

## Election planner

**This planner works to a nominal election date of 5 May 2005 (this is not based on any firm information and is purely an indicative date).**

### SECTION 1 : Reviewing past performance

<u>Period</u>	<u>Act. No.</u>	<u>Activity description</u>	<u>Detailed tasks</u>	<u>Resp. officer(✓)</u>	<u>Date</u>
July to Sept 04	1	Lessons learned from 2004	<ul style="list-style-type: none"> <li>•Adequacy of polling places in relation to location/accessibility/size</li> <li>•Equipment and stationery issues - check stock levels/ballot boxes</li> <li>•Large print ballot papers/ notices - how visible were they?</li> <li>•Performance of contractors/suppliers (see activity No.14)</li> <li>•Finance/budget provision - Were there any problems?</li> <li>•Staffing - Were they competent - is further training required?</li> <li>•Security/integrity - If problems arose they must be addressed</li> <li>•Count arrangements - suitable venues are crucial to the results</li> <li>•Communications - how well did the voters understand the process?</li> <li>•Back office support - what is required for the Parliamentary?</li> </ul>		
	2	Postal voting	Are changes required for a parliamentary election ? Consider likely numbers and the process to be adopted including any staff & accommodation needs		

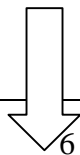
Oct.04	3	Parliamentary constituencies	Consider any boundary issues and the need for targeted publicity <ul style="list-style-type: none"> <li>• Overlap arrangements and co-ordination with other AROs</li> <li>• The need for consultation with parties/agents/prosp. .candidates</li> </ul>		
Nov.04	4	Registration	Has the canvass been effective? Develop outline plan to deal with postal votes if changes necessary		
<b>Period</b>	<b>Act. No.</b>	<b>Activity description</b>	<b>Detailed tasks</b>		
01 Dec 04	5	Publication of the register of electors	Distribution of copies Confirmation letter to postal voters advising status		
Dec. 04	6	Outline budget	Consider the growth items from 2004 Contact treasurer/director of finance regarding adequate insurance Cover for the Parliamentary election		
Dec.04	7	Decisions/approvals	Draft reports for committee/ARO/COs re: <ul style="list-style-type: none"> <li>• Changes to polling places</li> <li>• Initiatives to increase registration and issues around boundaries</li> <li>• Arrangements for dealing with postal votes re: tight timescales</li> </ul>		

		<b><u>Section 2 :Preliminary preparations</u></b>			
<b><u>Period</u></b>	<b><u>Act. No.</u></b>	<b><u>Activity description</u></b>	<b><u>Detailed tasks</u></b>	<b><u>Resp. officer (✓)</u></b>	<b><u>Date</u></b>
Jan. to Feb.05	8	Election team	Allocate roles and responsibilities and schedule meetings		
	9	Fees and charges order	Check original budget assumptions against order. Agree travel rates		
	10	Polling places & other venues	Advise all designated personnel of possibility of May election and make temp. bookings for all polling places, postal vote issue and receipt venues		
	11	Count venue	Make temporary bookings based on possibility of May election plus consider furniture and equipment requirements.		
	12	Training for election staff	Consider the need for specific training (workshops, briefings, etc), method of delivery and schedule dates. Contact those to be trained. Also schedule dates for structured training for the election.		
	13	Election staff	Write to all presiding officers advising possibility of May election checking availability and advising training dates. Set up recruitment arrangements for poll clerks based on poss. May Election and advise training dates Check availability of canvassers if to be used for p/card or p/vote deliveries.		
	14	Contractors/suppliers	Prepare tender documentation (if necessary) or specify possibility of May election. Specifically cover their ability to meet the election		

			<p>statutory deadlines. Also check:-</p> <ul style="list-style-type: none"> <li>●Printers in relation to poll cards, ballot papers, notices etc.</li> <li>●Stationery suppliers where large number of. additional stocks are required</li> <li>●Fulfillment companies in connection with postal voting</li> <li>●Royal Mail and their response to the delivery &amp; collection of writ, the delivery of poll cards and the delivery and return of postal votes</li> <li>●Portacabin contractors (if required)</li> <li>●Transport for the 'fitting up' of polling places, portacabins, etc.</li> <li>●DSOs and internal suppliers to check their availability to provide the services</li> <li>●Electoral management system - servicing of equipment</li> <li>●Check bank account details especially authorised signatories.</li> <li>• OPT – Check out arrangements for selector devices</li> </ul>		
	15	Grant for Equipment	<p>Approach Claims Unit in connection with additional Equipment such as:-</p> <ul style="list-style-type: none"> <li>●Additional polling booths</li> <li>●Additional ballot boxes</li> <li>●Portable ramps</li> <li>●Replacement stamping instruments</li> </ul>		

