



The Association of Electoral Administrators

Performance Standards 2010

A 1 day course to assist with the improvement of performance levels

Edinburgh

1st November 2010

AEA CPD = 4:30 hours

Overview of the Course

Now that each Electoral Registration Officer's and Returning Officer's performance is measured by the Electoral Commission's standards it is important that action is taken to improve on existing levels where possible.

This course will look at the **generic tools** and skills that cover all the standards and will then drill down to specific examples of good practice (in electoral registration and in elections) so that everyone may identify how to address weak areas and understand the types of evidence to be collected.

Detailed course notes, including examples of good practice, will be provided.

Course Programme

9.30am	Registration and Coffee	Method The Course will be delivered using presentational material, handouts and example documentation to provide delegates with legislative and practical advice and guidance. Delegates will be provided with a pack on arrival at the course, containing Course Notes, guidance documents and example materials. Group discussion will also take place during the day to enable the exchange of knowledge, experience and ideas. Who Should Attend All people who are involved in identifying, collecting and documenting evidence on behalf of EROs and/or ROs to assess performance standards in electoral registration and elections as well as those tasked with addressing areas of weakness.
10.00am	Introduction- The Performance Standards requirements	
10.20am	The tools for setting goals and objectives and monitoring and evaluating our performance	
11.30am	Tea and Coffee	
11.45am	The tools for project planning, risk assessment and business continuity	
12.15am	'One size doesn't fit all'- some other considerations	
1.00pm	Lunch	
2.00pm	Case studies	
	<ul style="list-style-type: none">• Canvass strategy, plan and risk assessment• Integrity risk assessment, guidance and policies	
3.00pm	Tea and Coffee	
3.15pm	Case Studies	
	<ul style="list-style-type: none">• Public awareness strategy and evaluation• Recruitment and training plan	
4.00pm	Close	

Cost of Attendance

The delegate fees are **£195 (plus vat)** for the first delegate and **£95 (plus vat)** for the second and subsequent delegates from the same Authority.

If you cannot attend a substitute may attend in your place, otherwise the following charges apply:

Less than two weeks before the event 100%

Less than four weeks before the event 60%

More than four weeks before the event £20

If for any reason within the control of the AEA, a course is cancelled a full refund or credit will be made.

Course Title	[PS1] Performance Standards 2010
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Please select the venue and date the people detailed below wish to attend. If attending more than one venue, please complete another form.

Venue	Date	Attend?	Venue	Date	Attend?
Edinburgh	1 st November 2010				

Which Local Authority / Organisation do the people detailed below work at?

Local Authority	
Address	

Please list the people who are to attend the course. We confirm all bookings via email, so make sure an email address is supplied for each person.

If you do not receive an email acknowledgement from us you have not been booked onto the course!

First Name	Surname	Email	Telephone

Please state special needs or dietary requirements.	
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The table below lists the charges for attending the course. Please indicate how many there are of each type and calculate the total cost including the VAT.

	Number	Fee ex VAT	VAT	Fee (inc VAT)
First Delegate		£195.00	£34.13	£229.13
Subsequent Delegate(s)		£95.00	£16.63	£111.63
			Total	

Please tick to indicate your method of payment.

Cheque (Enclosed)		Cheques should be made payable to 'Association of Electoral Administrators' Payment by BACS: The Association of Electoral Administrators Bank Sort Code: 089001 Bank Account Number 70644001 Bank Name: The Cooperative Bank, 118-120 Colmore Row, BIRMINGHAM, B3 3BA
Cheque (To Follow)		
BACS		

Order Number		Require Invoice?	
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Invoices To	
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Please send this form to: AEA Bookings, Sunderland City Council, Electoral Services, Civic Centre, Sunderland SR2 7DN
Fax 0191 553 1389. Telephone enquiries 0191 561 1144