

**ELECTORAL MANAGEMENT BOARD FOR SCOTLAND**

**ACTION NOTE: Friday 30 May 2014, 2:00pm**

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

**Present:**

- **Board Members:** Mary Pitcaithly (MP Convener & RO), Stuart Galloway (SG DRO), Bob Jack (BJ RO), Ian Milton (IM ERO SAA representative), Sue Bruce (SB RO), Malcolm Burr (MB RO)
- **Advisers:** Nick Dishon (ND Electoral Commission), Roddy Angus (RA Scotland Office), Steve Sadler (SS Scottish Government) Gillian Cross (GC Scottish Government), Louise Unwin (LU Scottish Government/EMB), Gordon Blair (GB, DRO SOLAR representative)
- **In attendance:** Chris Highcock (CH Secretary to the Board DRO), Dougie McGregor (DMCG Referendum Governance Consultant), Anne Laird (AL Referendum Guidance Consultant), Alison Clyne (AC Referendum Project Manager), Ros Wilson (RW Administrator)
- **Observers from Sunderland Council:** Dave Smith (DS Chief Executive), Lindsay Dixon (LD Head of Electoral Services), Bill Crawford (BC Head of IER Transformation), Nicola Morrow (NM Support to the Chief Exec)

|   |   | NOTE   | ACTION / RESPONSIBLE |
|---|---|--|----------------------|
| 1 | Admin / Matters arising etc               | <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Joan Hewton (JH ERO),</li> <li>• David Thomson (DT ERO)</li> <li>• Andy O'Neill (AON Electoral Commission)</li> <li>• David Miller (DM DRO, AEA Rep)</li> <li>• David Martin, (DM RO)</li> </ul> <p><b>Note of Previous Meeting (24 April) &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 | Roddy Angus, on behalf of the UK Government, congratulated the RRO Team and LRO's around the country on a successfully run election.   |                      |

|  |  | NOTE  | ACTION / RESPONSIBLE                                     |
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|  |  | <p><b>Initial Review/issues raised by Local Returning Officers</b></p> <ul style="list-style-type: none"> <li>• It was agreed to discuss political pressure on the degree to which results below council level are made available – guidance required.</li> <li>• Ballot Papers: MP and CH to meet with Suppliers/Managers to address issues – to include meeting Royal Mail. RA advised that the Cabinet Office are also meeting suppliers regarding similar issues.</li> <li>• GSX/GCSX addresses: positive feedback regarding use.</li> </ul> <p><b>Update from Project Team</b></p> <p><b>Performance Management</b></p> <ul style="list-style-type: none"> <li>• <b>Status Report</b> (<i>circulated</i>)<br/>Noted.<br/>Fees and Charges Claims - must be lodged with the Scotland Office by 25 November 2014.</li> <li>• <b>Lessons learned report</b><br/>RRO Team and Count Collation Team review of lessons learned from the European Elections to take place in early June. AC maintaining Lessons Learned Log to note what has been done well and what could be managed better.</li> <li>• A Project Close Report will be produced.</li> <li>• LRO’s to forward Lessons Learned report to RRO.</li> </ul> | <p><b>MP/CH</b></p> <p><b>AC</b></p> <p><b>LRO’s</b></p> |

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|---|---|---|---------------------------------|
|   |   | <p><b>Postal Voting Issues</b></p> <p><b>Treatment of cancelled postal votes/Reporting of AVI rejections/Household mismatches</b></p> <ul style="list-style-type: none"> <li>• Postal Votes going out earlier than usual posed problems.</li> <li>• There were issues surrounding postal votes that were cancelled which should have gone forward to the count. Gordon Blair advised that this issue was being raised with the Law Commission at their June meeting.</li> <li>• Rejection Letters being issued from between 9-11 June.</li> <li>• Work to be done on sorting out household mismatches; husband-wife/occupants with same name.</li> <li>• Issues reported regarding signature refresh and date of birth.</li> <li>• Clear guidance required regarding requests for proxy votes.</li> </ul> |                                 |
| 3 | <b>Joint Seminars with the Electoral Commission</b> | <p><b>Joint Seminars with the Electoral Commission</b></p> <ul style="list-style-type: none"> <li>• Seminars to review the European Elections and prepare for the referendum will take place on 4 and 30 June in Edinburgh and Glasgow respectively – draft agenda circulated.</li> </ul>   | <b>EMB/Electoral Commission</b> |
| 4 | <b>Scottish Independence Referendum</b>             | <p><b>Update from Scottish Government</b></p> <ul style="list-style-type: none"> <li>• Fees and Charges Order Guidance will be available in a couple of weeks time. Advances will be available mid-July. There will be a presentation on Expenses Guidance at the Joint Electoral Commission and EMB Seminars in June.</li> </ul>   |                                 |

