

**APPENDIX 3**

<b>Issue</b>	<b>Action</b>	<b>Progress</b>
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.	Created a complete working plan/timetable for each election of every action/role. Each plan includes job descriptions, processes, flowcharts and desk instructions.
Annual Canvass		Completed
Review of Polling Stations		Completed
Staffing	Recruitment of Deputy Manager (Electoral Registration Services)	Appointment made
	Review of roles and responsibilities within the service team (including revisions to JD/PS as appropriate)	JD/PS 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>	This has been included in the plan mentioned above.
	Recruit and develop a pool of in-house staff to be called on to carry out specific support roles during elections.	Recruitment process currently in progress
	Explore with HR the potential for including a requirement to assist at elections within job descriptions.	To be followed up with HR
	Identify agency staff interested and able to undertake election support work	All agency staff employed through Pertemps
	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)	Info by Phone previously under resourced so unable to assist. Meeting to take place to review situation.

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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.	Programme of training being developed and put into practice for the European Elections. Meeting to take place with HALC regarding closer working with Parish Councils.
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)	Processes in place for communicating with all relevant services regarding requirements for elections, etc.
Resources	Ensure access to appropriate scanners/printers/high-volume copiers	Completed – additional scanners/printers acquired
	Review requirements for polling booths/boxes following polling station review	Completed
	Review Post Office support requirements and negotiate revised service agreement	Account Manager now in place -
	Ensure ICT support requirements are specified within SLA.	Completed – process in place with ICT to identify resources for elections
	Review software requirements/options and prepare exceptions business case if necessary	Business case to be considered by IPG in March
Postal Voting	Review process with Opt2vote	Completed
House name changes	Explore options for this activity to be passed to another service.	Matter resolved