

## (A)RO Project planner

## Warwick District

### Scheduled polls in Great Britain on 7 May 2015

Date:	Jan-15
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Document version:	1

Reviews:			
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Jon Dawson (JD)	Finance	Jan-15	

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## Using this template

This template project planner is designed to support (Acting) Returning Officers (ROs) in planning for and delivering UK Parliamentary and local government elections. The template includes a number of example deliverables and tasks to demonstrate how the template can be used. Your project plan should capture all of the work that you will need to undertake in planning for and delivering the election.

## Objectives and success measures

Before compiling a detailed list of deliverables and tasks, the objectives of the project need to be established, i.e., what you want to achieve. The plan should be treated as a 'living document' and you should assess whether the stated objectives are being met, updating your plans and processes as necessary. The template provides some example objectives, which you can adapt and add to to fit your local circumstances.

## Deliverables and tasks

Once the objectives have been identified, individual tasks can be planned for and owners allocated to these. This tab identifies a number of example deliverables and tasks that should be undertaken. In addition to the deliverables and tasks identified, you should also add in all other deliverables and tasks you identify as necessary (to do this, highlight a row, right click and select Insert). Tasks that are required to be undertaken at or by a particular time by the statutory timetable are highlighted.

## Dependencies and contact details

The delivery of the elections is dependent on a number of internal and external service providers. This tab should be populated with the names and contact details of all internal and external service providers.

## Evaluation

This tab can be used to inform the evaluation of the elections or, if you have not yet reviewed your last electoral event, to inform that review. The example content should be adapted to ensure that it reflects the main deliverables and tasks contained in your plan, and assesses whether your stated objectives have been met. The outcome of this evaluation can then be used to feed back into your project plan for future electoral events.

Objectives	Tools for measuring success	Achieved ( )	Comments / supporting evidence
Run the elections in accordance with the legislation and Commission guidance	<ul style="list-style-type: none"> <li>• <i>Completion of tasks by deadlines</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Plan and risk register reflect key areas set out in guidance</i></li> </ul>		
A good experience for all voters, with anybody who is entitled to vote able to do so	<ul style="list-style-type: none"> <li>• <i>Feedback from voters</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Feedback from candidates and agents</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Feedback from staff</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Feedback from organisations with an interest in the voting process, including disability organisations</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Plans for delivering public awareness activity</i></li> </ul>		
Transparency	<ul style="list-style-type: none"> <li>• <i>Feedback from stakeholders</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Any records that could be of interest to stakeholders and can be made available, are made available</i></li> </ul>		

	<ul style="list-style-type: none"> <li>• <i>Clear audit trail</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Communications strategy</i></li> </ul>		
Professional delivery	<ul style="list-style-type: none"> <li>• <i>Project plan</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Risk register</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Management structure</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Record of project team meetings</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Contracts in place for any outsourced work</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Contingency arrangements</i></li> </ul>		
	Consistency	<ul style="list-style-type: none"> <li>• <i>Plans</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Training schedule and materials</i></li> </ul>			
<ul style="list-style-type: none"> <li>• <i>Clear management structures and escalation procedures</i></li> </ul>			
Accurate results	<ul style="list-style-type: none"> <li>• <i>Clear audit trail</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Postal vote paperwork</i></li> </ul>		

	<ul style="list-style-type: none"> <li>• <i>Ballot paper accounts</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Verification statements</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Worksheets</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Results</i></li> </ul>		
Results in which all stakeholders are confident	<ul style="list-style-type: none"> <li>• <i>Record of complaints</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Feedback from voters, candidates and agents and other organisations with an interest in the election, including disability organisations</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Feedback from staff</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>Minutes of evaluation/review and other relevant meetings and lessons learnt document</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>No negative media reporting</i></li> </ul>		
	<ul style="list-style-type: none"> <li>• <i>No legal challenges</i></li> </ul>		

