Guidance on Accessing Politics
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Introduction

‘It is vital that action to make disabled people’s human rights a reality is led by us, disabled people ourselves. Only we know first-hand what needs to be done.’

Dr Sally Witcher
Chief Executive Officer, Inclusion Scotland

Getting involved in politics may well be at the bottom of many people’s ‘to-do’ lists. Our mass disengagement with the systems we live within, and under, remains a serious problem for our civic and political discourse. In each UK Parliament election in the 21st century, the ‘did not vote’ would have won in a landslide if included in the final count. If our disengagement comes from a feeling of disconnection, however, we must recognise that for many, that disconnection arises from their lack of access.

Disabled people face many barriers to becoming more active in politics generally, and our political systems especially. We are seen often as separate from society, rather than an equal part of it. Disabled people can be disregarded and left behind when the big decisions are made and the policies that affect our lives are set. Our human rights are not realised, and the issues we face daily go unresolved. Disabled people
are rarely included in politics; instead, we are underrepresented drastically.

For an inclusive society, we need inclusive decision-making. This means striving continually to ensure that disabled people have full access to their rightful opportunities in politics and public life. Having more disabled people in political office and other key decision-making roles can ensure their lived experience of disability, along with other skills and expertise, informs the policies and decisions we make as a nation. In turn, disabled people will face less barriers to full social and civic participation.

Over the last three years, Inclusion Scotland has worked with disabled people, political parties, DPOs, and other key stakeholder organisations to remove the barriers affecting disabled people’s social and political participation. We administer the Access to Elected Office Fund (Scotland) and provide additional advice and support to disabled people looking to access politics. We coproduced the Access to Politics Charter with our network of disabled activists, signed by all five political parties in the Scottish Parliament.

We developed this guide to show disabled people how to get involved in politics, and to show anyone involved in politics how to make it more accessible for disabled people. The first section, ‘Rights, Adjustments, and Removing Barriers’ covers these areas for both disabled and non-disabled audiences and includes information on Inclusion Scotland’s Access to Politics programme and the Access to Elected Office Fund. The second section, ‘Getting Involved in Politics’, explains the Scottish and UK political system and introduces various forms of political
participation. The final section, ‘Accessing Elected Office’, covers the process of running for election and organising a candidates’ campaign.

We hope this guide is useful to you and we encourage you to get in touch with us with your feedback and for advice and support on your journey. This guide should never be considered ‘complete’ – we hope it will grow and be added to through the benefit of your lived experiences.

Ethan Young
Civic Participation Manager, Inclusion Scotland
1: Rights, Adjustments, and Removing Barriers
Lived Experience

What is Disability?
How we think about ourselves as disabled people depends on how we think about disability. By treating disability as a social issue rather than a medical one, and by understanding the value of lived experience, we can reposition disabled people as powerful actors for change.

If a wheelchair user cannot get on a bus, you might think this is because of their impairment. You might therefore think the answer is to cure or treat the person’s impairment. This is the basis of the medical model of disability, the traditional thinking where a person is ‘disabled' because they have an impairment.

But what if the reason a wheelchair user cannot get on a bus is because the bus was not designed with wheelchair users in mind? You might think the answer is to redesign the bus so that it is accessible. This is the basis of the social model of disability.

Social Model of Disability
The social model says disability is due to society not accommodating those with impairments. This creates barriers, which are the cause of disadvantage and exclusion, not the impairment itself. Barriers stop us from being included in society and participating on an equal basis. If these barriers are removed, a person may still have an impairment but would not experience disability.
Barriers include:

- **Attitudinal Barriers:** We are disabled by other people’s fear, ignorance, low expectations, and assumptions that they know best what we want and need – and sometimes by their hatred and contempt.

- **Communication Barriers:** These can arise when print is too small, materials are not produced in plain English or Easy Read, or there are no sign language interpreters. Images of disabled people show us at extremes, as tragic victims and heroic survivors, rather than as everyday people trying to get on with our lives.

- **Environmental Barriers:** We are disabled when we cannot get into shops, workplaces, and other buildings because of how they are designed. They may not have ramps, lifts, or accessible toilets. Outside, pavement kerbs may not be dropped, there is no textured pavement at crossing and no noise to let people with visual impairments know when to cross.

- **Organisational Barriers:** We can be excluded by how meetings, events, and services are organised. For example, not enough time is allowed for appointments, or to get meeting papers translated into Braille, or the event starts too early for people who need support to travel.

None of these barriers are inevitable, and so neither is disabled people’s exclusion.
**Intersectional Barriers**

Disabled people make up one fifth of the Scottish population and each disabled person has a unique combination of characteristics and circumstances. No one is just one thing. We are all complex individuals - our circumstances, characteristics and backgrounds a unique blend that continually changes and evolves during our lives. Whether our identities are imposed or self-chosen, they are important to how all of us, disabled and non-disabled people, navigate and experience the world. We all have different experiences and skills to offer.

Intersectionality is a framework for understanding how individuals’ different characteristics (disability, class, race, gender, sexuality, etc.) overlap to create distinct barriers and lived experiences. Just as those with different impairments may experience different forms of disability discrimination, it is also true that those with the same impairment but otherwise different identities may have different lived experiences – for example, a white wheelchair user may have to face different barriers to a black wheelchair user.

Disabled people often have to deal with widely held assumptions that all disabled people are the same or need the same things. This means that when disabled people have other characteristics, they may experience different kinds of discrimination and barriers that are compounded by their intersecting identities. Where negative attitudes surrounding disability have created and reinforced stereotypes and assumptions about disabled people and their lives, intersectionality instead attempts to recognise people’s overlapping identities and experiences in order to understand the complexity of prejudices they face.
Know Your Rights

Disabled people have the same rights as all other members of society. Disabled people have the right to ask for reasonable adjustments to ensure access to facilities and services and are protected from discrimination by the Equality Act 2010.

Equality Act 2010

The Equality Act 2010 protects people with different characteristics from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.

Protected characteristics under the Equality Act are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The Equality Act defines disability as ‘a physical or mental impairment’
having a ‘substantial’ and ‘long-term’ negative effect on normal daily activities.
This may include the following:

- Autism/Neurodiverse impairments.
- Chronic health conditions such as ME, fibromyalgia
- Cognitive impairments
- Learning difficulties such as dyslexia, dyspraxia, etc.
- Mental health related impairments such as anxiety, depression, bipolar, schizophrenia, etc.
- Mobility impairments.
- Sensory impairments.

