected} + 1)} + 1$$

- Fractions are ignored.
- E.g. 745 valid votes, 4 members to be elected  
Quota =  $(745 / (4+1))+1 = 150$
- Quota can only be worked out after RO adjudications

Quota formula is set out in SLGER, Rule 47. It is based on valid votes cast, ie the total number of ballot papers received at the count, less the number of ballot papers rejected

## Example



Count all the first preferences for each candidate

Candidate D has 200 votes, exceeding the quota of 150. They are elected.

Still need to elect another 3 candidates

Candidate D's surplus of 50 is transferred to the second preference



## Transferring the surplus

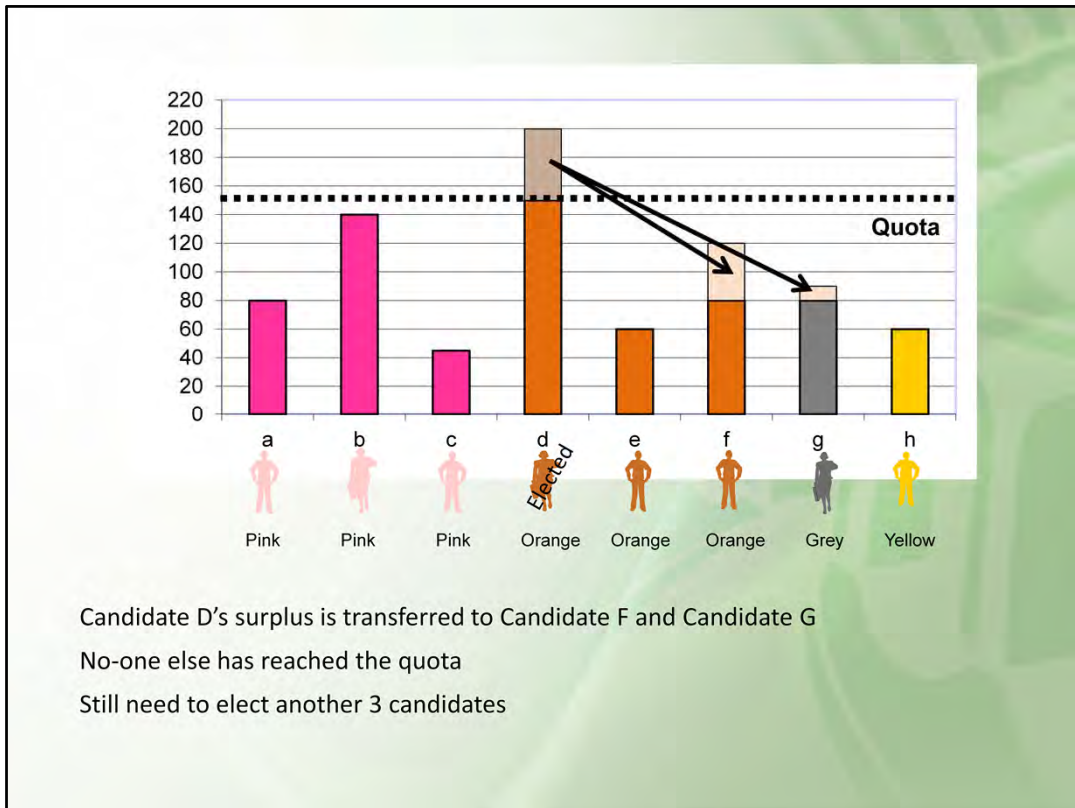
- **Which 50** of Candidate D's 200 papers do we transfer?
- Rather than choosing 50 at random, transfer **all** 200 of them but only at a value equivalent to the surplus
- We need to make 200 equivalent to 50...so we divide 50 by 200 = 0.25 (that is the transfer value)
- The 200 votes are redistributed to the 2<sup>nd</sup> preferences but each is worth only **¼ of a vote**
- If there is not a valid next available preference then the vote cannot be transferred.

**“Next available preference”** is the next preference on the ballot paper which has not been counted, eg at end of this first stage, Candidate D exceeds the quota. The next available preferences on those ballot papers will be the second preference, if any

If the next preference on any ballot paper is for an already elected or excluded candidate, then look to the next available preference.

**Votes are not transferable** if –

- there is a break in the sequence of voter's preferences - i.e. there is no clear second preference on the ballot paper'
- Or if all remaining preferences are for candidates who have already been elected or excluded



So it's all 200 papers which are transferred at a value of 0.25 which gives you 50 votes.

160 papers had Candidate F as the next available preference (2<sup>nd</sup> preference) which gives 40 votes ( $160 \times 0.25$ ) to Candidate F

40 papers had Candidate G as the next available preference (2<sup>nd</sup> preference) which gives 10 votes ( $40 \times 0.25$ ) to Candidate G

## Exclusion of Candidates

If no candidate reaches the quota:

- The candidate with the lowest number of votes is excluded
- The ballot papers from the excluded candidate are allocated to the next available preference
- Transfer value for each ballot paper from excluded candidates
  - Will mostly be 1, as no parts of the votes cast for that candidate will have yet been used to elect a candidate, BUT
  - If the vote was transferred to the excluded candidate at a value of less than 1, further transfers will be at that smaller value

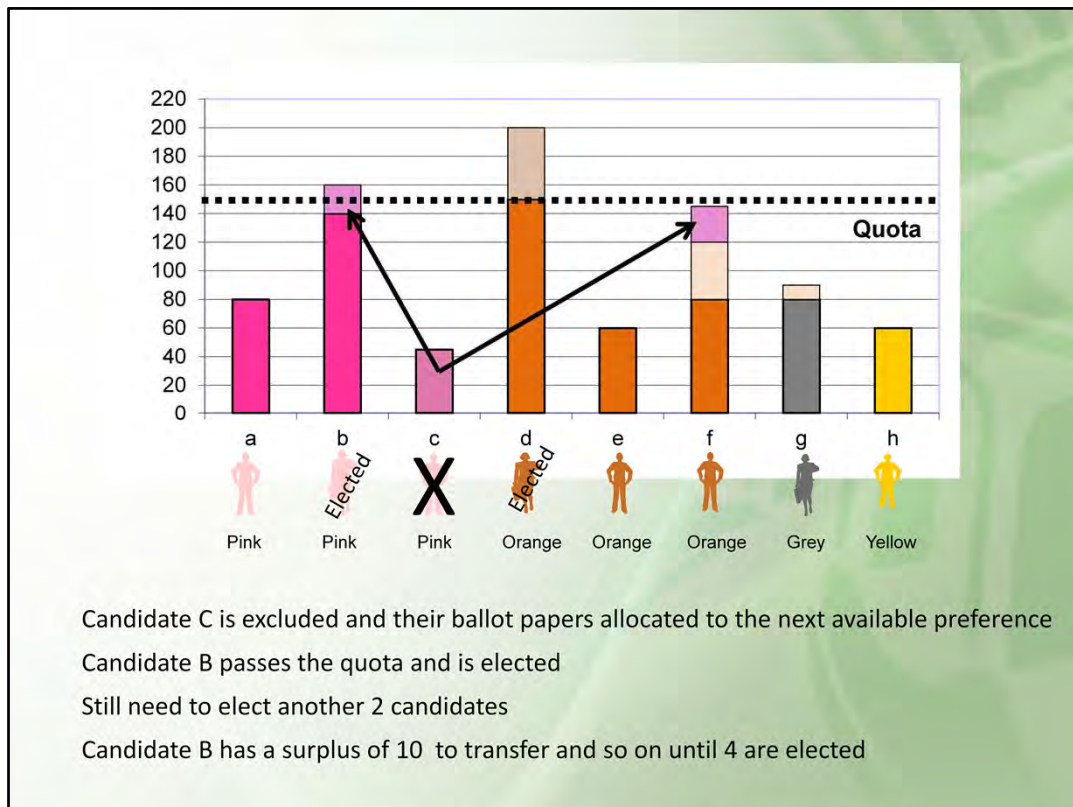
**“Next available preference”** is the next preference on the ballot paper which has not been counted, eg at end of stage 2, with no one reaching quota, candidate C, with 45 votes, has the lowest number of votes. They are excluded and their votes transferred to the next available preference, the second preference.

All 45 papers are transferred at their current value of 1

But If they had received any second preference votes at the previous stage from the transfer of Candidate D's surplus, then those papers would be transferred to the 3<sup>rd</sup> preference (the next available preference) at their current value of 0.25.

**Again votes are not transferable** if –

- there is no valid next preference on the ballot paper' ie there is a break in the sequence of voter's preferences, or
- all remaining preferences are for candidates who have already been elected or excluded



20 of Candidate C's votes have Candidate B as the second preference, and 25 have Candidate F.

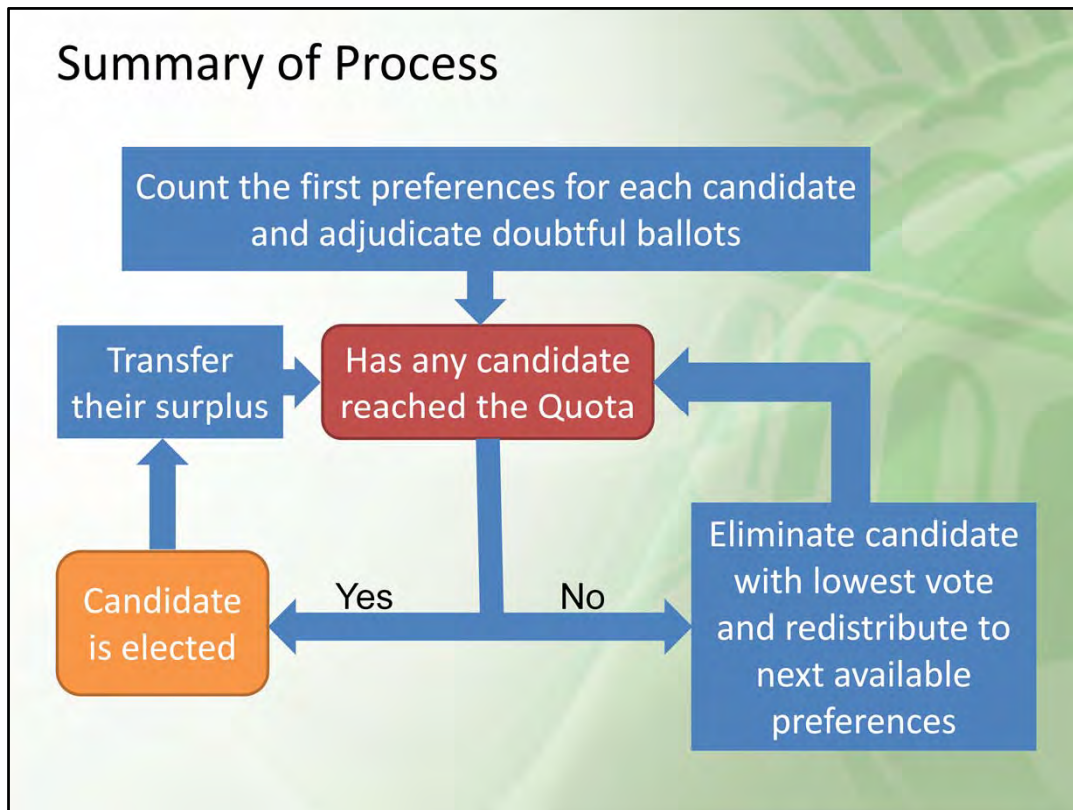
So at the next stage, Candidate B's surplus of 10 would be transferred. Remember we are transferring all the ballot papers to the next available preference.

