



Elections Scotland

ELECTORAL MANAGEMENT BOARD FOR SCOTLAND

Agenda

Friday 29 November 2013, 2:00pm

Chief Executive's Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG

MEETING ADMIN

- 1.0 Admin / Note of Previous Meeting 25 October 2013 (*circulated*)/**Matters Arising** (*circulated* – PSN Action Notice from David Millar)
- 2.0 New SAA Representative

BOARD WORK PROGRAMME

- 3.0 European Parliamentary Elections May 2014
 - 3.1 Update from Cabinet Office/Scotland Office (*circulated*)
 - 3.2 Update from Electoral Commission
 - 3.3 Update from Project Team
 - 3.3.1 Status Report(*circulated*)
 - 3.3.2 Project Plan (*circulated*)
 - 3.3.3 Risk Register (*circulated*)
 - 3.3.4 SOLACE Briefing Note (*circulated*)
 - 3.4 Ballot Paper Printing
- 4.0 Scottish Independence Referendum
 - 4.1 [Bill Passed 15 November 2013](#)
- 5.0 Fees and Charges Order Progress – *update from Scottish Government*
- 6.0 Scottish Independence Referendum: CCO Work Programme
 - 6.1 Overview
 - 6.1.1 CCO - 2013 SOLACE Portfolio annual Update Elections (*circulated*)

6.1.2 Royal Mail – Elections Planning - Rachel Winham and Nick Briggs attending EMB Meeting 31 January 2014

6.1.3 Tactile Devices *(circulated)*

6.2 Governance/Project Management

6.2.1. Project Status Report *(circulated)*

6.2.2 Risk Register *(circulated)*

6.3 Guidance

6.3.1 Progress Report on Guidance for Counting Officers *oral update*

6.3.2 Update from Forms Group *oral update*

6.4 Count Update *(circulated)(and paper for discussion)*

6.5 Communications Planning

6.5.1 Report on meeting with BBC

6.5.2 Electoral Commission: Referendum Communications Plan

7.0 Bulletins/Website

7.1 Website *oral update*

8.0 Issues raised by the Election Teams across Scotland

8.1 South Lanarkshire

- *Real Time Information*
- *Poll Staff Training*

INFORMATION

9.0 Individual Electoral Registration – Update from Cabinet Office

10.0 Regional Returning Officers' Group and associated meetings

10.1 Elections and Referendum Steering Group - Update from Convener

10.2 UK Electoral Advisory Board –Update from Convener

10.3 Elections & Registrations Working Group – Update from Secretary

11.0 SOLAR Elections Working Group Update

11.1 SOLAR Seminar: Friday 29 November, 10:00am, City Chambers, Edinburgh

12.0 Scottish Government Update on eCounting for 2017 Local Government Elections
(circulated)

13.0 Future Meetings

20 December	28 March	27 June
31 January	25 April	25 July
28 February	30 May	29 August

Mary Pitcaithly,
Convener of the Electoral Management Board for Scotland