

**PAY BALLOT ORGANISING PLAN**

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| **Date/s** | **Milestones** | **Objectives** | **How** | **Who** |
| 11-15 February | Start of pre-ballot period | Pre-ballot period organising preparation | Agree Organising Plan | Organising Sub-Committee |
| Fresh branch mapping exercise | Organiser |
| Ensure external rep email list and WhatsApp groups are up to date | Organiser |
| Contact lapsing and lapsed members and members with invalid ballot addresses | Branch Officers and Organising Sub-Committee |
| 18-22 February | Office AGMs | Make all members aware of the ballot | Distribute leaflets outside all workplaces | Reps and advocates |
| Workplace mapping activity – promote ballot whilst undertaking | Reps |
| Conversations at desks and tea points | Reps and advocates |
| Increase the number of members volunteering to undertake ballot activities | Distribute pledge cards at office meetings | Office secretaries and chairs |
| 25 February–1 March | Branch AGM | Confirm all members have their ballot details up to date (**pcs.org.uk/ballotready**) | Workplace mapping activity – record whose details are correct | Reps |
| Branch email | Branch Organiser |
| Increase the number of members volunteering to undertake ballot activities | Distribute pledge cards at AGM | Branch Secretary and Chair |
| Workplace mapping activity – ask to complete pledge card as structure test | Reps |
| 4-8 March |  |  | Distribute leaflets outside all workplaces | Reps |
| 11-15 March | Week before ballot – members’ meetings | Encourage attendance at members’ meetings | Posters on notice boards and social media promotion | Organising Sub-Committee |
| Distribute leaflets outside all workplaces | Reps |
| Face to face conversations with members | Reps |
| **18 March – Ballot Opens** | | | | |
| 18-22 March | Opening week of ballot | Promote opening of ballot | Distribute leaflets outside all workplaces | Reps and advocates |
| 25-29 March |  | Confirm all members have received their ballot paper and voted | Workplace mapping activity – map the vote | Reps |
| Distribute leaflets outside all workplaces | Reps |
| 1-5 April | Ballot mid-point | Encourage members who have yet to vote to take part | Bring your ballot to work day #1 | Reps and members |
| Chase up members who have not yet confirmed whether they have voted | Workplace mapping activity – map the vote | Reps |
| 8-12 April | 12 April (5pm): Deadline to join PCS and receive a ballot paper | Continue to chase up non voters | Workplace mapping activity – map the vote | Reps |
| Distribute leaflets outside all workplaces | Reps and advocates |
| 15-19 April | 18 April (5pm): Deadline to order replacement ballot papers | Encourage members who have yet to vote to take part | Bring your ballot to work day #2 | Reps and members |
| Continue to chase up non-voters | Workplace mapping activity – map the vote | Reps |
| 22-26 April | Final week of ballot | Final push on non-voters | Workplace mapping activity – map the vote | Reps |
| **29 April – Ballot Closes** | | | | |