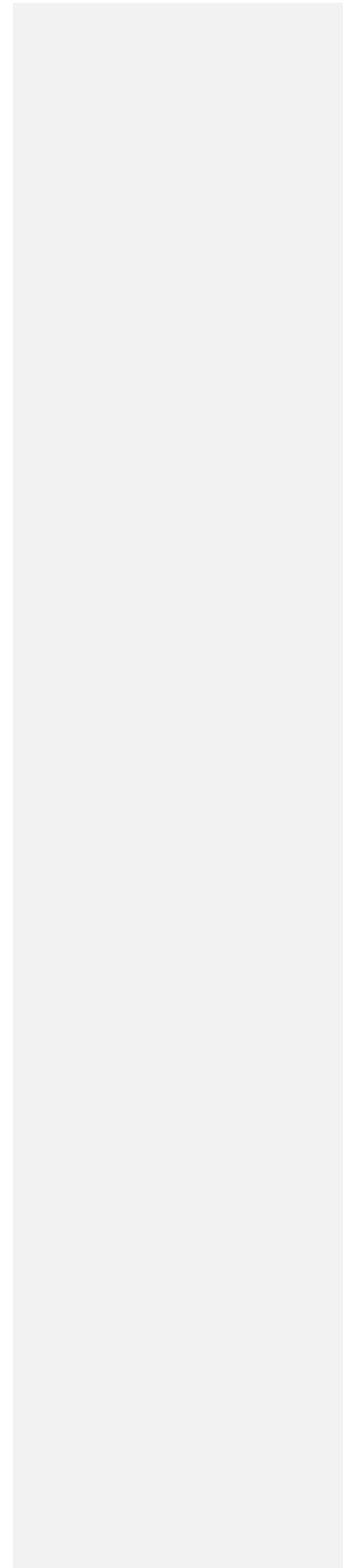
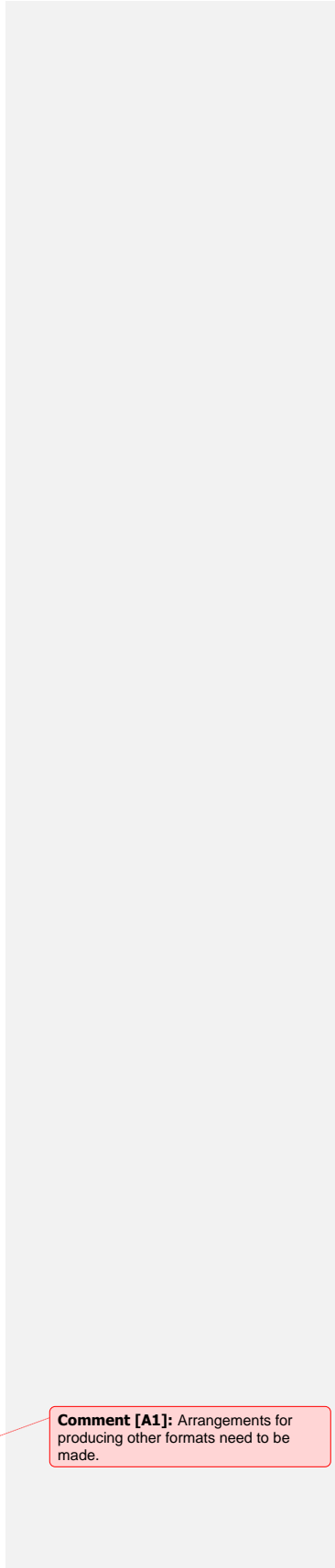


**The Scottish Independence Referendum**

**Guidance for Counting Officers**

# **Introduction**





### **Translations and other formats**

For information on obtaining this publication in another language or in a large-print or Braille version please [contact](#)

**Comment [A1]:** Arrangements for producing other formats need to be made.

## Contents

# 1. Introduction to this guidance

## Purpose

1.1 This guidance has been prepared by the Chief Counting Officer to support Counting Officers and their teams in successfully planning for and managing the Scottish Independence Referendum to be held on Thursday 18<sup>th</sup> September 2014. The aim is to provide clear operational procedures and to promote consistency of practice throughout the whole of Scotland in such a way that people will have confidence in the conduct of the poll and in the ultimate result.

1.2 This guidance should be read in conjunction with any directions or additional instructions issued by the Chief Counting Officer as part of her role in co-ordinating the delivery of the referendum.

1.3 This guidance is based on the legislative requirements **in**

- The Scotland Act 1998 (Modification of Schedule 5) Order 2013
- The Scottish Independence Referendum (Franchise) Act 2013
- The Scottish Independence Referendum Act 2013
- The Scottish Independence Referendum (Fees and Charges) Order 2014

1.4 Counting Officers must also have regard to the Public Sector Equality duty contained in Section 149 of the Equality Act 2010.

1.5 In addition, Counting Officers must comply with any direction issued by the Chief Counting Officer in relation to the referendum.

**Comment [A2]:** This has been checked with both G Blair and S Sadler

## How to use this guidance

1.6 This guidance is divided into six areas:-

Part A – Roles and Responsibilities

Part B – Planning and Organisation

Part C – Administering the Poll

Part D – Absent Voting

Part E - Verifying and Counting the Votes

Part F – After the Declaration of Results

**Comment [A3]:** Insert hyperlinks

1.7 Each of these parts covers:-

- What you are required to do by law
- The criteria that must be met to fulfil the performance standards set by the Chief Counting Officer
- Recommended best practice to promote consistency and to help you carry out your duties

1.8 The guidance is supplemented by resources which can be accessed through links contained throughout the **guidance**.

**Comment [A4]:** Check complete document for insertion of links