A person does not need to identify as disabled to be protected by the Equality Act. For example, many D/deaf people do not self-define as disabled – they consider Deafness to be its own unique characteristic group, signified by use of a capital “D”. Similarly, many autistic people do not define themselves as being disabled.

Read more information on the Equality Act.

**Reasonable Adjustments**

Disabled people have the right under the Equality Act to ask for reasonable adjustments to aid their fuller participation in political activity. For example:
As a D/deaf person, Rebecca cannot follow meetings with other participants without reasonable adjustments. When she attends her party’s conference, the party provides palantypist support and BSL interpreters to ensure she and others can participate fully. This is a **reasonable adjustment** – Rebecca now has more equal chance to fully participate in the conference.

When deciding whether adjustments are reasonable, the following should be considered:

- Whether the suggested adjustments would be effective in overcoming specific disadvantage(s) faced.
- The extent to which it is practicable to make changes.
- The financial costs of making the adjustment versus overall resources, and the availability of financial or other assistance.

Under the Equality Act, reasonable adjustments should be made where:

- A practice or procedure puts a disabled person to a substantial disadvantage with a non-disabled person.
- A physical feature puts a disabled person to a substantial disadvantage compared with a non-disabled person.
- But for the use of an auxiliary aid, a disabled person has a substantial disadvantage in a relevant matter compared with a non-disabled person.

Political parties are obligated to provide reasonable adjustments under the Equality Act, but this does not extend to local branches or members’
groups. In part, this is because these smaller groups may not have the resources necessary to cover the cost of providing adjustments. However, it should be remembered that reasonable adjustments should be as much about inclusive behaviour as they are about resources.

Those subject to a duty to make reasonable adjustments are not entitled to request or force a disabled person pay any of their costs in complying with the duty. When a person or organisation is obliged to make reasonable adjustments to remove barriers faced by disabled people, but fails to do so, this is discrimination under the Equality Act.

Value Your Lived Expertise
Politics is about comparisons. While candidates and party manifestos need not necessarily be different from one another, campaigns are often based on a clear contrast between candidates and ideas. Candidates often highlight how their lived experiences – whether it is their gender, ethnicity, or professional backgrounds – help qualify them to contribute to policy in a range of relevant areas.

Disabled people’s lived experience may be markedly different from many, even most, non-disabled voters, and we hope disabled people running for elected office can have confidence to discuss how their lived experience as a disabled person provides them with valuable experience and important values. Disability should not be a negative – democracy is about ensuring all voices and backgrounds are represented. Your lived experience adds an important perspective to conversations on policies and issues.
Disabled candidates may decide not to address their disability or to focus on policy issues that are unrelated to their experiences as a disabled person, and that is okay too. While you should feel empowered to use your own experience, it is up to you what achievements or priorities you want to focus on.

Support from Inclusion Scotland

Access to Politics
Access to Politics offers advice and support to disabled people who are involved or want to be more involved in political life, whether as part of a political party or not. We promote greater representation at all levels of political participation and the skills and lived experience that disabled people offer.

If you are a disabled person, we can:

- Discuss your political involvement, and the barriers you have faced or expect to face.
- Consider sources of support and reasonable adjustments that could help address these barriers.
- We will work with you to develop an action plan that you are comfortable with.
- We may be able to put you in touch with other disabled activists for peer-support, or help you find a mentor.
If you are a group/party organiser, officer, or staff member, we are happy to answer specific questions on improving accessibility for political events and activities. We can advise on:

- Accessible events
- Communications materials
- The ways in which you conduct meetings and training.
- The language you use to talk about disabled people and disability issues
- Your obligations under the Equality Act and, if applicable, electoral law
- Suggested good practice above and beyond legal obligations

**Access to Politics Charter**

Working with disabled activists from all political parties and none, Inclusion Scotland developed the [Access to Politics Charter](#) to address the barriers preventing disabled people from becoming fully involved in politics. The leaders of Scotland’s five main political parties signed the Charter at the Scottish Parliament in June 2018.

In the Charter, political parties affirm that:

1. We shall produce and publish a statement outlining how we will support disabled people’s participation in every aspect of our activities.
2. We shall support and resource a disabled members’ group within our party.
3. We shall commit to positive and proactive provision of disability equality training to elected officers, staff and party members.

4. We shall ensure that the language we use about ‘disability’ recognises it as a societal issue with societal solutions.

5. We shall investigate alternative means of participation such as remote presence and internal digital voting.

6. We shall voluntarily publish data on protected characteristics of our candidates in line with section 106 of the Equality Act 2010 for all elections, including Scottish local authority elections.

7. We shall investigate job-sharing for internal elected roles and for elected public office.

8. We shall actively support and encourage disabled people to stand for elected office and explore mechanisms that ensure the election of a representative number of disabled candidates.

For more information on how your party is becoming more accessible to disabled people, contact your party’s disabled members’ group.

**Access to Elected Office Fund**

The Access to Elected Office Fund (Scotland) is delivered by Inclusion Scotland and funded by the Scottish Government. It provides financial and non-financial support for disabled candidates running for elected office in Scottish Parliament and local authority elections.

The Fund provides financial support to pay for additional impairment related costs that disabled people may face when running for elected office. This helps level the playing field with other, non-disabled candidates. In the past, the Fund has covered the cost of transport,
personal assistants, communications support, and assistive technology. The Fund does not cover campaign costs.

To apply for the Access to Elected Office Fund, you must:

- Self-define as disabled, under the definition used in the Equality Act 2010.
- Have a stated intention to seek selection for an eligible election covered by the Fund (if in a party), have been selected, or be planning to seek election as an independent.
- Be eligible to be a candidate in the election in question, as per the relevant electoral regulations.

The Application Process
E-mail Inclusion Scotland at civicparticipation@inclusionscotland.org or phone on 0131 370 6713 to register your interest in the Access to Elected Office Fund.

We will arrange an appointment with you to discuss and complete your application – in person, or via phone or Skype/Zoom. We can cover any additional costs to your meeting, including transport and communications support such as a BSL interpreter. At this point, we will also discuss your access requirements, if applicable. You may wish to gather any information you feel may be helpful during this process – for example, previous receipts or quotes for transport or assistive technology.

