

SFJES17

Store, manage access to, and dispose of election/referendum documents



Overview

This unit covers the competences required to handle election/referendum documents in the correct manner post-event, ensuring that appropriate levels of security and confidentiality are maintained. Documents must be stored in accordance with statutory requirements, with access provided only to those entitled to it. Disposal of documents should take place at an appropriate time and in a secure manner and, if an external contractor undertakes this work, it must be properly monitored.

Target Group

This unit is appropriate to the work of staff with a responsibility for storing, managing access to, and disposing of election/referendum documents.

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Performance criteria

Storing documents

You must be able to:

- P1 ensure that all election/referendum documents are handled safely and securely following the event
- P2 store election/referendum documents safely and securely in approved locations in accordance with statutory requirements
- P3 maintain complete, accurate and up-to-date records relating to the storage of election/referendum documents
- P4 report any problems or concerns relating to the handling or storage of election/referendum documents promptly to the appropriate person(s)

Managing access to documents

You must be able to:

- P5 retrieve stored election/referendum documents from approved locations
- P6 restrict access to election/referendum documents to those entitled to access them
- P7 supervise access to election/referendum documents where necessary
- P8 maintain complete, accurate and up-to-date records relating to the retrieval of, and access to, election/referendum documents
- P9 forward relevant election documents to the appropriate officer as required

Disposing of documents

You must be able to:

- P10 arrange for the proper, timely and secure disposal of election/referendum documents in accordance with statutory requirements
- P11 monitor the disposal of election/referendum documents where this activity is undertaken by an external contractor
- P12 maintain the appropriate levels of confidentiality of election/documents throughout the disposal process

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Knowledge and understanding

You need to know and understand:

Legislation, policy and practice

- K1 relevant legislation, codes of practice and guidance relating to storing, managing access to, and disposing of election/referendum documents
- K2 your organisational plans, policies and procedures relating to storing, managing access to, and disposing of election/referendum documents
- K3 your role, responsibilities and authority relating to storing, managing access to, and disposing of election/referendum documents
- K4 the role, responsibility and authority of others relating to storing, managing access to, and disposing of election/referendum documents
- K5 the different procedures that apply to storing, managing access to, and disposing of election/referendum documents for different types of event

Storing documents

You need to know and understand:

- K6 the importance of ensuring that all election/referendum documents are handled safely and securely following the event
- K7 how to store election/documents safely and securely including the approved locations for the storage of election/referendum documents
- K8 the importance of maintaining complete, accurate and up-to-date records relating to the storage of election/referendum documents
- K9 the range of problems or concerns that may relate to the handling or storage of election/referendum documents; the person(s) to whom they should be reported

Managing access to documents

You need to know and understand:

- K10 how to retrieve stored election/referendum documents from approved locations when required
- K11 the importance of restricting access to election/referendum documents only to those entitled to access and how to confirm entitlement
- K12 the circumstances in which access to election/referendum documents must be supervised
- K13 the importance of maintaining complete, accurate and up-to-date records relating to the retrieval of, and access to, election/referendum documents

Disposing of documents

You need to know and understand:

- K14 how to arrange for the proper, timely and secure disposal of election/referendum documents

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- K15 the importance of monitoring the disposal of election/referendum documents where this activity is undertaken by an external contractor
- K16 how to maintain the appropriate levels of confidentiality of election/documents throughout the disposal process

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Additional Information

Scope/range related to performance criteria

This unit covers the following types of elections/referendums:

- 1 UK Parliamentary elections
- 2 European Parliamentary elections
- 3 Local government elections
- 4 Mayor of London and London Assembly elections
- 5 Mayoral elections
- 6 Welsh Assembly elections
- 7 Scottish Parliamentary elections
- 8 Northern Ireland Assembly elections
- 9 Referendums at local, regional and national level
- 10 Other issue-based voting events e.g. Parish Polls, Community Polls

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Links to other NOS

- 1 ES15 – Plan and prepare for the counting and adjudication of votes and declaration of the results of elections/referendums
- 2 ES19 – Establish, maintain and develop effective working relationships with stakeholders in electoral services
- 3 304 – Procure products and services
- 4 404 – Manage contracts
- 5 B10 – Manage risk

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