

Schedule for submission of performance standards returns for May 2012 elections

The following pages contain the schedule for submission of the monitoring checklists and, where requested, the supporting data/evidence for the 3 May 2012 elections.

Latest date to be submitted to the Commission	Performance standard	Data/evidence required
13 January 2012	Performance standard 1a: Planning for an election	<ul style="list-style-type: none"> • Project plan • Risk register
24 February 2012	Performance standard 2a: Polling station set-up	<ul style="list-style-type: none"> • Details of assessment regarding access needs, identifying any problems and actions taken to remedy these. • Details of approach taken to allocating electors and staff to polling stations and examples of any instances where you have taken an alternative approach to Electoral Commission guidance.
	Performance standard 2b: Producing ballot papers, poll cards and notices	<ul style="list-style-type: none"> • Details of arrangements in place for proof-checking poll cards. • Scheduled date of despatch of poll cards.
	Performance standard 3b: Issuing of postal votes	<ul style="list-style-type: none"> • Details of the arrangements in place for the monitoring of outsourced work, and in particular arrangements for attending those parts of the issuing process you have contracted out. • Scheduled dates of despatch of postal ballot

		<p>packs (not including postal votes to be sent overseas)</p> <ul style="list-style-type: none"> • Scheduled date of despatch of postal ballot packs to be sent overseas
16 March 2012	Performance standard 2b: Producing ballot papers, poll cards and notices	<ul style="list-style-type: none"> • Details of arrangements in place for proof-checking ballot papers. • Details of the steps taken to ensure the security of ballot papers. • An example of each of the ordinary poll card and postal voters' poll card.
	Performance standard 2c: Candidates and agents	<ul style="list-style-type: none"> • Details of the arrangements in place for candidates to have their nomination papers informally checked prior to formal submission. • Written guidance on the election process, including local arrangements, issued to candidates and/or election agents. • Information issued to candidates and/or election agents on calculating the expenses limit (including the electorate number). • Date(s) of briefing sessions, and include briefing resources (if applicable).
	Performance standard 3a: Producing postal vote stationery.	<ul style="list-style-type: none"> • Details of arrangements in place for proof-checking postal vote stationery.
	Performance standard 3b: Issuing of postal votes	<ul style="list-style-type: none"> • Details of the arrangements in place

		for recording the number of postal votes issued at the end of each issuing session and when issuing replacement postal ballot packs.
	Performance standard 4a: Effective count processes	<ul style="list-style-type: none"> • Layout plan of count venue and workflow. • Details of the arrangements in place to maintain a clear audit trail of the count processes. • Number of verification and count staff.
23 March 2012	Performance standard 2a: Polling station set-up	<ul style="list-style-type: none"> • Details of the guidance/training provided to polling station staff on how to set up polling stations.
	Performance standard 3c: Receiving and opening postal votes	<ul style="list-style-type: none"> • Scheduled dates of postal vote opening sessions. • Details of arrangements in place with Royal Mail, including for the return of postal votes and for any final sweep to be carried out on polling day. • Details of the arrangements in place to maintain a clear audit trail of the receipt and opening of postal ballot packs. • Details of the arrangements in place to securely store the postal ballots and for transporting them to the opening and count venues • Layout plan of opening venue and details of workflow. • % of postal vote identifiers to be checked.

		Where 100% is not to be checked, details of why you are unable to check all of the statements.
5 April 2012	Performance standard 2a: Polling station set-up	<ul style="list-style-type: none"> An example of the 'Guidance for voters' and 'Instructions for voters' notices.
	Performance standard 2b: Producing ballot papers, poll cards and notices	<ul style="list-style-type: none"> Actual date of despatch of poll cards. Link to the page on the local authority website on which the notice of election has been published.
	Performance standard 3a: Producing postal vote stationery	<ul style="list-style-type: none"> An example of the postal voting statement.
27 April 2012	Performance standard 2b: Producing ballot papers, poll cards and notices	<ul style="list-style-type: none"> Link to the page on the local authority website on which the notice of poll has been published.
	Performance standard 3b: Issuing of postal votes	<ul style="list-style-type: none"> Actual date of despatch of postal ballot packs (not including postal votes to be sent overseas). Actual date of despatch of postal ballot packs to be sent overseas.
	Performance standard 4a: Effective count processes	<ul style="list-style-type: none"> Details and examples of information provided to attendees.
1 June 2012	Performance standard 3b: Issuing of postal votes	<ul style="list-style-type: none"> Provide statement as to postal ballot papers.
	Performance standard 3c: Receiving and opening postal votes	<ul style="list-style-type: none"> Actual % of postal vote identifiers checked. Where 100% has not been checked, details of why you were unable to check all of the statements.
	Performance standard 5a: Forwarding and storage of documents	<ul style="list-style-type: none"> Details of arrangements in place for forwarding and/or storage of documentation.

		<ul style="list-style-type: none"> • Details of the arrangements in place to maintain a clear audit trail to cover the packaging/forwarding of documents. •
10 August 2012	Performance standard 5a: Forwarding and storage of documents	<ul style="list-style-type: none"> • Copies of the candidate returns.
Lessons learnt document to be submitted with next election project plan and risk register	Performance standard 5b: Review of election procedures	<ul style="list-style-type: none"> • Lessons learnt document.