B has 140 first preference papers, and 20 second preference papers. All currently have a value of 1. The transfer value is 0.0625 (10 divided by 160)

The 140 first preference papers transfer at a value of 0.0625 to the second preference  
 The 20 second preference papers transfer at a value of 0.0625 to the third available preference. And so on until 4 candidates are elected

A full worked example of an STV count is available at <http://www.gov.scot/Resource/0038/00389095.pdf>

A candidate can be elected if without reaching the quota if there are only two remaining candidates and they have more votes than the other candidate



### Stage 1 –

- Count first preferences
- Doubtful papers are those with no clear first preference
- Any such papers must be adjudicated upon in front of counting agents [SLGER, Rule 44(3)], and rejected as void.

### Stage 2 and onwards –

- Either
  - Someone reaches the quota and is elected
  - Their surplus is transferred
- Or
  - No one reaches the quota
  - Eliminate candidate with the lowest number of votes

### Repeat process in subsequent stages until -

- a candidate reaches quota, or
- no more candidates left to eliminate – in which case candidate with most votes is elected.

At each subsequent stage, where any ballot paper does not have a next available preference, the ballot paper is treated as non-transferable and is not considered further in the count.



## Recounts

- Candidates or their election agents can request a recount
- But RO can refuse if he considers it unreasonable
- Closeness of result will not be regarded as justifying a recount
- Candidates and agents are asked to observe each stage closely and raise any concerns stage by stage

RO must give candidates and election agents reasonable opportunity to request a recount or further recount [SLGER, Rule 54(2)].

## Contacts

- **Elections Office**
  - [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk)
  - 01506 282035
- **Electoral Registration Office –**
  - 0131 344 2500
  - [enquiries@lothian-vjb.gov.uk](mailto:enquiries@lothian-vjb.gov.uk)
- **Electoral Commission**
  - Scotland Office - 0131 225 0200
  - [infoscotland@electoralcommission.org.uk](mailto:infoscotland@electoralcommission.org.uk)



Any Questions

?

## TIMETABLE FOR SCOTTISH LOCAL GOVERNMENT ELECTIONS 2017 – CANDIDATES AND AGENTS

Date	Day	Event or deadline
28 February	Tuesday	Candidates' and agents' briefing - 5.30 start, Conference Room 3, Ground Floor, Civic Centre
1 March	Wednesday	Earliest possible date for candidates to sign consent to nomination
13 March	Monday	Publication by Returning Officer of Notice of Election
14 March	Tuesday	First day for nominations - 10am till 4 pm (till 29 March), Election Office, Civic Centre
		Poll cards from printers to Royal Mail today or tomorrow
22 March	Wednesday	First day for free use of rooms by candidates and agents (till 3 May)
29 March	Wednesday	Last day for nominations, withdrawal of nominations and appointment of election agents - 4 pm (from 14 March)
		Publication of Notice of Poll and Situation of Polling Stations - after 4 pm (and after all nomination papers have been accepted or rejected)
		First day for inspection and copying of nomination papers - from 4 pm (till 3 May)
13 April	Thursday	First issue of postal vote packs from printers handed to Royal Mail
14 April	Friday	Interim issue of postal vote packs from printers handed to Royal Mail
17 April	Monday	Last day for applications to register to vote - midnight
18 April	Tuesday	Last day for voters to make changes to or cancel existing proxy vote arrangements; to make changes to or cancel existing postal vote arrangements; to apply for new postal vote - 5 pm
21 April	Wednesday	Date we will issue a replacement for a lost postal vote
24 April	Monday	First day for postal vote openings (daily up to and including polling day)

DATA LABEL: PUBLIC

Date	Day	Event or deadline
25 April	Tuesday	Second and final dispatch of postal vote packs from printers to Royal Mail today
		Last day for new proxy vote applications - 5 pm
26 April	Wednesday	Last day for appointment of polling agents and counting agents - midnight
2 May	Tuesday	E-counting run through - West Lothian College (either today or tomorrow, date and time to be confirmed)
3 May	Wednesday	Last day for applying for and obtaining replacement of a lost or spoilt postal vote pack by post - 5 pm
		Last day for free use of meeting rooms by candidates and agents (from 23 March)
4 May	Thursday	Polling Day (7 am till 10 pm)
		Postal vote openings (9am and 8pm)
		Replacement (in person only) of lost or spoilt postal vote packs - 5 pm
		Last day for emergency proxy applications (on restricted grounds)(from 26 April) - 5 pm
		Last day for correction by ERO of clerical errors in registration - 9 pm
5 May	Friday	Count - start at 8 am
11 May	Thursday	First statutory meeting of council
12 May	Friday	Last day for publication of information as to result of election
9 June	Friday	Last date for return of election expenses and declaration by agents (candidate's declaration within 7 days after that)
12 June	Monday	Returns and declarations available for inspection and copying for two years from today

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

**The following form must be delivered by hand:**

1: Nomination form, including consent to nomination

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

2: Certificate of authorisation (party candidates only)

3: Request for a party emblem (party candidates only)

4: Notification of election agent

The notice of election published by the Returning Officer will specify the times and exact location to which nomination papers must be delivered.

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

This checklist is designed to assist candidates standing in a council election in Scotland in preparing to submit their nomination, and should be read alongside the Electoral Commission's [Guidance for candidates and agents](#).

Task	Tick
<b>Nomination form</b>	
If not pre-printed, add the name of the electoral ward and day and date of the election you are standing in	
Add your full name – surname in the first box and all other names in the second	
Optional - Use the commonly used name(s) boxes if you are commonly known by a name other than your full name and want it to be used instead of your full name	
Description – Party candidates can use a party name or description registered with the Electoral Commission and supported by a certificate of authorisation from that party; others can use 'Independent' or leave this blank	
Add the full home address of the candidate	
You must be a British, Commonwealth or European Union citizen and not require leave to remain in the United Kingdom or have indefinite leave to remain. You must also be 18 years old or older on the date you sign this form.	
You must meet at least one of the listed qualifications (a, b, c or d). Complete in full the details for all the qualifications that you meet in the space provided within the relevant box(es).	
You must not sign the form if you are disqualified to stand. Make sure that you read the Electoral Commission guidance on standing for election as well as the legislation listed. If you are not sure if you are able to stand you should contact the Electoral Commission or take your own legal advice.	
Sign and date the document in the presence of another person	
Get the other person to complete and sign the witness section	
Method of submitting the nomination form (which must include all pages of legislation) to the RO: by hand (it cannot be submitted by post, fax, e-mail or other electronic means), by any person	
<b>Certificate of authorisation (party candidates only)</b>	
Ensure the certificate contains the candidate's full name	
Check the certificate allows the registered party name or description given on the nomination form to be used (or allows the candidate to choose to use the party name or any registered description)	
Ensure it is issued by the party Nominating Officer (or someone that they have authorised to issue it on their behalf)	
Method of submitting the certificate of authorisation to the RO: by hand (by any person) or by post (it cannot be submitted by fax, e-mail or other electronic means)	
<b>Request for party emblem (party candidates only)</b>	
Write the name or description of an emblem registered by the party and published on the Electoral Commission's website	
Ensure the request is made by the candidate	
Method of submitting the emblem request to the RO: by hand (by any person) or by post (it	

cannot be submitted by fax, e-mail or other electronic means)	
<b>Notification of appointment of an election agent</b>	
Give the name, address and office address of the appointed election agent	
Give your name and signature (or the signature of a person authorised to act on your behalf)	
Ensure the appointed agent signs the form showing their acceptance (you do not need to sign the form again if you are appointing yourself as the election agent)	
Method of submitting the notification of election agent to the RO: by hand or by post (it cannot be submitted by fax, e-mail or other electronic means)	

Office Use only	Date received	Time received	Initials	No.

1

Council election

Nomination form

## \*ELECTION OF COUNCILLORS / A COUNCILLOR for the

electoral ward:

of West Lothian Council

Day and date of election

4 May 2017

I, the undersigned, am hereby nominated as a candidate at the said election.

**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)

Home address in full

I, the nominee for election, consent to being nominated as a candidate for the

electoral ward:

of

Council

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 relevant citizen of the European Union; 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 in respect of the following address (*give qualifying address in full*):

and my electoral number (*see Note 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 at the following address(es) (*give description and address(es) of land or premises*):

and / or	c. I have during the 12 months preceding the day of my nomination had my principal or only place of work at the following address(es) ( <i>give address(es) of place of work and, where appropriate, name of employer</i> ):
and / or	*d. I have during the whole of the 12 months preceding my nomination resided at the following address(es) ( <i>give address(es) in full</i> ):
I declare that	
<p>a. I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any of the disqualifications in Section 31 of the Local Government (Scotland) Act 1973, a copy of which is printed overleaf;</p> <p>b. I am not disqualified for election by reason of holding a politically restricted post in terms of Section 1(1) of the Local Government and Housing Act 1989, under a local authority within the meaning of Part 1 of that Act; and</p> <p>c. I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of having received a severance payment within the meaning of Section 12 of the Local Governance (Scotland) Act 2004; and</p> <p>d. I am not disqualified from being nominated as a candidate for election as a local government councillor by reason of any sanction imposed by the Standards Commission for Scotland in terms of Section 19(1)(d) of the Ethical Standards in Public Life etc. (Scotland) Act 2000</p>	
Candidate's signature	
Date	
Witness: I confirm the above-mentioned candidate signed the declaration in my presence.	
Signature of witness:	
Witness (name in full):	
of (address in full):	
Date	

This form must be delivered to the Returning Officer **by no later than 4pm on Wednesday 29 March 2017.**

A candidate who is qualified by more than one qualification should complete all of those that apply.