Deliverables	Sub-deliverables	Task / Action	Lead officer	Start date	End date	Comments	
Learn lessons from previous electoral events	Consider processes used at previous electoral events, and feed lessons learnt into project planning	Discuss outcomes from previous electoral events and lessons learnt	GF GL CE		01/01/2015	Lessons learned log, needs to be created for all to comment on and provide feedback for project team to consider. - 7 April 2015 Action GL to let people know where this and devise questionnaire for staff	
		Discuss experiences of other areas at previous electoral events	GF GL CE		01/01/2015	These have not been discussed but built in from experience. New arrangements to set out above. Electoral Commission training for DROs and ACRO.	
		Amendments to plan - identified as necessary as a result of these discussions	GF GL CE		01/01/2015	on going and documented in project team meetings minutes	
Prepare plans to support the effective delivery of the polls	Identify project aims and objectives, and plan for the tasks that will need to be undertaken to achieve these	Develop project plan	GF GL CE SC FC		01/01/2015	However this reviewed at project board and updated as required	
		Project plan takes account of objectives and success measures for the election	GF GL CE SC FC			on going	
		Develop risk register	GF GL CE SC FC		01/01/2015	on going consideration of the register at project board meetings	
	Identify and manage risks	Consider specific context of May 2015 polls and identify implications for planning and delivery of the polls	Consider changes in legislation and electoral processes since last UKPGE & LGE polls and the impact of these changes	GF GL CE	01/04/2015		
			Consider scrutiny from voters, candidates, political parties, and the media and the possibility of particularly close contests in constituencies/wards, will impact your planning including your integrity, count, and communication planning.	GF GL CE FC			Training and instructions in place for all staff. Guidance on conduct and behaviour provided to all candidates and agent.
		Consider implications of the possible higher turnout than at other recent elections	GF GL CE FC		07/04/2015	Changed venue for both postal vote opening and count to provide more capacity due to increased turnout and combined elections. Increased size of core team with allocated support from other key teams in the Council to reduce burden.	
		Identify parish council elections being held on the same day as the UKPGE & the implications	GF GL CE			TBC on 9 April at 4.00pm	
		Plan for Neighbourhood Planning Referendums held on 7 May.	CE		07/04/2015	None	
		Plan for dealing with a significant number of new or less experienced political parties, candidates and agents	GF GL CE	25/03/2015	14/04/2015	Briefing with candidates and agents in both March and April.	
		Meet expectation and legal requirement to start the counting of the votes at the UKPGE by 2am	CE		07/04/2015	While the verification is taking place on Thursday evening with the main Count starting at 10am on Friday morning, the ARO will ensure that a ballot box in each constituency will be counted by 2am on Friday 8 May 2015.	
Allocate sufficient resources	Financial	Identify projected costs	GF CE JD LH	01/01/2015			
		Once ECU fees and charges received/confirmed - set up budget, reconcile projected costs for activities against the available budget	GF CE JD LH	01/01/2015			
	Staffing	Identify staffing requirements, robust recruitment processes and comply with all legal requirements (seek advice from HR department as necessary)	GF MW GL	01/03/2015		Completed less the number of staff for Saturday 10 May which will be confirmed once the number of elections in Parish Councils are known	
		Take into account potential peaks in e.g. registration enquiries/applications around televised leaders' debates and registration and absent vote deadlines.	GF GL CE MW			on going - working with Media and contact centre/Warwickshire Direct Offices/Receptions	
	Project team	Identify staff for all roles	GF GL		01/02/2015		
		Contingency plans for unplanned Election staff absence (office based and Polling/Counting staff)	GF GL		07/04/2015	As set out in risk register	

