

**ELECTORAL MANAGEMENT BOARD FOR SCOTLAND**  
**ACTION NOTE: Friday 22 February 2013, 2:00pm**  
 Boardroom, City of Edinburgh Council Headquarters  
 Waverley Court, East Market Street, Edinburgh ([map](#))

**Present:**

- **Board Members:** Mary Pitcaithly (MP Convener & RO), Brian Byrne (BB ERO, SAA rep), Douglas Gillespie (DG ERO), Bob Jack (BJ RO), Sue Bruce (SB RO), Stuart Galloway (SG DRO)
- **Advisers:** Andy O'Neill (AON Electoral Commission) David Freeland (DF Electoral Commission), Gordon Blair, (GB, DRO SOLAR representative) Steve Sadler (SS Scottish Government), Gillian Cross (GC Scottish Government), David Miller (DM DRO AEA Rep)
- **In attendance:** Chris Highcock (CH Secretary to the Board DRO), Colin Dingwall, (Cabinet Office)

		NOTE	ACTION / RESPONSIBLE
1	Apologies	<ul style="list-style-type: none"> <li>• David Anderson (DA RO)</li> <li>• Joan Hewton (JH ERO),</li> <li>• Malcolm Burr, (MB RO)</li> <li>• Roddy Angus (RA Scotland Office)</li> <li>• Jaime Neal (JN Scottish Government)</li> </ul>	Noted
2	Note of Previous Meeting (4 December 2012)	<ul style="list-style-type: none"> <li>• Accepted as an accurate record</li> </ul>	Noted

		NOTE	ACTION / RESPONSIBLE
3	<b>Individual Electoral Registration – Presentation from Colin Dingwall (Cabinet Office) with discussion</b>	<ul style="list-style-type: none"> <li>• Colin Dingwall from the Cabinet Office attended to give a presentation on the progress towards the implementation of IER.</li> <li>• Powerpoint slides had been circulated to the group</li> <li>• It was noted that               <ul style="list-style-type: none"> <li>○ The sequencing of tasks needs to recognise a number of issues in the Scottish context, including the AVI refresh and canvas dates given the proposed referendum</li> <li>○ AVI refresh currently scheduled for October 2013</li> <li>○ Canvas planned to commence 1 October 2013 until 10 March 2014</li> <li>○ Both UK and Scottish Governments were in communication regarding the implications of IER and the associated timeline</li> <li>○ Position with respect to 16/17 year olds is under consideration. It was noted that discussions with the Scottish Parliament Referendum Committee have looked at how best to involve schools and are considering directing information via the Directors of Education.</li> </ul> </li> <li>• The EMB noted also that the focus of the whole project needs to ensure that it focuses on the voter perspective, particularly with respect to Communications</li> <li>• Colin Dingwall offered to attend the EMB again in future and to continue to brief on the progress of the work. He also suggested that he could give a similar presentation to SOLACE to ensure that ROs were aware of these issues</li> </ul>	
4	<b>Preparation for European Elections 2014 – Roddy Angus (Scotland Office)</b>	<ul style="list-style-type: none"> <li>• A note from Roddy Angus of the Scotland Office had been circulated which highlighted the current position with respect to national planning for the European Elections.</li> <li>• ACTION – CH to circulate this note to all Returning Officers to ensure that</li> </ul>	<p style="text-align: center;"><b>CH</b></p>

		NOTE	ACTION / RESPONSIBLE
	<p><b>Date of polling</b></p> <p><b>Conduct Order – proposed changes</b></p>	<p>they are aware of these issues.</p> <ul style="list-style-type: none"> <li>• MP had been identified as the Regional Returning Officer designate for these elections.</li> </ul>	
5	<p><b>Scottish Referendum on Independence</b></p> <p><b>Update from Scottish Government</b></p> <p><b>Supporting the CCO: Discussion / Workshop</b></p>	<ul style="list-style-type: none"> <li>• MP led a discussion on the planning for Scottish Referendum on Independence on 2014. This focussed on: <ul style="list-style-type: none"> <li>○ Role of the CCO</li> <li>○ Objectives and Principles</li> <li>○ “Mission Statement”</li> <li>○ An approach to the role of CCO</li> <li>○ CCO Tasks</li> <li>○ Resource Requirements</li> </ul> </li> <li>• ACTION CH to circulate slides</li> <li>• Note that the EMB believes that the CCO should be appointed by Parliament not by Ministers</li> <li>• Note that the Electoral Commission has a set of Principles on which they believe Referendums should be run. These could be amended to provide a focus on which the CCO could run the referendum</li> <li>• Remove Mission statement</li> <li>• Note the focus on consistency across the country.</li> <li>• ACTION the EMB noted the tasks and resource requirements that will be involved in delivering the referendum.</li> </ul>	<p>CH</p>

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		<ul style="list-style-type: none"> <li>• The Scottish Government are will bring forward a financial memorandum with the Referendum Bill which will include provision for the tasks that the CCO will have to do in planning the Referendum</li> <li>• Note the additional issues that remain to be considered</li> <li>• IER, combination, insurance, fees, Service Voters, count timing consultation</li> <li>•</li> </ul>	
6	<p><b>Regional Returning Officers' Group and associated meetings</b>  <b>(Papers available at <a href="http://www.electoralcommission.org.uk/elections/elections-and-referendums-working-groups">http://www.electoralcommission.org.uk/elections/elections-and-referendums-working-groups</a> )</b></p> <p><b>Elections and Referendums Steering Group – Update from Convener</b></p> <p><b>UK Electoral Advisory Board – Update from Convener</b></p> <p><b>Elections &amp;</b></p>	<ul style="list-style-type: none"> <li>• The Convener and secretary gave brief reports on the recent UK Groups that they had attended.</li> <li>• The main concern had been on the European Parliamentary Elections Planning – the key issues were covered in the briefing note circulated by the Scotland Office</li> </ul>	

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	<b>Registrations Working Group – Update from Secretary</b>		
7	<b>SOLACE Elections Conference</b>	<ul style="list-style-type: none"> <li>The Convener and Secretary had attended the recent SOALCE Elections conference on 17 January. Copies of all papers and reports had been circulated to the Board and more widely to DROs where appropriate.</li> </ul>	
8	<b>Website</b>	<ul style="list-style-type: none"> <li>Work had been progressing on a website for the EMB – with an initial design done by an officer at the Lothian Valuation Joint Board.</li> <li>Website to be finalised and populated in the next two of months</li> </ul>	
9	<b>Consultations</b>	<p><b>Scottish Parliament Referendum Committee</b></p> <ul style="list-style-type: none"> <li>The EMB had been invited to attend the Committee to give Evidence on 21 March</li> </ul> <p><b>Parliamentary Inquiry into Electoral Conduct</b></p> <ul style="list-style-type: none"> <li>A request for comment had been received by Chief Executives from the <b>Parliamentary Inquiry into Electoral Conduct. This was noted; no formal response will be submitted</b></li> </ul> <p><b>Scottish Parliament: Local Government and Regeneration Committee</b></p> <ul style="list-style-type: none"> <li>Further to the evidence session in November 2012 the committee had made a further request for comment on the issues of concern. The EMB’s oral evidence covered all of this issues and it was not considered appropriate to respond any further.</li> </ul>	

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10	AOB	<ul style="list-style-type: none"> <li>Note the date of the next meeting – 5 April 2013</li> </ul>	
Date of next meeting - 5 April 2013 2pm			

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