\_\_\_\_\_

\* Delete where inapplicable



## Notes

1. The attention of candidates and local government electors is drawn to the rules for completing nomination papers and other provisions relating to the nominations contained in the local government election rules contained in Schedule 1 to the Scottish Local Government Elections Order 2011.
2. Where a candidate is commonly known by some title they may be described by their title as if it were their surname.
3. If a candidate's nomination form gives a commonly used surname or forename in addition to or instead of another name the nomination form may state the commonly used forename or surname in addition to or instead of the other name.
4. But in terms of rule 14(7) and (8) the ballot paper will not show the other name if the Returning Officer thinks:
  - (a) that the use of the commonly used name may be likely to mislead or confuse electors; or
  - (b) that the commonly used name is obscene or offensive.
5. A person's electoral number consists of the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is registered together with the number in the register to be used at the election, except that before publication of the register the distinctive letter or letters (or number or numbers) of the polling district in which the candidate is entitled to be registered together with the number (if any) in the electors lists for that register shall be used instead.
6. Description (if any) and commonly used surname / forename (if any) must be read in terms of rule 4 of the election rules. See the Electoral Commission's [Guidance for candidates and agents](#) for full details.

## Local Government (Scotland) Act 1973: Disqualifications

### **31 – Disqualifications for nomination, election and holding office as member of local authority**

(1) Subject to subsections (2) and (3) below, a person shall be disqualified for being nominated as a candidate for elections as, or for being elected, or for being a member of a local authority if –

- (a) *[This has been removed and no longer applies]*
- (b) he is a person whose estate has been sequestrated by a court in Scotland or who has been adjudged bankrupt elsewhere than in Scotland; or
- (ba) he is subject to a bankruptcy restrictions order;
- (c) he has, within five years before the day of nomination, or election or since his election, as the case may be, been convicted in the United Kingdom, the Channel Islands, the Isle of Man or the Irish Republic of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (d) he is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(1A) A person is disqualified for being a member of a joint board if he or a partner of his holds any paid office or employment (other than the office of convener or depute convener of the board) or other place of profit in the gift or disposal of the board.

(2) Where a person is disqualified under subsection (1) by reason of his estate having been sequestrated, the disqualification shall cease if and when –

- (a) the sequestration of his estate is recalled or reduced; or
- (b) he is discharged under or by virtue of the Bankruptcy (Scotland) Act 2016.

(3) Where a person is disqualified under subsection (1) above by reason of having been adjudged bankrupt, then –

- (a) if the bankruptcy is annulled on the ground that he ought not to have been adjudged bankrupt or on the ground that his debts have been paid in full, the disqualification shall cease on the date of the annulment;
- (b) if he is discharged with a certificate that the bankruptcy was caused by misfortune without any misconduct on his part, the disqualification shall cease on the date of his discharge; and
- (c) if he is discharged without such a certificate, his disqualification shall cease on the expiration of five years from the date of his discharge.

(3A) A person who is for the time being an officer or employee of the Strathclyde Passenger Transport Authority or an employee of a subsidiary of that Authority shall be disqualified for being appointed or for being a member of the Strathclyde Passenger Transport Authority.

(3B) In subsection (1)(ba) above, “bankruptcy restrictions order” means –

- (a) a bankruptcy restrictions order made under section 155 of the Bankruptcy (Scotland) Act 2016;
- (b) *[This has been removed and no longer applies]*
- (c) a bankruptcy restrictions order made under paragraph 1 of Schedule 4A to the Insolvency Act 1986; or

(d) a bankruptcy restrictions undertaking entered into under paragraph 7 of that Schedule.

**[The following section refers to candidates who are elected. Holders of posts mentioned in this section, except those in subsection (6), are not disqualified from standing for election, but must resign in compliance with this section]**

**31A – Disqualification of officers, employees etc. from remaining members of local authority**

(1) A person elected a member of a local authority who is the holder of any paid office or employment or other place of profit in the gift or disposal of the authority is disqualified from remaining a member of the authority after the relevant day unless the person complies with subsection (2) below.

(2) A person complies with this subsection by resigning, not later than the relevant day, from that office, employment or, as the case may be, other place of profit.

(3) A resignation effected in pursuance of subsection (2) above terminates the holding of the office, employment or other place of profit with immediate effect notwithstanding any contrary provision in the terms and conditions under which the office, employment or place of profit is held.

(4) In this section the “relevant day” is the day first occurring after that on which the person elected a member of the local authority was, under the local elections rules, declared to be so elected (no account being taken of a day which is a Saturday or Sunday or Christmas Eve, Easter Monday, or a bank holiday in Scotland under the Banking and Financial Dealings Act 1971 or a day appointed for public thanksgiving or mourning in Scotland).

(5) In subsection (4) above, the “local elections rules” means an order made under section 3(1) of the Local Governance (Scotland) Act 2004.

(6) This section does not affect section 1 (disqualification and political restriction of certain local government officers and staff) of the Local Government and Housing Act 1989.

**Local Government and Housing Act 1989: Political restrictions of officers and staff**

**1 – Disqualification and political restriction of certain officers and staff**

(1) A person shall be disqualified from becoming (whether by election or otherwise) or remaining a member of a local authority if he holds a politically restricted post under that local authority or any other local authority in Great Britain.

## Local Governance (Scotland) Act 2004: Membership of local authorities etc

### 12 – Severance payments for councillors

- (1) The Scottish Ministers may, by regulations, provide for the making by local authorities of payments (“severance payments”) to persons who—
- (a) were, immediately prior to the date of an ordinary election, members of local authorities,
  - (b) were not candidates to be councillor at that election, and
  - (c) meet such other criteria as may be specified in the regulations.

[...]

- (4) In section 29 (qualifications for nomination, election and holding office as member of local authority) of the 1973 Act, after subsection (1) insert—

“(1A)A person who has received a severance payment (within the meaning of section 12 of the Local Governance (Scotland) Act 2004 (asp 9)) shall not be so qualified.”

- (5) In this section, “*ordinary election*” means an ordinary election of councillors for local government areas (within the meaning of [section 6](#)) in Scotland.

## Ethical Standards in Public Life etc. (Scotland) Act 2000: Enforcement

### 19 – Action on finding of contravention

- (1) Where the members of the Commission conducting a hearing find that a councillor has contravened the councillors’ code or a member of a devolved public body the members’ code, they shall impose one of the following sanctions—
- (a) censuring, but otherwise taking no action against, the councillor or member;
  - (b) suspending, for a period not exceeding one year, the councillor’s or member’s entitlement to attend one or more but not all of the following—
    - (i) all meetings of the council or body;
    - (ii) all meetings of one or more committees or sub-committees of the council or body;
    - (iii) all meetings of any other body on which the councillor or member is a representative or nominee of the council or body;
  - (c) suspending, for a period not exceeding one year, the councillor’s or member’s entitlement to attend meetings of the council or body and of any committee or sub-committee thereof and of any other body on which the councillor or member is a representative or nominee of the council or body;
  - (d) in the case of a councillor, disqualifying the councillor for a period not exceeding five years, from being, or from being nominated for election as, or from being elected, a councillor;
  - (e) in the case of a member of a devolved public body, removing the member from membership of the body and disqualifying the member, for a period not exceeding five years, from membership of the body.

- (2) A period of suspension imposed under subsection (1)(b) or (c) above which would continue until or after the day of the next following ordinary election of councillors shall end at the beginning of that day.
- (3) Disqualification imposed under subsection (1)(d) above—
  - (a) has the effect of vacating the councillor's office; and
  - (b) extends to the councillor's membership of committees and sub-committees of the council of which the councillor was a member and any joint committee, joint board or other body on which the councillor is a representative or nominee of the council.
- (4) Where the members of the Commission disqualify, under subsection (1)(d) above, a councillor who is also a member of a devolved public body otherwise than as a representative or nominee of the council, they may also, in respect of that membership, remove and disqualify that person under subsection (1)(e) above.
- (5) The members of the Commission, on removing and disqualifying a member of a devolved public body under subsection (1)(e) above, may—
  - (a) where the member is a councillor, disqualify that person under subsection (1)(d) above; or
  - (b) direct that the removal from membership and disqualification apply also in respect of any other devolved public body of which the member is a member.
- (6) The members of the Commission may, on imposing a suspension under subsection (1)(b) or (c) above on a member of a devolved public body, direct that any remuneration or allowance deriving from membership of the body that would be payable to the member be not paid or be reduced as they direct.
- (7) The powers to remove and disqualify a person from membership of a devolved public body under subsections (4) and (5)(b) above are exercisable as respects that body only after the members' code applicable to that body first has effect.
- (8) The Commission shall, after consulting such association of local authorities and any such other bodies or persons as it thinks fit, issue guidance to councils on the extent to which a councillor should engage in activities (other than those mentioned in subsection (1)(c) above) which are, or may be perceived to be, the activities of a councillor during a period of suspension.

	Date received	Time received	Initials	No.
Office Use only				

2

Council election

Certificate of authorisation

To accompany the nomination of a candidate standing **on behalf of a registered political party**. Candidates standing on behalf of two or more parties require a certificate from each party and each must allow the registered joint description to be used.

This certificate must be authorised by the registered Nominating Officer of the party or by a person authorised to sign on their behalf.

The Nominating Officer can authorise the candidate to use either the name of the party or a particular description registered with the Electoral Commission, or to use 'any registered description or the party name as registered with the Electoral Commission'. Party names and registered descriptions are listed on the Electoral Commission website (<http://search.electoralcommission.org.uk>).

Details of candidate to be authorised and the allowed description/party name			
Council:	West Lothian Council	Date of election:	4 May 2017
Ward:			
I hereby certify that			
The candidate (name in full):			
Is authorised to stand for:	Name of political party registered with the Electoral Commission		
The candidate may include the following registered description/party name in their nomination form:			
Note: An incorrect or fraudulently completed form may lead to the rejection of the nomination form as invalid			
Signature of party's registered Nominating Officer (or person authorised by the registered Nominating Officer):			
Name of person signing this form:			
Date:			

This form must be delivered for a candidate standing on behalf of a political party to the Returning Officer **by no later than 4pm on Wednesday 29 March 2017.**

Office Use only	Date received	Time received	Initials	No.