Inclusion Scotland staff will help you apply to the Fund, and to think about the types or support and amount you may need. We will write a
recommendation based on your application to go to our Decision Panel – you can request to see this before submission. The Decision Panel will review your application against the Fund criteria. You will receive notification of the Panel’s decision within one month.

If your application is successful, we will send you an Award letter, guidance on managing your award, and a copy of our terms and conditions, which we will ask you to sign and return.

If your application is unsuccessful, you will provide you with feedback on the decision and discuss your options – you may wish to amend and resubmit your application, or to appeal the decision.
Case Study – Access to Elected Office Fund

Grant Ferguson

The battle was already lost before I could even say the word ‘campaign.’ It came down to communication – if I could not communicate, I could not participate.

My first language is BSL (British Sign Language). Without the assistance of BSL interpreters, there were insurmountable barriers to my participation in branch meetings and engagement with the public. BSL interpreters are expensive, and in short supply; without funding, or a miracle, I could not hope campaign on a level playing field with other candidates.

When I heard about the Access to Elected Office Fund, I felt that I had found my ‘light at the end of the tunnel’, to make my impossibility – the chance to run for local council – a reality. By providing full support and funding for BSL interpreters to support me during my campaign, the Access to Elected Office Fund has eradicated the barriers I would have previously faced running for local council. It has been instrumental – and sensational – in making history by helping me become the first duly elected BSL-user councillor in Scotland.
2: Getting Involved in Politics
Know Your System

In Scotland, each person is represented by four elected bodies. These are:

- Community Councils
- Local Authorities
- Scottish Parliament (Holyrood)
- UK Parliament (Westminster)

Your elected representatives are:

- Community Councillors
- Local Councillors
- MSPs (Members of Scottish Parliament)
- MPs (Members of Parliament)

Community Councils

Community Councils are voluntary organisations set up by Local Authorities and run by residents on behalf of their local area. Community councils are the most local level of elected representation in Scotland and play an important role in local democracy. There are around 1,200 active community councils in Scotland.

Community councils can bring local people together to help make things happen. They can advise, petition, influence and campaign on many causes and cases of concern, including:
• Carrying out projects to enhance their community for all types of citizens – elderly, single mothers, minority groups, youths etc.
• Issuing community newsletters
• Conducting local surveys
• Campaigning on local issues
• Organising community events (such as local galas)

Local authorities have legal oversight of community councils. They are required to consult community councils on planning applications and licencing matters.

Find out more information on the Community Councils website.

Local Authorities
Unitary Local Authorities (also known as Local Councils) provide many of society’s most valued services. They are responsible for the delivery of a wide range of vital public services including:

• Cultural Services
• Economic Development
• Education (incl. pre-school, school, adult, and community education)
• Housing
• Leisure and Library Services
• Local Planning
• Roads and Transportation
• Social Work (incl. community care and protective services)
• Waste Management

There are 32 unitary local authorities in Scotland. 1,227 local councillors are elected from 354 wards, with each ward returning three or four councillors.

Find more information on Local Authorities.

Scottish Parliament (Holyrood)

The Scottish Parliament is based at Holyrood, in Edinburgh. The Parliament is made up of 129 MSPs elected every five years in Scottish Parliament elections.

Each person in Scotland is represented by eight MSPs:

- One of 73 constituency MSPs
- Seven list MSPs from one of eight regions

The Scottish Parliament passes laws and examines the work of the Scottish Government and its agencies. Much of this work is undertaken by Scottish Parliament committees, made up of MSPs from different parties, with final decisions taken by a vote of the entire Scottish Parliament.

New laws or changes to existing laws can be proposed by the Scottish Government, MSPs, Scottish Parliament committees, or by independent individuals or groups though the Scottish Parliament’s petition system.
UK Parliament (Westminster)

The UK Parliament is based at Westminster, in London. There are two Houses of Parliament:

- **The House of Commons**, made up of 650 MPs elected in UK General Elections no more than five years apart.
- **The House of Lords**, whose members (known as peers) are appointed by the Government.

Each person in Scotland is represented by one of 59 Scottish constituency MPs. There is no set membership of the Lords, and its members do not represent any specific part of the United Kingdom.

The UK Parliament passes laws and examines the work of the UK Government. Much of this work is undertaken by committees, made up of MPs and peers from different parties, with the final decisions taken by vote in the House of Commons and then the House of Lords.

Holyrood or Westminster? – Separation of Powers

It is important to understand the separation of powers between the Scottish Parliament and the UK Parliament.

The Scottish Parliament passes laws on matters affecting most aspects
of day-to-day life in Scotland. These are called devolved matters – this means the UK Parliament has granted the Scottish Parliament the right to make decisions in these areas.

Devolved matters include:

- Agriculture, Forestry and Fisheries
- Education and Training
- Environment
- Health and Social services
- Housing
- Law and Order
- Local Government
- **Social Security***
- Sport and the Arts
- Tourism and Economic Development

*Eleven allowances are devolved to the Scottish Government, including Child Payments, Disability Allowances, and Funeral Expense Assistance.

While the Scottish Government has the power to vary tax rates in Scotland, the bulk of its income comes from a block budget amount set by the UK Government. The Scottish Government then decides how to use these funds in the execution of their devolved responsibilities.
The UK Parliament passes laws on matters with a UK-wide or international impact. These are called reserved matters – this means the UK Parliament has retained its right to make decisions in these areas.

Reserved matters include:

- Broadcasting
- Consumer Rights
- the Constitution
- Data Protection
- Defence
- Employment
- Energy
- Foreign Policy
- Immigration
- **Social Security***
- Trade and Industry
- Transport (incl. Aviation)

**The UK Government retains control of non-devolved Social Security allowances, including Universal Credit.**

The key documents defining the powers of the Scottish Parliament are the Scotland Act 1998, the Scotland Act 2012, and the Scotland Act 2016. These documents are available on the Scottish Parliament website. The Legislative Consent Memorandums explain in further detail those powers the UK Government has granted to the Scottish Parliament, and those it has retained for itself.
**Petitions**

A petition is a way for you to raise an issue with your Parliament. It is a request for action which sets out what you want the Parliament to do and why.

You need to think about whether the issue you want to raise is something the Parliament can do something about. Petitions should be relevant at a national level, not just a personal or local matter. If the petition relates to a more local matter, maybe a school closure, then that could be taken up at a local level (with your council perhaps).

