

**2019 Reviews of Electoral Arrangements
Final Report Template**

For discussion

1. At its 8 February 2021 meeting, the Commission considered a first draft of a final report for Orkney Islands council area, to be used as the template for producing all six reports for the 2019 Reviews of Electoral Arrangements (LGBCS Paper 2549).
2. Following comments made at the meeting, and subsequently received from Commissioners by email, the Secretariat have produced a revised template and this is at Appendix A.
3. The Commission asked that legal advice be sought on the template to ensure that the Commission have not only complied with all legal requirements but that the report makes that sufficiently clear. The Secretariat is still in the process of securing a firm of solicitors via the SG procurement processes. Once contracts have been signed the template will be sent to solicitors for their consideration.

Conclusion

4. The Commission is invited to provide any further comments before finalising the template which will then be used as the basis for writing the reports for all 6 council areas covered by the Islands Reviews.

Secretariat
March 2021