3

Council election

Request for a party emblem

This form is for a **candidate of a political party** who has been given a certificate of authorisation and who wishes to have a party emblem printed on the ballot paper next to their name.

The registered emblems of a political party can be found on the Commission's website at <http://search.electoralcommission.org.uk>.

**This form must be signed by the candidate.**

Candidate's request for use of an emblem			
Council:	West Lothian Council	Date of election:	4 May 2017
Ward:			
Candidate's name in full:			
I request that the ballot paper shall contain, against my name, the following registered emblem (please identify which emblem if the party has registered more than one):			
Emblem to be used (please use name or description as on the <a href="http://www.electoralcommission.org.uk">Electoral Commission website</a> ):			
Candidate's signature:			
Date:			

This form must be delivered for a candidate standing on behalf of a political party to the Returning Officer **by no later than 4pm on Wednesday 29 March 2017**.

Candidates standing on behalf of more than one political party and using a joint description may choose one emblem from one of the parties that they are standing for. Please indicate the name of the party and the emblem name in the 'Emblem to be used' box above.

Office Use only	Date received	Time received	Initials	No.

<b>4</b>	<b>Council election</b>	<b>Notification of election agent</b>
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Council:	West Lothian Council	Date of election:	4 May 2017
Ward:			

**Candidate's notification of their election agent**

I, (Candidate's name in full):	
Hereby declare that the name and address of my election agent is	
Agent's name:	
Agent's address (in full):	
The office address of my election agent to which all claims, notices, legal process and other documents may be sent is:	
Agent's office address in full:	
Candidate's signature (or of a person authorised to act on behalf of candidate):	
Date:	

**Confirmation of acceptance by election agent**

I **[agent named above]** confirm my acceptance as the election agent for the above named candidate. I understand that I must carry out my duties according to law. I understand that there are penalties if I fail to fulfil my duties according to law.

Agent's signature:	
Date:	

**Agent's other details in case of query (Optional – will not be published)**

Home telephone:		Work telephone:	
Mobile telephone:			
Email address:			

This form must be delivered to the Returning Officer by no later than 4pm on Wednesday 29 March 2017



# LOCAL GOVERNMENT ELECTIONS

## WEST LoTHIAN COUNCIL

4 MAY 2017

### DATA PROTECTION ACT 1998

#### TRANSFER OF PERSONAL DATA OUTWITH THE EUROPEAN ECONOMIC AREA

I agree to make the following personal information available for posting on the West Lothian Council website ([www.westlothian.gov.uk](http://www.westlothian.gov.uk)) in connection with the Local Government Election to be held on 4 May 2017.

<b>NAME</b>	
<b>PARTY NAME</b>	
<b>COUNCIL WARD</b>	
<b>AGENT NAME</b>	
<b>AGENT ADDRESS</b>	
<b>AGENT OFFICE ADDRESS</b>	

I understand this information will be available to countries outwith the European Economic Area and as a result may not be protected by Data Protection legislation.

	<b>CANDIDATE</b>	<b>ELECTION AGENT</b>
<b>PRINT NAME:</b>		
<b>SIGNATURE:</b>		
<b>DATE:</b>		

*Note:* This form must be signed by the candidate and the election agent.

Deliver to the **Returning Officer no later than 4pm on Wednesday 29 March 2017.**

**Local Government Elections**

WARD (No:    Name:

) – West Lothian Council

**Thursday 4 May 2017**

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**REQUEST FOR FREE SUPPLY OF FULL REGISTER OF ELECTORS  
AND/OR ABSENT VOTERS LISTS**

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Separate requests are required to be made to the Electoral Registration Officer for each of the above documents. This form has been produced to try to simplify the request process by ensuring the statutory requirements are met and that the registers and lists issued are in the format the applicant requires, subject to the Electoral Registration Officer's ability to meet that request. The legislation requires only that the data is provided in a format held by the Registration Officer.

**PART 1 - REQUEST FOR FREE COPY OF THE ELECTORAL REGISTER**

The Representation of the People (Scotland) (Amendment) Regulations 2001 (as amended) provide for the supply of the Full Register of Electors at Local Government Elections.

The entitlement is conferred on candidates and agents.

This means that the appropriate boxes below must be completed to indicate the capacity of the person making the application. The form also requires to be signed in Part 3 by that person.

Candidates and agents should note the following restrictions on the use of registers provided to them.

**THEY MAY NOT SUPPLY A COPY OF THE FULL REGISTER TO ANY PERSON, DISCLOSE ANY INFORMATION CONTAINED IN IT THAT IS NOT INCLUDED IN THE EDITED REGISTER OR MAKE USE OF ANY SUCH INFORMATION OTHER THAN FOR ELECTORAL PURPOSES.**

I,

a \* Candidate / Election Agent  
*(Please delete as appropriate)*

wish to request a copy of the register of electors and any notice of alteration to it. I understand that this will be provided in the form of a consolidated register subject to the fact that further alterations may take place after the supply of the register.

In either case above, please enter the name of the relevant political party, or "Independent", in the box.

**CONFIRMATION  
BY RETURNING  
OFFICER**

*To speed up the processing of a request a candidate or agent may seek the signature of a member of the Returning Officer's staff. In the absence of such a signature the candidature will require to be confirmed by the ERO prior to the issue of the register.*

Returning Officer's Signature

Unless you indicate, by the entry of an "X" in the box, that you wish your copy of the register to be issued in paper format it will be issued in data format.

Paper copy required  
Enter an 'X' below

If you wish your copy in data format by e-mail please indicate, by entering an "X" in the box.

E-Mail Please provide e-mail address (BLOCK LETTERS)



The data will be supplied in CSV format.

#### PART 2 - REQUEST FOR FREE COPY OF ABSENT VOTERS LISTS

These are supplied free of charge by the ERO on written request under Regulation 61(1) of The Representation of the People (Scotland) Regulations 2001. In this case, the qualifying applicants are as described above. If you wish to request the issue of Absent Voting Lists please enter an "X" in the box. It will, whenever possible, be issued in the same format (either data or paper) as the register.

#### PART 3 - CANDIDATES OR AGENTS DETAILS

Candidate's or Agent's Name

Candidate's or  
Agent's Signature

Date

Address


Contact

Telephone Number

Contact E-Mail Address  
if different from above

#### NOTE - WITHDRAWAL OF CANDIDATES

Should a candidate to whom a register has been issued subsequently not stand or withdraw from an election, any Register in hard copy or on disk should be returned to the ERO. Any copy provided by e-mail should be destroyed. In such circumstances any usage of the register, for any purpose, may be in contravention of the legislation.

#### PART 4 - DELIVERY INSTRUCTIONS *Copies of the register will be issued as soon as possible after the receipt of your application. Paper copies may take longer to supply.*

1 If you want to collect it from the ERO's office please enter an "X" in the box. We will advise you by telephone or e-mail when it is available.

2 If you want to have it posted/delivered to the Candidate's or Agent's address shown above please enter an "X" in the box.

3 If you have requested supply by e-mail it will be issued to you as soon as possible.

Please send this form to:  
THE ELECTORAL REGISTRATION OFFICER

**17A SOUTH GYLE CRESCENT  
EDINBURGH, EH12 9FL**

**A faxed copy will be accepted. Fax Number (0131) 344 2600**

**If you need additional information please telephone (0131) 344 2500**

G2021001

## LETTING COUNCIL MEETING ROOMS IN PRE-ELECTION PERIODS

- 1 The council normally has to avoid the use of council facilities which may generate party political publicity. There is guidance about council publicity available on the intranet, under Councillor/Committee Information.
- 2 However, the council has a duty to make meeting rooms available free of charge to candidates in the lead-up to an election, or to certain participants in a referendum. The list of premises available includes rooms in schools and in other buildings controlled by the council. The current list of premises is at the end of this guide along with the information given to candidates and agents.
- 3 Most of these rules apply at all times, and to every election and referendum. Depending on what the poll is, special rules and considerations apply. This note will be updated and re-issued before every election or referendum. This version relates specifically to the Scottish local government elections taking place on 4 May 2017.
- 4 The right to use these rooms is expressly allowed for electioneering purposes. It overrides council policy on hall lets and the usual rules which prevent the use of council facilities for uses which might generate political publicity.
- 5 Council lets of premises not on this list can still be allowed during these periods where there is no risk of that sort of prohibited publicity. Those are subject to the council's normal rules and charges.
- 6 Apart from this statutory right, the general rules about the use of council facilities apply, and no-one should be allowed to use council premises where party political publicity might be generated.
- 7 The right only applies during a defined period before the election.

FOR THE ELECTIONS IN MAY 2017, THE PERIOD RUNS FROM 22 MARCH TILL 3 MAY

- 8 It only applies in the ward area in which the candidate is standing.
- 9 The right applies to any room, hall, gallery or gymnasium which is normally made available for public lets.
- 10 The designated rooms can be used free of the normal letting charge which would be payable. However, the council is entitled to recover the cost of:-
  - preparing the room for use
  - having someone there to allow the room to be used

- heating and lighting the room
  - cleaning the room
  - restoring the room to its usual condition after the meeting
  - any damage done to the premises or furniture, fittings or apparatus
- 11 Imposing a letting charge is not permitted. It is a matter for management policy and practice as to whether costs for the other things are recovered.
- 12 Anyone wishing to use such a room must give reasonable notice. They are not entitled to interfere with use for educational purposes, or lets already arranged.
- 13 A request for free use of a meeting room will usually be made by the candidate or the election agent. Sometimes the request will come from someone else. Unless there is any reason to be concerned, the person's written confirmation that they have the necessary authority to make the request should be accepted at face value. There is no need to see written authorisation from the candidate or agent.
- 14 Information about those standing and those acting as agents can be obtained after 29 March 2017 from the council's Election Team ([elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk)).

#### **FURTHER INFORMATION AND ADVICE**

James Millar, Governance Manager, 01506 281613, [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk)

Julie Whitelaw, Head of Corporate Services, 01506 281626, [Julie.whitelaw@westlothian.gov.uk](mailto:Julie.whitelaw@westlothian.gov.uk)

Carol Johnston, Chief Solicitor, 01506 281605, [carol.johnston@westlothian.gov.uk](mailto:carol.johnston@westlothian.gov.uk)

## ELECTION MEETING ROOMS

In the lead up to an election, candidates have a right to the use of designated premises for campaigning purposes. Registered campaigners have a similar right in the period before a referendum.

These are the meeting rooms made available by West Lothian Council for those purposes.

