

INTERIM ELECTORAL MANAGEMENT BOARD FOR SCOTLAND

ACTION NOTE: 6 April 2011 3:00pm

City of Edinburgh Council HQ

Present:

- **Board members:** Gordon Blair (GB) (SOLAR rep), Billy Pollock (WP) (AEA rep), Mary Pitcaithly, Convener and RO (Convener), David Anderson (DA RO), Joan Hewton (JH ERO)
- **Advisers:** Andy O'Neill (AON), David Freeland (DF) (Electoral Commission), Steve Sadler (SS), Fiona Campbell (FC) (Scottish Government), Roddy Angus (RA) (Scotland Office) Alex Thomson (AT) (Scottish Government Consultant on eCounting),
- **In attendance:** Chris Highcock (CH) (Secretary to the Board)

		NOTE	ACTION / RESPONSIBLE
1	Apologies	<ul style="list-style-type: none"> • Sue Bruce (SB) RO • Bob Jack (RJ) RO • Jon Henderson (JHe) (Scotland Office) • Brian Byrne (BB) (SAA) ERO • Malcolm Burr (MB) RO 	Noted
2	Previous Action note	<ul style="list-style-type: none"> • Agreed for circulation to the professional associations etc 	Noted
3	Future Remit and Status of the Board	<ul style="list-style-type: none"> • There will be further development and discussion post election as the Board moves towards a statutory basis • Convenor to be appointed from the Scottish ROs. • Rest of Board to be appointed by Convener 	Noted
4	Planning for future elections	<p>Preparation of 5 May 2011 Electoral Events</p> <p>Legislation</p> <ul style="list-style-type: none"> • Fees and Charges Orders – the separate orders for the Referendum and the elections were noted, with the separate agencies responsible for processing the claims. There was some concern that the two separate 	Noted

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		<p>agencies might lead to a difference of approach with respect to some costs. ACTION – CH to raise with Roddy Angus</p> <ul style="list-style-type: none"> • Scottish Parliamentary Elections / UK Referendum • RA noted that he was seeking approval to lodge accounts for each RO rather than for each constituency • It was noted that postage charges had increased and there was some concern over the potential cost of postage due to the size of the mailers. <p>Guidance and Directions from CCO</p> <ul style="list-style-type: none"> • The number of direction were noted • Direction, guidance and various forms were on the Electoral Commission website • It was noted that there may well be a need for individual ROs to request exemptions from some of the directions. There is a protocol for requesting exceptions • Note that the distinction between guidance and direction is not always clear. • Note that the Electoral Commission are reviewing all the monitoring checklists, project plans etc from each RO and raising any issues of concern with the RCO. This includes count models that deviate from the CCO model • Guidance to electors at polling stations re referendum – note that no further explanation can be given to electors who ask for information about the Referendum in order to maintain impartiality and avoid confusion. They are to be directed to the booklet and website. <p>Consistency Issues</p> <ul style="list-style-type: none"> • It is understood that counts will take place both overnight Thursday and on 	<p style="text-align: center;">CH</p>

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		<p>Friday morning. Press interest in the timing of results is high ACTION CH to seek approximate anticipated timings from each RO</p> <ul style="list-style-type: none"> Guidance to follow from steering group regarding the process for reporting Referendum verification figures to the RCO / CCO for approval <p>Ballot Papers/Polling/Count Processes</p> <ul style="list-style-type: none"> Ballot Paper designs noted <p>Postal Voting issues</p> <ul style="list-style-type: none"> All ROs were to issue a combined postal vote pack except Glasgow Some campaigners were using incorrect Freepost licenses for return addresses. Legal advice was being sought on this <p>Review of 5 May Electoral Events</p> <ul style="list-style-type: none"> There was to be a post election review of both events and the role of the EMB Referendum Agents – CH to investigate what support had been offered to agents around the country 	CH
5	IEMB Information Bulletin	<ul style="list-style-type: none"> Further / Final Bulletin to be circulated by mid April. ACTION CH to draft 	CH
6	Briefing to MPs	<ul style="list-style-type: none"> It was noted that MP and CH had visited London to brief MPs on the preparations for the elections. Key concerns had been AVI checking and the timing of the count. 	

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7	Regional Counting Officers' Group and associated meetings	<ul style="list-style-type: none"> • Noted 	
8	Electoral Commission Spring Polls Bulletin	<ul style="list-style-type: none"> • Noted 	
9	Scottish Political Parties Panel: (25 January 2011)	<ul style="list-style-type: none"> • Next PPP is post election – 7 June 	
10	Boundary Issues Reviews of Polling Places	<ul style="list-style-type: none"> • None 	
11	Consultations	<ul style="list-style-type: none"> • None Current 	
12	Any Other Business	<ul style="list-style-type: none"> • None 	