

		NOTE	ACTION / RESPONSIBLE
2	Previous Action note (10 August 2011)	<ul style="list-style-type: none"> Noted and approved as an accurate record, with an amendment on item 16 to clarify that fraudulent applications to join the electoral register had been identified across the whole of the UK, not just in the Lothians, and that the police were investigating. 	Noted
3	Issues arising from 5 May Electoral Events: Scottish Parliamentary Elections and Referendum on the Voting System for UK Parliamentary Elections	Letter to Mary Pitcaithly re Fees and Charges Provision for the 5 May 2011 Electoral events (circulated) <ul style="list-style-type: none"> Noted DF noted that 4 ROs had submitted their financial claims for the Referendum and that the remainder were expected before the end of the year. DF also noted that the Electoral Commission report on the conduct of the Referendum on the voting system for the UK Parliament had now been published. Available at http://www.electoralcommission.org.uk/elections/referendums/referendum The parallel report on the Scottish Parliamentary elections would be published in the next week 	Noted
4	Preparation for Scottish Local Government Elections 2012	Legislation - The Scottish Local Government Elections Order 2011 <ul style="list-style-type: none"> Noted Scottish Government Response to EMB comments (circulated) <ul style="list-style-type: none"> Noted. Note the key changes to legislation, particularly around treatment of Queues. Electoral Commission had met with CH and GB to discuss development of guidance for dealing with queues. Performance Management Update from the Electoral Commission re Guidance <ul style="list-style-type: none"> Note that the Electoral Commission are working on new guidance to reflect the proposed new standards / legislation. 	Noted

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		<ul style="list-style-type: none"> ○ Guidance and resources update (led by the Commission) ○ Project planning and risk registers (Commission and councils) ○ Nominations “master class” (Gordon Blair) ○ E-counting project update (E-counting project board) ○ What's next - issues including pre-election publicity, observers scheme etc. <ul style="list-style-type: none"> ● February briefings – four around Scotland – will include training in signature checking and the adjudication of doubtful ballots. <p>eCounting</p> <ul style="list-style-type: none"> ● Project Board had met just prior to this Board meeting and had agreed to sign off Stage 3 of the Project. ● AS was to circulate further information to all ROs with the output of the testing, scanner allocations technical background etc. ● Some major issues still need to be resolved, specifically <ul style="list-style-type: none"> ○ Ballot box design ○ Postal votes, specifically the handling of postal votes where the mailers are being produced by printers other than Opt 2 Vote. ● Note the Opt2Vote approach to printing – nationally all 4 candidate papers will be printed, then all 5 candidate etc. ACTION all ROs must approve their papers as soon as possible or else there is a danger of missing their turns. ● Invoicing for ballot papers – note that there is also ongoing discussion about the cost of ballot papers – whether the charge will only be for those that are used or whether the cost is for all that authority’s allocation. ● Logica had revised the User Agreement in the light of comments from SOLAR (circulated) and others. This would be circulated to ROs by the end of the week ● The User Agreement would explicitly recognise that the EDS would develop and change over coming months and that each EDS was to be agreed between Logica and each RO ● Count Centre – note that there was still much work to be done around the planning of the Count specifically the length of time that the Count Centres will need to be booked for. Time post count is due to the need to download data from the system. 	<p>ALL</p>

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		<ul style="list-style-type: none"> Count Timing – note that the count process would be eased in many ways, including with respect to technical support by a Friday Count. Many ROs had indicated that their preference was for a Friday count due to advantages in logistics, but that many were also looking to the EMB to offer guidance and perhaps a direction. Issue would be raised with SOLACE <p>Postal Voting - Letter from Highland RO re rejection of postal votes <i>(circulated)</i></p> <ul style="list-style-type: none"> Note the issues raised by Highland Council with respect to reasons for the rejection of postal votes / failures on AVI checking Rejection rate is a major concern for politicians but the issues could only really be addressed via a change in the legislation. The data that was analysed by Highland is very valuable and while all ROs generate similar data for post election returns to the Electoral Commission, it needs to be analysed more deeply. 	
5	EMB Administration	<p>Appointments</p> <p>Convener / Board Members / Support / Secretariat</p> <ul style="list-style-type: none"> As noted earlier Mary Pitcaithly had now been confirmed as Convener of the Board In discussion with the Scottish Government and Electoral Commission the Convener will now be initiating the appointment process for Board members. CH would continue to act as Secretary to the Board with the support of the City of Edinburgh Council 	Noted
6	Bulletin / Newsletter	<ul style="list-style-type: none"> A draft Bulletin had been prepared in August but was held back pending the appointment of the Convener. A revised newsletter to be written now for circulation in the next few weeks 	CH

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7	By-elections	<ul style="list-style-type: none"> Recent by-elections noted Hillhead by-election in Glasgow, 17 November, would be undertaken using the eCounting systems that will be used for 2012. It is expected that ROs from across the country may wish to attend to witness the process. 	ALL
8	Regional Returning Officers' Group and associated meetings	<ul style="list-style-type: none"> Noted 	
9	Scottish Political Parties Panel – Issues for future meetings	<ul style="list-style-type: none"> Note of meeting 27 September 2011 prepared by GB had been circulated Note point raised by SNP with respect to attempts to standardise the numbering of polling districts. 	
10	Boundary Issues	<ul style="list-style-type: none"> Presentation from Hugh Buchanan taken first in the meeting. 	
11	Consultations	<p>Returning Officers Performance Standards</p> <ul style="list-style-type: none"> Draft response prepared by CH and circulated for comment <p>Review of UK Parliament Constituencies in Scotland - Initial Proposals</p> <ul style="list-style-type: none"> Note that HB had encouraged all ROs to comment, even if they are in support of proposals <p>Guidance Modules from Electoral Commission</p> <ul style="list-style-type: none"> CH to coordinate response 	CH

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		<p>Consultation on electoral observation at Scottish local government elections</p> <ul style="list-style-type: none"> DF intimated that Electoral Commission were about to initiate a consultation on electoral observation at Scottish local government elections 	Noted
12	Any Other Business	<ul style="list-style-type: none"> Update Paper from Scotland Office had been circulated Note the refresh of AVIs and the concern from EROs in Scotland of how this might affect individual registration. 	Noted
Date of next meeting - 18 November (aligned with COSLA)			