**Petitioning the Scottish Parliament**

You only require one signature to lodge your petition with the Scottish Parliament. There is no age limit, and petitions can be submitted in any language (including BSL and Braille.) Your petition must relate to a devolved matter.

You need to register and create an account on the parliament’s website before you can create your petition. This way you can view your petitions, monitor progress, and amend your petitions.

Petitions must include:

- **Details about you:** Your name, postal address, and email address. The Parliament’s privacy notice for the petitions system explains how this information will be used and managed.
- **Petition title:** This should explain in as few words as possible what your petition is about.

- **Petition summary:** One or two sentences where you state clearly what action you want the Parliament to take.

- **Previous action taken:** Before you petition the Scottish Parliament, you need to have already taken some action to raise the issue. This can be a range of activities but should include contacting at least one of your MSP(s) or the Scottish Government.

- **Background information:** Any other information you want to let the Parliament know about to help MSPs to understand why you would like them to consider the issue you have raised.

The Petitions Team will send you an email to confirm your petition has been received. It will then be reviewed to ensure it meets the Scottish Parliament’s rules, and to make its purpose is as clear as possible.

Once the final wording of your petition is agreed, your petition will be published on the petitions' website. At this stage, you have the option to collect additional signatures and comments on your petition for a maximum period of six weeks, although this is not formally required. You can collect signatures by sharing your petition on social media, or asking other organisations to promote it through their social media and newsletters.

**The Public Petitions Committee (Scottish Parliament)**

The Public Petitions Committee (PPC) is made up of seven MSPs. Its role is to consider every admissible petition lodged with the Parliament. If your petition is admissible it will be looked at by the committee. The
committee might invite you to come to a formal meeting to discuss your petition in person.

Once the PPC has considered the petition it decides what to do next. On most occasions it will write to the Scottish Government and other bodies such as local councils, health boards, or police forces (depending on what the petition deals with). The committee will decide the most appropriate bodies to contact and write to them with a series of questions relating to your petition.

When the responses are received, they will be sent to you asking for your comments. This is your opportunity to say what you think – the petition and all the written responses go back before the committee. The committee will keep bringing the petition back to consider progress and what further action to take.

Read more information on petitioning the Scottish Parliament on their website.

Petitioning the UK Parliament
You can create or sign a petition that asks for a change to the law or to government policy. After 10,000 signatures, petitions get a response from the government. After 100,000 signatures, petitions are considered for debate in Parliament. Your petition must relate to a reserved matter.

Petitions which reach 100,000 signatures are almost always debated. However, Parliament may decide not to put a petition forward for debate
if the issue has already been debated recently or there is a debate scheduled for the near future.

You will need the e-mail addresses of five supporters to get your petition started. The Petitions Team will request this after you create your petition. They will only reject petitions that do not meet the required minimum standard.

Read more information on petitioning the UK Parliament is available on the UK Parliament's website.
Case Study – Petitions
Mary Ramsay

I have lived with essential tremor all my life and am currently chair of the Scottish Tremor Society (two Ts for Scottish, one T for tremor). I have campaigned for disability rights and equality all my life, most recently for the need for a focussed ultrasound scanner in north-east Scotland, to treat those with conditions like essential tremor, Parkinson’s, and multiple sclerosis (MS).

It wasn’t until becoming involved with Inclusion Scotland that I had the confidence to contact the Scottish Parliament. A motion on focussed ultrasound was brought to the Scottish Parliament by Rhoda Grant MSP, who was very driven when I drew her attention to the fact that there is nothing for people with tremors in the north and east. She got cross-party support, and she and her assistant Olivia did a lot of research, including speaking to Dr. Tom Gilbertson at Ninewells. Because of their work, I felt every piece had been gathered and was ready to be presented.

After the motion I submitted a follow-up petition to the Scottish Parliament’s Petitions Committee. My advice to people who are wanting to fight is go to your local MSP. Speak to them, be confident, and do not give up at the first hurdle. Fight, and keep fighting.
Finding and Influencing Your Representatives

Each person in Scotland is represented by:

- One constituency councillor
- Three or four local councillors
- One constituency MSP
- Seven regional MSPs
- One constituency MP

Identifying Your Representative

You can find your community councillors and local councils via their respective council websites. Find your local MSPs on the Scottish Parliament website and find your local MP on the UK Parliament website. You can usually search for representatives by name, party, or area they represent. You should also be able to find information on representatives’ interests and areas of responsibilities. This will help you to identify representatives who are best suited to assist with your concerns.

Contacting Your Representative

You can contact your representative via:

- Phone
- E-mail
- Social media
When contacting your representative or arranging a meeting, do not be afraid to ask for reasonable adjustments. If you are unable to attend elsewhere you can ask your representative to visit you at home, or to hold a virtual appointment via Skype/Zoom. Also, do not be afraid to ask for communications support such as a BSL interpreter or palantypist if required.

**Influencing Your Representative**

If you are approaching your representative regarding a specific issue or campaign, it is useful to use this framework. Remember your representative will not be an expert on everything, and the more information you can provide, the better placed they will be to help you. Also, remember the value of your own lived expertise.

- **WHAT** is the issue you are interested in discussing? Be straightforward and direct.
- **WHO** does the issue affect? If you do not identify those impacted by the issue, it is difficult to demonstrate its importance.
- **WHY** does the issue need to be addressed? What are the negative impacts?
- **WHO** is responsible for making the changes required? Who can create the actions needed to resolve the situation?
- **HOW** can the issue be resolved? What solutions do you think should be in place?
For example:

- **WHAT**: I cannot dispose of household rubbish in the communal bins as these are not accessible.
- **WHO**: This effects anyone with an impairment that the design of the bin excludes. I spoke to my neighbours and I’ve identified eight others on my street alone who face the same problem,
- **WHY**: This impacts my independent living and is unhygienic. The build-up of improperly disposed rubbish leads to our local rat problem.
- **WHO**: This is a local council issue, and I think we can get the bins changed locally.
- **HOW**: Here is a design for other bins that are much more accessible – is this something the council would be willing to implement?

This framework presents your representatives with the relevant information they need to take the issue forward. Your groundwork and expertise help ensure your representatives can take action.

