

## Electoral Services – Service Area Risk Register – February 2007

(Note: **Bold** text indicates that the risk has been assessed as being above the Council's tolerance line on the prioritisation matrix and therefore needing further attention to manage the risk. Service managers need to prepare management action plans for these risks.)

No	Rating	Vulnerability	Trigger	Possible Consequences (including Reputation)
1	C3	Lack of resources if snap general election was called	Parliamentary election called in the same year as District Elections – rumoured for March 2008.	<ul style="list-style-type: none"> <li>Existing election team would be unable to cope with holding 2 different elections in close proximity due to lack of staff and the very tight timetables involved</li> <li>One or more election petitions</li> <li>Election staff would be required to work excessive amounts of overtime for a prolonged period</li> </ul>
2	B5	Service delivery depends upon a small team.	Insufficient admin staff to support the team in the various elements of preparing for an election.	<ul style="list-style-type: none"> <li>A statutory deadline is missed thereby invalidating an election.</li> <li>The team have to work excessive overtime to meet deadlines.</li> </ul>
3	B5	Elections coordinated by a small team.	Electoral Services Manager is taken ill before election.	<ul style="list-style-type: none"> <li>Have to employ a consultant from body such as the AEA. They would be able to legally administer the election, but would struggle with local arrangements.</li> <li>The Returning Officer would have to take control.</li> <li>Potentially an election petition could be lodged if there was any question regarding the conduct of the poll.</li> </ul>
4	C5	Heavy reliance on internal and external staff to man the polling stations. A lot of staff are retired and many no longer wish to work long hours for relatively little pay. The district council elects in thirds and so every fourth year (parliamentary election) it is very difficult to find enough staff.	Cannot recruit enough staff with appropriate experience	<ul style="list-style-type: none"> <li>Not enough staff to man all polling stations and therefore leave ourselves open to legal challenge.</li> <li>Man the polling stations with inexperienced staff that could make a mistake - and therefore leave ourselves open to legal challenge.</li> </ul>

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5	D5	Dispersed population means that we have a lot of polling stations, that are often not very suitable	Unexpected problem with polling station. Polling station burns down night before poll (or during), caretaker does not open polling station, polling station has no electricity.	<ul style="list-style-type: none"> <li>• A temporary arrangement would have to be introduced (a car or someone's house).</li> <li>• If there was a problem during poll the Ballot papers would need to be moved which would have to be done carefully to ensure no doubt in any candidates or agents minds regarding the integrity of the ballot.</li> </ul>

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