

Democratic Services - Service Business Plan 2016-17

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 2015-16

Non Council Plan actions only.

Action	Progress	Date to be achieved	Complete ✓ or ✗
Elections			
Support Boundary Commission on preparation of revised Borough Ward boundaries. (Brought forward from 2014/15)	The Local Government Boundary Commission has recently presented a programme for the review which will commence in March and complete in October 2017.	October 2017 (date was not confirmed in last plan)	✗
Preparation for Police and Crime Commissioner Elections.	Polling Stations have been booked and staff appointment letters despatched.	March 2016	✓
Final transitional IER Canvass.	Complete.	December 2015	✓
Revision of Polling Districts following Polling Station Review.	Following the completion of the Borough Ward Boundary Review, it will be necessary to undertake a Parish Review followed by a Polling District Review.	2018/19 (date was not confirmed in last plan)	✗

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Member Services			
Review of Scheme of Delegation and Constitution. (Brought forward from 2014/15)	Progress delayed due to operational requirements. Will be put into work programme for 2016/17 to be completed after the EU Referendum.	April 2016.	✘
Register of Interests on the website. (Brought forward from 2014/15)	Will be put into the work programme for 2016-17.	September 2015	✘
Revision of report format. (Brought forward from 2014/15).	Delayed. Will be put into the work programme for 2016-17.	September 2015	✘
Fundamental Review of Members Scheme of Allowances.	Complete.	March 2016	✓
Self-Help IT Group.	Complete.	January 2016	✓
Member Development Plans.	Assessment of 2015/16 Development Programme will be used to inform future development.	October 2015	✘
Delivery of Parliamentary, Borough and Parish Elections.	Complete.	May 2015.	✓
Delivery of Induction Programme.	Complete.	February 2016.	✓
Preparation and Introduction of Scheme for Public Speaking at Planning Committee.	Complete.	May 2015.	✓
Review of Protocol for Councillors and Officers Involved in the Planning Process.	Complete.	May 2015.	✓

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3. Work programme 2016-17

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Electoral Services		
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.	Democratic accountability.	October 2017.
Following completion of the transition to Individual Electoral Registration to conduct the first annual canvass under the new arrangements focussing on improving registration.	Democratic engagement.	December 2016.
Delivery of Police and Crime Commissioner Elections within budget.	Democratic engagement.	May 2016.
Delivery of European Union Referendum.	Democratic engagement.	June 2016.
Delivery of Neighbourhood Plan Referendums for Highnam and Winchcombe.	Democratic engagement.	March 2017.
Member Services		
Register of Interests on the website. (Brought forward from 2015/16).	Democratic accountability.	December 2016.
Revision of report format. (Brought forward from 2015/16).	Improved communication.	November 2016.
Member Development Plans. (Brought forward from 2015/16).	Improved Member information and engagement.	December 2016.
Review of Member Allowances Scheme.	Openness and accountability.	February 2017.
Review of the Revised Protocol for Councillors and Officers involved in the Planning Process.	Openness and transparency.	July 2016.

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Action	What difference will it make?	Date to be achieved
Member Services		
Review of the Scheme for Public Speaking at Planning Committee.	Democratic engagement.	May 2016.
Update of Constitution. (Brought forward from 2015/16).	Openness and accountability.	December 2016.
Review of the Protocol for Member/Officer Relations.	Openness and accountability.	April 2016.
Member development plans. (Brought forward from 2015/16).	Assessment of 2015/16 Development Programme will be used to inform future development.	December 2016.

4. Factors that may affect future service delivery

Factor
<ul style="list-style-type: none"> • Staff Changes.
<ul style="list-style-type: none"> • Political Structure Changes.
<ul style="list-style-type: none"> • Unplanned Work.
<ul style="list-style-type: none"> • The number and frequency of the Neighbourhood Plan Referendums in the Borough.