		<b><u>Section 3:</u></b> <b><u>Lead into the statutory timetable</u></b>			
<b><u>Period</u></b> <b><u>05</u></b>	<b><u>Act.</u></b> <b><u>No.</u></b>	<b><u>Activity description</u></b>	<b><u>Detailed tasks</u></b>	<b><u>Resp.</u></b> <b><u>officer(✓)</u></b>	<b><u>Date</u></b>
Mar.	16 17	Forms, letters and instructions quality assurance/plain english awards	Review, amend or re-write in draft forms, notices, etc. Ensure all procedures/forms etc. to be used for the Crystal Mark, ISO requirements Agree marks for postal votes and ordinary ballot papers ARO to check with Mayor/sherrif duties to be performed. le. Receipt of writ, Declaration of result		
	18	Stamping instruments/ official marks	Allocate all staff to polling stations		
	19	Returning Officer/Acting Returning Officer	Run seminars, workshops, etc. as part of overall		
	20	Staffing	Continue input of absent vote data with confirmation		
	21	Training seminars	To be used for fees & charges and turnout excl. G's, K's		
11 Mar	22	Deadline for final application under rolling registration	Send data to contractor pending announcement of details about voting in person		
01 Apr	23	Calculate eligible electorate	Check delivery of writ arrangements and schedules for		
07 Apr	24	Poll cards			
	25	Royal Mail			

11 Apr.	26	Proclamation / issue of writ	Advise printer re poll cards Confirm bookings of all polling places Appoint deputy acting Returning Officers Book tables and chairs (if required) for count venue and any special equipment e.g. sound, IT equipment etc.		
	27	Arrange meeting of candidates/agents	Prepare nomination packs to include:- <ul style="list-style-type: none"> <li>• Nomination papers</li> <li>• Consent to nomination</li> <li>• Two copies of register</li> <li>• Authorisation to use description and emblem</li> <li>• Forms for claims and expenses</li> <li>• Statutory timetable including details of openings of postal votes</li> <li>• No. of counting agents to be allowed - explain formula - see Action 44</li> </ul>		
	28	Appointment of polling staff	To include requirements for secrecy and training dates		
	29	Appointment of count staff	Appoint counting assistants, supervisors and other staff to include:- Requirements for secrecy and training/briefing dates		
	30	Appoint staff for Issue and Opening of AVs	Appoint staff for Issue and opening of postal votes and confirm venue		
	31	Appoint visiting officers/ Polling station inspectors	Review their role for the election and allocate schedule of visits		
12 Apr	32	Receipt of writ	Delivered by Royal Mail and to be locked in secure place		
14 Apr	33	Publication of notice of election (4 p.m.)	Distribute and display as required by law Nominations commence		
			Continuation of tasks listed at activities 26 – 31.		



<b><u>Period</u></b>	<b><u>Act No.</u></b>	<b><u>Activity description</u></b>	<b><u>Details tasks</u></b>	<b><u>Resp. officer</u></b>	<b><u>Date</u></b>
16 Apr	Sat	DIES NON	<i>Days excluded in calculating the statutory timetable</i>		
17 Apr	Sun	DIES NON			
18 Apr	34	Poll Cards	Earliest possible date for despatch by Royal Mail/ hand delivery		

19 Apr	35	Deadline/delivery of nomination papers (4 p.m)	Check all details including electoral numbers of assentors		
	36	Deadline for withdrawal of candidate (4 p.m)			
	37	Deadline for appointment of agents (4 p.m.)	If no agents appointed – candidate becomes own agent		
	38	Deadline for making objections (5 p.m.)			
	39	Publication of statement of persons nominated and Notice of poll (5 p.m.)	Notice to include situation of polling stations and persons entitled to vote at each polling station.		
	40	Ballot paper proof	Provide proof of ballot paper(s) to printer		
	41	Deadline for receipt of changes to postal votes and Proxy Votes (5 p.m.)			
19 Apr	42	Postal votes	Commence printing stationery/instruct contractor to run data		
20 Apr	43	Ballot papers	Check proof(s) and confirm print runs for postals/ordinary/tendered ballot papers		
	44	Letter to candidates/agents	Confirming validity of nomination and enclosing notice of poll, also confirming number of counting agents allowed		
	45	Letter to police	Enclosing notice of poll and location of polling places		
	46	Banking	Pay in claim's unit advance and candidates' deposits		
	47	Staff Training/Briefing	Commence training sessions for presiding officers and poll clerks		
<b>Period</b>	<b>Act. No.</b>	<b>Activity description</b>	<b>Detailed tasks</b>	<b>Resp. officer(✓)</b>	<b>Date</b>
22 Apr	48	Staff training	Postal vote issue and opening		
22 Apr	49	Postal votes – Poss. First Issue (evening)	Receive initial supply of ballot papers & prepare issuing venue with stationery, stamping instruments, A.V lists etc.		
23 Apr	Sat	DIES NON – First Issue cont'	<b>As per activity 49 and</b>		



