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# electoral administration bulletin



Issue 2 (Scotland) – 7 February 2012

## Resources for the May elections

Last week we published a number of support products for the May elections, including the online version of our [polling station handbook](#). We expect that printed copies will be delivered to those who ordered them by the end of the week commencing 27 February.

On Friday we will publish our template polling station notice (with instructions for use) on our [website](#). The notices are in MS Word format, so that details of the name of the council and ward, and the number of councillors to be elected can be added locally.

This will complete the publication of our guidance and supporting resources for 3 May.

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## Spending limits for candidates

The Scottish Ministers have increased the amounts that candidates can spend on their election campaign. From 12 March 2012, candidates will be able to spend £705 plus 6 pence per elector. We have updated our guidance for candidates and agents on spending to reflect the new limits.

Please ensure that any information you distribute to candidates and agents is updated accordingly.

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## Observer scheme

The Commission's observer scheme now also applies to Scottish local government elections. The previous schemes, which were administered by local government Returning Officers, no longer exist. Anyone wishing to observe this year's elections should apply to the Commission for accreditation. More information is available on our [website](#) or by calling us on 0131 225 0200.

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## Performance monitoring returns

Thank you to all Returning Officers for sending in the first monitoring return, especially to the five who were also required to send us documentary evidence. All Returning Officers confirmed they have a project plan and risk register in place to manage the delivery of May's elections.

The second return is due by Friday 24 February 2012.

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## Fees and charges update

Thank you to all of you who have been helping ECU to resolve queries relating to your fees and charges submissions over the past few weeks.

By 3 February, 104 claims (or 23% of the total submitted) had been fully processed, including 85 completed and 19 with debtor invoices raised against them. 188 claims (42%) are in progress, and this includes both claims being processed and those which have had queries raised with Counting Officers. 159 claims (45%) are awaiting processing.

Of the 104 claims fully processed, only 8 were able to be settled without additional information being sought from the Counting Officer. There are currently 77 open queries, of which 30 have been open for more than one month. Please could Counting Officers ensure that any queries are answered as soon as possible after receipt to ensure that claims can be completed promptly?

Of all the claims settled to date, the settlement amount has been lower than that provided by the charges order. The average settlement amount equates to 70% of the amount specified in the order.

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