

**INTERIM ELECTORAL MANAGEMENT BOARD FOR SCOTLAND**  
**ACTION NOTE: 9 March 2011 3:00pm**  
**City of Edinburgh Council HQ**

**Present:**

- **Board members:** Gordon Blair (GB) (SOLAR rep), Billy Pollock (WP) (AEA rep), Mary Pitcaithly, Convener and RO (Convener), David Anderson (RO), Billy Somerville (WS) (SAA and ERO), Joan Hewton (JH ERO)
- **Advisers:** Andy O'Neill (AON) David Freeland (DF) (Electoral Commission), Steve Sadler (SS), Fiona Campbell (FC) (Scottish Government), Alex Thomson (AT) (Scottish Government Consultant on eCounting), Rhona Carr (RC) (Scotland Office)
- **In attendance:** Chris Highcock (CH) (Secretary to the Board)

		NOTE	ACTION / RESPONSIBLE
1	<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Sue Bruce (SB) RO</li> <li>• Bob Jack (RJ) RO</li> <li>• Roddy Angus (RA) (Scotland Office)</li> <li>• Jon Henderson (JHe) (Scotland Office)</li> <li>• Brian Byrne (BB) (SAA) ERO</li> <li>• Malcolm Burr (MB) RO</li> </ul>	<b>Noted</b>
2	<b>Previous Action note</b>	<ul style="list-style-type: none"> <li>• Agreed for circulation</li> </ul>	<b>Noted</b>
3	<b>Future Remit and Status of the Board</b>	<ul style="list-style-type: none"> <li>• Draft Standing Orders of the Board had been circulated. Given the current focus on the electoral events of 5 May it was agreed that these would be finalised post May</li> <li>• It was noted that representatives of the Board had attended a meeting of the Local Government and Communities Committee of the Scottish Parliament on 2 March. MSPs questions focussed on the challenges of postal voting AVI verification with MSP concerns around the volume of mismatched signatures.</li> </ul>	<b>Noted</b>
4	<b>Planning for future elections</b>	<b>Preparation of 5 May 2011 Electoral Events</b>	



		NOTE	ACTION / RESPONSIBLE
		<p><b>Proposed timing of SP Counts</b></p> <ul style="list-style-type: none"> <li>• Current position circulated for information. Declaration times were unclear but it is not anticipated that there will be any declarations prior to 5am.</li> <li>• While a consistent approach would be preferred it is accepted that there are various reasons why there may be a variation in the timing of the count across the country.</li> </ul> <p><b>Size of the Regional Paper</b></p> <ul style="list-style-type: none"> <li>• It was noted that some ROs were reporting that due to the printing approach being used, there was some concern that there may be difficulty in ensuring that the Regional paper could accommodate all of the parties / individuals that might wish to stand</li> <li>• <b>ACTION</b> – CH to contact all ROs to address this and stress that the Board wish to ensure that ROs comply with the law and its spirit given that the Scotland Office spent so much time trying to make sue the Ballot paper complied with the principles in the Making Your Mark proposals.</li> <li>• <b>ACTION</b> to be addressed in the next IEMB Bulletin</li> </ul> <p><b>Tactile Device</b></p> <ul style="list-style-type: none"> <li>• Ongoing discussions are taking place with Pakflatt on size of tactile device. Note that in some cases 2 tactile devices will be needed per station to ensure that they can accommodate different styles of paper, should the SP and Ref papers have different row heights.</li> </ul> <p><b>Polling – Issue of papers</b></p> <ul style="list-style-type: none"> <li>• ROs to brief all PO to hand out all 3 papers at once <b>ACTION</b> to be addressed in the next IEMB Bulletin</li> </ul>	<p style="text-align: center;"><b>CH</b> <b>CH</b></p>

		<b>NOTE</b>	<b>ACTION / RESPONSIBLE</b>
		<p><b>Compilation of Regional Result for Referendum</b></p> <ul style="list-style-type: none"> <li>Processes being progressed by Electoral Commission, informed by experience in Wales.</li> <li>System to be fully tested in a rehearsal with all COs taking part on 8 April <b>ACTION</b> to be discussed in bulleting. as advised in Bulletin.</li> <li>Results to be e-mailed to RCO at Edinburgh</li> </ul> <p><b>Royal Mail Sweep</b></p> <ul style="list-style-type: none"> <li>A sweep is directed by the CCO. This will be funded nationally by the Cabinet Office. However, all ROs need to ensure that they have a licence in place with the Royal Mail to allow the sweep and arrangements in place to receive the material at the count. <b>ACTION</b> all ROs to ensure that suitable arrangements are in place with the Royal Mail.</li> </ul> <p><b>Preparation for Scottish Local Government Elections 2012</b></p> <ul style="list-style-type: none"> <li>eCounting testing has been completed and results issued to Board. Process and approach may be revised in some areas as a result.</li> </ul>	<b>CH</b>
<b>5</b>	<b>IEMB Information Bulletin</b>	<ul style="list-style-type: none"> <li>A draft was circulated. Any comments should be submitted to CH by 17 March</li> </ul>	<b>ALL</b>
<b>6</b>	<b>Briefing to MPs</b>	<ul style="list-style-type: none"> <li>MP and CH were to attend a special meeting of the Scottish Affairs Committee of the House of Commons in London on 10 March to outline current position with respect to the preparations for the elections.</li> <li>The opportunity would be taken that afternoon to visit the Electoral Commission to discuss the approach to collation of Regional Results for the Referendum</li> </ul>	
<b>7</b>	<b>Regional Counting Officers' Group and associated meetings</b>	<ul style="list-style-type: none"> <li>MP would attend the RCO meeting at the Electoral Commission in London on 11 March</li> </ul>	

		<b>NOTE</b>	<b>ACTION / RESPONSIBLE</b>
<b>8</b>	<b>Scottish Political Parties Panel: (25 January 2011)</b>	<ul style="list-style-type: none"> <li>• MP and CH attended to present a paper on the issues associated with the Timing of the Count.</li> <li>• Politicians stated that they did not wish to see any deviation from overnight counts</li> </ul>	
<b>9</b>	<b>Boundary Issues Reviews of Polling Places</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>10</b>	<b>Consultations</b>	<ul style="list-style-type: none"> <li>• Note Boundary Commission consultation in progress re the number of councillors per Council</li> </ul>	
<b>11</b>	<b>Any Other Business</b>	<ul style="list-style-type: none"> <li>• Note that there would be a ACPOS Police briefing for all officers involved as SPOCs on 22 March 2010. <b>ACTION</b> DA to raise at SOLACE and request that an RO attend.</li> <li>• Discussions had been held around shifting date of SP elections in 2015 to avoid clash with UK elections.</li> <li>• Updated Party Registers now available on Electoral Commission Website <b>ACTION</b> EC to circulate</li> <li>• The Board noted that Billy Somerville was to retire after this meeting and it expressed its appreciation for his contribution to electoral work over his career</li> </ul>	<p style="text-align: center;"><b>DA</b></p> <p style="text-align: center;"><b>DF</b></p>
<p><b>Next Meeting – 6 April</b> <b>3pm</b></p>			