24 Apr	Sun	DIES NON – First Issue cont'	<b><i>Dependent on numbers</i></b>		
25 Apr	50	Despatch of postal votes/l proxy poll cards	Royal Mail or canvassers to commence posting as soon as Possible.		
	51	Staff training	Training of count staff and continued training of POs and PCs		
	52	Polling places	Commence delivery of equipment to all polling stations		
26 Apr	53	Deadline for receipt of late postal and proxy vote applications 5 p.m.	Produce final AV lists		
27 Apr	54	Final Issue of postal/proxy votes and proxy poll cards	Issue as per activity No. 49 above		
	55	DARO/Supervisor/Accountant training for count	Discuss changes since 2001 especially in connection with increased postal votes, consider any security issues, agree +/- tolerances on verification and share guidance on doubtful papers.		
	56	Polling station registers	Print registers for all polling stations & place with AV lists		
27 Apr	58	Last day to make alterations to the register	In connection with clerical error or to implement registration appeal v the courts.		
28 Apr	57	First day to apply for Replacement Postal vote	<b><i>Possibility ballot papers still in the delivery system!</i></b>		
29 Apr	59	Fit up ballot boxes	Set up ready to pack leaving only the last minute items to be Added when finalised e.g. polling agents (if any), staff name badges, keys, etc.		
<b><u>Period</u></b>	<b><u>Act. No.</u></b>	<b><u>Activity description</u></b>	<b><u>Detailed tasks</u></b>	<b><u>Resp. Officer(✓)</u></b>	<b><u>Date</u></b>
30 Apr	Sat	DIES NON			
1 May	Sun	DIES NON			
2 May	Mor	DIES NON			
3 May	60	Deadline for appointment of	Prepare lists for P0s if polling agents appointed and despatch letters		

		<b>polling and counting agents</b>	admission/invitation for access to the count		
3 May	61	Ballot boxes for collection/delivery	Complete with all requirements for Presiding Officers		
4 May	62	Polling stations	Deliver equipment to temporary/portacabins		
	63	Opening of postal votes	<b><i>Depending on numbers or move to following day</i></b>		
	64	Layout of counting venue	Checks on catering arrangements, security, sound system		
4 May	65	<b>Deadline for application of Replacement postal vote .</b>	<b>5 p.m.</b>		
4 MAY	66	Visiting officers/polling Station inspectors	Provide spare stationery/stamping instruments, ward maps of borough, key contact numbers and staff/check list		
4 May	67	Standby staff/ staff payments	Identify replacement P0s/PCs etc and commence printing Of cheques and tax forms		

#### **Section 4 : Election day and post election tasks**

<b><u>Period</u></b>	<b><u>Act. No.</u></b>	<b><u>Activity description</u></b>	<b><u>Detailed tasks</u></b>	<b><u>Resp. officer</u></b> (✓)	<b><u>Date</u></b>
05 May	68	<b>ELECTION DAY</b>	<b>Hours of Poll 7 a.m. – 10 p.m.</b>		
	69	Staff payments	Complete cheque run for poll staff and commence cheque Run for count staff.		
	70	Count venue	Final check of Count venue – layout, stationery, staffing Lists, forms, lap tops, law books, examples of doubtful ballot papers, ink pad and stamp. Review security arrangements		

			and access procedures.		
	71	Opening postal votes (Cont'd)	<b>Number of sessions dependent on Numbers of Postal votes</b>		
05 May	72	Counting of votes	To commence at 10 p.m.		
	73	Collection of polling equipment	It may be necessary to clear some polling places e.g. portacabins		
	74	Final opening of postal votes	Those handed in by POs plus last sweep @ 10 p.m.		
	75	Verification of ballot boxes and AVs	To be shared with agents/candidates		
	76	Counting of votes for candidates	After mixing the bundles, counting commences with final Adjudication in the presence of the agents/candidates		
	77	Declaration of result	Following announcement by RO – post the results.		
06 May	78	Return of the writ	Arrangements to be agreed with Royal Mail for collection		
	79	Sealing of packages	For delivery to clerk of crown		
	80	Polling station equipment	Commence collection from all venues and return to storage		
	81	Return of deposits	To all agents/candidates who polled more than 1/20 <sup>th</sup> votes cast		
	82	Payment of fees	Commence paying all staff involved with the election		
	83	Payment of forfeited deposits	Cheque to claims unit within 10 days of result (20 May)		
	84	Form PE20 to clerk of the crown	No. of postal votes received after close of poll		
June	85	Review meeting	With candidates/agents and other stakeholders		
10 Jun	86	Return of candidates' expenses	Send copies to The Electoral Commission		
20 Jun	87	Notice in press	Publication as to time/place for inspection of above		
June	88	Inland revenue	P53 plus cheque for all tax deductions made on fees		
June	89	Review of election	Team meeting – document any lessons learned		
Apr.06	90	Finalise election accounts	Latest time for submission to claims unit		