		Kenilworth & Southam (cross-boundary constituency), liaise with the ERO(s) and elections staff in Stratford and Rugby	GF			ongoing - through Warwickshire Election Officer Meetings	
	Staffing requirements for specific processes	Determine staffing requirements for specific processes, including polling station, postal voting and verification and count staff	GF MW GL			must be in place by end of Feb	
		Write to staff used previously and consider re-appointing, checking availability	GF MW		01/12/2015	completed - letters out at christmas and notice on Intranet for WDC staff. Forms submitted by 30 Jan 15. though will take if returned after date.	
		Appoint staff and dispatch letters of appointment	GF MW			01/03/2015	
		Support Staff	Identify support staff	GF MW GL		01/03/2015	Support from media & web team for communications, OD team for nomination papers, DMC for processing orders for polling station.
		Draw up an escalation procedure for complex enquiries	GF MW GL	07/04/2015		7 April 2015 - GL write up the current informal procedure and email to team	
		Appoint support staff and dispatch letters of appointment as appropriate	GFMW GL	26/02/2015			
Provide training to all relevant staff	Training	Ensure project team is familiar with election framework and legislation, and assess training needs	GFMW GL	01/04/2015		part of Project Team Agenda	
		Identify training needs for all other staff	GFMW GL	01/04/2015		ongoing	
		Prepare training schedule	GFMW GL	01/04/2015		ongoing	
		Prepare training sessions	GFMW GL		Apr-15	ongoing Postal Vote staff/ Count clerks for different count processes - Xpress count /PO briefing at ballot box collection @ Stoneleigh Park, briefing before each sessions starts as well	
		Training of polling station staff	GFMW GL		01/04/2015	Halarose Web based Polling Staff training and arrange with WDC ICT to hold sessions @ riverside House for non computer user polling staff. Plus short top up session as ballot boxes are collected on 5 May	
		Training of postal vote issuing staff	GFMW GL			N/A as issued by third party company	
		Training of postal vote opening staff	GFMW GL		29/04/2015	All openers briefed on role at start of each session plus written procedure given to them.	
		Training of verification and count staff	GFMW GL		30/04/2015	Clerks to go through procedure at Verification & Count with staff - full instructions to all staff.	
Managing contractors / suppliers	Poll cards / ballot papers / postal ballot packs	Clear specification setting out what is required and by when	GF GL	01/01/2015	01/01/2015	ERS (Poll Cards) Opt2Vote (Postal Vote Packs & Ballot Papers) ERS for electoral reg weekly HEFs & ITRs & Confirmation Letters	
		Written contract(s) with companies	GF			01/01/2015	
		Make contingency arrangements	GF GL CE				ongoing through Risk Management Reg
		Document all stages of the production process, including any variations	GF				ongoing
		Contact with Royal Mail	GF	01/01/2015			Meetings set up - Dave Curtis - Royal Mail Field Officer for this area
Identify and book venues	Polling station venues	Evaluation of suitable polling stations	GF	01/02/2015		ongoing	
		Book polling stations	GF			01/02/2015	Polling stations booked 2014 - have now got new locations through Ward Boundary Review and Polling District Review. New member of staff to take on polling stations
		Make contingency arrangements and an emergency protocol	GF GL CE				ongoing through Risk Management Reg
	Postal vote openings	Book venue					Town Hall Assembly Hall and stoneleigh park booked