**How to Participate**

There are a number of ways to participate politically other than voting. These may often have the aim of influencing the views of the public directly rather than their representatives.
Campaigning and Activism

Activism is a method of campaigning where people seek to achieve their goals or gain support for a cause by influencing the views of the public directly, rather than their representatives. Activism can also involve targeting efforts towards a highly specific group of people, to try to persuade them to meet your requests or to help promote your message.

Activist approaches can include:

- **Starting a campaign online and/or on the street:** Clearly articulate why you are campaigning, how you are campaigning, what are you asking people to do and how will they benefit.
- **Crowdfunding:** Using the money to expand the campaign or contribute towards research for example.
- **Organising meetings:** To discuss your campaign with members of the public, and other interested parties (local businesses, charities, elected representatives, etc.)
- **Volunteering and participating** with local groups or already established campaigns to help further your shared goals.

Joining a Disabled People’s Organisation

Disabled people’s organisations (DPOs) are representative organisations where disabled people form a majority (at least 51%) of the staff and board members. Most DPOs align with the social model of disability.

*Inclusion Scotland* is a national disabled people’s organisation that works to influence national policy and decision makers so that Scotland can
become a more equal society. Its aim is to achieve positive changes to policy and practice, so that disabled people are fully included throughout all society as equal citizens.

Read more information on Inclusion Scotland partnership.

Joining a Trade Union
Trade unions represent workers in all aspects of their employment. The main purpose of most trade unions is to negotiate with employers to improve their members’ conditions of employment, lobbying the government and working with other public bodies. In the UK and other countries, some trade unions are affiliated with political parties. Some Trade Unions have disabled workers committees.

Read more information on trade unions.

Joining a Political Party
Political parties are groups that run candidates for elected office under shared beliefs, politics, and manifestos. Do not expect a party to fully represent everything you believe in but be prepared to fight to make the changes you wish to see. As a party member, you may have opportunities to:

- Attend local members meeting and annual conferences – this will give you the chance to ask questions and influence decision making.
• Find a mentor to help you work out how the party works in terms of adopting and changing policy.
• Ask head office about training and shadowing opportunities with party officials and elected representatives.
• Join the party’s disabled members’ network.
• Use those mechanisms to submit motions/policies for party approval.

A list of all registered UK political parties is available from the Electoral Commission.

**Student Politics**

There are numerous ways for students to become involved in politics whilst at university, such as through political societies, student unions, student representative councils, and various events which may happen on campus.

Read more information on student politics from the National Union of Students (NUS).
3: Accessing Elected Office
Standing for Elected Office

People run for elected office for many reasons – they may want to represent their party or their community, they may want to bring attention to a particular cause or issue, or they may be looking for a career in politics. They may have a vision of creating a better future for society or sections of society.

Candidate Requirements
There are different rules for standing as a candidate in Community Council, Local Authority, Scottish Parliament, and UK Parliament elections.

To be stand as a candidate in any election in Scotland you must be at least 18 years old (or 16 years old for Community Council elections) and:

- A British citizen, or
- A Commonwealth Citizen who does not require leave to enter or remain in the UK or has indefinite leave to remain.

Other than the above rules, there are no restrictions on disabled people running for elected office in Scotland or the UK.

Community Council
To stand as a candidate you must be at least 16 years old. Qualification for membership is by residency within the specific community council
Community councillors and candidates must also be named on the electoral register for the community council area in which they reside.

**Local Authority**

To stand as a candidate in a Local Authority election in Scotland you must meet the minimum qualifications, and also at least one of the following four qualifications:

1. You are registered as a local government elector for the local authority area in which you wish to stand on the day of your nomination.
2. You have occupied as owner or tenant any land or other premises in the local authority area during the whole of the 12 months before the day of your nomination.
3. Your main or only place of work during the 12 months prior to the day of your nomination has been in the local authority area.
4. You have lived in the local authority area during the whole of the 12 months before the day of your nomination.

**Scottish Parliament**

There is no requirement for you to be a registered elector in Scotland to stand as a constituency or list candidate.

You can be a candidate for both a constituency and a region, so long as the constituency is within the region. If you do this, you must stand for the same party in both contests, or be independent in both contests. If
you are elected at the constituency election, your name will be disregarded at the allocation of regional seats.

You cannot stand in more than one constituency or in more than one region.

**UK Parliament**

It is also possible to stand for UK Parliament if you are a citizen of the Republic of Ireland.

You are not required to be resident in the constituency you stand in.

**Exclusions**

For a full list of the requirements and exemptions for standing in different elections, you should contact the Electoral Commission.

The full range of exclusions is complex and if you are in any doubt about whether you are disqualified, you must do everything you can to check that you are not disqualified before submitting your nomination papers.

**Running as a Party Candidate**

If you decide to run for elected office, and you agree with most or all of the views of a political party, you might seek to represent them as their candidate.

To stand for a registered political party, you must be a member of that organisation. Some political parties may require you to have been a
member for a specified time before you are eligible to become a candidate.

**Party Selection Process**

If you are interested in running for a political party, consult their website for details of their specific selection process. A list of all registered UK political parties is available from the Electoral Commission. Generally, there is more competition for selection as a Parliamentary candidate than there is to be a local authority candidate.

The selection process usually involves an interview stage, where you will be questioned on:

- Knowledge of the area you plan to run in
- Previous roles or experience within the party
- General knowledge on Scottish/local politics and system (number of seats, structure of elected body, etc.)

Other elements may include:

- **Roleplay:** The interviewer may act as a journalist and try to trip you up by asking awkward questions, e.g. ‘The First Minister only cares about the Union – what do you think?’ The key trick is to redirect your answer away from the awkward question towards the points you want to make (for example, your party’s successes on a policy issue.)
- **Teamwork/Team Activity:** You may be asked, with other applicants, to construct a mock campaign activity. This is not just
about demonstrating campaign knowledge, but also about how you work with other people

- **Hustings:** You may be asked some questions in a hustings format to test your responses.

As a disabled applicant, you can ask for questions in advance as a reasonable adjustment. Try to hit three points or examples in each answer – this works both in interviews, and as a candidate or elected official.

Remember to manage your expectations – selection is only one part of a long journey and does not guarantee electoral success.

**Running as an Independent Candidate**

You may believe the national interests of political parties are not best for your local area, or you may disagree with them on too many issues. You may feel you can better promote your views if you stand as an independent candidate.

