

Returning Officer



14 July 2016

Dear Returning Officer

SCOTTISH LOCAL GOVERNMENT ELECTIONS 2017: E-COUNTING PROJECT

I am contacting you in connection with the above project. I am currently SRO for the e-counting project and also chair of the principal governance body, the Project Board.

You will be aware that the exercise to deliver e-counting for the 2017 local government elections has been ongoing for some time now. In January, User Trial sessions were held in Pentland House, Edinburgh allowing ROs and your election teams early familiarisation with the e-counting system. Since then, in the light of feedback from the User Trials, the e-counting software has been improved and refined. The new system will be available for a series of 'mock count' sessions to be carried out with council election teams at the Dewars Centre in Perth, in September.

Shortly after the mock counts exercise, the e-counting supplier, CGI IT UK Ltd, wishes to swiftly move to sign contracts with each individual council for the delivery of their election counts in May 2017. These are known as Service Contracts. Much of the e-counting equipment you will use at the elections in May 2017 will be made to order. For this reason, it is important that CGI can agree each council's specific requirements without undue delay.

The actual form of the Service Contract is set down in the main Framework Agreement, which the Scottish Government signed with CGI in October 2015. While the majority of the Service Contract is therefore already agreed and not subject to further negotiation, the Schedule 1 'Specification and Service Levels' will be the focus of interest between you and CGI as this is where you will specify the precise level of kit, personnel etc required for your own election count.

At our latest meeting on 7 July, the Project Board agreed that it would be helpful to circulate the Service Contract to all ROs now and this document is included. More information on the signing of the Service Contracts will be available in due course but any immediate queries can be forwarded to the project manager, Alex Mowat at: alex.mowat@gov.scot

Kind regards,

Heather McCauley
Strategy, Elections & FOI Division