		Make contingency arrangements, including preparing a list of alternative venues and an emergency protocol	GF GL		07/04/2015	ongoing through Risk Management Reg
		Finalise layout of Room/workflows/IT and security requirements	MW RS Amy Carnall		07/04/2015	ongoing - (Opening from Thursday 30 April/Friday 1 May & Tuesday 5 May/Wednesday 6 May all day - will open on Saturday 2 May. Opening from 6pm on 7 May at Stoneleigh Park)
	<i>Verification and count</i>	Confirm arrangements for management of verification and count processes, plan when and where are to take place	GF GL CE MS		01/04/2015	ongoing
		Book venue	GF		01/12/2014	Stoneleigh Park Exhibition Halls 1 & 2 booked
		Make contingency arrangements and emergency protocols	GF GI SC CE			ongoing - other premises in Stoneleigh Park available
		Finalise layout of Verification and Counts	CE GL CE SC		01/04/2015	ongoing - Floor plans to be given to Stoneleigh Park for building - including number of tables and chairs once close of nominations has passed and site visit on 14 April completed
<b>Appropriate allocation of electors to polling stations</b>	<i>Managing polling stations</i>	Allocate electors to polling stations (having regard to the Electoral Commission's guidance)	GF MW		01/02/2015	Re publishing electoral register in Feb to reflect the new Ward and Polling District Boundaries - new polling station locations and number of electors voting at each polling station. Also taking in polling stations and electors from Stratford and Rugby for UKPGE.
<b>Identification of potential integrity issues</b>	<i>Maintain a good working relationship with local police Single Point Of Contact (SPOC)</i>	Make contact with local police SPOC	GF MW GL CE		01/04/2015	ongoing - Diane Knight attending Warwickshire Election Officer meetings - also attending Candidates & Agents meetings in April.
		Schedule regular communications and have in place plans to respond to issues that arise, being prepare for the integrity of the elections to be scrutinised.	GL GF CE SC		01/04/2015	ongoing - Electoral Commission/Cabinet Office advice and SPOC
		Review previous security arrangements and identify any risks	GF CE GL SC		01/04/2015	ongoing
		Make specific arrangements for police presence at polling stations, the verification and the count	GL GF CE SC	09/04/2015		Meteign with police to confirm details on 9 April
	<i>Security of ballot boxes and ballot papers</i>	Secure storage at Town Hall for Postal ballot papers and Stoneleigh Park for verified ballot papers	GL GF CE SC		07/04/2015	See event plan
		Systems to ensure that ballot papers cannot be interfered with during production and once they are 'live'	GL GF CE SC		07/04/2015	see event plan
<b>Encourage participation</b>	<i>Raise awareness</i>	Plan and coordinate local public awareness activity and working with Media Team	GF GL FC			ongoing - Media Team - reaching HMOs and Students/OAPs
		Outgoing communications provide appropriate contact details to allow anyone to respond and obtain further information	GF FC			Media team
		Carry out targeted work to encourage individual registration applications from those not yet registered individually & under age groups	GF			Media and elections team now have continuing campaign with local students from 16 upwards to engage and promote registerign to vote
		Update and maintain web pages with information on the elections	FC GF GL			ongoing - working with Media Team
	<i>Managing enquiries from the public / candidates</i>	Identify and train front line staff to deal with enquiries, provide them with key information (FAQs, locations of polling stations, key dates in the election timetables) and ensure processes are in place to escalate enquiries to the elections team	FC GF GL			ongoing - working with Media Team & Contact Centre
<i>Media liaison</i>	Send out press releases to local media to raise awareness	FC GF GL			ongoing - working with Media Team	

