****

**Election Protocol**

**June 2018**

**Initiation of election**

1. Email notification of election to GPs who we hold email address for - **for that locality**
2. Email Practice Managers asking to forward notification of election to their GPs
3. Await requests for application pack
4. Email individual application packs on receipt of request
5. Confirm receipt of application received
6. Await closing date
7. At closing date, forward application to contact at CCG ([Lisa.Devany@nhs.net](mailto:Lisa.Devany@nhs.net))
8. Await confirmation from CCG regarding initiation of election / appointment of individual

**Election Proper**

1. Email election form to all GPs who we hold email address **for that locality**
2. Email Practice Managers asking to forward election form to their GPs
3. Await receipt of election forms
4. Await closing date
5. Count votes according to **MAJORITY VOTE SYSTEM**

**Election Outcome**

1. Notify CCG of election outcome ([Lisa.Devany@nhs.net](mailto:Lisa.Devany@nhs.net))
2. Await confirmation from CCG before next step
3. Email locality of election outcome

**Appendix 1**

**Contents of Application Pack**

Covering letter

Job description

Appointment Process

Application Form

Equality Monitoring Form

Remuneration Information