

ELECTORAL MANAGEMENT BOARD FOR SCOTLAND

ACTION NOTE: Friday 26 February 2016, 2pm

Chief Executive's Board Room

Waverley Court, East Market Street

EDINBURGH EH8 8BG

Present:

- **Board Members:** Mary Pitcaithly (MP Convener & RO), Joan Hewton (JH ERO), Malcolm Burr (MB RO), Elma Murray (EM RO), Pete Wildman (PW ERO)
- **Advisers:** Andy O'Neill (AON Electoral Commission), Alex Mowat (AM Scottish Government), Ian Milton (IM ERO SAA representative), Maria McCann (MMc Scottish Government), Louise Scott (LS Scottish Government), Dougie McGregor (DMcG e-Counting Local Government Liaison)
- **In attendance:** Chris Highcock (CH Secretary to the Board DRO), Fran Cattanach (FC Administrator)

		NOTE	ACTION
1/2	Admin/Note of Previous Meeting/Matters arising etc	Apologies <ul style="list-style-type: none"> • Andrew Kerr (AK RO) • Stuart Galloway (SG DRO/ERO) • David Martin (DM RO) • Gordon Blair (GB DRO/SOLAR representative) • Louise Unwin (LU Scottish Government) • Roddy Angus (RA Scottish Government) • Heather McCauley (HM Scottish Government) • Kate Crawford (KC ERO) • Sally Loudon (SL RO) • David Miller (DM DRO/AEA Rep) • Rachel Irvine (RI Scotland Office) • Mette Christensen (MC Electoral Commission) 	

		<p>New attendees Louise Scott from Scottish Government and Fran Cattnach, new EMB administrator, were welcomed.</p> <p>MP apologised for cancellation of last meeting on 29 Jan 2016.</p> <p>Note of Previous Meeting (27 Nov 2015) & Matters Arising The Action Note was accepted as an accurate record of the meeting.</p> <p>CH advised that Royal Mail is looking into reported problem of lack of Tuesday deliveries and it has been raised to UK level. ACTION - Rachel Winham from Royal Mail to provide protocol on how to manage downstream access providers. CH to seek update.</p>	<p>CH</p>
<p>3</p>	<p>Scottish Parliament Elections 5 May 2016</p>	<p>Update from Scottish Government</p> <p>There was discussion around Form K and the deadline for replacement of lost PV's; while this is 10pm for practical purposes this will be taken as 9pm. It was noted that Scottish Government may consider this for revision in future, if it is raised as a "lesson learned". ACTION - AON to add question into post-election survey to ask how many replacement postal vote packs actually raised on Day of Poll.</p> <p>Update from Electoral Commission</p> <p>Public Awareness Campaign materials were circulated. Thanks were expressed to MB for letters to Chief Executives requesting support for the EC's #Readyto Vote campaign in schools - 175 schools had signed up. Nominations guidance was due to be out the following week from meeting – apologies for the delay from AON.</p> <p>EMB Update</p> <p>Royal Mail offering national sweep with cost saving of £8.5k nationally. ACTION - MMc to look into technicalities and confirm payment method to MP/CH.</p>	<p>AON</p> <p>MMc</p>

		<p>It was noted that the Second Interim Electoral Notice of Alteration (SIENA) is a good idea but there are some practical issues. SIRNA (equivalent for the Referendum) – it seems that half of ROs are basing their final issues on figures from Second Interim Notice and half are not – unclear at present whether all ROs will work towards doing this. All EROs in Scotland have agreed to adopt 3 June as the common date for SIRNA. Forms were uploaded 12 Feb so thanks to the Forms Working Group. The Model for the Allocation of Regional Seats is now tried and tested and has been picked up by various RROs. It was noted that consistency on this is valuable.</p> <p>Electoral Integrity</p> <p>MP/CH attended joint EMB/EC briefing for Police SPOCs and they were well received (not many questions asked). Updated guidance was due 11 March. Pocket Guidance being printed. It was noted that there will not be a Police Officer at every polling station. There is a need for a consistent approach to Personation across Scotland.</p> <p>Registration Issues</p> <p>Electorate will be E-5.</p>	
4	<p>EU Referendum 23 June 2016</p>	<p>Correct / revised timetable has now been issued.</p> <p>CCO Results Testing</p> <p>User Guide for Result Collation System has been issued. Office based testing taking place on 7 March 1pm-4pm. Further rehearsal planned for May 2016 in venue if possible, in office if not possible. Instructions for LCOs will be issued (totals collated but only one declaration). Doubtful Paper guidance based on SIR 2014.</p> <p>Public Awareness and Guidance</p> <p>Guidance was given by EC at end of Jan 2016. Campaign will be same as SIR 2014 with revision of same creative.</p>	