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|  |  | <p><b>Update from Electoral Commission</b></p> <ul style="list-style-type: none"> <li>• Campaign Groups: 15 Registered and 2 pending.</li> <li>• Public Awareness Campaign – half-way through testing.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• <b>Status Report</b> (<i>circulated</i>)</li> </ul> <p>Noted</p> <p>Advice on Security: It was agreed to invite the national SPOC Jim Baird to the next meeting.</p> <ul style="list-style-type: none"> <li>• <b>Performance Management Framework for Counting Officers</b></li> </ul> <p>Performance Management Framework submissions due 20 June 2014 and 8 August 2014. Six authorities (4 risk-based, 2 random) to provide additional information.</p> <ul style="list-style-type: none"> <li>• Developing Performance Standards for EROs - one return due by 11 July 2014.</li> </ul> <p><b>Guidance/Directions</b></p> <ul style="list-style-type: none"> <li>• <b>Guidance for Counting Officers</b></li> </ul> <p>The CCO’s “information for Campaigners on Referendum Process” and “Campaign Dos and Don’ts” produced jointly with the Commission have now been published on the EMB website. Parts A-C of the guidance, including the project plan, risk register and FAQs will be published in the week beginning 2 June and parts D-F are close to completion.</p> | <p style="text-align: center;"><b>AL</b></p> |

|   |                            | NOTE   | ACTION / RESPONSIBLE |
|---|----------------------------|--|----------------------|
|   |                            | <ul style="list-style-type: none"> <li>• <b>Directions from the CCO</b><br/>Draft guidance on dealing with doubtful ballot papers will be carried out as part of an informal consultation at the seminars in June. The Board is invited to consider whether the instructions contained should be agreed with the Counting Officers or be the subject of a direction by the Chief Counting Officer.</li> </ul> <p><b>Count</b></p> <ul style="list-style-type: none"> <li>• <b>Recount Issues Paper</b><br/>There is no provision for a national recount. Any challenge must be made at the local count.</li> <li>• <b>Lessons Learned from Count Collation Process</b><br/>Two part submission by CO's to be communicated via secure GCSX e-mail. National test to take place during August.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• <b>Count Event Update</b><br/>Golley Slater, Media Consultants, to attend June Board meeting to update on the communications work they are undertaking.</li> </ul> |                      |
| 5 | <b>Registration Issues</b> | <p><b>Registration/Update from ERO's, including IER</b></p> <ul style="list-style-type: none"> <li>• Young People: Looked-after Children Registers being maintained.</li> <li>• To adhere to the Electoral Commission guidelines on permitted participants' requests for electoral data.</li> </ul>  |                      |

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| 6   | RRO/CCO Briefing to SOLACE  | <ul style="list-style-type: none"> <li>SOLACE briefing paper tabled at meeting.</li> </ul>   |                      |
| 7   | Issues raised by Election Teams across Scotland                                 | <ul style="list-style-type: none"> <li>No issues raised.</li> </ul>  |                      |
| 8   | Regional Returning Officers' Group and associated meetings                      | <ul style="list-style-type: none"> <li>UK Electoral Advisory Board<br/>No meeting in reporting period.</li> <li>Elections &amp; Registrations Working Group<br/>No meeting in reporting period.</li> </ul> |                      |
| 9   | SOLAR Elections & Working Group Update  | <ul style="list-style-type: none"> <li>SOLAR meeting 6 June.</li> <li>Law Commission meeting 19 June.</li> </ul>   |                      |
| 10  | eCounting for 2017 Local Government Elections – Update from Scottish Government | <ul style="list-style-type: none"> <li>Identification of persons to liaise with the Scottish Government still underway.</li> </ul>   |                      |
| 11  | AOB   | <ul style="list-style-type: none"> <li>SOLACE to produce guidance on polling station dressing. Paper going to CMT next week.</li> </ul>  |                      |
| 12  | Future Meetings   | <ul style="list-style-type: none"> <li>27 June, 25 July, 29 August, 31 October</li> </ul>  |                      |
| <p><b>Date of next meeting: 2:00pm Friday 27 June 2014, Chief Executive's Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG</b></p> |   |  |                      |