Ensure all necessary equipment and stationery is in place	Stationery / equipment	Checklist of all stationery/equipment to be used	GL			Awaiting confirmation of Parish/Town contested elections otehrwise complete. Sufficient stationery and equipment in store to cover elections in all Parishes	
		Check general stock levels and conduct equipment audit	GF GL	30/09/2015			
		Provision of ballot boxes/ Polling Screens, fittings and compartments	GF				ongoing - working with Recycling Team and Property
		Prepare ballot boxes and other polling station equipment and forms for collection/delivery	GF	08/04/2015			Started design and plan for setup work settign starts formally on 11 April
		Produce paperwork to be used during the verification and count processes - test Xpress Count on test election	GF	01/04/2015			test to be arranged to run through the count
		Test equipment, including equipment to be used for postal vote identifier verification	RS MW	01/04/2015			To be completed on 23 April 2015 when last equipment arrives back
Ensure all official documents are in place	Poll cards	Arrange for proof-checking of poll cards	GF		23/03/2015	working with ERS	
		If outsourcing poll card production, ensure software can produce data tha printers can use	GF		23/03/2015	working with ERS - 11 March	
		Dispatch data to printers (ensuring system is in place to send updates after registration / absent voting deadlines)	GF		23/03/2015	working with ERS - 11 March	
		Finalised process for proof-checking poll cards	GF		27/03/2015	working with Elections Team for proofing	
		Sign-off proofs	GF		27/03/2015	working with ERS	
		Make arrangements to check actual stationery produced to highlight if any of the signed-off proofs have been inadvertently altered	GF		01/03/2015	working with ERS	
		First dispatch of poll cards	GF		30/03/2015	working with ERS	
	Postal ballot packs	Arrange for proof-checking of postal vote stationery	GF		March	working with Opt2vote - Easy print web based sytem for uploading data and checking proofs - another member of Election Team - new eyes!	
		Send data to printers	GF	Feb	23/03/2015	working with Opt2vote -Test election in Feb - Easy Print for uploading data	
		Sign-off proofs	GF	08/04/2015	09/04/2015	working with Opt2vote -	
		Commence printing (having ensured systems are in place to communicate data updates resulting from applications received close to the deadline)	GF		April	working with Opt2Vote	
		Make arrangements to check actual stationery produced to highlight if any of the signed-off proofs have been inadvertently altered	GF		17/04/2015	Opt2Vote to send live proofs for checking before main run sent out to Royal Mail - once ok'd main run despatched.	
		Print sufficient postal ballot packs to be able to issue replacements as required	GF		01/03/2015	Opt2vote - to print blank packs for 3 elections & NHP if necessary - need packs Parliamentary Packs to SDC & RBC for issue Spoilt and Lost to electors.	
	Ballot papers	Ballot papers prepared in accordance with legislation	GF		April	Opt2Vote - check Emblems and layouts	
Arrange for proof-checking of ballot papers on Xpress		GF		April	ongoing through Nomination Process and up to loading on the Easyprint		
Dispatch data to printers		GF		10/04/2015	Opt2vote - Easyprint		
Sign-off proofs		GF		10/04/2015	Opt2vote - Easyprint		
Give print-run number of electors per polling station		GF		16/03/2015	Opt2vote - Easyprint - Lockdown on number of Ballor Paper print		

		Print ballot papers	GF		April	Opt2vote
		Make arrangements to check actual stationery produced to highlight if any of the signed-off proofs have been inadvertently altered	GF		27/04/2015	Ballot Books to Riverside House from Printers - Elections Team to check books.
	Notices	Prepare notices	GF		March	
		Agree a process for providing candidates and agents with a copy of the notices	GF		March	Notice of Poll to go out to all Agents with main letters & to Parish Candidates.
		Make arrangements to print / display notices as required	GF		March/April	WDC Print room and Parish Clerks to display notices in Parish Areas. SDC & RBC to provide addresses for their Parish areas for WDC to send to. Website and Riverside House Reception / Warwickshire Direct offices/Town Hall
	Registers and absent voters' lists	Print registers for all polling stations, plus postal and proxy lists	GF		April	Make sure supply of A4 paper white and colour and toners in office when printing
		Process for communicating alterations to the register and any emergency proxy applications granted on polling day	GF		April	Polling Staff briefings - business cards with contact details on for each ERO - WDC/SDC/RBC
Run nomination process and disseminate relevant information to candidates and agents	Nominations	Agree plans for briefing candidates and agents	GF GL CE		25/03/2015	working with SPOC/Chris Elliott - for candidates and agents briefing
		Prepare nomination packs	GF		01/03/2015	
		Arrange informal checks of nomination papers	GF		01/03/2015	During nomination period all candidates/Agents to make appointment to hand in nomination papers/informal check
		Prepare and deliver briefing sessions for candidates	GL CE GF		April	Meetings set up for April in Town Hall and Riverside House - check dates
		Prepare written guidance on the election process and your local arrangements for candidates and/or election agents as appropriate	GF		Feb/March	Electoral Commission information in with Nomination Packs
		Prepare information on calculating the expenses limit (including the electorate number), spending returns and declarations	GF		Feb March	Electoral Commission information in with Nomination Packs
Manage potential enquiries from observers	Access to information	Prepare information for observers on the location and timing of the issue and receipt of postal ballot papers, the poll and the counting of the votes	GF		01/03/2015	Electoral Commission information
Publish notice of election for the local election		Print, display and upload to website			Not later than 25 working days before poll	WDC & Parish published 16 March Parliament published Monday 30 March
Dissolution of Parliament		Parliamentary election timetable begins			25 working days before poll	Monday 30 March
Receipt of writ					24 working days before poll	Tuesday 31 March
Publish notice of election for the UK Parliamentary election		Print, display and upload to website			Not later than 22 working days before poll (4pm)	Not later than 4pm on Thursday 2 April
Local government nominations open		Informal checking of nomination papers			From date and time stated on the notice of election	Will publish NOE Monday 16 March - due to number of nominations to process. 10am to 4pm