If you get elected as an Independent, you may have more freedom to vote on issues in the way you see fit rather than be compelled to follow the preferences of a political party.

Whilst being an Independent means that you do not have to worry about the selection process to become a political party candidate, it does mean that you will not have the backing that a political party can provide, in the form of expertise or ready-and-willing volunteers.
Running an Election Campaign

Essential Information

Election Agents
Unless you are standing in a Community Council election, you must have an election agent. Election agents are responsible for the financial management of your campaign. You can act as your own agent if you wish, but if you appoint someone else, notice of their appointment must be given to the relevant Returning Officer.

Office Address
Your Election Agent must have an office address to which the Returning Officer can send any relevant communications. The office address must be contained within the area (ward, constituency, etc.) in which you are running for election, or an adjoining one.

Expenses and Spending Limits
Candidates and their agents must follow certain rules about how much they can spend at elections. This includes spending on campaign advertising, transport, meetings, and staff costs. The limit on how much you can spend depends on the type of election you are standing in.

If you belong to a political party or group, there may be financial help available to you. Alternatively, most candidates raise money by way of donations to their campaign. Otherwise, if you decide to spend money on your campaign, you may have to pay for it yourself.
In Scotland, any impairment-related expenditure for disabled candidates is exempt from campaign spending limits, as long as it is declared on your campaign spending return. This includes any amount you have been awarded by the Access to Elected Office Fund (Scotland).

Detailed information on spending limits and the submission of campaign spending returns is available from the Electoral Commission.

**Donations**
A donation is money, goods or services given to a candidate without charge or on non-commercial terms, over a certain value. A donation could be:

- A gift of money or other property
- Sponsorship of an event or publication
- Subscription or affiliation payments
- Free or specially discounted use of an office.

You may only accept a donation over a certain amount from a ‘permissible donor’. You must decide whether you can accept it by making the appropriate checks, otherwise it must be returned. Guidance for candidates and their agents standing for election and information about donations and loans for individuals and groups whose political activities are regulated outside election periods is available from the Electoral Commission.
Your Message
If you are running for elected office, much of your time will be spent working to engage with the public, particularly when canvassing and attending public meetings.

To put your message across effectively, you need to use communication skills including listening, public speaking, considering alternative viewpoints, and trying to resolve conflicts. When you enter a conversation, you want to ensure the discussion is as productive as possible. You may need to change your approach depending on the topic and to whom you are speaking.

Establish Common Ground
Once you have identified an individual’s feelings on the issue you are discussing, try to find out more about their viewpoint. If possible, reach an agreement with them about why the issue is of concern, before moving on to demonstrate how your stance on this issue is of benefit to them, and how your approach will benefit them.

If elected, you would represent all members of the public in your area, regardless of whether they voted for you or not. This means that seeking to establish a good relationship with the public and understanding the needs of different groups in your community is vital.

Responding to Questions
Be receptive – see questions not only as an opportunity to further explain your views and policies, but also to understand what is important to that
individual voter or that community, and to show that you are interested in their thoughts. You can then use this to show how your policies will benefit them, with the hope of encouraging them to vote for you. You should also think about how you can refine your policies, if appropriate, to suit the needs of voters.

Tailoring Your Message
When talking to voters in a particular area, find out whether there are specific issues in that area that will be on people’s minds. If so, you could put this additional knowledge to good use by tailoring your messages and having clear advice prepared. Again, this will help to show voters that you are taking an interest in the issues important to them and they are more likely to have confidence in your ability to represent them.

Be Clear
Do not focus on irrelevant information or explain things in too much detail. People may lose interest if you are talking about things that are not important to them. If you concentrate on the key arguments, you can ensure that your message is clear and precise.

Be Direct
Do not shy away from giving difficult messages or bad news. You should aim to explain any tough messages plainly and simply at the outset of the conversation. If there is no opportunity to provide any positive messages, you need to be sensitive and show that you understand that this is a difficult message for your audience.
Avoiding Confrontation

Your aim should be to avoid the conversation escalating into a confrontation. Always remain calm and state your points logically. If the person is not responding well, think about ending the conversation by wishing the person a good day or thank them for their time and move on.

Some people may not want to be bothered by you. This may be due to the timing of your approach, that they are uninterested in hearing the views of individual candidates, or that they are uninterested in the elections in general.

Others may be more vocal, either challenging your views or expressing an opinion that you strongly disagree with. Allow the person to air their thoughts before replying calmly and with a logical response. You should try to appear as open as possible, through the tone of your voice and your body language.

Preparation

There are a few things that you should always keep in mind when you are speaking in public, regardless of whether you are making a formal speech, or encountering voters on the street or at local meetings:

- **Benefits:** Why should voters vote for you? Think about the key benefits you can bring to your audience if they vote for you. For example, are you campaigning for improvements to the local area or trying to provide a new service for the community?
- **Interests:** Think about your main interests and activities that are relevant to the ward, council, constituency, or region.
• **Achievements:** Can you give a few examples of your achievements to show that you can make a difference?

• **Reasons:** You can prepare for this by thinking of the possible reasons why someone might think that you should not be elected. You can then think how to defend your position if people do raise these points.

**Hustings**

Hustings are meetings to which a number, or all candidates, are invited to attend. They are usually held for candidates standing in Scottish and UK Parliamentary elections. Such events often follow a similar format to the television programme Question Time. A neutral chairperson, who may allow each candidate to speak uninterrupted for a given time, put questions to the candidates and invite questions from the audience. Read more information on election hustings.

**Election Day**

All your work leads to here: Election Day. You will be campaigning in the run-up to the day, but your hard work does not stop on the day itself.

**Getting Out the Vote**

UK elections are held on a Thursday, meaning many of those who do not vote early in the morning will do so after work. The best time to follow up with those who have not yet voted is in the evening, when people have returned from work. Try sending volunteers to places with the highest number of supporters who have yet to vote, but also make efforts to cover all areas you can during the day.
**The Count**
Candidates and election agents are permitted to observe the count. Counts are managed by Returning Officers, whose staff will conduct the count. The first step in the count is to check that the number of ballot papers handed out matches the numbers of ballot papers in the ballot boxes. Next, the votes on the ballot papers are counted.

