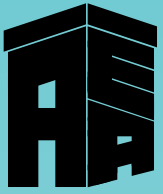




# **Parliamentary General 2010**

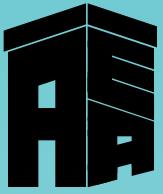
**Liz Read**

**AEA Chairman/Democratic Services  
Manager, Blaby District Council**



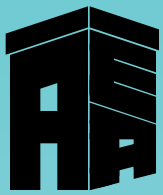
# When?

- **25 March?**
- **6 May?**
- **3 June?**
- **Another date?**
  
- **Are you ready whatever the date?**
- **If 6 May combined polls**



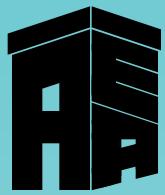
# What we can do!

- **Arrange Polling Stations**
  - First refusal for elections? Will they cancel existing booking? If so, confirm use
  - If not, look for alternative venues as contingency
  - Arrange delivery of equipment – obtain quotes and organise delivery rounds



# Arrange Staffing

- **Invite applications**
- **Any dates staff not available?**
- **Make provisional appointments for Poll, Count, Issue (if applicable) and Opening Postal Votes**
- **Arrange and conduct training sessions including PV Openings with scanners**
- **Prepare staffing instructions**



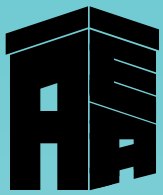
# Prepare Ballot Box contents

- **Stationery**
- **Generic Posters**



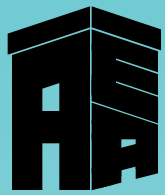
# Count

- **Layout**
- **System**
- **Media liaison**



# Prepare & Proof

- **Poll Cards**
- **Postal Packs**



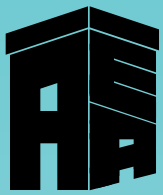
# Arrangements with Suppliers

- **Ballot Papers**
- **Postal Vote stationery**
- **Poll Cards**
- **Royal Mail**
- **Software Suppliers**



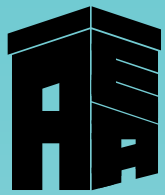
# Your Contract with Suppliers

- **Does it allow for combined poll on 6 May?**
- **Do they have capacity?**
- **What are the timescales for supply of data?**
- **What level of service will you receive?**
- **Failure by Contractor – remedy?**  
**Contingency plan?**
- **Secrecy Requirements**



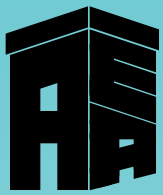
# Cross Boundary Issues

- **Communicate!!**
- **Data to be supplied and when?**  
**Secure transfer – use GCXS account?**
- **Test Postal Vote Data – test postal vote data – test postal vote data**
- **Contingency Plan if automated system fails?**



# **Last Postal Vote Opening – When & Where?**

- **Relocate to Count Centre – automated, semi automated or manual**
- **Final Opening at Offices – Polling Station Inspectors to collect or release a Poll Clerk early to bring in PV's – transfer to count**



# Be Prepared!!!

- **Use those project plans**