<b>UK Parliamentary nominations open</b>		Informal checking of nomination papers			<b>Between 10am and 4pm on any working day from the day after the publication of the notice of election</b>		
<b>Deadline for the delivery of nomination papers for all elections</b>		Make final determination on validity of nomination papers			<b>19 working days before poll (4pm)</b>	<b>4pm on Thursday 9 April</b>	
<b>Deadline for withdrawals of nomination for all elections</b>		Finalise election ballot papers			<b>19 working days before poll (4pm)</b>	<b>4pm on Thursday 9 April</b>	
		Prepare statement of persons nominated indicating any candidates who have withdrawn					
<b>Publication of statement of persons nominated for UK Parliamentary election if no objections made. This includes notice of poll and situation of polling stations</b>		Print, display and upload to website			<b>19 working days before poll (5pm)</b>	<b>5pm on Thursday 9 April</b>	
<b>Deadline for making objections to UK Parliamentary nomination papers</b>		Allow objections to nominations			<b>19 working days before poll (5pm)</b>	<b>5pm on Thursday 9 April</b>	
		Resolve objections, as appropriate					
<b>Manage the absent voting process</b>	<i>Postal vote issuing process</i>	Commence first issue of postal ballot packs			<b>17/05/2015</b>		
	<i>Opening sessions</i>	Confirm number and timing of opening sessions			<b>30/04/2015</b>	<b>07/05/2015</b>	
		Inform candidates and postal voting agents of opening sessions, giving at least 48 hours' notice					<b>Thursday 30 April to Wednesday 6 May - daily in Town Hall and from 6pm at Stoneleigh Park on 7 May.</b>
		First opening of postal votes and matching and subsequent opening sessions					<b>Information in Nomination Packs and with letters going out to them</b>
<b>Deadline for notification of appointment of election agents for all elections</b>		Print, display and upload to website notice of appointment of election agents			<b>19 working days before poll (4pm)</b>	<b>4pm on Thursday 9 April</b>	
<b>Publication of first interim election notice of alteration</b>		If you are not also the ERO, obtain copy of the notice from the ERO (and other ERO(s) in cross-boundary constituencies)			<b>19 working days before poll</b>	<b>Thursday 9 April</b>	
		Send updates to printers					
		Issue poll cards and postal votes to those included in this alteration as appropriate					
<b>Publication of statement of persons nominated for UK Parliamentary election (if objections made). This includes notice of poll and situation of polling stations for UK Parliamentary election</b>		Print, display and upload to website			<b>Not later than 18 working days before poll (4pm)</b>	<b>4pm on Friday 10 April</b>	
<b>Publication of statement of persons nominated for local government election</b>		Print, display and upload to website			<b>Not later than 18 working days before poll (4pm)</b>	<b>4pm on Friday 10 April</b>	
<b>Publication of second interim election notice of alteration</b>		If you are not also the ERO, obtain copy of the notice from the ERO (and other ERO(s) in cross-boundary constituencies)			<b>Between 18 working days and 6 working days before poll</b>	<b>Between Friday 10 April and Tuesday 28 April</b>	
		Send updates to printers					
		Issue poll cards and postal votes to those included in this alteration as appropriate					
<b>Publication of monthly notice of alteration</b>		If you are not also the ERO, obtain copy of the register from the ERO (and other ERO(s) in cross-boundary constituencies)				<b>[insert date]</b>	