The right to use them is subject to conditions which vary slightly depending on the election or referendum. The council cannot charge a letting fee, but it can recover heating and cleaning charges and the cost of any damage caused. Pre-existing lets will not be cancelled or over-ridden when a booking request is made.

The period covered is also variable, but is triggered by the date of publication of the formal Notice of Election or Notice of Referendum. It then runs until the day before polling day.

Booking requests should be made using the contact details provided below.

The list is maintained by the council's Governance Manager, and contact information is at the end of this list.

COMMUNITY FACILITIES PREMISES			
Addiewell Community Wing	Church Street, Addiewell, EH55 8PG	01501 762796	Joe Smith Tel: 07747 767 570 <a href="mailto:joseph.smith@westlothian.gov.uk">joseph.smith@westlothian.gov.uk</a>
Armadale	North Street, Armadale, EH48 3QB	01506 282284	Laura Redmond Tel: 07771 505 370 <a href="mailto:laura.redmond@westlothian.gov.uk">laura.redmond@westlothian.gov.uk</a>
Bathgate Partnership Centre	Bathgate Partnership Centre, South Bridge Street, Bathgate, EH48 1TS	01506 283333	Julie Walker Tel: 07795 497 705 <a href="mailto:julie.walker@westlothian.gov.uk">julie.walker@westlothian.gov.uk</a>
Blackburn	Ashgrove, Blackburn, EH47 7LJ	01506 653014	Fiona Paul Tel: 07500 835 916 <a href="mailto:fiona.paul@westlothian.gov.uk">fiona.paul@westlothian.gov.uk</a>

COMMUNITY FACILITIES PREMISES			
Blackridge	See Craig Inn		
Bridgend	Auldhill Road, Bridgend, EH49 6NZ	01506 834536	Julie Witherwick Tel: 07770 704 341 <a href="mailto:julie.witherwick@westlothian.gov.uk">julie.witherwick@westlothian.gov.uk</a>
Carmondean	Fells Rigg, Livingston, EH54 8AX	01506 439568	Sandra McLaughlin Tel: 07771 864 513 <a href="mailto:sandra.mclaughlin@westlothian.gov.uk">sandra.mclaughlin@westlothian.gov.uk</a>
Chalmers Hall	Falkirk Road Linlithgow Bridge EH49 7PW	01506 281949	<a href="mailto:psh@westlothian.gov.uk">psh@westlothian.gov.uk</a>
Craig Inn	Main Street, Blackridge, EH48 3SP	01501 753227	Laura Redmond Tel: 07771 505 370 <a href="mailto:laura.redmond@westlothian.gov.uk">laura.redmond@westlothian.gov.uk</a>
Crofthead Farm	Templar Rise, Livingston, EH54 8DG	01506 775991	Peter Christie Tel: 07748 930 473 <a href="mailto:peter.christie@westlothian.gov.uk">peter.christie@westlothian.gov.uk</a>
Dechmont Memorial Hall	71 Main Street, Dechmont, EH52 6LJ (Contact Uphall Community Centre)	01506 811022	Linda Sayers Tel: 07733 002 690 <a href="mailto:linda.sayers@westlothian.gov.uk">linda.sayers@westlothian.gov.uk</a>
East Calder	133 Main Street, East Calder, EH53 0EP	01506 881557	Peter Christie Tel: 07748 930 473 <a href="mailto:peter.christie@westlothian.gov.uk">peter.christie@westlothian.gov.uk</a>
East Whitburn	Hen Nest Road, East Whitburn, EH47 8EX	01501 740938	Joe Smith Tel: 07747 767 570 <a href="mailto:joseph.smith@westlothian.gov.uk">joseph.smith@westlothian.gov.uk</a>
Fauldhouse Partnership Centre	Lanrigg Road, Fauldhouse EH47 9JA	01501 773000	Joe Smith Tel: 07747 767 570 <a href="mailto:joseph.smith@westlothian.gov.uk">joseph.smith@westlothian.gov.uk</a>
Forestbank	Forestbank, Ladywell, Livingston, EH54 6DX (Contact West Calder CEC)	01506 430035	Sandra McLaughlin Tel: 07771 864 513 <a href="mailto:sandra.mclaughlin@westlothian.gov.uk">sandra.mclaughlin@westlothian.gov.uk</a>
Greenrigg	Greenrigg PS, Polkemmet Road, Greenrigg, ML7 5RF (Contact Fauldhouse CEC)	01506 281949	<a href="mailto:psh@westlothian.gov.uk">psh@westlothian.gov.uk</a>
Lanthorn	Kenilworth Rise, Dedridge, Livingston, EH54 6JL	01506 777707	Sandra McLaughlin Tel: 07771 864 513 <a href="mailto:sandra.mclaughlin@westlothian.gov.uk">sandra.mclaughlin@westlothian.gov.uk</a>
Livingston Station Centre	7 Main Street, Deans, Livingston , EH54 8BE	01506 411295	Sandra McLaughlin Tel: 07771 864 513



COMMUNITY FACILITIES PREMISES			
			<a href="mailto:sandra.mclaughlin@westlothian.gov.uk">sandra.mclaughlin@westlothian.gov.uk</a>
Longridge	School Road, Longridge, EH47 8AG (Contact Fauldhouse Partnership Centre)	01501 773000	Joe Smith Tel: 07747 767 570 <a href="mailto:joseph.smith@westlothian.gov.uk">joseph.smith@westlothian.gov.uk</a>
Mid Calder	Institute Hall, 15 Market Street, Mid Calder, EH53 0AL	01506 881246	Peter Christie Tel: 07748 930 473 <a href="mailto:peter.christie@westlothian.gov.uk">peter.christie@westlothian.gov.uk</a>
Mosswood	85 Ferguson Way, Knightsridge, Livingston, EH54 8JF	01506 437761	Sandra McLaughlin Tel: 07771 864 513 <a href="mailto:sandra.mclaughlin@westlothian.gov.uk">sandra.mclaughlin@westlothian.gov.uk</a>
Newton	26 Duddingston Crescent, Newton, EH52 6QG	0131 3313290	Julie Witherwick Tel: 07770 704 341 <a href="mailto:julie.witherwick@westlothian.gov.uk">julie.witherwick@westlothian.gov.uk</a>
Newyearfield Farm	Hawkbrae, Ladywell West, Livingston, EH54 6TW	01506 462458	Sandra McLaughlin Tel: 07771 864 513 <a href="mailto:sandra.mclaughlin@westlothian.gov.uk">sandra.mclaughlin@westlothian.gov.uk</a>
Philpstoun	Main Street, Philpstoun, EH49 6RA	01506 834360	Julie Witherwick Tel: 07770 704 341 <a href="mailto:julie.witherwick@westlothian.gov.uk">julie.witherwick@westlothian.gov.uk</a>
Polbeth Community Centre	Polbeth Road, Polbeth, EH55 8SR	01506 871034	Peter Christie Tel: 07748 930 473 <a href="mailto:peter.christie@westlothian.gov.uk">peter.christie@westlothian.gov.uk</a>
Riverside	The Mall, Livingston, EH54 5EJ (In primary school) (Contact Craigsfarm Community Development Project)	01506 281949	<a href="mailto:psh@westlothian.gov.uk">psh@westlothian.gov.uk</a>
Seafield	Main Street, Seafield, EH47 7AL	01506 631791	Fiona Paul Tel: 07500 835 916 <a href="mailto:fiona.paul@westlothian.gov.uk">fiona.paul@westlothian.gov.uk</a>
Springfield	Springfield PS, 141 Springfield Rd, Linlithgow, EH49 7SN	01506 281949	<a href="mailto:psh@westlothian.gov.uk">psh@westlothian.gov.uk</a>
Stoneyburn	75 Main Street, Stoneyburn, EH47 7BY	01501 762323	Joe Smith Tel: 07747 767 570 <a href="mailto:joseph.smith@westlothian.gov.uk">joseph.smith@westlothian.gov.uk</a>
Strathbrock Partnership Centre	Comm Education, 189a West Main Street, Broxburn, EH52 5LH	01506 771733	Linda Sayers Tel: 07733 002 690 <a href="mailto:linda.sayers@westlothian.gov.uk">linda.sayers@westlothian.gov.uk</a>

COMMUNITY FACILITIES PREMISES			
Torphichen	Bowyett, Torphichen, EH48 4LZ	01506 652383	Julie Walker Tel: 07795 497 705 <a href="mailto:julie.walker@westlothian.gov.uk">julie.walker@westlothian.gov.uk</a>
Uphall	Strathbrock Place, Uphall, EH52 6BN	01506 854451	Linda Sayers Tel: 07733 002 690 <a href="mailto:linda.sayers@westlothian.gov.uk">linda.sayers@westlothian.gov.uk</a>
West Calder	Dickson Street, West Calder, EH55 8EG	01506 871278	Peter Christie Tel: 07748 930 473 <a href="mailto:peter.christie@westlothian.gov.uk">peter.christie@westlothian.gov.uk</a>
Whitburn	33 Manse Road, Whitburn, EH47 8EZ	01501 678888	Laura Redmond Tel: 07771 505 370 <a href="mailto:laura.redmond@westlothian.gov.uk">laura.redmond@westlothian.gov.uk</a>
Winchburgh	Craigton Place, Winchburgh, EH52 6RW	01506 890348	Julie Witherwick Tel: 07770 704 341 <a href="mailto:julie.witherwick@westlothian.gov.uk">julie.witherwick@westlothian.gov.uk</a>

PRIMARY SCHOOLS				
*	Addiewell	Church Street, Addiewell, West Calder, EH55 8PG	01501 762794	<a href="mailto:waddiewell-ps@westlothian.org.uk">waddiewell-ps@westlothian.org.uk</a>
*	Armadale	Academy Street, Armadale, EH48 3JD	01501 730282	<a href="mailto:warmadale-ps@westlothian.org.uk">warmadale-ps@westlothian.org.uk</a>
	Balbardie	Torphichen Street, Bathgate, EH48 4HL	01506 652155	<a href="mailto:wbalbardie-ps@westlothian.org.uk">wbalbardie-ps@westlothian.org.uk</a>
*	Bankton	Kenilworth Rise, Dedridge, Livingston, EH54 6JL	01506 413001	<a href="mailto:wbankton-ps@westlothian.org.uk">wbankton-ps@westlothian.org.uk</a>
*	Bellsquarry	52 Calder Road, Bellsquarry, Livingston, EH54 9AD	01506 410777	<a href="mailto:wbellsquarry-ps@westlothian.org.uk">wbellsquarry-ps@westlothian.org.uk</a>
	Blackburn	Riddochhill Road, Blackburn, EH47 7HB	01506 653481	<a href="mailto:wblackburn-ps@westlothian.org.uk">wblackburn-ps@westlothian.org.uk</a>
*	Blackridge	Main Street, Blackridge, EH48 3RJ	01501 751223	<a href="mailto:wblackridge-ps@westlothian.org.uk">wblackridge-ps@westlothian.org.uk</a>
	Boghall	Elizabeth Drive, Boghall, Bathgate, EH48 1JB	01506 652609	<a href="mailto:wboghall-ps@westlothian.org.uk">wboghall-ps@westlothian.org.uk</a>
*	Bridgend	Auldhill Road, Bridgend, EH49 6NZ	01506 834204	<a href="mailto:wbridgend-ps@westlothian.org.uk">wbridgend-ps@westlothian.org.uk</a>

