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| ELECTORAL MANAGEMENT BOARD FOR SCOTLAND**ACTION NOTE: Monday 1 July 2019 14:00****Mandela Room, City Chambers, 249 High Street, Edinburgh EH1 1YJ** |
| Present: * Board Members: Malcolm Burr (MB, Convener & RO), Steve Grimmond (SG, RO by telephone), Pete Wildman (PW ERO), Kate Crawford (KC, ERO), Jim Savege (JS, RO by telephone), David Martin (DM by telephone)
* Advisers: Dr Penny Curtis (PC Scottish Government), Mark Conaghan (MC DRO/SOLAR rep), David Miller (DM DRO/AEA Rep), Andy O’Neill (AON Electoral Commission), Martin McKeown, (MM Electoral Commission), Liz Ure (LU Scottish Government), James Newman (JN, Scottish Government)
* In attendance: Kenneth Lawrie (Regional Returning Officer for the EPE for the Electoral Region of Scotland), Chris Highcock (CH Secretary to the Board/DRO)
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|  |  | **NOTE** | **ACTION** |
| **1.0/2.0** | **Note of Previous Meeting** **Apologies / Matters Arising** | * Note of 21 February EMB accepted as an accurate record
* **Apologies** –Andrew Kerr (AK RO), Ian Milton (IM ERO), Angela Leitch (AL, RO) Maria McCann (MMc Scottish Government),
 | **Noted** |
| **3.0** | **Review of delivery of European Parliamentary Election** | **Project Close Report/Carry Forward actions** * Draft of project close report circulated and agreed**.**

**Review of Count Collation Process – (circulated)*** Noted

**Comments from KL – RRO for the Electoral Region of Scotland**  |  |
| **4.0**  | **Electoral Commission Update to include reporting on EPE 2019** | **Ballot Paper Testing for Scottish Local Government Elections** |  |
| **5.0** | **Scottish Government Update** |  |  |
| **6.0** | **Referendum Scotland Bill**  | Bill was [introduced by the Cabinet Secretary for Government Business and Constitutional Relations, on 28 May 2019](https://www.parliament.scot/parliamentarybusiness/Bills/111844.aspx)**Submission of written evidence by the EMB to the Finance and Constitution Committee** –[*closing date for responses is Friday 9 August 2019*](https://www.parliament.scot/parliamentarybusiness/CurrentCommittees/112120.aspx) |  |
| **7.0** | **eCount procurement for 2022** | * **first board meeting was 30 May 2019**
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| **8.0** | **Scotland Office / Cabinet Office Update**  |  |  |
| **9.0** | **Electoral Registration Update from the Electoral Registration Committee of the SAA** |  |  |
| **10.0** | **Tactile Voting Devices**  | * update following [English Court judgement](https://www.bailii.org/ew/cases/EWHC/Admin/2019/1126.html)
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| **11.0** | **Promoting Resilience and Preparedness in Electoral Administration** | **Contingency and Preparation for unscheduled events** **RO Mentoring Scheme (RO groupings, schedule and topics) – update**  |  |
| **12.0** | **EMB Financial Statement** | Including Draft Budget for 2019/2020 (*circulated*) |  |
| **13.0** | **EMB Annual Report**  |  |  |
| **14.0** | **Local Council by-elections**  | * Upcoming local council by-elections noted including South Lanarkshire and north Lanarkshire.([log of by-elections since May 2017](http://www.electionsscotland.info/info/5/electoral_management_board/92/log_of_council_by-elections) is here)
* It was also noted that there is to be a Scottish Parliament by-election in Shetland following the resignation of Tavish Scott. The Electoral Commission are providing support to the Returning Officer with materials including for example
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| **15.0** | **Regional Returning Officers’ Group / ECAB and associated meetings** | **Review of EPE 2019 (9 July)** |  |
| **16.0** | **Scottish Parliament Political Parties Panel (SPPPP Scottish Parliament Political Parties Panel (SPPPP) 7 June 2019 – agenda circulated for information** | **European Parliamentary Elections** The PPP had discussed the delivery of the European Parliamentary Elections (EPEs) in Scotland. The following issues were raised: * Need for consistent timings on issue of key information to candidates and agents;
* Issues around the experience of EU citizens in trying to vote in the UK; Need for making key forms available online in editable formats;
* Possible voter confusions arising from national elections and local by elections occurring in the same timeframe;
* Issues around how overseas electors cast their votes;
* Inability of count agents to undertake sampling when ballot papers are faced down.
* Lack of facilities for parties during the count collation process in Edinburgh.
* Police arrangements for dealing with issues during the poll and tone of advice on candidate and campaigner safety;
* Need for closer liaison between Police and party central offices in the run up to, and during, electoral events;
* Impact of lower campaign spending limits in Scotland;
* Need to consider arrangements for publicising location of polling places on a national basis.

CH had advised that the Regional Returning Officer (RRO) for the Scotland Electoral Region, Kenneth Lawrie of Falkirk Council, had overall responsibility for the delivery of the EPEs, assisted by local ROs across Scotland. The EMB took on a coordinating role and assisted the RRO to deliver the poll and collate the result. CH provided an overview of the role played by the EMB during the elections. Overall the EPEs were delivered successfully but there are always learning points. The short timeframe of the EPEs provided particular problems around staffing. The EMB continues to be aware of the need to strengthen the resilience of the electoral community in Scotland e.g. through mentoring of Returning officers.  |  |
| **17.0** | **AEA Branch Update**  |  |  |
| **18.0** | **AOB** |  |  |

**Dates of Future Meetings**

Meetings are scheduled for the Thursday prior to the Friday of the Leaders meetings dates /SOLACE.

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| **26 September**  | EMB Edinburgh 2pm |
| **28 November** | EMB Edinburgh 2pm |

The venues are currently indicated as Edinburgh but may be revised depending on other factors.