

<p style="text-align: center;">ELECTORAL MANAGEMENT BOARD FOR SCOTLAND ACTION NOTE: Tuesday 28 February 2017 2pm TELECONFERENCE CALL</p>			
<p>Present:</p> <ul style="list-style-type: none"> • Board Members: Mary Pitcaithly (MP Convener & RO), Pete Wildman (PW ERO) • Advisers: Gillian Taylor (GT DRO/SOLAR rep), David Miller (DMi DRO/AEA Rep) • In attendance: Chris Highcock (CH Secretary to the Board/DRO), Fran Cattnach (FC Administrator) 			
		NOTE	ACTION
<p>1.0/ 2.0</p>	<p>Admin/Note of Previous Meeting/Matters arising etc</p>	<p>Apologies</p> <ul style="list-style-type: none"> • Andrew Kerr (AK RO) • Andy O'Neill (AON Electoral Commission) • Stuart Matheson (SM Scotland Office) • Mette Christensen (MC Electoral Commission) • Dougie McGregor (DMcG e-Counting Local Government Liaison) • Ian Milton (IM ERO SAA representative) • Maria McCann (MMc Scottish Government) • Roddy Angus (RA Scottish Government) • Elma Murray (EM RO) • Stuart Galloway (SG DRO/ERO) • Malcolm Burr (MB RO) • Jim Savege (JS RO) • David Martin (DM RO) <p>Note of Previous Meeting (27 January 2017) & Matters Arising The Action Note was accepted as an accurate record of the meeting.</p>	

		<p>GT clarified that she had not circulated the link of Moray Council’s You Tube clip about how to complete a postal vote but had sent a series of photos to AON in case the Forms Group could use them. ACTION: CH to discuss with AON.</p>	<p>CH</p>
<p>3.0</p>	<p>Scottish Local Government Elections 2017</p>	<p>Additional Directions from the Convener</p> <p>Following the circulation of Additional Directions, MP hopes that they will be well received. GT asked whether the additional adjudication examples would be available at system training and DM confirmed that they are not available so LAs will need to take their own copies. ACTION: CH to ask DMcG whether it is possible to provide at training for those LAs still to attend.</p> <p>Electoral Registration Officers Update</p> <p>PW gave update on Electoral Registration which is on target. PW confirmed that a response from the Cabinet Office will be incorporated into further memorandum regarding the situation with DWP.</p> <p>PW reported an increase in registrations of people with a year of birth of 2001 in Central Region therefore indicating that the Electoral Commission’s campaign in schools is taking effect. MP confirmed that most schools in the Falkirk have signed up. DM highlighted fact that poll card data is to be updated by Thursday 2 March.</p> <p>Performance Management Framework</p> <p>As stated previously, the Performance Management Framework (PMF) has been created jointly between EC and EMB so that both data collection requests are in a single document. Those authorities who were selected for plans review have been</p>	<p>CH</p>

		<p>visited by the Electoral Commission and received positive assessments. CH reported that all Returning Officers had completed the first survey and all ROs are all on track with their preparations.</p> <p>E-Counting</p> <p>Update from Local Government Liaison Consultant circulated and if anyone has any questions then they can contact DMcG. CH confirmed that all is going well and everyone is comfortable with current position. There had been an e-Counting Project Board on the 27 February where focus had been on risks and there was an emphasis on each local authority to work up their own contingency plans. It was re-emphasised that RO teams may visit the printing factory but it is standard as part of the proofing process that live inspection boxes will be sent out to each RO. DM confirmed that there are no live inspection boxes after the second interim update as there is insufficient time to do so. ACTION: CH to circulate Liz Ure’s note about quality checking and explanations.</p> <p>DM gave feedback on system training at Pentland House as Glasgow had attended their first training day on 27 Feb. ACTION: DM to report back after second day of training on 6 March to see if issues rectified. ACTION: CH to ask SG for feedback after training on 28 February.</p>	<p>CH</p> <p>DM CH</p>
4.0	Other Electoral Events/ Issues	MP confirmed that all possibilities of future electoral events in near future are speculative.	
5.0	Regional Returning Officers’ Group and associated meetings	No updates from any meetings.	

6.0	Scottish Parliament Political Parties Panel	<p>SPPPP meeting took place on 7 February 2017. Issue about the display screens raised again at meeting but this has now been covered in Additional Directions from the Convener. In response to a question by PW, CH reported that the registration and supply of registers is not a live topic. DM stated that existing Members may ask EROs locally for registers.</p> <p>Party Conferences CH/AON attended the Labour Party Conference on 24 February in Perth. Conservative Party Conference will be taking place on 3/4 March in Glasgow. MP to attend with AON and Sue Bruce.</p>	
7.0	AOB	<p>Official Marks – a sample of 2 or 3 will be sent to MP to select for ballot books and postal votes. Group agreed that they hope that MP will receive these soon so that they can be circulated.</p> <p>CNLs for Postal Votes – it was stated that these need to be used by law. CH reported that it was not clear whether Idox was going to supply the CNLs but since it was not complicated to produce they were working on it.</p> <p>ALEO – discussion about whether an employee of an ALEO can stay in post if elected or are they disqualified from being a Councillor? It was agreed that this was a party issue so HR departments of the Council and of the ALEO needed to be consulted. CH confirmed that it is not the role of the EMB nor of Election Teams to give legal advice but to direct potential candidates to obtain their own legal advice on the matter.</p>	
8.0	Date of Next Meeting	<p>31 March 2017 N.B. Due to the proximity of this date to the closing of nominations, this meeting will take place via teleconference.</p>	
<p style="text-align: center;">Date of future meetings: 21 April, 30 June, 25 August, 29 September, 27 October and 24 November</p>			