PRIMARY SCHOOLS				
>	Broxburn	School Lane, off West Main Street, Broxburn, EH52 5RP	01506 852018	<a href="mailto:wlbrouxburn-ps@westlothian.org.uk">wlbrouxburn-ps@westlothian.org.uk</a>
*	Carmondean	Knightsridge Road West, Livingston, EH54 8PX	01506 432492	<a href="mailto:wlcarmondean-ps@westlothian.org.uk">wlcarmondean-ps@westlothian.org.uk</a>
*	Croftmalloch	Via Raeburn Crescent, Whitburn, EH47 8HQ	01501 740506	<a href="mailto:wlcroftmalloch-ps@westlothian.org.uk">wlcroftmalloch-ps@westlothian.org.uk</a>
*	Deans	Deans South, Deans, Livingston, EH54 8DB	01506 411208	<a href="mailto:wldeans-ps@westlothian.org.uk">wldeans-ps@westlothian.org.uk</a>
*	Dechmont Infant	Main Street, Dechmont, Broxburn, EH52 6LJ	01506 811264	<a href="mailto:wlddechmont-ps@westlothian.org.uk">wlddechmont-ps@westlothian.org.uk</a>
	Dedridge	Dedridge East, Livingston, EH54 6JQ	01506 412830	<a href="mailto:wldedridge-ps@westlothian.org.uk">wldedridge-ps@westlothian.org.uk</a>
>*	East Calder	9 Langton Road, East Calder, EH53 0BL	01506 880810	<a href="mailto:wleastcalder-ps@westlothian.org.uk">wleastcalder-ps@westlothian.org.uk</a>
	Eastertoun	13 Manse Avenue, Armadale, EH48 3HS	01501 730462	<a href="mailto:wleastertoun-ps@westlothian.org.uk">wleastertoun-ps@westlothian.org.uk</a>
*	Falla Hill	Harthill Road, Fauldhouse, EH47 9HS	01501 770210	<a href="mailto:wfallahill-ps@westlothian.org.uk">wfallahill-ps@westlothian.org.uk</a>
*	Greenrigg	Polkemmet Road, Greenrigg, Harthill, ML7 5RF	01501 751334	<a href="mailto:wlgreenrigg-ps@westlothian.org.uk">wlgreenrigg-ps@westlothian.org.uk</a>
	Harrysmuir	Willowbank, Ladywell, Livingston, EH54 6HN	01506 434501	<a href="mailto:wlharrysmuir-ps@westlothian.org.uk">wlharrysmuir-ps@westlothian.org.uk</a>
	Holy Family RC	Glendevon Park, Winchburgh, EH52 6UE	01506 890208	<a href="mailto:wlholyfamily-ps@westlothian.org.uk">wlholyfamily-ps@westlothian.org.uk</a>
*	Howden St Andrew's RC	Kingsport Avenue, Howden East, Livingston, EH54 6BA	01506 433114	<a href="mailto:wlowdenstandrews-ps@westlothian.org.uk">wlowdenstandrews-ps@westlothian.org.uk</a>
	Kirkhill	Rashierig, Broxburn, EH52 6AW	01506 853821	<a href="mailto&gt;wlkirkhill-ps@westlothian.org.uk">wlkirkhill-ps@westlothian.org.uk</a>
*	Kirknewton	21 Station Road, Kirknewton, EH27 8DD	01506 881461	<a href="mailto&gt;wlkirknewton-ps@westlothian.org.uk">wlkirknewton-ps@westlothian.org.uk</a>
	Knightsridge	Davidson Way, Knightsridge, Livingston, EH54 8HG	01506 434012	<a href="mailto&gt;wlknightsridge-ps@westlothian.org.uk">wlknightsridge-ps@westlothian.org.uk</a>
*	Letham	Forth Drive, Craigshill, Livingston, EH54 5LZ	01506 432012	<a href="mailto:wletham-ps@westlothian.org.uk">wletham-ps@westlothian.org.uk</a>

PRIMARY SCHOOLS				
>*	Linlithgow	Preston Road, Linlithgow, EH49 6HB	01506 842686	<a href="mailto:wlinlithgow-ps@westlothian.org.uk">wlinlithgow-ps@westlothian.org.uk</a>
*	Linlithgow Bridge	East Mill Road, Linlithgow Bridge, EH49 7PB	01506 671428	<a href="mailto:wlinlithgowbridge-ps@westlothian.org.uk">wlinlithgowbridge-ps@westlothian.org.uk</a>
>*	Livingston Village	Kirkton North Road, Livingston Village, EH54 7EQ	01506 429620	<a href="mailto:wllivingstonvillage-ps@westlothian.org.uk">wllivingstonvillage-ps@westlothian.org.uk</a>
*	Longridge	School Road, Longridge, EH47 8AG	01501 770208	<a href="mailto:wllongridge-ps@westlothian.org.uk">wllongridge-ps@westlothian.org.uk</a>
	Low Port	Blackness Road, Linlithgow, EH49 7HZ	01506 842060	<a href="mailto:wllowport-ps@westlothian.org.uk">wllowport-ps@westlothian.org.uk</a>
	Meldrum	Westwood Park, Deans, Livingston, EH54 8NW	01506 280990	<a href="mailto:wlmeldrum-ps@westlothian.org.uk">wlmeldrum-ps@westlothian.org.uk</a>
*	Mid Calder	Main Street, Mid Calder, EH53 0RR	01506 882092	<a href="mailto:wlmidcalder-ps@westlothian.org.uk">wlmidcalder-ps@westlothian.org.uk</a>
*	Murrayfield	Catherine Terrace, Blackburn, EH47 7DX	01506 653400	<a href="mailto:wlmurrayfield-ps@westlothian.org.uk">wlmurrayfield-ps@westlothian.org.uk</a>
	Our Lady of Lourdes RC	Hopefield Road, Blackburn, EH47 7HZ	01506 653103	<a href="mailto:wlourladyoflourdes-ps@westlothian.org.uk">wlourladyoflourdes-ps@westlothian.org.uk</a>
*	Our Lady's RC	79 Main Street, Stoneyburn, EH47 8BY	01501 762265	<a href="mailto:wlourladys-ps@westlothian.org.uk">wlourladys-ps@westlothian.org.uk</a>
		Stoneyburn Nursery Class	01501 763074	<a href="mailto:wlourladys-ps@westlothian.org.uk">wlourladys-ps@westlothian.org.uk</a>
*	Parkhead	Harburn Road, West Calder, EH55 8AH	01506 871404	<a href="mailto:wlparkhead-ps@westlothian.org.uk">wlparkhead-ps@westlothian.org.uk</a>
	Peel	Garden Place, Eliburn East, Livingston, EH54 6RA	01506 414892	<a href="mailto:wlpeel-ps@westlothian.org.uk">wlpeel-ps@westlothian.org.uk</a>
*	Polkemmet	The Avenue, Whitburn, EH47 0BX	01501 740319	<a href="mailto:wlpolkemmet-ps@westlothian.org.uk">wlpolkemmet-ps@westlothian.org.uk</a>
*	Pumpherston and Uphall Station Community	Drumshoreland Road, Pumpherston, EH53 0LF	01506 280995	<a href="mailto:wlpumpherstonuphallst-ps@westlothian.org.uk">wlpumpherstonuphallst-ps@westlothian.org.uk</a>

PRIMARY SCHOOLS				
*	Riverside	Maree Walk, Livingston, EH54 5BP	01506 432248	<a href="mailto:wlriverside-ps@westlothian.org.uk">wlriverside-ps@westlothian.org.uk</a>
*	Seafield	Cousland Terrace, Seafield, by Bathgate, EH47 7BL	01506 652916	<a href="mailto:wlseafield-ps@westlothian.org.uk">wlseafield-ps@westlothian.org.uk</a>
*	Simpson	Leyland Road, Wester Inch, Bathgate, EH48 2SG	01506 656371	<a href="mailto:wlsimpson-ps@westlothian.org.uk">wlsimpson-ps@westlothian.org.uk</a>
	Springfield	141 Springfield Road, Linlithgow, EH49 7SN	01506 847452	<a href="mailto:wlspringfield-ps@westlothian.org.uk">wlspringfield-ps@westlothian.org.uk</a>
*	St Anthony's RC	South Street, Armadale, EH48 3EU	01501 731668	<a href="mailto:wlstanthonys-ps@westlothian.org.uk">wlstanthonys-ps@westlothian.org.uk</a>
*	St Columba's RC	Philip Avenue, Boghall, Bathgate, EH48 1NQ	01506 653822	<a href="mailto:wlstcolumbas-ps@westlothian.org.uk">wlstcolumbas-ps@westlothian.org.uk</a>
		Nursery Class	01506 650536	<a href="mailto:wlstcolumbas-ps@westlothian.org.uk">wlstcolumbas-ps@westlothian.org.uk</a>
	St John Ogilvie RC	Harburn Avenue, Deans, Livingston, EH54 8NQ	01506 412560	<a href="mailto:wlstjohnogilvie-ps@westlothian.org.uk">wlstjohnogilvie-ps@westlothian.org.uk</a>
*	St John The Baptist RC	Lanrigg Avenue, Fauldhouse, EH47 9JR	01501 770232	<a href="mailto:wlstjohnthebaptist-ps@westlothian.org.uk">wlstjohnthebaptist-ps@westlothian.org.uk</a>
		Nursery Class	01501 770782	<a href="mailto:wlstjohnthebaptist-ps@westlothian.org.uk">wlstjohnthebaptist-ps@westlothian.org.uk</a>
	St Joseph's RC (Linlithgow)	Preston Road, Linlithgow, EH49 6HB	01506 842578	<a href="mailto:wlstjosephlin-ps@westlothian.org.uk">wlstjosephlin-ps@westlothian.org.uk</a>
*	St Joseph's RC (Whitburn)	Gateside Road, Whitburn, EH47 0NJ	01501 740452	<a href="mailto:wlstjosephwhit-ps@westlothian.org.uk">wlstjosephwhit-ps@westlothian.org.uk</a>
	St Mary's RC (Bathgate)	Whitburn Road, Bathgate, EH48 2RD	01506 652511	<a href="mailto:wlstmarysbath-ps@westlothian.org.uk">wlstmarysbath-ps@westlothian.org.uk</a>
		Nursery Class	01506 633106	<a href="mailto:wlstmarysbath-ps@westlothian.org.uk">wlstmarysbath-ps@westlothian.org.uk</a>
	St Mary's RC (Polbeth)	10 Polbeth Road, Polbeth, West Calder, EH55 8SR	01506 871520	<a href="mailto:wlstmaryspol-ps@westlothian.org.uk">wlstmaryspol-ps@westlothian.org.uk</a>
*	St Nicholas RC	West Main Street, Broxburn, EH52 5RH	01506 853509	<a href="mailto:wlstnicholas-ps@westlothian.org.uk">wlstnicholas-ps@westlothian.org.uk</a>
		Nursery Class	01506 858907	<a href="mailto:wlstnicholas-ps@westlothian.org.uk">wlstnicholas-ps@westlothian.org.uk</a>

