

Democratic Services - Service Business Plan 2022-23

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 and Parliamentary Elections and Neighbourhood Referendums 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 of 2021/22 service plan and Covid-19 recovery actions

Those actions indicated with (r)

Action	Progress	Date to be achieved	Complete ✓ or ✗
Electoral Registration / Elections			
COVID safe Police and Crime Commissioner Elections – These were postponed until May 2021 in view of COVID-19.	Successful elections held in May 2021.	May 2021	✓
COVID safe Gloucestershire County Council Elections in May 2021.	Successful elections held in May 2021.	May 2021	✓
New annual canvass arrangements.	Canvass carried out on target.	December 2021	✓
Polling Places Review.	Add to 2022/23. To take place after completion of Community Governance Review. (C/fwd 2022/23)	September 2022	✗
Preparation of Programme for Parish Boundary Reviews to take effect in 2023.	Consultation on proposed changes to Parish boundaries currently ongoing. Final proposals to be considered by Council in May.	May 2022	✗

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Parliamentary Constituency Boundary Review Consultation.	Response made to consultation.	2 August 2021	✓
Government call for evidence on remote meetings.	Response made to consultation.	June 2021	✓
Consider effects on service delivery where staff availability is affected by COVID-19 (r).	Service delivered throughout the pandemic.	March 2022	✓
Consider any further wave of COVID-19 and how it might affect plans and measures that need to be taken (r).	Service delivered throughout the pandemic.	March 2022	✓
Organisation of any elections / referendums called through the year.	Parish election and Borough By-Election held in 2021. One further By-Election to be held on 14 April 2022.	April 2022	✓
Public Services Network (PSN) migration in collaboration with ICT and the Cabinet Office.	Completed on 8 December 2021.	April 2022	✓
Member Services			
Consider effects on service delivery where staff availability is affected by COVID-19 (r).	Service delivered throughout the pandemic.	March 2022	✓
Consider any further wave of COVID-19 and how it might affect plans and measures that need to be taken (r).	Service delivered throughout the pandemic.	March 2022	✓
Revision of Report Format.	Add to 2022/23.	March 2022	✗
Examination of Standards Regime following a review by the Committee on Standards in Public Life.	Add to 2022/23.	December 2022	✗
Preparation of a Protocol for covering single Ward Members when they are ill or have a pecuniary interest.	Add to 2022/23. To consider a Protocol for what would happen in the event that a single Ward Member became ill.	March 2022	✗

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Implementation of Submission of Reports through Mod.Gov Committee System / Office 365	Add to 2022/23. To undertake the work to assess whether this approach would be better for Officers and Democratic Services than the current system.	March 2022	*
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3. Key service plan actions for 2022-23

Please indicate any ongoing Covid-19 recovery actions with 'r'.

Action	Purpose	Date to be achieved	Governance
Electoral Registration/ Elections			
Preparation for Borough and Parish Elections to be held on 4 May 2023.	To establish a project plan to deliver the Borough and Parish elections.	May 2023	Local Government Act 1972 and Representation of the People Act 1983. Democratic Services
Organisation of any elections / referendums called through the year.	Neighbourhood Plan Referendums expected during 2022/23.	May 2023	Schedule 4B of the Town and Country Planning Act 1990. Democratic Services
Polling Places Review.	To take place after completion of Community Governance Review.	September 2022	Schedule A1 to the Representation of the People Act 1983 (RPA 1983) Electoral Registration and Administration Act 2013 Full Council
Completion of Community Governance Review (CGR).	To complete the CGR in time for the boundary changes to be implemented for the May 2023 Borough and Parish elections.	May 2022	Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007. Full Council
Implementation of CGR	Subject to the approval of the Local Government Boundary Commission for England, to prepare the necessary Orders to implement the outcome of the CGR.	Sept 2022	Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007. Democratic Services Team.
Implement provisions from the Elections Act 2022	Implement the statutory provisions contained within the act including Voters ID.	May 2023	Presentation to Transform Working Group and an all-member briefing.

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Action	Purpose	Date to be achieved	Governance
Member services			
Examination of Standards Regime following a review by the Committee on Standards in Public Life.	To consider amendment of the Council's Code of Conduct in line with the outcomes of the review. <i>(C/fwd from 2021/22)</i>	December 2022	Review of Independent Committee on Standards in Public Life.
Report template review.	To review the Council's report template to ensure it continues to contain all required relevant information. <i>(C/fwd from 2021/22)</i>	June 2022	Corporate Management Team
Preparation of a Protocol for covering single Ward Members when they are ill or have a pecuniary interest.	To devise a protocol to cover what will happen in a single Member Ward if that Member is unable to participate in Council business in the event they were ill or had a pecuniary interest. <i>(C/fwd from 2021/22)</i>	September 2022	Democratic Services.
Implementation of Submission of Reports through Mod.Gov Committee System / Office 365.	To investigate whether the use of the Mod.Gov system for submission of reports would be a good way forward for the Council. <i>(C/fwd from 2021/22)</i>	December 2022	Democratic Services.
Webcasting project.	To investigate the options and implement a system for the webcasting of Committee and Council meetings.	January 2023	Programme Board, TWG and Executive Committee.
Preparation of the Member Induction Programme for implementation following the Borough elections.	To ensure new Councillors have the information they need initially to undertake their role as a Borough Councillor.	May 2023	Corporate Management Team.