

**Elections Action Plan at 3 July 2017**

	<b>Issue</b>	<b>Implication</b>	<b>Action</b>	<b>Responsible officer for implementation and implementation date.</b>
1	Three weeks of annual leave was authorised in the lead up to the County Election despite the election date being published in advance.	Lack of resource to prepare for the election.	No annual leave to be authorised for the four weeks in advance of an election for core election team members.	Director of Resources  Implemented.
2	At the count there were significant periods of time when count staff were not occupied.	Inefficient utilisation of resources lead to count taking longer.	Detailed briefing provided to all count team leaders to allocate work to counters and ensure all counters are busy.	Director of Resources  Implemented at Parliamentary Election.
3	Delay between verification and the count.	Inefficient utilisation of resources lead to count taking longer.	Detailed instructions provided to enable count to start five minutes after verification is completed.	Director of Resources  Implemented at Parliamentary Election.
4	There were some delays in entering the information into the count spreadsheet	Inefficient utilisation of resources lead to count taking longer.	Ballot paper accounts delivered to count controller immediately after ballot boxes arrive.	Director of Resources  Implemented at Parliamentary Election.
5	No high level meeting between Returning Officers (RO) before election	Inconsistency in approach on late alterations and adjustments to register.	RO meeting to be arranged for all Parliamentary Elections going forward.	Chief Executive
6	Registration errors due to lack of time to clear all registration queries.	Errors on register and ultimately people unable to vote.	An additional two members fully trained in registration supported by full suite of process notes as detailed in Action Eight below.	Legal and Democratic Services Manager  31 March 2018
7	Lack of trained, available and willing staff to operate polling stations.	Inability to fully staff polling stations.	Recruitment campaign to start from 1 August 2017.	Director of Resources  31 October 2017

	<b>Issue</b>	<b>Implication</b>	<b>Action</b>	<b>Responsible officer for implementation and implementation date.</b>
8	There is not a full suite of process notes and instructions which cover all key tasks required in delivering an election.	Lack of resilience and business continuity.	Full suite of process notes produced and tested by 31 March 2018.	Legal and Democratic Services Manager 31 March 2018