PRIMARY SCHOOLS				
*	St Ninian's RC	Douglas Rise, Dedridge, Livingston, EH54 6JR	01506 414612	<a href="mailto:wlstnilians-ps@westlothian.org.uk">wlstnilians-ps@westlothian.org.uk</a>
*	St Paul's RC	Main Street, East Calder, EH53 0ES	01506 881665	<a href="mailto:wlstpauls-ps@westlothian.org.uk">wlstpauls-ps@westlothian.org.uk</a>
	St Thomas's RC	Church Street, Addiewell, EH55 8PG	01501 762794	<a href="mailto:wlstthomas-ps@westlothian.org.uk">wlstthomas-ps@westlothian.org.uk</a>
	Stoneyburn	2 Main Street, Stoneyburn, EH47 8BA	01501 762253	<a href="mailto:wlstoneyburn-ps@westlothian.org.uk">wlstoneyburn-ps@westlothian.org.uk</a>
*	Toronto	Howden East, Livingston, EH54 6BN	01506 431461	<a href="mailto:wltoronto-ps@westlothian.org.uk">wltoronto-ps@westlothian.org.uk</a>
	Torphichen	The Loan, Torphichen, EH48 4NF	01506 652246	<a href="mailto:wltorphichen-ps@westlothian.org.uk">wltorphichen-ps@westlothian.org.uk</a>
*	Uphall	Crossgreen Drive, Uphall, EH52 6DS	01506 852516	<a href="mailto:wluhall-ps@westlothian.org.uk">wluhall-ps@westlothian.org.uk</a>
*	Westfield	Lomond View, Westfield, EH48 3DE	01506 634019	<a href="mailto:wlwestfield-ps@westlothian.org.uk">wlwestfield-ps@westlothian.org.uk</a>
>	Whitdale	13 Spruce Drive, Whitburn, EH47 8JP	01501 740548	<a href="mailto:wlwhitdale-ps@westlothian.org.uk">wlwhitdale-ps@westlothian.org.uk</a>
>*	Williamston	Bankton Lane, Murieston, Livingston, EH54 9DQ	01506 415311	<a href="mailto:wlwilliamston-ps@westlothian.org.uk">wlwilliamston-ps@westlothian.org.uk</a>
*	Winchburgh	Glendevon Park, Winchburgh, EH52 6UE	01506 890202	<a href="mailto:wlwinchburgh-ps@westlothian.org.uk">wlwinchburgh-ps@westlothian.org.uk</a>
*	Windyknowe	Windyknowe Crescent, Bathgate, EH48 2BT	01506 652083	<a href="mailto:wlwindyknowe-ps@westlothian.org.uk">wlwindyknowe-ps@westlothian.org.uk</a>
	Woodmuir	Woodmuir Place, Breich, EH55 8JP	01506 283337	<a href="mailto:wlwoodmuir-ps@westlothian.org.uk">wlwoodmuir-ps@westlothian.org.uk</a>

SECONDARY SCHOOLS				
	Armadale Academy	West Main Street, Armadale, EH48 3LY	01506 282145	<a href="mailto:wllarmadale-ac@westlothian.org.uk">wllarmadale-ac@westlothian.org.uk</a>
	Bathgate Academy	Edinburgh Road, Bathgate, EH48 1LF	01506 653725	<a href="mailto:wlbathgate-ac@westlothian.org.uk">wlbathgate-ac@westlothian.org.uk</a>

SECONDARY SCHOOLS			
Broxburn Academy	Cardross Road, Broxburn, EH52 6AG	01506 282300	<a href="mailto:wlbrouxburn-ac@westlothian.org.uk">wlbrouxburn-ac@westlothian.org.uk</a>
Deans Community High	Eastwood Park, Livingston, EH54 8PS	01506 282155	<a href="mailto:wldkans-chs@westlothian.org.uk">wldkans-chs@westlothian.org.uk</a>
Inveralmond Community High	Willowbank, Ladywell, Livingston, EH54 6HN	01506 438093	<a href="mailto:wlinveralmond-chs@westlothian.org.uk">wlinveralmond-chs@westlothian.org.uk</a>
Linlithgow Academy	Braehead Road, Linlithgow, EH49 6EH	01506 843211	<a href="mailto:wlinlithgow-ac@westlothian.org.uk">wlinlithgow-ac@westlothian.org.uk</a>
St Kentigern's RC Academy	West Main Street, Blackburn, EH47 7LX	01506 656404	<a href="mailto:wlstkentigerns-ac@westlothian.org.uk">wlstkentigerns-ac@westlothian.org.uk</a>
St Margaret's RC Academy	Howden South Road, Livingston, EH54 6AT	01506 497104	<a href="mailto:wlstmargarets-ac@westlothian.org.uk">wlstmargarets-ac@westlothian.org.uk</a>
The James Young High	Quentin Rise, Dedridge West, Livingston, EH54 6NE	01506 414244	<a href="mailto:wljamesyoung-hs@westlothian.org.uk">wljamesyoung-hs@westlothian.org.uk</a>
West Calder High	Limefield, Polbeth, West Calder, EH55 8QN	01506 871510	<a href="mailto:wlowestcalder-hs@westlothian.org.uk">wlowestcalder-hs@westlothian.org.uk</a>
Whitburn Academy	Shanks Road, Whitburn, EH47 0HL	01501 740675	<a href="mailto:wlowhitburn-ac@westlothian.org.uk">wlowhitburn-ac@westlothian.org.uk</a>

James Millar  
 Governance Manager  
 West Lothian Civic Centre  
 Howden Road South  
 Livingston  
 West Lothian  
 EH54 6FF

T: 01506 281613  
 M: 07867 466449  
 E: [james.millar@westlothian.gov.uk](mailto:james.millar@westlothian.gov.uk)

## **Election Office**

West Lothian Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

Tel: 01506 282035

Contact: Graeme Malcolm  
e-mail: [graeme.malcolm@westlothian.gov.uk](mailto:graeme.malcolm@westlothian.gov.uk)  
Tel: 01506 776633

28 February 2017

### **TO PARTIES, AGENTS AND CANDIDATES – LOCAL GOVERNMENT ELECTIONS 2017**

Dear Sir or Madam

**Date of Poll – Thursday 4 May 2017**

#### **DISPLAY OF A-BOARDS IN THE VICINITY OF POLLING PLACES**

West Lothian Council has decided to prohibit the display of election posters on council property. The council has, however, agreed to permit the use of A-boards adjacent to polling places on polling days. I have, accordingly, been requested by the Council's Head of Operational Services to inform you that permission will be granted to you to erect an A-board in the immediate vicinity of the polling place in connection with the above poll but only subject to the following conditions:-

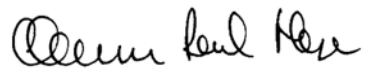
- Before A-boards are erected, the agent or authorised representative of the political party or independent candidate must state by letter to the Head of Operational Services that the political party or independent candidate agrees to indemnify the Council against any damage to its own property and against any third party claim arising in any way out of the erection of an A-board. Political parties and independent candidates are advised of the desirability of ensuring that they are in a position to meet any successful claims made in these respects.
- Only one A-board is permitted per polling place with a maximum display area of A1 size (594mm x 840mm) per political party or independent candidate.
- A-boards are only permitted in the immediate vicinity of a polling place, as determined by the Returning Officer, and campaigners should comply with requests by polling station staff about campaigning near polling places.
- A-boards must be removed immediately at the close of poll. Failure to comply may result in the work being carried out and an invoice issued by the Council.
- A-boards must not obstruct the entrance to and exit from the polling place, and must not obstruct vehicular traffic, and have regard to the provisions of the Roads (Scotland) Act 1984. More information is provided in the attached fact sheet - Guidance: The Illegal Display of Advertising in West Lothian.

This is a matter of council policy. I must inform you that, as Returning Officer, I am not involved in controlling the erection of A-boards and any questions or problems which you may have in this regard should be addressed to Graeme Malcolm, Transportation Manager,



West Lothian Council, Whitehill House, Bathgate EH48 2HA, or by telephone on 01506 776633.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Graham Hope'. The signature is written in a cursive style with a large initial 'G'.

Graham Hope  
Returning Officer

**LOCAL GOVERNMENT ELECTIONS TO WEST LOTHIAN COUNCIL  
4 MAY 2017**

Name	
Address	
Mobile phone	
Email	
Candidate	
Council Ward	
Position (e.g. Candidate/Election Agent)	

I confirm that I am authorised to give the undertakings contained in this document on behalf of the candidate named above on their behalf.

I am aware of the council's policy on the "Display of Election Material – Use of A-boards on Polling Days".

I personally undertake to comply with its terms, I undertake that the permitted participant I represent and its campaigners shall comply with its terms.

