

Issue	Action	Who	By When	Progress
Planning	With support from Corporate Programmes, develop a project plan for annual tasks, and a project plan for elections-specific tasks including identification of resources required and timescales.	FN	19/12/07	First meeting to discuss project to take place 19.12.2007
Annual Canvass				Completed
Review of Polling Stations		CM	13/12/07	Report to Cabinet on 13th December 2007
Staffing	Recruitment of Deputy Manager (Electoral Registration Services)	FN/CM	12/12/07	Interviews on 12/12/07.
	Review of roles and responsibilities within the service team (including revisions to JD/PS as appropriate)	CM/FN	21/12/07	JD/PS has been reviewed – in the process of being evaluated
	From project plans, identify numbers and timing of temporary staff requirements for: <ul style="list-style-type: none"> <li>• Nominations process</li> <li>• Issue and processing of postal votes</li> <li>• Staffing Polling Stations</li> <li>• Count</li> </ul>	FN	19/12/07	Seeking resource for Project Manager. These will be covered in the project.
	Recruit and develop a pool of in-house staff to be called on to carry out specific support roles during elections.	JJ		JJ had spoken to Sally Coulter – Members were keen to include requirement to assist at elections in JDs. SC to follow up. SC also looking how Research employ casuals.
	Explore with HR the potential for including a requirement to assist at elections within job descriptions.	JJ		
	Identify agency staff interested and able to undertake election support work			
	Identify requirements for info by phone to take calls re nomination process. Electoral register and postal votes (e.g. software links/permissions, script for call operators)	FN		Meeting with Gina Lane & Lesley Hack – see below for further info.

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Training	Develop programme of training for: <ul style="list-style-type: none"> <li>• Parish Clerks</li> <li>• Temporary staff</li> <li>• Refresher training for permanent staff</li> </ul> Develop 'handbook' to support above.	FN	30/11/07	Meeting held with Lynda Wilcox and feedback received on 03/05/07 elections
Communications	Liaise with Communications Unit to develop a communications strategy to cover both annual tasks and specific requirements around the range of elections. (To include key dates, register of electors process, notices of election & nomination packs on website and publication of notices of election in local press)	FN	31/01/08	Meeting to be arranged with RB including EP, GL, LH
Resources	Ensure access to appropriate scanners/printers/high-volume copiers	FN	31/12/07	FN to get info from Sandra Dallimore
	Review requirements for polling booths/boxes following polling station review	CM	31/3/08	On-going
	Review Post Office support requirements and negotiate revised service agreement	CM		Now have an account manager in place.
	Ensure ICT support requirements are specified within SLA.	FN/CM	31/01/08	Highlight web provisions, ICT links required, need technical discussion as part of process. Postal votes – provide lockable rooms at Thorn – need access to building out of hours. Meeting required with ICT.
	Review software requirements/options and prepare exceptions business case if necessary	FN/CM	31/01/08	In progress
Postal Voting	Review process with Opt2vote	AM		On-going
House name changes	Explore options for this activity to be passed to another service.	FN	22/11/07	Temp has been employed to catch up with backlog.