



National Seminar 2009

Is your Electoral Services Unit fit for purpose?

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Introduction

- **The background – why does it go wrong?**
- **The principles**
- **The case studies – what went wrong and why**
- **Conclusion – how to make sure it does not happen to you**



The key objectives

- **Ensuring opportunity to register**
- **Ensuring candidates can stand**
- **Ensuring opportunity to vote**
- **Ensuring will of electorate is reflected in result**



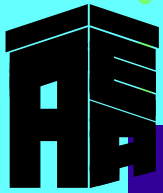
Management Requirements

- **Understand role and function**
- **Know what has to be done**
- **Arrange resources**
- **Demonstrate leadership**
- **Plan for the unexpected**
- **Be decisive**



Critical Factors

- **Register**
- **Postal Votes**
- **Printing/Software/Outsourcing**
- **Polling Stations**
- **Staff (office and activity based)**
- **The Count**
- **Intelligence**



Project Planning

- **Essential to have one**
- **It must then be managed**
- **Key factors**
 - **Team approach/responsibilities**
 - **Checking process**
 - **Contingency planning**



Risk Management

- **Identifying the risks**
- **What could go wrong at each stage of the process**
- **Does Murphy's Law really apply?**
- **Effect/relationship to insurance**
- **Prepare the Contingency Plan**



Case Studies

- 1. Outsourcing of postal votes**
- 2. Overall arrangements**
- 3. The register of electors/
staffing & management**
- 4. Overall arrangements**



Avoiding a petition (1)

- **Proper planning**
- **Use project/risk management techniques**
- **Get the basics right**
- **Leave nothing to chance**
- **Check, check and check again**



Avoiding a petition (2)

- **Take care with outsourcing**
- **Ensure proper communications**
- **Watch the fault lines:**
 - **Nominations** **Postal votes**
 - **Polling day** **The Count**



Where not to be

- **Fending off media enquiries**
- **Facing an election petition**
- **Facing a vote of confidence from your Council**
- **Being the subject of a review or investigation**



How not to get there

- **Attention to detail**
- **Taking personal interest and responsibility**
- **Compliance with the law**
- **Following good practice guidance**



How do you measure up?

- **Structure**
- **Staff development**
- **Management resources**
- **Funding**
- **Outsourcing arrangements**
- **Planning processes**
- **Performance standards**