

<p><b>ELECTORAL MANAGEMENT BOARD FOR SCOTLAND</b>  <b>ACTION NOTE: Friday 28 March 2014, 2.00pm</b>  <b>Chief Executive's Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG</b></p>
<p><b>Present:</b></p> <ul style="list-style-type: none"> <li>• <b>Board Members:</b> Mary Pitcaithly (MP Convener &amp; RO), Joan Hewton (JH ERO), Stuart Galloway (SG DRO), Bob Jack (BJ RO), Malcolm Burr (MB RO), David Thomson (DT ERO), David Martin, (DMa RO)</li> <li>• <b>Advisers:</b> Nick Dishon (ND Electoral Commission), Roddy Angus (RA Scotland Office), Steve Sadler (SS Scottish Government) Gillian Cross (GC Scottish Government), Gordon Blair (GB, DRO SOLAR representative)</li> <li>• <b>In attendance:</b> Chris Highcock (CH Secretary to the Board DRO), Dougie McGregor (DMCG Referendum Governance Consultant), Alison Clyne (AC Referendum Project Manager), Ros Wilson (RW Administrator)</li> </ul>

		NOTE	ACTION / RESPONSIBLE
1	Admin / Matters arising etc	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Sue Bruce (SB RO)</li> <li>• Andy O'Neill (AON Electoral Commission)</li> <li>• Ian Milton (IM ERO SAA representative)</li> <li>• David Miller (DMi DRO, AEA Rep)</li> <li>• Anne Laird (AL Referendum Guidance Consultant)</li> </ul> <p><b>Note of Previous Meeting (28 February) &amp; Matters Arising</b></p> <ul style="list-style-type: none"> <li>• The Action Note was accepted as an accurate record of the meeting.</li> </ul>	
2	European Parliamentary Elections May 2014	<p><b>Update from Cabinet Office/Scotland Office</b></p> <p><b>Proposed Fees and Charges Order</b></p> <ul style="list-style-type: none"> <li>• The Fees and Charges Order has been issued in its final form. The final</li> </ul>	

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		<p>excel spreadsheets for account claims will be available in the next couple of weeks.</p> <p><b>Update from Electoral Commission</b></p> <ul style="list-style-type: none"> <li>• ND reported on the Briefing with Police Scotland on 20 March and tabled a copy of the Pocket Guide available to all Police Scotland staff.</li> <li>• Integrity Guidance is available on the Electoral Commission website.</li> <li>• Chief Constable’s signature to be added to letter template (Appendix K).</li> </ul> <p><b>Update from Project Team</b></p> <p><b>Status Report (circulated)</b></p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p><b>Project Plan/Risk Register</b></p> <ul style="list-style-type: none"> <li>• Count Collation status changed to Amber to reflect ICT issues.</li> <li>• National count collation test scheduled for 30<sup>th</sup> April - discussions ongoing with Edinburgh ICT Department regarding the receipt of encrypted spreadsheets through the council IT systems.</li> <li>• It was agreed to write to Royal Mail to request their contingency plans should Managers go on strike.</li> </ul> <p><b>Administration Update: Candidate Briefings (25/3/2014), Nominations, Count, Ballot Paper Printing</b></p> <ul style="list-style-type: none"> <li>• Euro Elections Candidates briefing on 25 March 2014 was well attended. Attendees were advised on the key points for the Nomination Process.</li> <li>• All RO’s should ensure regular contact with their local SPOC.</li> </ul>	<p>RA</p> <p>EC</p> <p>DMcG</p> <p>CH</p>

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		<ul style="list-style-type: none"> <li>Discussions under way with printers regarding ballot paper design and production.</li> </ul> <p><b>Forensic Science Training</b></p> <ul style="list-style-type: none"> <li>Training for officers with responsibility for adjudicating postal vote statements to take place on Tuesday 29 April 2014 in Glasgow.</li> </ul>	ROs
3	Scottish Independence Referendum	<p><b>Update from Electoral Commission</b></p> <ul style="list-style-type: none"> <li>Second Permitted Participant has registered.</li> <li>Engagement continues with EROs and student bodies to promote awareness of key deadlines and processes.</li> </ul> <p><b>Party Conference Briefings</b></p> <ul style="list-style-type: none"> <li>Fringe events have been well-received. Political parties seeking assurance that there would be manual counts and provision for national recounts. Note it was clarified to them that there is no allowance in legislation for a national recount. Observers were encouraged to challenge counts locally if they were concerned about process.</li> </ul> <p><b>Update from Scottish Government</b></p> <p><b>Draft Fees and Charges</b></p> <ul style="list-style-type: none"> <li>Fees and Charges Order going before Parliament next week. Poll Cards Issues cleared up and figures have been adjusted. 15% more made available for the Referendum than for the EPE 2014. SS to write to MP with adjustments.</li> </ul> <p><b>Governance/Project Management</b></p>	SS

