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| ELECTORAL MANAGEMENT BOARD FOR SCOTLAND**ACTION NOTE: Thursday 8 May 2019 @ 16:00 P.M.****Tele-Conference** |
| Present: * Board Members: Malcolm Burr (MB Convener), Andrew Kerr (AK), Angela Leitch (AL), Jim Savege (JS), Pete Wildman (PW).
* Advisers to EMB: David Miller (DM), AEA; Mark Conaghan (MC) (SOLAR); Andy O’Neill (AON), Sarah Mackie (SM) and Martin McKeown (MMCK), Electoral Commission;
* Regional Returning Officer: Kenneth Lawrie (KL).
* Also in attendance: Chris Highcock (CH), Secretary to the Board; Dougie McGregor (DMCG) and Emma Baker; Supt Pat O’Callaghan (POC) and Sgt Gary Kelly, Police Scotland.
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|  |  | **NOTE** | **ACTION** |
| **1** | **Teleconference of 1 May** | The note of the teleconference held on 1 May was approved as a correct record. |  |
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| **2** | **Risk register** | **CH** advised that he had updated the register since the last meeting. Nothing new had been added. Some risks had been changed from amber to green e.g. around recruitment concerns. The register would continue to be monitored. | **CH** |
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| **3.1** | **Registration Issues** | **PW** updated on registration issues. Applications had been steady but not overwhelming. There was evidence of a slight increase in applications following Cabinet office confirmation that election will go ahead.  |  |
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| **3.2** | **Notices, Agents etc.** | **CH** advised that Sub Agent Notices had been circulated. Only SNP has appointed agents across Scotland.  |  |
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| **3.3** | **Candidate Briefings** | **CH** advised that whilst briefings had been offered by both the RRO and some LROs, there had been little interest from candidates and agents. |  |
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| **3.4** | **Sampling** | **CH** advised that he intended to inform candidates and agents that there would be little point in arranging sampling opportunities.  | **CH** |
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| **3.5** | **Adjudication** | **CH** confirmed that a special edition of the bulletin had been prepared focussing on the adjudication. The aim is to ensure that LROs are consistent in how they approach adjudication of doubtful ballot papers both locally and nationally. **AON** confirmed that the EC was considering issuing some additional guidance around the ‘Brexit’ issue.  | **CH/AON** |
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| **3.6** | **Count Collation** | **DMG** provided an update on the count collation exercise. A test of the collation process will take place on Monday 13 May. Lessons learned will inform the live event. **CH** advised that there is interest in the collation process from press and media. | **DMG** |
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| **4.0** | **Directions** | **CH** advised the LROs had conformed to the RROs directions. Postal Votes would be issued in line with the recommendation. |  |
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| **5.0** | **SAA Update** | **PW** provided an update on applications from citizens of EU member states to vote in the election in the UK. There had been some interest in the issue from parties. |  |
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| **6.0** | **Costs** | **CH** advised that the Cabinet office had requested bank details from LROs and that advances would be issued shortly. |  |
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| **7.0** | **Integrity** | **POC** updated on Police Scotland’s preparations for the EPEs. No major threats had been identified but Police will remain vigilant. Advice for candidates and agents on dealing with intimidation and harassment is being prepared and will be issued shortly. | **POC** |
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| **8.0** | **Additional Supports** | **CH** confirmed the bulletin on adjudication will be circulated to LROs in the next few days. Advice on dealing with personation will also be circulated. | **CH** |
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| **9.0** | **Public Awareness / Media** | **SM** provided an update on EC public awareness raising activities. These were in line with those discussed previously. **SM** would provide **CH** will a copy of the EC media handbook for circulation. | **SM** |
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| **10.0** | **Legal** | No legal issues were highlighted. |  |
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Meeting ended at 4.30 p.m.