**Vote Validation**
This is carried out by the Returning Officer or a deputy and involves determining the voter’s intentions where a ballot paper is unclear. This may occur when something other than a cross has been used to mark the voter’s choice, the cross has been placed outside of a box, or too many marks have been made on the paper. A decision is then made as to which candidate the vote is for or whether the ballot is spoiled.

**Recounts**
Any candidate or election agent is free to request a recount, but it is up to the Returning Officer to decide if one is necessary. This is often dependent on how close the result is.

**After the Election**
Win or lose, it is important you take time to reflect on your successes and perhaps your failures, such as where your support came from, what voters you attracted and why.
Return of Deposit
At elections where deposits were required, candidacy deposits are returned if you receive a required percentage of the vote. This varies depending on the type of election and candidate.

Acceptance of Office
Winning candidates need to make a declaration confirming their acceptance of the position. There will be a deadline for doing this, which can be confirmed with the Returning Officer.

Top Tips for Campaigning
• Be Prepared: Think about what could happen when campaigning and how you would respond. If you look unsure or badly prepared, you will not be able to impress voters and get their confidence. Think about getting someone else who is well organised to help you plan and manage your campaign – sharing out the management will help you to identify all the key tasks and not miss vital steps.
• Be Yourself: We are more likely to change our minds from discussions with people who we believe to be genuine, so be honest and be yourself.
• Support Your Strengths: There is a historical idea that the more leaflets you have delivered and doors you have knocked on, the better placed you are to be candidate. This does not consider barriers affecting disabled people, and very often does not represent the best candidate. Do not be afraid to develop your own campaigning style.
• **Pace Yourself:** Avoid doing too much – take some time out on a regular basis and recognise when you need a break. Manage the available time as effectively as possible, but do not do so at the expense of your health. Campaigning and life in general should be about balance.

**How to Campaign Online**

The internet offers many good tools for campaigning. Social media can be very flexible, allowing you to share materials, share instantaneous updates, and campaign creatively.

While campaigning online can be useful, there are also risks to be managed. Any mistakes or misjudgements will unfold in real time, so you must be prepared to deal with them as soon as possible. Anything you have said or done online in the past can also be used by the media or others to create a story.

**Remember that not everyone has access to the internet or will choose to use it to seek information about election candidates. Online campaigning should be one of many methods you use.**

**Basic Rules for Using Social Media**

Some basic rules to follow are:

• **Be Professional:** You are representing your campaign, and perhaps yourself as a candidate. You should act online in the same way as you would in person.
• **Be Responsible:** Make sure that anything you post or comment on meets the high standards expected of your campaign. Make sure anything you post is fair and true. Stick to what you know about.

• **Be Accountable:** You are responsible for what you say online. You cannot cover up mistakes, you can only be honest about them and apologise.

• **Be Respectful:** Always pause and think before posting. Respect your audience. When disagreeing with other opinions, be appropriate and polite.

• **Be Careful:** Never give out personal details like your home address or phone number. Only give out campaign links and contact details, where appropriate.

Remember:

• **Everyone Can See It:** Not just supporters, but people who disagree with you, and journalists looking for a story. The familiarity you can feel when you talk through social media can lead you to forget this, encouraging you to express yourself differently to the way you might speak in an interview.

• **Before You Press ‘Send’:** Would you be happy to say this on the television, radio or in a newspaper? If the answer is ‘no’ then do not say it on social media.

• **Anything you post online is permanently available and could be republished by other people.**
Social Media for Professional or Personal Use?

When using social media, you should know the difference between professional and personal use.

Professional use is when you comment on or post something individually but as a candidate running for election, or as your party’s representative. For example, as a candidate running for local council you may offer an opinion on local parking charges.

Even if it is not controversial, it would still be considered a professional statement as you are writing about an issue you could influence if successfully elected.

Personal use is when you comment on or post something personally and not in your party or campaign role – for example, your opinion on the last film you saw, or your local football team.

Accessible Social Media

Social media is a great way to communicate and reach more people with your message, but it is not always accessible for disabled people.

Inclusion Scotland's Accessible Social Media Guide will give you some hints and tips on how to make your social media more accessible, including:

- Accessible Hashtags
- Captions and Subtitles
• Colour Contrast
• Image Descriptions

Facebook
Facebook can help you build up a profile with voters. You can use a group, page, or your personal profile to update people. You can update people about your campaign on a regular basis. You can also make plans and engage in discussions with your supporters and followers.

Twitter
Twitter lets you share brief snippets of information with the world. Interaction with other users is also easy, and you can ‘follow’ people or organisations of interest to keep tabs on their activities, and vice versa.

Your Twitter campaign strategy needs to create measurable goals that will keep your plan on track. Instead of publishing Tweets and hoping for the best, set goals and objectives for Twitter:

• Building an engaged following to get your messages out there.
• Generate a voter mailing list by encouraging users to sign-up to a campaign newsletter.
• Increasing traffic to your website by posting links to blog content

Once you have determined your Twitter campaign goals, set aside time regularly to measure and build upon those goals.
Websites

Your Website

A website is a blank canvas – it is your space in which to express your candidacy, policies, beliefs, and identity. Images, audio, and video make the site more appealing to the reader. Including your manifesto and materials like printable posters and leaflets is always a good idea.

Writing a blog for your website will allow you to update people on your ideas and activities. Writing a blog can be a good way to promote your campaign and beliefs.

Follow these tips to make the most of your blog posts:

1. **Title**: A good title attracts people to the blog, makes it easy to find and tells people what to expect. Keep the title short.
2. **Text**: Do not use lots of different fonts. Split up your text and avoid long paragraphs.
3. **Pictures**: Use pictures when it adds something to the blog. Make sure you have the right permissions to use an image. If you are not sure, do not use it. If you have permission, then make sure you include who took it and any other copyright information.
4. **Links**: People often scan web pages. Links stand out and can be used to draw someone’s attention to something. Describe the link rather than just copy and paste a full URL. Avoid saying 'click here'.
5. **Categories and Tags**: If you use categories and tags well this will help people find your blog and posts using search. Categories should be simple. Think about the categories you will use before starting.
Party Website
If you are standing for a political party, they may feature your details on their website. This is another way voters can find out information about you, and so would be a good place to include links to your presence on the internet elsewhere.

Managing Mistakes
You might post something you should not on social media – it happens. This could be because you made a mistake, or because your account has been hacked.