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		<p><b>Project Status Report</b></p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p><b>Project Plan/Risk Register</b></p> <ul style="list-style-type: none"> <li>• Noted</li> </ul> <p><b>Guidance/Directions</b></p> <ul style="list-style-type: none"> <li>• Deadline for response to the proposed general directions from key stakeholders due today.</li> <li>• National contract to be entered into with Royal Mail, thereby obviating the need for the proposed direction on final day sweeps.</li> <li>• Proposed direction on polling station staffing ratios to be replaced by guidance which allows COs to use their discretion having regard to local circumstances.</li> <li>• Draft of Final Recommendations to be circulated and responses brought back to the next Board Meeting.</li> </ul> <p><b>Progress Report on Guidance for Counting Officers</b></p> <ul style="list-style-type: none"> <li>• Guidance: Parts A and B have been returned. Waiting return of parts C-F and guidance for Campaigners.</li> </ul> <p><b>Update from Forms Group</b></p> <ul style="list-style-type: none"> <li>• Forms have been proof read. MP thanked the Group for all their hard work.</li> </ul>	<p>RO's</p> <p>CH</p>

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		<p><b>Count</b></p> <ul style="list-style-type: none"> <li>• It was agreed that the Referendum Count to be modelled on that of the European Elections.</li> <li>• Seminars to take place on 4 June and 30 June to review the European Elections and prepare for the Referendum.</li> <li>• CH, DMcG and AC to visit Ingliston on 2 April 2014.</li> <li>• Huge media interest – in particular the sequencing of announcements. Protocol in place to ensure that totals announced locally before nationally. AC to prepare flowcharts on sequencing issues.</li> <li>• Proposals underway to contact postal voters, prior to the 2015 UK Parliamentary elections, whose signatures were not accepted in past elections.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Golley Slater has been appointed as Media Managers. Cost has been factored into draft referendum budget Count Event. Initial meeting to take place next Friday.</li> </ul>	
4	Registration Issues	<p><b>Update from SAA</b></p> <ul style="list-style-type: none"> <li>• JH advised 92,000 under 18 year olds eligible to vote.</li> <li>• Discussions are under way with printers.</li> <li>• Confirmation of second printing of publications.</li> <li>• ERO's are in discussion with CO's on lead timing.</li> <li>• Unused Postal Voting packs to be returned.</li> <li>• To try and ensure that once students vacate halls of residence they do not vote twice.</li> </ul>	

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5	RRO/CCO Briefing to SOLACE	<ul style="list-style-type: none"> <li>MP gave a verbal report on this morning's meeting.</li> </ul>	
6	Bulletin/Website <a href="http://www.electionsscotland.info">www.electionsscotland.info</a>	<ul style="list-style-type: none"> <li>Slides from Candidate Briefing held on 25 March 2014 available on website.</li> </ul>	
7	Issues raised by Election Teams across Scotland	<ul style="list-style-type: none"> <li>Fife Council has taken the decision to combine local By-Election with European Elections.</li> </ul>	
8	Individual Electoral Registration Update	<ul style="list-style-type: none"> <li>Individual Electoral Registration which will take effect from 10 June 2014 in England &amp; Wales will take effect on 19 September 2014.</li> </ul>	
9	Regional Returning Officers' Group and associated meetings	<p><b>UK Electoral Advisory Board – Update from Convener</b></p> <ul style="list-style-type: none"> <li>No Update</li> </ul> <p><b>Elections &amp; Registration Working Group – update from Secretary</b></p> <ul style="list-style-type: none"> <li>CH advised concern was raised regarding young voters taking “selfies” with their ballot papers. Guidance to be prepared that there should be no photographs allowed in the polling places.</li> </ul>	
10	SOLAR Elections & Working Group Update	<ul style="list-style-type: none"> <li>Electoral Law Reform proposals due in the Autumn. It was agreed it was an opportunity to encourage open dialogue.</li> </ul>	
11	eCounting for 2017 Local Government Elections	<ul style="list-style-type: none"> <li>SS tabled a letter regarding the proposed 2017 structure. It was agreed to consider the letter and bring back to the next meeting.</li> </ul>	
12	AOB	<ul style="list-style-type: none"> <li>A request was made from Dave Smith (Chair of SOLACE), Sunderland Council to observe the EMB and get a better understanding of what we do. It was agreed that they would be invited to attend the Board meeting on 30 May 2014.</li> </ul>	<b>All</b>

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13	Future Meetings	<ul style="list-style-type: none"> <li>25 April, 30 May, 27 June, 25 July, 29 August, 31 October</li> </ul>	
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