

Democratic Services end of the year report 2022 to 2023

Performance measure	Link to Corporate Plan priority	Target and reporting timescale	Baseline/output from 2021 to 2022	Owner and co-owners	Outcome or output 2022 to 2023
Publish agenda for Regulatory Committees within 5 clear days of a meeting (statutory); Publish agenda for Council, Policy Committees and Audit Committee within 7 clear days of a meeting	Sound financial management Social and community infrastructure	100%, annually	Not applicable.	Democratic Services Manager	100%
Publish decision lists for Council/Committees within 3 working days of a meeting	Sound financial management Social and community infrastructure	95%, annually	Not applicable.	Democratic Services Manager	100%
Publish draft minutes for Council/Committees within 14 working days of a meeting	Sound financial management Social and community infrastructure	85%, annually	Not applicable.	Democratic Services Manager	82%
Review customer feedback forms/information from election and resolve, as far as practicable, issues by commencement of next election period	Sound financial management Social and community infrastructure	90% of all customer feedback actioned (where possible) by commencement of next Election period, annually	Not applicable.	Democratic Services Manager Electoral Services Team Leader	100%

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Publish and maintain an accurate and legally compliant electoral register each year and maximise registration for target groups within the district in order to achieve at least 85% registration rate for Route 2 Forms	Sound financial management Social and community infrastructure	85%, annually	Not applicable.	Democratic Services Manager Electoral Services Team Leader	Change to performance measure to reflect revised Canvass arrangements – Route 2 response rate 84.7%.
Number of electors registering electronically via government portal	Sound financial management Social and community infrastructure	At least 8,000 to be registered, annually	Not applicable.	Democratic Services Manager Electoral Services Team Leader	Change to performance measure to reflect revised Canvass arrangements – Route 1 changes had 3,167 electronic returns, Route 2 had 5,858 electronic returns.
Publication of agendas on website on day of despatch	Sound financial management Social and community infrastructure	100%, annually	Not applicable.	Democratic Services Manager	100%
Ensure that all staff appraisals are completed annually and within the time frame set by HR	Sound financial management	100%, annually	Not applicable.	Democratic Services Manager Electoral Services Team Leader	100%
Prepare, agree and implement member induction, training and development programmes and member seminar sessions to provide members with the required knowledge and skills to effectively perform their role as a district councillor	Sound financial management Social and community infrastructure	10 sessions to be arranged as part of the member training and development and seminar programmes, annually	Not applicable.	Democratic Services Manager	12 sessions
Regularly review higher level corporate risks, including:	Sound financial management Social and community	Minimum monthly, annually	Not applicable.	Democratic Services Manager Electoral Services Team Leader	Reviews of Constitution and committee structure. IRP review of members' allowances. Conduct local elections/referenda.

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<ul style="list-style-type: none"> • changes to the political composition of the Council affecting the democratic decision-making processes • local, regional and national legislative and policy changes affecting the democratic process, both in terms of electoral administration/elections and democratic decision-making • impact of corporate initiatives such as shared services, commercialisation, on the working practices of the team 	infrastructure				<p>Offering services of team on a commercial basis:</p> <ul style="list-style-type: none"> • clerking of ECTC and ECSS Boards • clerking of Kennett Garden Village Delivery Board • Democratic Services Manager providing management support, advice and training services to other authorities/bodies <p>Conduct PDR/CGR.</p>

