SFJES7
Develop a polling scheme for elections/referendums

Overview

The development of a polling scheme that meets statutory requirements is a key responsibility of Returning Officers. This unit describes the competences involved, and includes the need to: identify polling venues and allocate the electorate to these venues, devise a scheme, and keep it under review. The importance of considering access, security and safety issues is highlighted.

Target Group

This unit is appropriate to the work of Returning Officers and the Electoral Administrators with responsibility for developing polling schemes.

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Performance criteria	**Developing a polling scheme**

You must be able to:

P1   assess and confirm the suitability of polling venues against needs

P2   negotiate and agree the use of polling venues with the relevant individuals and/or organisations

P3   develop plans that provide for replacement and/or emergency and/or temporary polling venues should the need arise

P4   allocate the electorate to each polling venue, and take the appropriate action when the allocation is deemed inappropriate

P5   plan for the effective and timely deployment of all necessary resources at polling venues

P6   devise a polling scheme that complies with established criteria, and clearly and accurately records all necessary information

P7   assess the risks associated with implementing the polling scheme, and take the appropriate action to minimise risks

P8   make available the polling scheme to all key stakeholders

P9   publicise the contents of the polling scheme to electors

P10 keep the polling scheme under constant review, ensuring that it is fit-for-purpose when an election or referendum is announced

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Knowledge and understanding	**Legislation, policy and practice**

You need to know and understand:

K1   relevant legislation, codes of practice and guidance relating to developing a polling scheme, and in particular those relating to equal opportunities, access and discrimination

K2   your organisational policies and procedures relating to developing a polling scheme

K3   polling districts and established boundaries in the geographical area to which the polling scheme applies

Developing a polling scheme

You need to know and understand:

K4   the required characteristics and locations of polling venues, and how to assess possible options against these needs

K5   how to negotiate the use of polling venues, and the importance of balancing competing demands

K6   the importance of developing plans that provide for replacement and/or emergency and/or temporary polling venues

K7   how to allocate the electorate to polling venues, and the importance of assessing this allocation to ensure that it is appropriate

K8   the resources required at polling venues and how to plan for their effective and timely deployment

K9   the importance of developing a scheme that complies with established criteria (such as boundaries, accessibility)

K10   the information that must be included within a polling scheme and how to record it in a clear and accurate way

K11   how to assess and minimise the risks associated with the implementing the scheme; the importance of considering risk at the planning stage

K12   those to whom the scheme should be made available

K13   effective methods for publicising the contents of the polling scheme to electors

K14   the importance of keeping the scheme under review, and ensuring that is fit-for-purpose

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Additional Information

Scope/range related to performance criteria

You will need to plan for the deployment of the following services:
1   Staff
2   Equipment
3   Materials

You will need to comply with the following criteria:
4   Established boundaries
5   Accessibility
6   Security
7   Safety

You will need to make the polling scheme available to the following key stakeholders:
8   Colleagues within the organisation
9   Political parties
10 Owners/managers of venues
11 The Electoral Commission
12 Access groups

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Links to other NOS	1	ES13 – Manage polling day arrangements
	2	ES14 – Facilitate voting at polling stations
	3	3/18 – Support the efficient use of resources
	4	4/23 – Manage the use of physical resources
	5	F1 - Manage a project
	6	A52 – Manage internal communication and consultation processes

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