

**ELECTORAL MANAGEMENT BOARD FOR SCOTLAND**  
**ACTION NOTE: Thursday 24 April 2014, 3:30pm**  
**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), David Thomson (DT ERO), David Martin, (DMa RO), 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), Gordon Blair (GB, DRO SOLAR representative, David Miller (DMi DRO, AEA Rep)
- **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)

		NOTE	ACTION / RESPONSIBLE
1	<b>Admin / Matters arising etc</b>	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Sue Bruce (SB RO)</li> <li>• Malcolm Burr (MB RO)</li> <li>• Louise Unwin (LU Scottish Government/EMB)</li> </ul> <p><b>Note of Previous Meeting (28 March) &amp; Matters Arising</b></p> <p><b>MP opened the meeting by thanking everyone for accommodating the change of date.</b></p> <ul style="list-style-type: none"> <li>• With the following amendments, the Action Note was accepted as an accurate record of the meeting.</li> <li>• Item 3: Proposal underway to contact postal voters relates to the 2015 UK Parliamentary Elections. Not a Referendum issue.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Item 4: Reviewing registration on absent voting - only applies to European Elections.</li> </ul>	
2	European Parliamentary Elections May 2014	<p><b>Update from Cabinet Office/Scotland Office</b></p> <ul style="list-style-type: none"> <li>The fees and charges advances should be available in the next couple of weeks.</li> </ul> <p><b>Update from Electoral Commission</b></p> <ul style="list-style-type: none"> <li>Registration Activity: registration forms require to be clearer. EROs targeting those who have not registered.</li> <li>Performance Standards – final submission date is next week.</li> <li>Appendix K – Template Chief Executive/Chief Constable letter for candidates, agents and campaigners to agree to abide by the national code of conduct – to be finalised shortly.</li> <li>ROs to confirm what constitutes campaigning and circulate response.</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>) Noted.</li> <li><b>Project Plan/Risk Register</b> (<i>as previously circulated</i>) Royal Mail potential strike is no longer an issue - to be taken off the Risk Register. To advise SPOC of any party nominations that raise concerns.</li> </ul>	



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		<p><b>Governance/Project Management</b></p> <ul style="list-style-type: none"> <li>• <b>Status Report</b> (<i>circulated</i>) Noted</li> <li>• <b>Project Plan/Risk Register</b> (<i>as previously circulated</i>)</li> <li>• <b>Performance Management Framework for Counting Officers</b> (<i>circulated</i>) The Board agreed the Performance Management Framework was considered a good aide memoir for ROs. Comments to Louise Unwin by 2 May 2014 if possible.</li> <li>• Views were sought from the Board on how sampling could be implemented It was agreed that the sample should be primarily risk-based with a random element leading to around 6/8 authorities.</li> </ul> <p><b>Guidance/Directions</b></p> <ul style="list-style-type: none"> <li>• <b>Guidance for Counting Officers</b> The Dos and Don'ts for Campaigners is being developed jointly with the EC.</li> <li>• <b>Directions from the CCO</b> (<i>circulated</i>)</li> </ul> <p>EC response to consultation paper advised that the CCO should not downgrade the polling station ratios issue as a recommendation but to reinstate it as a Direction. It was agreed that where a CO chooses to</p>	

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		<p>allocate more than 800 electors to a polling station then that CO must provide the CCO with a satisfactory explanation of how their proposed arrangements will address expected turnout.</p> <ul style="list-style-type: none"> <li>• The Board agreed that Dispatch of Postal Ballot Packs dates of between Tuesday 26 August - Thursday 28 August.</li> <li>• The Board is invited to make suggestions for any appropriate directions and relevant performance standards for EROs.</li> </ul> <p><b>Count</b></p> <ul style="list-style-type: none"> <li>• <b>Recount Issues Paper</b></li> </ul> <p>The Board agreed that there would be a briefing to political parties regarding requests for national recounts. The emphasis will be on the confidence of the results process and not on the result itself. Should recounts be necessary they are to be carried out at local level.</p> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• <b>Media Management Contract</b> Golley Slater to meet CCO after today's EMB Meeting. - To ensure they are fully briefed on Recount issues.</li> </ul>	
4	<b>Registration Issues</b>	<p><b>Registration/Update from ERO's</b></p> <ul style="list-style-type: none"> <li>• Absent Voters Identifiers Registration Letters anticipated dispatch week beginning 12 June.</li> <li>• Assisting Electoral Commission and ROs on Registration Issues.</li> <li>• Public Awareness Campaign underway to target those who have not registered.</li> </ul>	

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5	RRO/CCO Briefing to SOLACE	<ul style="list-style-type: none"> <li>Draft briefing note circulated for meeting to be held on 25 April 2014.</li> </ul>	
6	Bulletin/Website <a href="http://www.electionsscotland.info">www.electionsscotland.info</a>	<ul style="list-style-type: none"> <li>European Election Nominations will be available to be viewed on website after 4:30 on 24 April 2014.</li> </ul>	
7	Issues raised by Election Teams across Scotland	<ul style="list-style-type: none"> <li>Aberdeen Council: experienced Royal Mail problems in the past.</li> <li>Scottish Borders: Clarity required over raising Saltire from Council HQ.</li> <li>East Lothian: Clarity on 2<sup>nd</sup> PV Issue quality control visits to PV suppliers.</li> <li>West Lothian: Security and Integrity issues and Count Procedure Issues.</li> </ul>	
8	June Joint Seminars with the Electoral Commission	<ul style="list-style-type: none"> <li>To remind ROs at SOLACE - Joint Seminars planned on 4 and 30 June.</li> </ul>	
9	Individual Electoral Registration Update	<ul style="list-style-type: none"> <li>No update.</li> </ul>	
10	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>No update.</li> </ul>	
11	SOLAR Elections & Working Group Update	<ul style="list-style-type: none"> <li>No update.</li> </ul>	
12	eCounting for 2017 Local Government Elections	<ul style="list-style-type: none"> <li>SS has written to Electoral Commission and CCO seeking their views on the proposed 2017 structure. Content with recommendation. EMB to assist in identifying appropriate local authority staff to assist with Phase 1 work.</li> </ul>	

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13	AOB	<ul style="list-style-type: none"> <li>• PURDAH period confirmed as starting on 3 May 2014.</li> <li>• Police to confirm what measures they are taking for the European Elections and assessment for the Scottish Independence Referendum.</li> <li>• Youth Parliament - 16 -18 year olds on Youth Officers Committee regarding voting age.</li> </ul>	
14	Future Meetings	<ul style="list-style-type: none"> <li>• 30 May, 27 June, 25 July, 29 August, 31 October</li> </ul>	
<p><b>Date of next meeting: 2:00pm Friday 30 May 2014, Chief Executive’s Board Room, Waverley Court, 4 East Market Street, Edinburgh EH8 8BG</b></p>			