Elections
Scotland

Agenda

Interim Electoral Management Board for Scotland

Tuesday 18 January 2011, 3:00pm
City of Edinburgh Council Headquarters
Chief Executive's Boardroom, Waverley Court, East Market Street, Edinburgh

PRESENTATION FROM ROYAL MAIL – IAN MACKAY – DIRECTOR OF SCOTTISH OPERATIONS TO BE TAKEN FIRST

ADMINSTRATION ITEMS

1.0   Apologies

2.0   Note of Previous Meeting (8 December 2010)

  2.1   Matters Arising

POLICY ITEMS

3.0   Future Remit and Status of the Board

  3.1   Standing Orders / Remit and Electoral Management Board for Scotland Working Procedures – *Progress Update*

4.0   Planning for future elections

  4.1   Preparation for 5 May 2011 (Scottish Parliamentary Elections & UK Referendum)

  4.1.1   Royal Mail Support – Ian MacKay – Director of Scottish Operations to attend. *(Item to be taken first in the meeting)*

  4.1.2   Legislation

  4.1.2.1   Scottish Parliament (Elections etc.) Order 2010

  4.1.2.2   Parliamentary Voting System and Constituencies Bill - *(Update from Scotland Office)*

  4.1.3   Charges Order / Finance – *(Update from Scotland Office)*

  4.1.4   Guidance and Directions from the Chief Counting Officer

  4.1.4.1   Guidance modules

    4.1.4.2 **Forms and Templates**

    4.1.4.3 **Letter from the RCO** *(circulated)*

   4.1.5 **Electoral Commission Briefing Event 24 February**

   4.1.6 **Consistency Issues**

    4.1.6.1 **Timing of Count and Verification**

    4.1.6.2 **Notices – dates where guidance has a " no later than date "(e.g. notice of election)**

    4.1.6.3 **Poll Cards**

     4.1.6.3.1 **Issue date**

     4.1.6.3.2 **Combined Issue**

    4.1.6.4 **Ballot Papers**

     4.1.6.4.1 **Design**

     4.1.6.4.2 **Colour of Papers**

     4.1.6.4.3 **Numbering**

     4.1.6.4.4 **Prefixes**

    4.1.6.5 **Staffing**

     4.1.6.5.1 **Poll/ Count staff payments**

    4.1.6.6 **Count Processes – Recounts for Regional Counts**

    4.1.6.7 **Postal Voting Issues**

     4.1.6.7.1 **Sweep**

     4.1.6.7.2 **Collection from Polling Places during the poll**

     4.1.6.7.3 **Issue of Poll Cards and Postal Votes**

  4.2 **Preparation for Scottish Local Government Elections 2012**

   4.2.1 **Legislation** *(Update from Scottish Government)*

   4.2.2 **E Counting Project** *(update)*

INFORMATION ITEMS

5.0 **IEMB Information Bulletin** *(circulated)*

6.0   Regional Returning Officers' Group and associated meetings

(Papers available at http://www.electoralcommission.org.uk/elections/elections-and-referendums-working-groups)

   6.1   Elections and Referendums Steering Group Agenda and Papers – Update
   from Convener

      **6.1.1   Strategic Risk Register Spring 2011 Elections and Referendums
      Steering Group** *(circulated)*

   6.2   Elections & Registrations Working Group Agenda and Papers – Update from
   Secretary

7.0   Electoral Commission Circulars etc

8.0   Scottish Political Parties Panel: *(Next Meeting Tuesday 25 January 2011)*

   8.1   Feedback

   8.2   Issues for future meetings

9.0   Boundary Issues

CONSULTATION ITEMS

10.0   Consultations

11.0   Any Other Business

12.0   Dates of Next Meetings:

- Wed 2 February - 3.30 pm

- Wed 9 March - 3.00 pm (note COSLA Conference also starts that afternoon)

- Wed 6 April - 3.00 pm

- Wed 11 May - 3.30 pm

- Wed 8 June - 2.30 pm

Mary Pitcaithly,
Convener of the Interim Electoral Management Board for Scotland