

ELECTORAL MANAGEMENT BOARD FOR SCOTLAND
ACTION NOTE: Friday 28 February 2014, 2.00pm
Room 9/42 City Chambers, High Street, Edinburgh EH1 1YJ

Present:

- **Board Members:** Mary Pitcaithly (MP Convener & RO), Joan Hewton (JH ERO), Stuart Galloway (SG DRO), Bob Jack (BJ RO), Malcolm Burr (MB RO), David Thomson (DT ERO), Ian Milton (IM ERO SAA representative)
- **Advisers:** Andy O’Neill (AON Electoral Commission), Nick Dishon (ND Electoral Commission), Roddy Angus (RA Scotland Office), Steve Sadler (SS Scottish Government) Gillian Cross (GC Scottish Government) David Miller (DMi DRO, AEA Rep)
- **In attendance:** Chris Highcock (CH Secretary to the Board DRO), Anne Laird (AL Referendum Guidance Consultant), Dougie McGregor (DMCG Referendum Governance Consultant), Ros Wilson (RW Administrator)

		NOTE	ACTION / RESPONSIBLE
1	Admin / Matters arising etc	<p>Apologies</p> <ul style="list-style-type: none"> • Sue Bruce (SB RO) • Gordon Blair (GB, DRO SOLAR representative) • Alison Clyne (AC Referendum Project Manager) • David Martin, (DMa RO), <p>Note of Previous Meeting (31 January) & Matters Arising</p> <ul style="list-style-type: none"> • With the following amendments, the Action Note was accepted as an accurate record of the meeting. • AON advised changes should be made to reflect ongoing discussion over treatment of superseded postal votes. 	

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		<ul style="list-style-type: none"> It was agreed that for added security, there would be two official marks on ballot papers, one for postal votes and the other for use in polling stations. Postal ballot paper issues between 30 April - 2 May with further issues on 12 May 2014. <p>Joint Seminars with the Electoral Commission</p> <ul style="list-style-type: none"> The four joint seminars were well attended. The Presentations are published on the EMB Website. Feedback was circulated. 	LRO's
3	Scottish Independence Referendum	<p>Update from Scottish Government</p> <p>Draft Fees and Charges</p> <ul style="list-style-type: none"> It was noted that fifteen councils replied to the Scottish Government by the deadline of 14 February 2014. The Scottish Government are considering the responses and aim to produce final draft Fees and Charges Order in March. <p>Royal Mail Sweeps are not a legislative requirement however provision for the cost of this is provided within the draft Fees and Charges Order.</p> <p>Governance/Project Management</p> <ul style="list-style-type: none"> Foreign Office has advised that OSCE will be involved in to monitoring the referendum process. CH and DMcG had met with Huw Williams at Scottish Parliament. He advised on key issues involved in 1997 referendum where he had supported the CCO. 	SS

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		<p>Communications Planning</p> <ul style="list-style-type: none"> Media Manager tender closes today. Five bids are anticipated. These will be assessed by an evaluation panel. 	
4	Registration Issues	<ul style="list-style-type: none"> Discussions are continuing with respect to the way in which ROs and EROs should manage the situation around superseded postal votes. It was noted that there was a need to be aware of old publications that were still in the public domain. AON to go back to Education Scotland to update Educational Facilities. 	
5	RRO/CCO Briefing to SOLACE	<ul style="list-style-type: none"> Fees & Charges Issues to be revisited. Purdah Issues might require political approval. 	
6	<p>Bulletin/Website</p> <p>www.electionsscotland.info</p>	<ul style="list-style-type: none"> Preparations are underway to put European Election Results onto the Website on 26 May 2014. 	
7	Issues raised by Election Teams across Scotland	<ul style="list-style-type: none"> There are a number of by-elections in planning and preparation across Scotland. Some (Fife, Scottish Borders) will be held on 22 May, although it is unlikely that any will be formally combined. 	
8	Individual Electoral Registration Update	<p>UK Electoral Advisory Board –Update from Convener</p> <ul style="list-style-type: none"> No major issues to report <p>Elections & Registrations Working Group – Update from Secretary</p> <ul style="list-style-type: none"> No major issues to report 	

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9	Regional Returning Officers' Group and associated meetings	<ul style="list-style-type: none"> Note the variation across the UK in attitude towards in postal ballot dispatch. 	
10	SOLAR Elections & Working Group Update	<ul style="list-style-type: none"> SOLAR annual conference to take place on 13 and 14 March 2014. GB and CH to present on the future of electoral administration IER - ERA Act had been signed on Tuesday. 	
11	eCounting for 2017 Local Government Elections	<ul style="list-style-type: none"> Scottish Local Government Elections 2012 Procurement and Delivery of the electronic Vote Counting System Legacy Report Noted 	
12	AOB	<ul style="list-style-type: none"> It was agreed that a meeting of the EMB would be scheduled for 31 October to review the conduct of the Scottish Independence Referendum. 	
13	Future Meetings	<ul style="list-style-type: none"> 28 March, 25 April, 30 May, 27 June, 25 July, 29 August, 31 October 	
<p>Date of next meeting: 2:00pm Friday 28 March 2014, Chief Executive's Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG</p>			