

Democratic Services - Service Business Plan 2018-19

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 2017-18

Non Council Plan actions only.

Action	Progress	Date to be achieved	Complete ✓ or ✗
Elections			
Delivery of Gloucestershire County Council Elections.	Complete.	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.	Complete.	October 2017	✓
Delivery of Neighbourhood Plan Referendums.	Ongoing. Those that have been held to date are complete.	Ongoing	✓
To conduct the annual canvass focussing on improving registration.	Complete.	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.	On hold until refurbishment of Committee Suite is complete. Will be put into the Work Programme for 2018-19.	November 2017.	✗

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Development of the 2018-19 Member Allowances Scheme.	Complete.	February 2018.	✓
Publication of Register of Interests on the website. (Brought forward from 2016-17).	The implications of this in respect of the General Data Protection Regulation (GDPR) are being considered. Also part of government review into Standards regime. Way forward will be considered by the Standards Committee when consideration process is complete.	December 2017.	✗
Revision of Report Format. (Brought forward from 2016-17).	Will be put into the Work Programme for 2018-19.	March 2018.	✗
Review of the Gifts and Hospitality Protocol for Councillors.	Review currently being considered by Standards Committee.	October 2017.	✗
Review of Code of Conduct Complaints and Investigations Process.	The government is currently undertaking a consultation on the current Standards regime. The Standards Committee will be considering a response to the consultation at the end of April. Following the outcome of the government review, consideration will be given to any revisions of the process that are required.	December 2017.	✗

3. Work programme 2018-19

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Electoral Services		
Reorganisation of Registers to reflect new Polling Districts and Borough Wards in accordance with changes implemented by the Local Government Boundary Commission for England.	Democratic accountability.	December 2018.

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Polling Places Review following implementation of new Borough Wards.	Democratic engagement.	March 2019.
Preparation for Borough and Parish elections in May 2019.	Democratic accountability.	March 2019.
GDPR implementation for Elections and Electoral Services.	Legal requirement.	May 2018.
Member Services		
Review of Committee Room Charging Structure – to include comparisons with other hire charges locally and within the other District Councils in Gloucestershire. (Brought forward from 2017-18).	Potential for increased income.	December 2018.
Revision of Report Format. (Brought forward from 2017-18).	Improved communication, openness and transparency.	September 2018.
Development of the 2019-20 Member Allowances Scheme.	Openness and accountability.	February 2019.
Review of Scheme of Delegation and Constitution	Openness and accountability.	December 2018.
Preparation of induction programme for new Council.	Democratic accountability.	April 2019.
GDPR implementation for Democratic Services.	Legal requirement.	May 2018.
Training for Overview and Scrutiny Committee,	Democratic engagement.	June 2018.
Implementation of new policy on Management of Occupational Road Risk for Members.	Reduced risk.	May 2018.

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4. Factors that may affect future service delivery

Factor
<ul style="list-style-type: none">• The number and frequency of the Neighbourhood Plan Referendums in the Borough.
<ul style="list-style-type: none">• Work for Parishes in relation to vacancies, elections, Parish polls and general advice.
<ul style="list-style-type: none">• Staff shortages.
<ul style="list-style-type: none">• GDPR.
<ul style="list-style-type: none">• The number of meetings unplanned, particularly Working Groups, Scrutiny Reviews etc.
<ul style="list-style-type: none">• Revised Standards regime.
<ul style="list-style-type: none">• Unscheduled elections.