

Democratic Services 2011/12 Draft Service Action Plan

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Action Code & Title	Expected Outcome	Due Date	Milestone Description	Milestone Due Date
DS1101 2011 Election Delivery	Successful and legal elections	31 Mar 2012		
DS1101_A Hart District Council Elections	Successful and legal district councillor elections	31 May 2011		
DS1101_B Parish Council Elections	Successful and legal parish councillor elections	31 May 2011		
DS1101_C National Electoral Reform Referendum	Successful and legal national referendum	31 Dec 2011	Complete Recruitment of all staff	01 Apr 2011
			Legal issue of Poll Cards	01 Apr 2011
			Legal issue of Postal Votes	18 Apr 2011
			Run Legally Compliant Poll	05 May 2011
			Submit valid expense claim for Referendum costs to Cabinet Office on behalf of RO.	31 Dec 2011
DS1102 Support Officer's Personal Development	Continuing professional development of support officer	31 Mar 2012		
DS1104 Electoral Registration Canvas 2011	Electoral records refreshed and accurate	31 Dec 2011	Staff recruited and trained	15 Aug 2011
			First Issue of Forms	31 Aug 2011
			Personal Canvass Completed	30 Sep 2011
			Second Issue of Forms	10 Oct 2011
			Final issue of forms	14 Nov 2011
			2012 Register Publicaton	01 Dec 2011
SP_DS11/12 Democratic Services - Service Plan 2011/12		31 Mar 2012		