

## Action Plan

Objective	Approach	Proposed Activity	Activity Lead	Timescale	Status
Communications campaign to begin in January 2019 to include information on the requirements of the pilot	To ensure that all voters are aware of the requirements of the pilot and the assistance which is available to them before polling day and at polling stations.	Adverts in local newspapers, billboards, ads on back of car park tickets, banners in parks, signs on refuse vehicles, social media campaign	Communications Manager	3 May 2019	Campaign underway
Training for polling station staff to include equalities issues	To ensure that all polling staff are aware of the equalities issues which may arise as a result of the pilot and that they know how to respond appropriately.		Head of Administrative Services	On-going until polling day	
Production of easy to read guide to voting in a pilot	To help voters with learning difficulties through the pilot process.	Guide to be published on the Council's web site	Head of Administrative Services	15 March 2019	

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Contact with disability groups in the borough	To publicise not only the requirements of the pilot, but to inform of the assistance which will be available before polling day and at polling stations.	Attendance at the Disability Forum and contact with other local groups to advise of the pilot/offer assistance	Head of Administrative Services	February 2019	
Contact with ethnic minority groups in the borough	To publicise not only the requirements of the pilot, but to inform of the assistance which will be available before polling day and at polling stations.	Meeting with representatives of Mosque, attendance at ethnic minority community groups	Head of Administrative Services	February 2019	Meeting held with representatives from Mosque.
Attendance at CAT meetings	To publicise not only the requirements of the pilot, but to inform of the assistance which will be available before polling day and at polling stations.		Head of Administrative Services	January-March 2019	

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Contact with nursing homes in the borough	To ensure that elderly residents have an opportunity to find out about and ask questions about the ID required.	Contact with each establishment to explain ID requirement/offer assistance to residents as necessary	Head of Administrative Services	January-March 2019	
Contact with Age UK on making information available to service users	To ensure that elderly residents have an opportunity to find out about and ask questions about the ID required.	Meeting with Age UK 5.3.19 to discuss best way to publicise amongst elderly residents/use of organisation's newsletter	Head of Administrative Services	January-March 2019	Complete
Contact with Chetwynd Barracks	To ensure that service personnel are aware of the requirements of the pilot	Barracks to be contacted about sending leaflets/posters/possible visit	Head of Administrative Services	January 2019	Complete