

ELECTORAL MANAGEMENT BOARD FOR SCOTLAND

ACTION NOTE: Friday 21 April 2017 2pm

Chief Executive's Board Room

Waverley Court, East Market Street

Edinburgh EH8 8BG

Present:

- **Board Members:** Mary Pitcaithly (MP Convener & RO), Pete Wildman (PW ERO), David Martin (DM RO) (dialled in), Stuart Galloway (SG DRO/ERO) (dialled in), Ian Milton (IM ERO SAA representative), Andrew Kerr (AK RO), Elma Murray (EM RO), Malcolm Burr (MB RO), Jim Savege (JS RO)
- **Advisers:** Gillian Taylor (GT DRO/SOLAR rep) (dialled in), David Miller (DMi DRO/AEA Rep), Stuart Matheson (SM Scotland Office), Dougie McGregor (DMcG e-Counting Local Government Liaison), Andy O'Neill (AON Electoral Commission), Maria McCann (MMc Scottish Government), Mette Christensen (MC Electoral Commission)
- **In attendance:** Chris Highcock (CH Secretary to the Board/DRO), Fran Cattanaich (FC Administrator)

		NOTE	ACTION
1.0/ 2.0	Admin/Note of Previous Meeting/Matters arising etc	<p>Apologies</p> <ul style="list-style-type: none"> • Roddy Angus (RA Scottish Government) <p>Note of Previous Meeting (30 March 2017) & Matters Arising The Action Note was accepted as an accurate record of the meeting.</p>	
3.0	Scottish Local Government Elections 2017	<p>Scottish Government Update</p> <p>MMc confirmed that all preparations are on schedule. Alex Mowat sent an update via MMc stating that postal votes have been dispatched, the e-Count kit is in Scotland as planned and the Issue Resolution Centre is now in full-time operation.</p>	

		<p>Electoral Commission Update</p> <p>There was no update on guidance publications as all in place. It was confirmed that there will be EC Observers attending various Counts in Scotland. AON confirmed that if the EC receive any important intel on the Day of Poll or Count Day then it will be fed to MP via CH. There are no issues reported on the Voting Guides.</p> <p>Animations to help the How to Vote campaign are on the EC website as well as an Easy Guide to the Count. There will be advertisements in a large number of local and national newspapers around 27 April. There will be ongoing social media campaigns and radio ads as well as bus stop ads and hoardings which are all focussed on voting using numbers.</p> <p>Electoral Registration Officers Update</p> <p>PW/IM are not aware of any issues to raise at this stage as all working to schedule. The data upload on Day -11 went to plan. DMcG confirmed that, via CGI, he will produce a national picture of the electorate in Scotland. ACTION: Sarah Mackie from EC should obtain overall electorate figure from collated CGI figures.</p> <p>Performance Management Framework</p> <p>MC confirmed that the second joint EC/EMB survey regarding polling and the count has been successfully completed with no issues or concerns raised. CH reiterated that the EMB had fed into the EC survey to ensure that all ROs were following the Directions. All ROs were complying with the Directions.</p>	<p>EC</p>
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		<p>E-Counting Update</p> <p>Update given by Local Government Liaison Consultant, DMcG. The weekly Q&A from the Scottish Government continues to be sent out and being well received. The milestone reporting for key events confirms that the project is on track. The contingency equipment is ready at Pentland House.</p> <p>ACTION: CH to send out the final EMB results proforma on Mon 24 April.</p> <p>Printing</p> <p>There have been some minor printing issues but overall feedback on the printing has been positive.</p> <p>General</p> <p>It was noted that it is likely that teams have already overstated for turnout but teams should ensure that sufficient resources in place should there be a higher turnout than expected.</p>	<p>CH</p>
<p>4.0</p>	<p>UK Parliamentary General Election (UKPGE) 2017</p>	<p>Electoral Commission Update</p> <p>MC gave update regarding EC Bulletins, core guidance and any resources still to be published. ACTION: MC to inform Board once available.</p> <p>MC confirmed that a Performance Management Framework will be issued again. The EC is in process of accrediting Observers. Police Scotland will be briefed as normal. Local authorities will have the option to order polling station handbooks from the EC</p>	<p>MC</p>

		<p>shortly.</p> <p>AON gave an update on the Public Awareness campaign which will start on the 8 May. Partnership packs will be published w/c 28 April. Board agreed that the early Bulletin which was circulated was appreciated. MC confirmed that the Guidance for Candidates & Agents would be visible on the EC website within a day. ACTION: All Board members to contact AON if they experience problems accessing information on the EC website.</p> <p>Electoral Registration Officers Update</p> <p>EROS will attempt to send out letters about rejected absent voters w/c 8 May. ACTION: CH to remind ROs that a priority after Council Elections Count is to send AVI Refresh information to their EROs.</p> <p>PW informed Board that the majority of overseas electors will need to refresh or re-declare before this election. The EROs are keen to work to common dates again where possible.</p> <p>The Board proposed that a first issue for postal votes would be 22/23 May – this would include all postal voters registered as at the publication of first interim election notice of alteration – 11 May. The publication of second interim election notice of alteration which will be 16 May for all EROs in Scotland (although data should be available for upload to the printers on 15 May for the SIENA data).</p> <p>A final issue on 30/31 May - this would include all postal voters registered as at the deadline for receiving new postal vote applications – 5pm on 23 May.</p>	<p>ALL</p> <p>CH</p>
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		<p>Guidance from Convener</p> <p>MP has no power of direction over this election but will issue recommendations for consistency purposes. It was agreed that common dates are always appreciated. A discussion followed about key dates (Publication of Notice of Election will be 5 May and Publication of Notice of Poll will be 11 May).</p> <p>The very tight timescale for the Nominations period was highlighted so this needs raised at the next SPPPP meeting for the major parties.</p> <p>Poll Cards</p> <p>ACTION: CH to speak to printers about feasibility of dispatching poll cards on 11/12 May, if there is an upload of data on 26 April.</p> <p>Deadline for postal vote application will be 23 May (FENA will be on 1 June). ACTION: CH to liaise with printers and inform Paul Docker that there may be an increase in costs if printers need to work over a weekend in order to meet tight deadlines.</p> <p>It was reiterated that the Cabinet Office had agreed to pay for a full postal vote sweep and that they were considering a rely paid envelope for overseas voters.</p> <p>EM made point that at her polling staff training she intended to only concentrate on the key differences from the Council elections, i.e. the franchise and using an X to vote not numbers.</p>	<p>CH</p> <p>CH</p>
5.0	EMB Financial Statement	Financial statement had been circulated and DMcG reported an underspend of £12k. SM received confirmation that there was no anticipated contribution from the	

		Scotland Office.	
6.0	Regional Returning Officers' Group and associated meetings	No meetings have taken place since the last EMB meeting to report back on.	
7.0	Scottish Parliament Political Parties Panel	No SPPP meeting has taken place since the last EMB meeting. The next meeting is scheduled for 22 June 2017.	
8.0	EMB Funding	Not discussed.	
9.0	AOB	None	
10.0	Date of Next Meeting	ADDITIONAL DATE SCHEDULED: FRIDAY 26 MAY 2017 2PM WAVERLEY COURT, EDINBURGH	
Date of future meetings: 30 June, 25 August, 29 September, 27 October and 24 November			