

# Schedule for submission of information for May 2014

## Local Returning Officers<sup>1</sup>

Latest date for submission of information to the Commission	What does the RO need to do to achieve the outcome	What will demonstrate how the outcome has been met
24 January 2014	<ul style="list-style-type: none"> <li>• Develop and implement robust project management processes</li> <li>• Evaluate planning for and delivery of previous polls and identify lessons learnt, updating plans as required</li> <li>• Have in place processes to identify any patterns of activity that might indicate potential integrity problems, including what steps are to be taken to deal with any such problems</li> </ul>	<ul style="list-style-type: none"> <li>• Project planning documentation which is kept under regular review</li> <li>• Planning documentation reflecting lessons learnt</li> <li>• Processes for dealing with integrity problems</li> </ul>
28 February 2014	<ul style="list-style-type: none"> <li>• Put in place arrangements to manage contractors and suppliers to ensure that the work is delivered as required by the specification</li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements in place for the management of contractors and suppliers</li> <li>• Processes for the proof-checking of voter materials, notice of poll</li> </ul>

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<sup>1</sup> Information in italics only applies where the local RO also has a scheduled local government election on 22 May 2014.

	<ul style="list-style-type: none"> <li>• Ensure robust processes are in place for ensuring that there are no errors on voter materials, notice of poll and notice of election</li> <li>• Ensure poll cards are received by voters as soon as possible so that voters have the maximum amount of time to act on the information</li> <li>• Ensure that access needs are taken into account when planning for and setting up polling stations</li> <li>• Decide on the allocation of electors and staff to polling stations to ensure polling stations are properly staffed so that voters receive a high-quality service, giving consideration to the factors set out in Commission guidance</li> <li>• Ensure postal ballot packs are received by voters as soon as possible so that voters have the maximum amount of time to act on the information</li> </ul>	<p>and notice of election</p> <ul style="list-style-type: none"> <li>• Information on the method for delivery of poll cards, including an estimation of when poll cards will be delivered</li> <li>• Assessment regarding access needs, identifying any problems and actions taken to remedy these</li> <li>• Approach taken to allocating electors and staff to polling stations</li> <li>• Information on the method for delivery of postal ballot packs, including an estimation of when postal ballot packs will be delivered</li> </ul>
28 March 2014	<ul style="list-style-type: none"> <li>• Ensure polling station staff are trained to set-up polling stations in such a way that takes account of voter needs</li> <li>• Ensure that those entitled to attend postal vote opening sessions are able to follow what is happening, where and when</li> <li>• Maintain a clear audit trail of the issue, receipt</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance/training provided to polling station staff</li> <li>• Layout plan of postal vote opening sessions</li> <li>• Information provided to attendees at postal vote opening sessions</li> <li>• Arrangements for maintaining a clear audit trail of the issue, receipt and opening of postal ballot packs</li> </ul>

	<p>and opening of postal ballot packs</p> <ul style="list-style-type: none"> <li>• Maintain the secure storage of ballot papers and postal ballot packs at all times</li> <li>• Put in place appropriate resources to ensure the verification and count is timely</li> <li>• Ensure the results are communicated to voters in a clear and timely way</li> <li>• Ensure count processes are designed and managed to secure an accurate result, with a clear audit trail</li> <li>• <i>Ensure information on the election process and spending is easily available for candidates and agents, including through providing briefing sessions and ensuring they are issued with written guidance</i></li> <li>• <i>Ensure that candidates have the opportunity to have their nomination papers informally checked prior to their formal submission</i></li> </ul>	<ul style="list-style-type: none"> <li>• Arrangements for securely storing ballot papers and postal ballot packs</li> <li>• Information on how the verification and counting is to be organised and managed, including the process you followed to arrive at your decision</li> <li>• Arrangements for communicating results to voters</li> <li>• Arrangements in place to maintain a clear audit trail of the count processes</li> <li>• <i>Written guidance issued to candidates</i></li> <li>• <i>Date(s) of briefing sessions and briefing resources</i></li> <li>• <i>Arrangements in place for candidates to have their nomination papers informally checked prior to formal submission</i></li> </ul>
2 May 2014	<ul style="list-style-type: none"> <li>• Ensure count processes are transparent, with everything at the verification and count carried out in clear view of all those entitled to attend, with information provided to attendees on the processes to be followed</li> <li>• Ensure count processes are</li> </ul>	<ul style="list-style-type: none"> <li>• Layout plan of the count</li> <li>• Information provided to attendees at the count</li> <li>• Arrangements in place to communicate progress at the count</li> <li>• Arrangements in place to maintain a clear audit trail of the count processes</li> </ul>

	designed and managed to secure an accurate result, with a clear audit trail	
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## Regional Returning Officers

Latest date for submission of information to the Commission	What does the RO need to do to achieve the outcome	What will demonstrate how the outcome has been met
24 January 2014	<ul style="list-style-type: none"> <li>• Develop and implement robust project management processes</li> <li>• Develop guidance and issue directions where necessary to ensure the effective administration of the polls in each local RO area</li> <li>• Develop and implement plans for communicating with local ROs</li> <li>• Develop and implement a strategy for co-ordinating and delivering public awareness and engaging with electors across the area</li> <li>• Ensure robust processes are in place for ensuring that there are no errors on voter materials, notice of poll and notice of election</li> </ul>	<ul style="list-style-type: none"> <li>• Project planning documentation which is kept under regular review</li> <li>• Arrangements for ensuring the consistent delivery of the poll, including guidance issued and whether and how you have used your power to give directions</li> <li>• Plans for communicating with local ROs</li> <li>• A strategy for co-ordinating and delivering public awareness activity and engaging with electors across the area</li> <li>• Processes for the proof-checking of voter materials, notice of poll and notice of election</li> </ul>
28 March 2014	<ul style="list-style-type: none"> <li>• Ensure information on the election process and spending is easily available for candidates and agents, including through providing briefing sessions and</li> </ul>	<ul style="list-style-type: none"> <li>• Written guidance issued to candidates</li> <li>• Date(s) of briefing sessions and briefing resources</li> <li>• Arrangements in place for candidates to have</li> </ul>

	<p>ensuring they are issued with written guidance</p> <ul style="list-style-type: none"> <li>• Ensure that candidates have the opportunity to have their nomination papers informally checked prior to their formal submission</li> <li>• Ensure count processes are designed and managed to secure an accurate result, with a clear audit trail</li> <li>• Develop a process for receiving and submitting local results</li> <li>• Ensure the results are communicated to voters in a clear and timely way</li> </ul>	<p>their nomination papers informally checked prior to formal submission</p> <ul style="list-style-type: none"> <li>• Arrangements on how you intend to manage the process of collating local results, including any protocols and guidance issued to local ROs</li> <li>• Information on how the verification and counting is to be organised and managed, including the process you followed to arrive at your decision</li> <li>• Arrangements for communicating results to voters</li> </ul>
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