

<p style="text-align: center;">ELECTORAL MANAGEMENT BOARD FOR SCOTLAND ACTION NOTE: Friday 27 May 2016, 2pm Chief Executive’s Board Room Waverley Court, East Market Street Edinburgh EH8 8BG</p>			
<p>Present:</p> <ul style="list-style-type: none"> • Board Members: Mary Pitcaithly (MP Convener & RO), Malcolm Burr (MB RO), Pete Wildman (PW ERO), Ian Milton (IM ERO SAA representative), Gillian Taylor (GT DRO/SOLAR rep), Elma Murray (EM RO) • Advisers: Andy O’Neill (AON Electoral Commission), Maria McCann (MMc Scottish Government), Dougie McGregor (DMcG e-Counting Local Government Liaison), Jonny Mitchell (Electoral Commission), David Miller (DM DRO/AEA Rep) • In attendance: Chris Highcock (CH Secretary to the Board DRO), Fran Cattanach (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"> • Andrew Kerr (AK RO) • Rachel Irvine (RI Scotland Office) • Stuart Matheson (SM Scotland Office) • Joan Hewton (JH ERO) • Stuart Galloway (SG DRO/ERO) • Roddy Angus (RA Scottish Government) • David Martin (DM RO) • Rebecca Whyte (RW Scottish Government) • Mette Christensen (MC Electoral Commission) <p>Note of Previous Meeting (22 April 2016) & Matters Arising The Action Note was accepted as an accurate record of the meeting.</p>	

<p>3.0</p>	<p>Scottish Parliament Elections 5 May 2016</p>	<p>Feedback from SPE 2016:</p> <p>Electoral Registration – EC messaging on information booklet was very good. There were no real issues with emergency proxies or absent voters. EROs reported that 75% of clerical errors were due to not having date of birth data. ACTION: IM to write to AON about this matter.</p> <p>Pre-polling day – preparations appear to have gone smoothly.</p> <p>Postal Voting- MP stated that the point was made to the SPPPP that there were rejected votes due to date of births missing or being incorrect (the refresh only asks for a signature not a date of birth). Many errors due to today’s date being added to DOB box so parties have requested a review of the design of the date on the PV statements. DM reported that he has had to deal with angry voters who won’t be able to return their PV from overseas in time for EUR. ACTION: GT to contact Australian Mail regarding UK deadlines for electoral events.</p> <p>Provisionally rejected PVs are high as had no PVS with them – it was stated that this is a voter information issue and EROs will report this. ACTION: AON to highlight this through EC.</p> <p>Integrity Issues – DM reported two cases of Personation in Glasgow and that the Police might be interested in one of them. EM reported one incident of Personation plus one man voting twice. ACTION: CH to raise with Calum Glenny (CG) in case it can aid future police training. CH to have meeting with CG if necessary and enquire as to SPOC cover if usual SPOC on annual leave. EC and Crown Office to be involved.</p> <p>Polling day – DM reported that although 100 janitors were on strike in Glasgow areas, there were no official pickets at polling stations by UNISON and only one unofficial picket.</p> <p>The Count – Discussion about the variety of wording used for the declarations and the</p>	<p>IM</p> <p>GT</p> <p>AON</p> <p>CH</p>
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<p>4.0</p>	<p>EU Referendum 23 June 2016</p>	<p>Update from Electoral Commission</p> <p>AON stated that most of the EC Guidance is available (some is not yet available as being translated into Welsh). AON reported that there are 93 campaigners for EUR so far. The EC will write to campaigners on 31/5. For information in Scotland, Frank Roy is heading up 'Remain' campaign, and Tom Harris is heading the 'Leave' campaign. SNP will appoint 32 agents.</p> <p>Public Awareness (handout circulated by JM).</p> <p>IM stated that, at short notice, 2 EROs received funding from the Cabinet Office to promote registration which had to be spent by 26/5. CO can spend it but not EROs. DM reported an increase in the number of overseas voter applications in his area.</p> <p>State of preparedness of CO Teams</p> <p>Deadline for Performance Management Framework and for samples was 27/5. DMcG reported that two COs were not intending to do mini-counts but they will now comply with CCO direction.</p>	

		<p>Electoral Commission Results Collation System & Rehearsal</p> <p>Discussion about recent rehearsal where there was a system configuration problem. Some confusion reported about who should be pressing the Declaration Made button. It was agreed that the RCO could do it if the results had been manually phoned in. DMcG circulated a summary of the feedback received to date which has been sent to EC. Further feedback can be completed via EC survey by 1 June. ACTION: COs to complete survey by 1 June. Board agreed that suitable internal checks need to be in place to ensure accuracy of result reporting. MP stated that another rehearsal may happen but not in venue and not at night. There is also a need to update contact numbers for users. ACTION: DMcG to distribute updated guidance plus distribute contingency template.</p> <p>Regional Count Collation Centre</p> <p>MP informed Group that she will attend her own Count and then attend Regional Collation from Grangemouth Sports Centre. Therefore, media attendance in Grangemouth will now be greater than normal.</p> <p>Fees and Guidance</p> <p>No issues to report.</p> <p>Registration Issues</p> <p>IM stated that EROs are working on the rejected PV letters from SPE. IM stated that the eligible electorate from First Notice of Alteration is 3.942 million (of which 12,000 are overseas but does not include service voters). EROs have completed some work which has resulted in knowing that 40% of people living overseas have no arrangement to vote. Registration application volumes across GB have increased significantly since SPE. IM stated that final electorate will be at E-5. ACTION: IM to send MMc, CH and AON electorate figures by local authority.</p>	<p>COs</p> <p>DMcG</p> <p>IM</p>
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5.0	<p>Scottish Local Government Elections 2017</p>	<p>E-Counting 2017 Update from DMcG (circulated)</p> <p>DMcG stated that a useful meeting was held with Legals from Falkirk and Glasgow about call-off agreements and contracts. DMcG stated that it will be helpful to have one document with the terms and conditions within it. Testing continues using 140,000 ballot papers and it was reported that a date is to be fixed date soon for the mock trial in Perth. A wider stakeholder event may take place in March 2017. The Conduct Order will go out to Consultation and DMcG requested that one document is sent out rather than several Orders with amendments.</p>	
6.0	<p>Other Electoral Events/ Issues</p>	<p>Currently there will be a fallow year in 2018, however, there will be boundary consultation work. MMc agreed to keep EMB updated and aware of timescales regarding the note about community empowerment and Community Council elections in the SNP manifesto.</p> <p>EROs requested changes to polling plans by 1st December 2016 in preparation for Local Government elections in May 2017.</p>	