		<p>Draft Fees and Charges Guidance</p> <p>Figures not yet determined but 60 page guidance note available. Cabinet Office has been seeking updated electoral figures so expected soon. Electoral Claims Unit moving to be part of Cabinet Office. EM stated that RO's need to carefully record claims especially given the overlap of some costs for both events this year. ACTION - EM to give guidance on how to record claims plus confirm whether £2.5k remains the maximum payment to a member of staff.</p>	EM
5	<p>Scottish Local Government Elections 2017</p>	<p>E-Counting 2017 Update from DMcG</p> <p>25 improvements to Idox system following User Group. First phase system testing involved 80,000 papers using 21 people. Second phase testing will use 250,000 printed ballot papers. It was noted that there is work to be done on Call Off Contracts. DMcG to work on Mock Trials in September and request thoughts on training start date of 20 Feb 2017. ACTION - CH to circulate DMcG's papers to ROs.</p> <p>It was noted that resources will be required to unfold papers before scanning starts.</p> <p>Mixed reaction at PPP to holding a stakeholder event in Perth in May 2016 with mock testing.</p>	CH
6	<p>Other Electoral Events/ Issues</p>	<p>Scottish Parliament Local Government and Regeneration Committee - MP and CH attended on 10 Feb 2016.</p>	
7	<p>General Electoral Registration Issues</p>	<p>IER Transition</p> <p>No longer in transition and new ITRs are being issued.</p> <p>AVI Refresh</p> <p>In process on the five year schedule. Refresh for failed voters at SP Election will need</p>	

		<p>to be initiated before the EU Referendum. IM noted a date had been agreed across all EROs in Scotland - rejection notices will be issued in Scotland during week beginning 16 May to give electors clear notice where they have had their May election vote rejected but avoid cancelling any AV where no response is received until after the EUR.</p> <p>Register Publication ACTION - IM to send note out stating that there will be two registers for SPE2016 – one normal one excluding under 16 year olds and one including 16 year olds but no attainment markers on it.</p> <p>December statistics have been published and difficult to compare attainers – it was noted that there was a low response rate due to lack of understanding. EC assessment of registers – no problems in Scotland recognised.</p>	<p>IM</p>
8/9/10	<p>EMB Role and Resources</p>	<p>EMB Financial Statement DMcG reported that finances seem on target for budget. The draft budget for following two years was discussed. DMcG having on-going discussions with MMc. It was noted that there will be higher costs in 16/17 than 17/18 due to less planned activity.</p> <p>EMB Administrator Fran Cattnach appointed for period of 12-24 months.</p>	
11/12	<p>Regional Returning Officers' Group and associated meetings</p>	<p>Electoral Fraud Seminar – 3 December 2015 CH attended and reported that the Cabinet Office will produce a document of the</p>	

		<p>main points for circulation.</p> <p>SPPP – meeting held 16 February 2016</p> <p>ERRWG/EURDG - meeting held 16 February 2016</p> <p>EAB/EURMB – meeting held 3 Feb 2016</p> <p>It was noted that attendees from above meetings should disseminate any relevant information to members.</p>	
13	Scottish Parliament Political Parties Panel	Meeting held 16 February 2016. No major issues of concern.	
14	AOB	<ul style="list-style-type: none"> • Votes for Life Bill Legislation is on-going and consultation is underway with EROs and ROs. • Recall Bill It was noted that this is now an Act but not yet in force. 	
15	Date of Next Meeting	To be determined.	
<p>Date of future meetings: 27 May 2016, 26 August 2016 and 30 September 2016</p> <p>(PLEASE NOTE CANCELLATION OF MEETINGS SCHEDULED FOR 29 APRIL 2016, 24 JUNE 2016 AND 29 JULY 2016)</p>			