

# Democratic Services - Service Business Plan 2015-16

## 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 2014-15

Non Council Plan actions only.

Action	Progress	Date to be achieved	Complete ✓ or ✗
<b>Elections</b>			
Complete final phase of implementation plan for IER.	Complete.	June 2014	✓
Prepare and implement arrangements for annual canvass including transition from current property based register to a person based register.	Complete.	December 2014	✓
Support Boundary Commission on preparation of revised Borough Ward boundaries.	Not required until 2015/16. Will be put into Work Programme for 2015/16; although still dependent on external party.	Dependent on external party	Ongoing
Prepare for Parliamentary and all-out Borough and Parish Elections.	Complete.	May 2015	✓

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Member Services			
Review of Scheme of Delegation and Constitution (BF).	Delayed. Full review to be undertaken through 2015. Will be put into Work Programme for 2015/16.	March 2015	Ongoing
Revision of Protocols (BF).	Planning Protocol revisions approved by Council in April 2015.	March 2015	✓
Register of Interests on the website (BF).	Dependent upon the view of the Monitoring Officer; this will be done following the Borough and Parish Elections.	June 2015	Ongoing
Revision of report format (BF).	Delayed. Will be put into Work Programme for 2015/16.	March 2015	✘
Recruitment of Independent Remuneration Panel and preparation of new Scheme of Members' Allowances.	Panel recruited and new scheme agreed for 2015. Fundamental review to be undertaken in 2015/16 with a view to agreeing a four year scheme from March 2016. Will be put into Work Programme for 2015/16.	April 2015	✓
Preparation of induction programme for new Council.	Induction programme prepared and sent to prospective candidates in March with the Nomination Packs.	April 2015	✓

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Pilot Self-Help IT Group	Pilot Group was held and feedback was good. This will be developed further in 2015/16 following the Elections. Will be put into Work Programme for 2015/16.	September 2014	✓
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## 3. Work programme 2015-16

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
<b>Electoral Services</b>		
Preparation for Police and Crime Commissioner Elections.	Legal Requirement.	March 2016
IER Canvass.	Legal Requirement.	December 2015
Support Boundary Commission on preparation of revised Borough Ward Boundaries (BF).	Improved accountability.	Dependent on external party.
Revision of Polling Districts following Polling Station Review.	Improved accessibility.	As above.
<b>Member Services</b>		
Review of Scheme of Delegation and Constitution (BF).	Up to date and transparent arrangements for day to day operations of the Council.	April 2016
Register of Interests on the website (BF).	Legal requirement.	September 2015
Revision of report format (BF).	Improved communication.	September 2015
Fundamental Review of Scheme of Allowances.	Legislative requirement.	March 2016
Self-Help IT Group.	Improved use of IT and communication.	January 2016
Member Development Plans.	Improved Member information and engagement.	October 2015

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## 4. Factors that may affect future service delivery

Factor
• Staff Changes.
• Political Structure Changes.
• Unplanned Work.