


Elections - Service Plan 2012/13

Service:	Head of Service:	Tracey Stanbridge	
ELECTIONS	Strategic Director:	Mary Orton	
	Portfolio Holder(s):	Cllr Robert Knowles	

1. Introduction / Overview

Electoral Services

1. To encourage the whole community to become involved in democracy, particularly at Borough level, and offer an inclusive, responsive and accurate elections service.
2. Electoral Services will be managing the Police and Crime Commissioner elections which will be held in November 2012
3. Legislation is likely to prepare for Individual Voter Registration

2. Focus for the coming year – Action Plan

Desired outcome / Objective		To manage and conduct Police and Crime Commissioner elections and review community engagement				
Ref	Action(s)	Timescales / Deadlines	Lead Officer	Resource Implications	EqIA Needed? (Y/N/Done)	Success Criteria/Measures
E1	Draft detailed project plan and risk assessments for Police Commissioner elections	Draft by May 2012. Ongoing amendments – November 2012	Tracey Stanbridge		Y	Turn out and speed of result
E2	Refresh Performance Indicators for Electoral Commission	Dependant on regulations expected February 2012 as to when annual canvass is brought forward to	Tracey Stanbridge		N	Updated performance indicators

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E3	Business continuity plan for elections	1 st level draft submitted January 2012. Ongoing Spring/Summer 2012	Tracey Stanbridge		N	Full contingency plan
E4	Respond to Boundary Commission for England on electoral review to equalise wards	Commission are expected to publish responses to their consultation in Spring 2012	Tracey Stanbridge		N	Completed review
E5	Review community engagement policy with regards to electoral process and draw up policy with regards to Community Infrastructure Levy (CIL)	Review re elections by June 2012 Ongoing to March 2013 re Community Infrastructure Levy	Tracey Stanbridge		N	Completed review re elections Community engagement Policy in place re CIL
E6	Review processes in place to ensure compliance with the Localism Act in particular with regards to parish councils and communities	June 2012	Tracey Stanbridge		N	Completed review

3. Equalities & Diversity Checklist – Equality Impact Assessments (EqIAs)

Which EQIAs have been completed for your service since the last Service Plan?	Community engagement has taken place with Friends, Families and Travellers – A member of the electoral services team has met with Charmaine Valler, Community Engagement Worker from the above group and has put together a leaflet in draft form explaining the elections process for members of the Gypsy and Traveller communities in the Borough.
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Please list all actions identified in these EqIAs :

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3. Equalities & Diversity Checklist – Equality Impact Assessments (EqIAs)

Service EqIA last reviewed:		Next review due:	
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4. Staff Involvement Checklist

Is there evidence of staff involvement in process?	
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5. Using Complaints for Service Improvement

Have you improved service delivery as a result of complaints received?	A review will be undertaken of the performance indicator absent voter refresh taking place in January 2012, to take into account feedback received on the documentation issued in this process.
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