I personally undertake, and on behalf of \_\_\_\_\_ I undertake, as follows:-

- To free, relieve and indemnify the Council, within 14 days of written demand being made to me, at my above address, by the Council, in respect of any actions, proceedings, costs, claims, losses and liabilities incurred by or claimed against the Council, (whether

in whole or in such proportion as the Council, acting reasonably, shall determine), howsoever arising, as a result of the placement, display or removal, of any A-boards placed in West Lothian on behalf of \_\_\_\_\_, including but not limited to, any damage occurring to persons or vehicles or other property, heritable or moveable, whether belonging to the Council or third parties. For the avoidance of doubt, in the event that any of the aforesaid actions, proceedings, costs, claims, losses and liabilities give rise to litigation by or against the Council, I shall free, relieve and indemnify the Council, in respect of all expenses occasioned to it, in the conduct of the litigation, and such expenses shall not be limited to judicial expenses only

- To free, relieve and indemnify the Council in respect of all reasonably, and properly, incurred expenses it may incur, in enforcing the terms of this undertaking against me, within 14 days of the same being intimated to me, in writing, by the Council, at my above address
- In the event that any such A-board is not removed as required by the council's said policy, to pay within 14 days of written demand being made to me, at my above address, by the Council, the costs incurred by it in its removal and storage until uplifted

Signature

Date

**Scottish Local Government Elections 2017**  
**Campaigning, Tellers and Rosettes/Badges**  
**For Polling Staff and Campaigners**

**1 Introduction**

1.1 Campaigners are an essential element of a healthy democracy, but their activities should not bring into question the integrity of the electoral process.

**2 Candidates and agents**

2.1 Candidates and agents should:-

- ensure tellers and campaigners follow the Electoral Commission Code of Conduct and Guidance
- comply with requests by polling station staff and Returning Officers about campaigning near polling stations
- ensure agents attending polling stations, postal vote opening sessions or the count understand the rules about the secrecy of the ballot

2.2 Candidates and agents should not:-

- campaign in a way that could be seen as aggressive or intimidating
- breach the requirements on secrecy of the ballot
- when attending postal vote opening sessions, seek to identify and publicise how votes have been marked on individual ballot papers
- before the close of poll, publish exit polls

2.3 Candidates, agents and polling agents may wear a rosette or badge inside a polling station. It should be plain but may display the name of a candidate, party and/or emblem.

**3 Campaigners**

3.1 Campaigners should:-

- be allowed, in a proportionate and non-intimidating and non-obstructive way, to put their messages to voters on polling day, including outside polling places
- keep access to polling places and the access to polling places clear
- comply with requests by polling station staff and Returning Officers about campaigning near polling places

3.2 Campaigners must not:-

- enter a polling station unless they are voting (in person or as proxy); the companion of a voter with a disability; or are a candidate, election agent or

polling agent

- enter a polling station when another polling agent is already there

#### **4 Tellers**

4.1 Tellers are usually volunteers who stand outside polling places to record who has voted by their electoral numbers, and so identify those who have not voted and relay that information to candidates and agents. They have no legal status and voters have the right to refuse to give them any information.

4.2 In this constituency, the instruction to polling staff is that tellers should approach voters only as they leave the polling place, so as to avoid any risk of voters being intimidated before they have voted.

4.3 Tellers should wear coloured rosettes of a reasonable size, as this assists by making it clear they are activists and not electoral officials. The rosette may display the name of a candidate and/or an emblem or description.

4.4 Tellers must not:-

- impede or obstruct the access of voters
- wear, carry or display any headwear, footwear or other apparel that carries any writing, picture or sign relating to any candidate or party, apart from a rosette
- enter a polling station under any circumstances in their capacity as tellers
- enter a polling station unless they are voting (in person or as proxy); they are the companion of a voter with a disability; or they are also a candidate, election agent or polling agent
- attend at a polling station where there another teller is already there (although one for each entrance to a polling station is acceptable)
- attempt to influence an elector how or whether to vote or promote a particular candidates or party or policy position
- display or distribute election material on walls or around the polling place

#### **5 Publicity on council premises**

5.1 Campaigners (and the Returning Officer and his staff) must comply with the council's rules which prohibit the display of election posters on council property, including lamp posts.

5.2 The use of A-boards adjacent to polling places on polling days is permitted which must be granted in advance. It is given but subject to conditions which include:-

- Only one A-board per polling place with a maximum display area of A1 size (594 mm x 840 mm) per party or independent candidate
- A-boards must not obstruct the entrance to and exit from the polling place,

and must not obstruct vehicular traffic

## **6 Complaints**

- 6.1 Complaints about a polling place (condition, conduct or campaign signs) should be referred to the Election Office. Complaints about campaign posters on lamp posts or in public roads in West Lothian should be referred to Graeme Malcolm, Transportation Manager, West Lothian Council, Whitehill House, Bathgate EH48 2HA, or by telephone on 01506 776633.
- 6.2 Complaints about potentially criminal conduct should be made direct to Scottish Police if urgent, or through the Election Office. Any contact with the police should be communicated to the Election Office as well.
- 6.3 Returning Officers are ultimately responsible for the conduct of elections and their decisions on anything affecting the conduct of the poll are final.

# LOCAL GOVERNMENT ELECTION

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## INFORMATION FOR VOTERS

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Votes cast in this poll are for the Scottish Local Government Elections of (X) Councillors for the (Ward No and Name) Electoral Ward.

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1. You will be given a ballot paper. Go to one of the polling compartments.
2. Vote on the ballot paper by numbering the candidates in order of your choice. Put the number **1** in the box next to the name of the candidate who is your **first** choice, then put **2** in the box next to the name of the candidate who is your **second** choice, **3** in the box next to your **third** choice, and so on. **You can make as many or as few choices as you wish.**
3. Do not mark the ballot paper in any other way or your votes may not count.
4. If you make a mistake, take the ballot paper to the polling staff and ask for another one.
5. When you have marked your choice, show the back of the ballot paper to the polling staff, so that they can confirm that the ballot paper has the number and official mark, but do not let anyone see how you have voted.
6. Put the ballot paper in the ballot box and leave the polling station.
7. If by mistake you spoil your ballot paper, show it to the presiding officer and ask for another one.

## WEST LoTHIAN COUNCIL ELECTIONS – 4 MAY 2017

### LIMIT OF CANDIDATES' ELECTION SPENDING

The amounts given below – which are, of course, maximum amounts – are based on £740 plus 6p for every entry in the register of local government electors to be used at the election, as it has effect on the last day for publication of notice of the election (i.e. 22 March 2012) (section 76(2)(b)(ii) of the Representation of the People Act 1983 as amended).

Since the amounts detailed below have been based on the entries in the register as at 1 Feb 2017, they are indicative only and are given for the guidance of candidates and election agents. However, the expenses limits shown below will require to be adjusted when the electorate is known as at 22 March 2017. These figures will be issued to candidates and agents as soon as they are available. However, their accuracy will not be warranted and candidates and election agents remain responsible for verifying their own election expenses limits.

West Lothian Civic Centre  
Howden South Road  
Livingston

Graham Hope  
Returning Officer  
28 Feb 2017

No	Ward	Entries in Register at 1 Feb 2017*	Expenses Limit (£)**
1	LINLITHGOW	12,349	1480
2	BROXBURN, UPHALL AND WINCHBURGH	15,286	1657
3	LIVINGSTON NORTH	17,675	1800
4	LIVINGSTON SOUTH	17,935	1816
5	EAST LIVINGSTON AND EAST CALDER	16,210	1712
6	FAULDHOUSE AND THE BREICH VALLEY	11,997	1459
7	WHITBURN AND BLACKBURN	15,601	1676
8	BATHGATE	17,253	1775
9	ARMADALE AND BLACKRIDGE	12,288	1477

### SPENDING LIMITS FOR JOINT CANDIDATES

Candidates can be considered joint candidates for the purpose of their election spending limits.

This happens if candidates in the same ward –

- employ the same election agent; or
- use the services of the same clerks or messengers; or
- hire or use the same committee rooms at an election; or
- publish joint addresses, circulars or notices at an election.

Where there are two joint candidates the limit for **each** candidate is reduced by a quarter. Where there are three or more joint candidates, the limit for **each** is reduced by a third.



## LOCAL GOVERNMENT ELECTIONS TO WEST LOTHIAN COUNCIL 4 MAY 2017

### ADDITIONAL RESOURCES

1. Notice of Situation of Polling Places and maps showing location of polling places are available under Related Documents at:  <a href="https://www.westlothian.gov.uk/article/12987/Local-Government-Elections-2017">https://www.westlothian.gov.uk/article/12987/Local-Government-Elections-2017</a>
2. Directions from the Convener of the Electoral Management Board  <a href="http://www.electionsscotland.info/downloads/download/77/slg2017_-_directions_from_convener">http://www.electionsscotland.info/downloads/download/77/slg2017_-_directions_from_convener</a>
3. Electoral Commission code of conduct for campaigners  <a href="http://www.electoralcommission.org.uk/_data/assets/pdf_file/0011/179741/Code-of-conduct-for-campaigners-2015.pdf">http://www.electoralcommission.org.uk/_data/assets/pdf_file/0011/179741/Code-of-conduct-for-campaigners-2015.pdf</a>
4. Electoral Commission guidance for campaigners  <a href="http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-council-elections-in-scotland-2017">http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-council-elections-in-scotland-2017</a>
5. Improvement Service - "Being a local councillor"  <a href="http://www.localcouncillor.scot/">http://www.localcouncillor.scot/</a>

## **Useful Contacts**

### **West Lothian Election Office**

Telephone No. 01506 282035

Email: [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk)

### **Lothian Electoral Registration Office**

Telephone No. 0131 3442500

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

### **Electoral Commission (Scotland Office)**

Telephone No. 0333 103 1928

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

### **West Lothian Council Customer Service Centre**

Telephone No. 01506 280000

Email: [customer.service@westlothian.gov.uk](mailto:customer.service@westlothian.gov.uk)

**West Lothian Council website - <http://www.westlothian.gov.uk/>**

**LOCAL GOVERNMENT ELECTIONS 4 MAY 2017**  
**WEST LOTHIAN COUNCIL**  
**BRIEFING - TUESDAY 28 FEBRUARY 2017**  
**FEEDBACK FORM**

Please complete this evaluation form. Your feedback will help us improve.

**Optional**

Name

Tel No

Email

Please rate the following aspects of the briefing

	Very Good	Good	Average	Poor	Very Poor
Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing of the briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevance of information provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of information provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Was it made clear how to get further information  Yes  No

Please list any other areas you would have liked the briefing to have covered

Please include any other comments here

Return to Election Office, West Lothian Civic Centre, Howden South Road, Livingston  
Or by email to [elections@westlothian.gov.uk](mailto:elections@westlothian.gov.uk)