

ELECTORAL MANAGEMENT BOARD FOR SCOTLAND

ACTION NOTE: Friday 29 August 2014, 2:00pm

Chief Executive's Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG

Present:

- **Board Members:** Mary Pitcaithly (MP Convener & CCO), Sue Bruce (SB CO), David Thomson (DT ERO), Malcolm Burr (MB CO), David Martin, (DM CO), Bob Jack (BJ CO)
- **Advisers:** Andy O'Neill (AON Electoral Commission), Nick Dishon (ND Electoral Commission), Roddy Angus (RA Scotland Office), Steve Sadler (SS Scottish Government), Gordon Blair (GB, DRO SOLAR representative) David Miller (DM DRO, AEA Rep), Louise Unwin (LU Scottish Government/EMB), Gillian Cross (GC Scottish Government)
- **In attendance:** Chris Highcock (CH Secretary to the Board DRO), Alison Clyne (AC Referendum Project Manager), Dougie McGregor (DMCG Referendum Governance Consultant), Anne Laird (AL Referendum Guidance Consultant), Ros Wilson (RW Administrator)
- **Observers:** John McCormick (JMCC Electoral Commission), Lesley Spencer, (LS Manchester Council), Kate Brown (KB Manchester Council) Ben Walker (BW Manchester Council)

		NOTE	ACTION / RESPONSIBLE
1	Admin / Matters arising etc	<p>Apologies</p> <ul style="list-style-type: none"> • Ian Milton (IM ERO SAA representative) • Joan Hewton (JH ERO) • Stuart Galloway (SG DRO/ERO) <p>Note of Previous Meeting (25 July) & Matters Arising</p> <ul style="list-style-type: none"> • The Action Note was accepted as an accurate record of the meeting. 	
2	Scottish Independence Referendum	<p>Update from Scottish Government.</p> <ul style="list-style-type: none"> • SS asked that overspends to the fees and charges order should be indicated if possible before 18 September. He emphasised that an overall sum has been provided for the whole referendum per Counting Officer without it been split into various categories of spending. 	

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		<p>Update from Electoral Commission</p> <ul style="list-style-type: none"> • ND advised that 40 Permitted Participants have registered with one more expected. • AON gave a presentation of the TV and Radio Advertisements of the EC Public Awareness Campaign. <p>Project Management</p> <ul style="list-style-type: none"> • Status Report (<i>circulated</i>) Risks regarding fuel supply and postal strikes were downgraded from red to amber. The estimated cost of the count collation/media event at Ingliston is in excess of amounts anticipated. Request for further funding from Scottish Government has been submitted to them. • Integrity Plan (<i>circulated</i>) Noted <p>Performance Management Framework for Counting Officers</p> <ul style="list-style-type: none"> • DMCG advised that work on the Performance Management Framework is nearly complete – waiting for supplementary information from one council. <p>Notices, referendum Agents etc (<i>circulated</i>) Noted</p>	

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		<p>Police Scotland</p> <ul style="list-style-type: none"> It was noted that Superintendent Jim Baird, Police Scotland, had advised CH there would be visible police presence at and around polling stations. It was agreed that COs should continue to liaise with their SPOC regarding local arrangements. <p>Guidance/Directions</p> <ul style="list-style-type: none"> Guidance for Counting Officers Final Guidance resources have been issued and will shortly be incorporated on the EMB website. Adjudication of Doubtful Votes (<i>circulated</i>) Following the Opinion of Senior Counsel, Guidance was issued regarding the adjudication of doubtful votes. The doubtful ballot paper placemat has been finalised and will be supplied as a pdf for Cos to download and use locally. <p>Cancelled Postal Votes (<i>circulated</i>) Noted.</p> <p>Count Collation Process</p> <ul style="list-style-type: none"> DMcG advised that the Count Protocol and associated documents will be issued early in September via GCSX to previously intimated contacts. 	

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		<p>Communications/Count Event</p> <ul style="list-style-type: none"> • Media Issues Media enquiries should be fielded through Golley Slater. A member of the Golley Slater team will be embedded in the count collation team during the Count Event. • Update from Golley Slater (tabled) Noted. • Logistics Golly Slater to liaise with Broadcasters regarding ICT and Police Scotland on lockdown arrangements. 	
3	Registration Issues	<p>Registration/Update from ERO's, including IER</p> <ul style="list-style-type: none"> • Individual electoral registration was introduced in England and Wales in June 2014. Scotland will follow on 19 September. • It was noted that EROs were under great pressures due to the increased volumes of enquiries. It was agreed that Counting Officers offer support wherever possible. 	
4	Issues raised by Election Teams across Scotland	<p>Polling Station Notices</p> <p>Advice was given on the correct usage of polling station notices.</p> <p>Charges and Expenses Order</p> <p>COs to give as much notice as possible to the Scottish Government if they consider it likely that they may incur expenditure in excess of the amount</p>	

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		specified in the Order.	
5	eCounting for 2017 Local Government Elections – Update from Scottish Government	<ul style="list-style-type: none"> Initial document prepared in 2012. The first project board to be set up at the end of October. 	
6	AOB	<ul style="list-style-type: none"> The CCO thanked the referendum teams around Scotland and wished everyone all the best for the poll and the count on 18 and 19 September. 	
7	Future Meetings	<ul style="list-style-type: none"> 31 October 2014 	