		Send updates to printers			INSERT RELEVANT DATE	
		Issue poll cards and postal votes to those included in this alteration as appropriate				
<b>Registration deadline for the polls</b>		If you are not also the ERO, obtain data of registrations under the 12 day rule from the ERO (and other ERO(s) in cross-boundary constituencies)			12 working days before poll	Monday 20 April
		Send updates to printers				
<b>Deadline for applications for new postal vote and postal proxies and for amendments to existing postal and proxy voting arrangements</b>		Send updates to printers			11 working days before poll (5pm)	5pm on Tuesday 21 April
<b>Deadline for new applications to vote by proxy (not postal proxy or emergency proxies)</b>		Send out proxy poll cards as appropriate			6 working days before poll (5pm)	5pm on Tuesday 28 April
<b>Publication of notice of poll and situation of polling stations for local government elections</b>		Print, display and upload to website			Not later than 6 working days before poll	Not later than Tuesday 28 April
<b>Publication of final election notice of alteration</b>		If you are not also the ERO, obtain copy of the notice from the ERO (and other ERO(s) in cross-boundary constituencies)				Wednesday 29 April
		Issue poll cards and postal votes to those included in this alteration as appropriate			5 working days before poll	
<b>Deadline for notification of appointment of sub-agents, if applicable, at UK Parliamentary general election</b>		Provide secrecy requirements and issue passes			5 working days before poll	Wednesday 29 April
<b>Deadline for notification of appointment of polling and counting agents</b>		Provide secrecy requirements and issue passes			5 working days before poll	Wednesday 29 April
<b>First date that electors can apply for replacements for lost postal votes</b>		Issue replacements as required			4 working days before poll	Thursday 30 April
<b>Deadline for emergency proxy applications</b>		Designate member(s) of staff to liaise with ERO (and other ERO(s) in cross-boundary constituencies) to communicate decisions on emergency proxies			Polling day (5pm)	5pm on Thursday 7 May
<b>Deadline for replacement of spoilt or lost postal votes</b>		Ensure no more replacement postal votes are issued after this time				5pm on Thursday 7 May
		Replacements only issued in response to those returned by hand after 5pm the day before polling day			Polling day (5pm)	
<b>Polling day</b>					INSERT DATE (7am to 10pm)	7am to 10pm on Thursday 7 May
<b>Manage the verification and count arrangements</b>	<i>Verification and count</i>	Confirm date, location and timing of verification and count				Thursday 7 May from 10pm for Verification. Friday 8 May 10.30am for UKPGE. Saturday 9 May 10am - District/Town/Parish
		Plan to deal with the media focus on the verification and count				Media Team
		Ensure all staff are briefed and trained on the use of any protocols or instructions in relation to the verification and count				Through trainings and RO plus briefing before start of process
		Undertake tests and rehearsals of new or different verification or count processes, as necessary			Apr-15	Xpress Count test during Feb and Opt2Vote test election during Feb
		Prepare information for attendees on the processes to be followed				Media Team and GF
<b>After the declaration of result</b>	<i>After the declaration of result</i>	Display / publish results				Media Team and GL

	Print, display and upload to website			Media Team and GL
	Arrange for collection of any equipment that may need to be removed			GL and GF - RBC & SDC to collect ballot boxes on Friday morning 8.30am from Stonleigh Park. Team to break down equipment and re pack at Riverside House during Friday - GL to co-ordinate.
	Pay fees to all staff involved			MW/GF and HR team with help from IT for payments 19 June 2015.
	Review meeting with stakeholders to obtain feedback			GL GF CE & Project Team for feedback sessions during June.
	Carry out thorough evaluation of all processes outlined in the project plan and produce a lessons learnt document			
	Complete and submit data returns			GF to complete Electoral Commission paperwork
	Account for the election, including payment of creditors			GF to complete ECU accounts with LH
	Return Electoral Commission feedback forms			CE

