

<p>ELECTORAL MANAGEMENT BOARD FOR SCOTLAND ACTION NOTE: Friday 25 July 2014, 9:00am Chief Executive's Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG</p>
<p>Present:</p> <ul style="list-style-type: none"> • Board Members: Sue Bruce (SB CO), Joan Hewton (JH ERO), Stuart Galloway (SG DRO/ERO), Ian Milton (IM ERO SAA representative), David Thomson (DT ERO), Malcolm Burr (MB CO) – by telephone conferencing • Advisers: Andy O'Neill (AON Electoral Commission), Nick Dishon (ND Electoral Commission), Roddy Angus (RA Scotland Office), Steve Sadler (GC Scottish Government), Gordon Blair (GB, DRO SOLAR representative) David Miller (DM DRO, AEA Rep) • In attendance: Chris Highcock (CH Secretary to the Board DRO), Alison Clyne (AC Referendum Project Manager), Dougie McGregor (DMCG Referendum Governance Consultant), Ros Wilson (RW Administrator)

		NOTE	ACTION / RESPONSIBLE
1	Admin / Matters arising etc	<p>Apologies</p> <ul style="list-style-type: none"> • Mary Pitcaithly (MP Convener & CO) • David Martin, (DM CO) • Bob Jack (BJ CO) • Anne Laird (AL Referendum Guidance Consultant) • Louise Unwin (LU Scottish Government/EMB) <p>Note of Previous Meeting (27 June) & 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 advised that the Supreme Court had upheld the decision not to allow voting privileges to two prisoners. • SS advised that he had received bank details from all local authorities and advances will be paid in the near future. 	

		NOTE	ACTION / RESPONSIBLE
		<p>Update from Electoral Commission</p> <ul style="list-style-type: none"> • ND advised that 35 Permitted Participants had registered with more expected. • AON advised that the presentation due to take place today would be postponed, due to the late publication of Public Awareness Campaign literature. AON tabled the draft booklet for information. • ND advised that the EC are starting to register Observers. <p>Project Management</p> <p>Status Report (<i>circulated</i>)</p> <ul style="list-style-type: none"> • Final design of poll cards was agreed with Royal Mail and a national contract has been agreed for “Sweeps”. It was agreed that COs are required to place an order with Royal Mail for a Postal Licence. <p>It was agreed to feed back issues to Royal Mail - CH taking lead. AON advised that this will be included in the EC Admin Report. SS asked that if possible postage costs are kept in mind.</p> <p>SB asked that the RAG Section of Royal Mail be expanded.</p> <p>Performance Management Framework for Counting Officers</p> <ul style="list-style-type: none"> • DMCG confirmed the second submission was due on 8 August. AON advised the EC are collating samples for inclusion in the Admin Report. <p>Performance Management Framework for Electoral Registration Officers</p> <ul style="list-style-type: none"> • Performance management returns from the EROs were received by 11 July Deadline. No issues raised. 	<p>CH/Royal Mail</p> <p>AC</p>

		NOTE	ACTION / RESPONSIBLE
		<p>Sixteen requests for exemptions have been received and granted.</p> <p>Count Collation</p> <ul style="list-style-type: none"> National Count Collation Test to take place on 14 August. The format will be similar to the RRO test using secure email addresses. DM asked if Glasgow’s test could be carried out from their identified count centre to count collation centre. <p>Communications/Count Event</p> <ul style="list-style-type: none"> Update from Golley Slater Paper circulated. Local Authority Communications Meeting confirmed for Tuesday 5 August. Logistics To seek meeting with Senior Police Personnel. To remind Permitted Participants of the 14 August deadline for agents, to allow calculation of maximum numbers allowed at venue. Stakeholder Communications Plan Paper circulated. It was agreed this was a good document. 	<p>CCO</p> <p>All</p>
3	Registration Issues	<p>Registration/Update from ERO’s, including IER</p> <ul style="list-style-type: none"> IM advised of a Daily Record Initiative to take place next Monday and that once completed the forms would go to an appointed ERO. It was agreed that there was merit in this exercise as it would raise public awareness. EROs and CCO team working together on data collection. Postal Vote 	

		NOTE	ACTION / RESPONSIBLE
		<p>rejection summary tabled at meeting. It was agreed that it was a useful tool but would not be circulated.</p> <ul style="list-style-type: none"> • GB advised that due to the increase in postal vote applications, printing problems could arise. • DT advised on potential problems in identifying main residences. 	
4	Issues raised by Election Teams across Scotland	<ul style="list-style-type: none"> • Purdah: JH asked how this would affect Registration of Campaigners. GB advised that there was guidance available from SOLACE. Councils should be aware of the restrictions on promotional activities. • Tactile Devices: procurement issues were identified. DM advised that his supplier would not producing tactile devices due to lack of demand from other authorities. DMCG to collate data from all Local Authorities of their requirements and liaise with Pakflatt. 	DMCG
5	eCounting for 2017 Local Government Elections – Update from Scottish Government	<ul style="list-style-type: none"> • DM and SS agreed that little would be done until after the referendum. 	
6	AOB	<ul style="list-style-type: none"> • IM asked if CH had responded to the Scottish Government on behalf of the EMB consultation on “Scotland’s electoral future”. CH advised he has been granted an extension. • IM asked when the EC Seminar with Police Scotland was going to be held. CH confirmed that it would be held on either the morning or afternoon on 18 August at Fettes. 	
7	Future Meetings	<ul style="list-style-type: none"> • 29 August and 31 October 	

		NOTE	ACTION / RESPONSIBLE
Date of next meeting: 2:00pm Friday 29 August 2014, Chief Executive's Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG			