

Appendix 2

Action Plan arising from review of City Council Elections held on 3 May 2007

Ref	Activity	Officer Responsible	Deadline
1.	To continue to hold meetings with Agents prior to the notice of poll being published.	Steve Dunning	March 2008
2.	To discuss with Derbyshire Police plans to include police guidance to candidates and agents within the nomination pack	Steve Dunning	March 2008
3.	To send out a letter to all electors when the Notice of Poll is published informing them of the forthcoming elections and confirming the information held by the Electoral Registration Officer	Jane Coates	January 2008
4.	To issue poll cards much closer to Polling day, after the deadline for new applications.	Kate Woodcock/ Dorothy Ashley	January 2008
5.	To make further investigations into the costs and practicalities of providing an in-house printing solution for postal vote stationary.	Sarah Turner/ Mick Styne	June 2008
6.	To continue to use K2 as the preferred printers in the short-term but go out to tender for a five year printing contract for all elections printing.	Sarah Turner	June 2008
7.	To continue to make manual checks on the data scanned in while collecting personal identifier information and processing postal vote applications.	Kate Woodcock/ Dorothy Ashley	September 2007

Ref	Activity	Officer Responsible	Deadline
8.	To reconsider the options available in 2012 when the collection of personal identifiers exercise is repeated.	Jane Coates	November 2011
9.	To increase the number of temporary staff engaged in processing absent vote and registration applications to improve checking so clerical errors are minimised.	Kate Woodcock/ Dorothy Ashley	September 2007
10.	To improve the supervision of temporary staff engaged in processing absent vote and registration applications.	Kate Woodcock/ Dorothy Ashley	September 2007
11.	To ask Council to amend the Derby Protocol on Postal Voting to discourage local parties from using 'branded' postal vote application forms.	Steve Dunning	January 2008
12.	To continue to use the one-piece mailer solution for Postal Vote Packs	Sarah Turner	January 2008
13.	To discuss with K2 ways of improving the one piece mailer and improving instructions to voters	Jason Spencer	August 2007
14.	To continue to include a training day for staff involved in postal vote opening in the timetable	Katherine Taylor	January 2008
15.	Subject to inviting quotes in accordance with contract procedure rules, to appoint a single agency for the provision of large groups of staff involved in elections duties.	Jane Coates	September 2007
16.	To use the Express postal vote scanning solution in future elections with adjudication taking place as statements are scanned.	Katherine Taylor	January 2008

Ref	Activity	Officer Responsible	Deadline
17.	To use and evaluate the Express ballot paper scanning solution at the May 2008 elections.	Katherine Taylor	Evaluation complete by July 2008
18.	To carry out further investigations into ways of ensuring that an adequate number of experienced staff are available in the office on polling day, while making sure that individuals are not expected to work unreasonably long hours.	Jason Spencer	March 2008
19.	To review signage and equipment provided at polling stations in light of best practice and introduce a programme for replacing existing signage and equipment.	Kate Woodcock/ Dorothy Ashley	March 2008
20.	To investigate the possibility of participating in a electoral pilot to test the impact of providing advance voting facilities in the city centre and neighbourhood centres.	Sarah Turner	March 2008
21.	To discuss with the printers the design on the ballot paper books following feedback from Presiding Officers.	Jason Spencer	August 2007
22.	To make further investigations and progress the provision of scanning facilities at Moorways Sports Centre to process postal votes handed in at Polling Stations.	Sarah Turner/ Colin Lawrence	March 2008
23.	To review Count arrangements in the light of best practice from elsewhere	Steve Dunning	December 2007