If this happens when you are posting as part of your campaign or party activity, follow your party’s guidance on this matter. If you are an independent candidate or your party does not have guidance, follow these important steps:

1. Tell your party/election contact immediately.
2. Apologise straight away.
3. Explain what happened and delete the post if possible.
4. Say what you are going to do to stop it happening again.

To prevent mistakes:

- **Use strong passwords**: Do not tell others your account password or send it by e-mail.
- **Check that you are logged into the right account before posting.**
• **Remember your responsibilities when you are posting.**

• **Be careful of strange links sent via social media accounts:** Do not click on links that may be unsafe, even if you know where they have come from.

• **Look at and use privacy settings:** Most major social media sites have these. They let you control how much information people can see about you on the site. You need to decide how public you want your contact and profile information, videos, photos, and other posts to be. Take time to set the right privacy settings.

Every public message you post on social media can be spread around the world in seconds. These messages could affect your safety or your identity. They might affect your future jobs or volunteering. They might just be embarrassing. Always post with care.
4: Useful Resources
Accessibility Checklist

Please note that this list is not exhaustive and simply covers some of the basic, easy adjustment areas.

Venues

☐ Can everyone get into the venue? If the event cannot be held on the ground floor, check lifts and stair lifts – are they reliable? Is there more than one lift? Can disabled people use the same door as everyone else?

☐ Can everyone get out of the venue? Make sure you know where the fire exits and what the procedures are for evacuation. Does the venue have clear evacuation/fire safety arrangements in place for disabled people?

☐ Check the rooms you will be using. Are the rooms big enough? Can wheelchair users sit at, and manoeuvre around, tables? Is there space for assistance dogs at tables? Is there enough space for PAs, support workers, and those providing communications support?

☐ Check what additional spaces are available. The same access issues apply to rooms used for refreshments or lunch. How far away from the main room is the additional space? Have you factored moving around time into the programme? Is a quiet room available?

☐ Check the toilets. Is there a fully accessible toilet?

☐ Check staff availability at the venue. Will the venue provide staff on the day to let people in, and answer queries?
□ Can you do a site visit? Site visits are usually necessary to check accessibility. If you do not feel confident about checking access, who not take someone with you who does?

Events & Meetings

□ Consider alternating event times. What about a late morning or early afternoon event at the weekend? Weekday evening events may not be accessible for people who need PA support or someone who gets particularly fatigued in the evening.

□ Plan meetings in advance. Set the date of the next meeting at the end of the last meeting. Disabled people often need to more time to plan their calendar; for example, arranging personal assistance support takes time.

□ Support and adjustments. Ask potential attendees if there are any reasonable adjustments that can make the event more accessible for them.

□ Provide any communications support requested. Those with a hearing impairment might need a BSL interpreter, or a palantypist to type what is being said during the meeting. These services can be expensive, so if you need them discuss how the cost might be met with your national office, if applicable.

□ Audibility. Do not assume you can be heard just because you have a “loud voice”. Ensure everyone can hear speakers and inform people of the loop system if you have one. Insist people speak using the microphone if available – people using a loop system will not hear anything said “off-mic”.

□ Cut out jargon, or at least explain when speaking.
☐ **Handouts.** Use Arial (or a similar “sans serif”) font, size 14 for handouts. (Sans serif fonts are those that do not have extending features called “serifs” at the end of strokes.) Prepare Easy Read copies of agendas and handouts.

☐ **Be approachable.** Announce something like “If anything can be done to make the meeting more accessible please let me know or you can drop in an anonymous note if you prefer to….” Facilitate a space and foster a culture where people feel comfortable telling you their reasonable adjustment and support needs.

Where there is a general atmosphere of mutual concern and shared interest, you are likely to learn from individuals themselves whether you are ‘getting it right’ and if not, how things can be improved. Most disabled people are familiar with what works best for them, whether this is equipment, support from others or some combination of arrangements.

**Websites**

**British Deaf Association**
What is Deaf Culture?
https://bda.org.uk/what-is-deaf-culture/

**Centre for Disability Studies, University of Leeds**
Disability Definitions – the Politics of Meaning (Mike Oliver)
Fundamental Principles of Disability (UPIAS)

**COSLA**
List of Unitary Local Authorities (Local Councils) in Scotland
https://www.cosla.gov.uk/councils

**Electoral Commission**
Campaign Donations
Spending Limits
https://www.electoralcommission.org.uk/i-am-a/party-or-campaigner/political-parties/election-campaign-spending
List of Registered UK Political Parties
http://search.electoralcommission.org.uk/
Qualifications and Disqualifications for Standing for Election

**Equality and Human Rights Commission**
Equality Act 2010
Inclusion Scotland
About Inclusion Scotland
https://inclusionscotland.org/#:~:text=About%20Inclusion%20Scotland,text=We%20are%20a%20registered%20charity,Scottish%20society%20as%20equal%20citizens.
Access to Elected Office Fund
https://inclusionscotland.org/what-we-do/employability-and-civic-participation/access-to-politics/aeofs/
Access to Politics Charter
https://inclusionscotland.org/what-we-do/employability-and-civic-participation/access-to-politics/access-to-politics-charter/
Accessible Social Media Guide
https://inclusionscotland.org/accessible-social-media-guide/
Inclusion Scotland Membership
https://inclusionscotland.org/become-a-member/

National Union of Students (NUS)
About the NUS
https://www.nus.org.uk/

Scottish Government
Local Councils Factsheet

Scottish Parliament (Holyrood)
About the Scottish Parliament
https://www.parliament.scot/about-the-parliament.aspx
Find Your MSP
http://www.parliament.scot/msps.aspx
Legislative Consent Memorandums
https://www.parliament.scot/parliamentarybusiness/Bills/31308.aspx
Powers of the Scottish Parliament
https://www.parliament.scot/visitandlearn/60191.aspx
Petitions
https://www.parliament.scot/gettinginvolved/petitions/
Setting Up Petitions Account
https://www.parliament.scot/gettinginvolved/petitions/CreateAPetition.aspx

UK Government
About Trade Unions
https://www.gov.uk/join-trade-union#:~:text=A%20trade%20union%20is%20an,changes%20like%20large%20scale%20redundancy

UK Parliament (Westminster)
About Parliament
https://www.parliament.uk/about/
Find Your MP
https://members.parliament.uk/members/Commons
Petitions
https://petition.parliament.uk/
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