

Democratic Services - Service Business Plan 2017-18

1. Service purpose and objectives

- To support, and promote, the democratic processes of the council.
- To maintain an accurate and up to date Register of Electors in accordance with the legislative requirements.
- To organise Parish, Borough, County, Parliamentary and European Elections in accordance with the statutory requirements.
- To enable effective and efficient decision-making arrangements within the council that are compliant with legislative and constitutional requirements.
- To provide support to members of the council, both in an advisory capacity and through ongoing training and development.
- To organise civic functions.
- To promote a high standard of probity and ethics within the council.

2. Progress against actions, projects, tasks or targets 2016-17

Non Council Plan actions only.

Action	Progress	Date to be achieved	Complete ✓ or ✗
Elections			
Support the work of the Boundary Review Working Group in preparing and submitting proposals to the Local Government Boundary Commission in respect of the Borough Ward Boundary Review.	In line with the timetable provided by the Local Government Boundary Commission for England (LGBCE) a submission was made in December 2016 on the preferred number of Councillors. The Council approved a revised Ward boundary proposal for submission to the Commission at an extraordinary meeting on 13 March to meet the Commission's deadline of 20 March 2017.	March 2017.	✓
Following completion of the transition to Individual Electoral Registration to conduct the first annual canvass under the new arrangements focussing on improving registration.	Complete.	December 2016.	✓
Delivery of Police and Crime Commissioner Elections within budget.	Complete.	May 2016.	✓
Delivery of European Union Referendum.	Complete.	June 2016.	✓

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Delivery of Neighbourhood Plan Referendums for Highnam and Winchcombe.	Complete.	March 2017.	✓
Member Services			
Register of Interests on the website. (Brought forward from 2015-16).	Will be put into the Work Programme for 2017-18.	December 2016.	✗
Revision of report format. (Brought forward from 2015-16).	Delayed. Will be put into the Work Programme for 2017-18.	November 2016.	✗
Member Development Plans. (Brought forward from 2015-16).	An online Member training questionnaire was created to which 10 responses were received. No Members have requested individual plans but an overall plan will be drawn up for 2017/18 based on the responses to the questionnaire.	December 2016.	✓
Review of Member Allowances Scheme.	Complete.	February 2017.	✓
Review of the Revised Protocol for Councillors and Officers involved in the Planning Process.	Complete.	July 2016.	✓
Review of the Scheme for Public Speaking at Planning Committee.	Complete.	May 2016.	✓
Update of Constitution. (Brought forward from 2015-16).	In line with the report to Overview and Scrutiny Committee, as 2018 is a non-election year, work will focus on updating the Constitution. Will be put into the Work Programme for 2018/19.	December 2016.	✗
Review of the Protocol for Member/Officer Relations.	Complete.	April 2016.	✓

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3. Work programme 2017-18

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Electoral Services		
Delivery of Gloucestershire County Council Elections.	Democratic engagement.	May 2017.
Prepare and submit responses to the draft recommendations of the Local Government Boundary Commission for England on revised warding arrangements for Tewkesbury Borough Council.	Democratic accountability.	October 2017.
Delivery of Neighbourhood Plan Referendums.	Democratic engagement.	Ongoing.
To conduct the annual canvass focussing on improving registration.	Democratic engagement.	December 2017.
Member Services		
Review of Committee Room Charging Structure – to include comparisons with other hire charges locally and within the other District Councils in Gloucestershire.	Potential for increased income.	November 2017.
Development of the 2018-19 Member Allowances Scheme.	Openness and accountability.	February 2018.
Publication of Register of Interests on the website. (Brought forward from 2016-17).	Democratic accountability.	December 2017.
Revision of Report Format. (Brought forward from 2016-17).	Improved communication, openness and transparency.	March 2018.
Review of the Gifts and Hospitality Protocol for Councillors.	Openness and transparency.	October 2017.
Review of Code of Conduct Complaints and Investigations Process.	Openness and transparency.	December 2017.

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4. Factors that may affect future service delivery

Factor
• Staff Changes.
• Political Structure Changes.
• Unplanned Work.
• The number and frequency of the Neighbourhood Plan Referendums in the Borough.