	Department/ Service/ Company/	Contact name	Phone number	E-mail address
<b>ERO &amp; Other LROs</b>				
	<i>North Warks</i>	David Harris	01827 719222	Davidharris@northwarks.gov.uk
	<i>Nuneaton</i>	Debbie Davies	024 7637 6221	debbie.davies@nuneatonandbedworth.gov.uk
	<i>Rugby</i>	Sandy Veal	01788 533525	<a href="mailto:sandy.veal@rugby.gov.uk">sandy.veal@rugby.gov.uk</a>
	<i>Stratford</i>	Darren Whitney	01789 260209	Darren.whitney@stratford-dc.gov.uk
	<i>Warwick</i>	Gillian Friar	01926 456107	<a href="mailto:gillian.friar@warwickdc.gov.uk">gillian.friar@warwickdc.gov.uk</a>
<b>Internal service providers</b>				
	IT	Richard Southey	01926 456697	Richard.southey@warwickdc.gov.uk
	Print Room	Mike Pratley	X3396	<a href="mailto:mike.pratley@warwickdc.gov.uk">mike.pratley@warwickdc.gov.uk</a>
		Ema Townsend	X3399	ema.townsend@warwickdc.gov.uk
	DMC	Janice Robbins	01926 456123	janice.robbins@warwickdc.gov.uk
	Election Team	Graham Leach	X3375	Graham.leach@warwickdc.gov.uk
	Media Team		01926 456069	<a href="mailto:media@warwickdc.gov.uk">media@warwickdc.gov.uk</a>
<b>External service providers</b>				
	ERS	Hannah Lake	020 8365 8909	<a href="mailto:hannah.lake@electoralreform.co.uk">hannah.lake@electoralreform.co.uk</a>
	Xpress	Support Team	01453 794999	<a href="mailto:support@xssl.co.uk">support@xssl.co.uk</a>
	idox (Opt2Vote)	Joanne Campbell	028 7137 1111	<a href="mailto:joanne.campbell@idoxgroup.com">joanne.campbell@idoxgroup.com</a>
	Police SPOC	Diane Knight	01905 332283	<a href="mailto:dianne.knight@westmercia.pnn.police.uk">dianne.knight@westmercia.pnn.police.uk</a>

	What worked well	Objectives met?	Issues to be addressed	Key recommendations	To be completed by (date)	Responsible officer
<b>Project planning</b>						
<i>E.g. timeliness of delivery, adequacy of task allocation</i>						
<b>Cross-boundary constituency planning</b>						
<i>E.g. working with ERO and elections staff at other local authority/authorities, management of the absent vote identifier checking process</i>						
<b>Adequacy of polling places/stations</b>						
<i>E.g. in relation to location/accessibility/size, response to any concerns arising from evaluation of suitability of polling stations</i>						
<b>Equipment and stationery</b>						
<i>E.g. stock levels</i>						
<b>Printers</b>						
<i>E.g. quality, timescales, price, communication</i>						
<b>Software performance</b>						
<i>E.g. performance of software, identification of any changes required to ease processing, supplier's response to any issues</i>						
<b>Management of contractors</b>						
<i>E.g. performance of contractors: communication, effectiveness of contracts, value for money</i>						
<b>Recruitment and training (temporary and permanent)</b>						
<i>E.g. was the training effective, were the staff efficient</i>						
<b>Processing/handling of queries</b>						
<i>E.g. adequacy of FAQs, complaints recording process</i>						
<b>Resources</b>						
<i>E.g. staffing levels, availability of resources</i>						
<b>Security/integrity</b>						
<i>E.g. any problems that arose, comments/feedback from SPOC</i>						
<b>Verification and count arrangements</b>						
<i>E.g. suitability of venue and layout</i>						
<b>Individual electoral registration</b>						
<i>E.g. success of public awareness work, enquiries from electors not registered individually</i>						
<b>Postal voting</b>						
<i>E.g. did all those who requested a postal vote receive one, any issues surrounding verification of personal identifiers</i>						
<b>Candidates and agents</b>						