






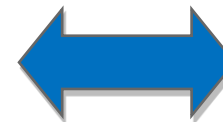
Commitments towards our Vision

Democratic Services 2018-2019 Six month update report



East Cambridgeshire
District Council

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners	Status (at 6 month stage)	Outcome or output (at 6 month stage)
Provide effective, high quality and legally compliant Committee and Member Support Services	A customer driven efficient Council with a "can do" attitude and pro business approach and commercially focused to ensure financial self-sufficiency for the tax payer and safe, vibrant and inclusive communities	Publish Agenda for Council/Committees, etc, within 5 working days of a meeting (statutory)	100%	Tracy Couper Democratic Services Manager		100%
		100% published				
		Publish decision lists for Council/Committees, etc, within 3 working days of a meeting	97.4%	Tracy Couper Democratic Services Manager		100%
		95% published				
		Publish draft Minutes for Council/Committees, etc, within 14 days of a meeting	94.6%	Tracy Couper Democratic Services Manager		89.5%
		85% published				
Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners		Review customer feedback forms/information from Election and resolve, as far as practicable, issues by commencement of next Election period	100%	Tracy Couper Democratic Services Manager/Joan Cox Electoral Services Team Leader		100%
		95% of all customer feedback actioned (where possible) by commencement of next Election period				

<p>Publish and maintain an accurate and legally compliant Electoral register each year and maximise registration for target groups within the District</p>		<p>To 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 an 90% registration rate</p>	<p>93.72%</p>	<p>Tracy Couper Democratic Services Manager/Joan Cox Electoral Services Team Leader</p>		<p>85.85% registration Good level of registration, as above figure was achieved at end of October, before conclusion of 'door knocking' period. Taken in conjunction with figure below, indicates significant 'channel shift' in people registering on-line.</p>
		<p>Electors registering electronically via Government portal, etc At least 12,000 to be registered</p>	<p>12,174 registered</p>	<p>Tracy Couper Democratic Services Manager/Joan Cox Electoral Services Team Leader</p>		<p>14,250 registered As this is the 6 month figure, excellent result.</p>
<p>Promote community engagement and involvement in the Democratic processes of the Council</p>		<p>Publication of Agendas on website on day of despatch 98% to be published</p>	<p>94.9% published</p>	<p>Tracy Couper Democratic Services Manager</p>		<p>100%</p>
<p>To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors</p>		<p>To ensure that all staff appraisals are completed annually and within the time frame set by HR 100% appraisals completed on time</p>	<p>100%</p>	<p>Tracy Couper Democratic Services Manager/Joan Cox Electoral Services Team Leader</p>		<p>100%</p>
		<p>To include Service Delivery Champion in all aspects of the day to day running of the Democratic Services Team to promote transparency and good partnership working and meet on a quarterly basis 4 meetings arranged</p>	<p>3</p>	<p>Tracy Couper Democratic Services Manager</p>		<p>1 Due to absence of Democratic Services Manager</p>
		<p>To prepare, agree and implement a Programme of Member Seminar, Training and Development sessions, to provide Members with the required knowledge and skills to effectively perform their role as a District Councillor 10 sessions to be arranged at the request of Officers and Members as part of the Member Development Programme</p>	<p>5</p>	<p>Tracy Couper Democratic Services Manager</p>		<p>7 Due to reduction in attendance rates at Member Seminars, decision taken to have presentations at Council meetings as an alternative.</p>

Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.

To regularly review higher level corporate risks, including:

- 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.

ongoing

Tracy Couper Democratic Services Manager

ongoing

Implemented review of Committee structure from May 2017.

Completed IRP review of Members' Allowances Scheme.

Conducted Parish By-Election and County Council By-Election and conducting Neighbourhood Planning Referendum.

Offering services of Team on a commercial basis:

- Clerking of ECTC Board
- Clerking of RECAP Board
- Dem Services Manager acting as DMO for Combined Authority
- Dem Services Manager provided some informal management support & advice to SCDC

Completed PDR and CGR

Name of Service Delivery Champion: Councillor Stuart Smith

Comments: As usual a good performance from the Democratic Services Staff. An ongoing increase in residents registering online which is good news. Two By-Elections that will have prepared the team for next year's District Council Elections.