Democratic Services Service Delivery Plan 2016 – 2017

Overview of Democratic Services

The Service comprises 6 staff as follows:

Democratic Services Manager (DSM)
2 Democratic Services Officers (DSOs)
Democratic Services Support Officer (30 hours per week)
Electoral Services Officer
Electoral Services Assistant

The objectives of the Team are to deliver effective and high quality Electoral Registration, Elections, Committee Administration and Member Support Services and to promote Community engagement with and understanding of the Democratic processes of the Council.

Democratic Services covers the following functions:

Committee Administration, procedural advice and guidance
Member Support (e.g. Members allowances; outside bodies; registers of Members interests; publishing of agendas, minutes and Member information on the Council's website; Member surgeries)
Member Induction, Training and Development
Electoral Registration
Elections

The majority of the Service's activities are defined by legislation and statutory/non-statutory guidance and involve working with a wide range of partners both internally and externally (e.g. Councillors; Lead Officers, Service Leads and report authors for Committees; DCLG; Cabinet Office; Electoral Commission; County Council; neighbouring Councils; Parish Councils; ARP; LGA; ADSOs; AEA).

The cost to run the service totals £905,773 per annum, including staffing costs. This is broken down as follows:

Members' & Committee Support	£580,629
Electoral Services	£325,144

Key areas of expenditure in these Budgets are:

Members Allowances	£208,083
Member Training	£7,008
Electoral Registration	£121,545
Elections	£203,599

The two biggest challenges/pressures on the Budget of the Service for 2015/16 and leading into 2016/17 were Individual Electoral Registration (IER) and the District and Parish Council Elections that took place in May 2015 in conjunction with the Parliamentary Election.

The national requirement for all Councils to implement IER from 10 June 2014 and to conduct the 2014 Canvass on this basis was the biggest change to the electoral registration system in nearly 100 years and required the complete revision of all of the administrative systems and processes relating to electoral registration previously undertaken by the Team. The 2015 Canvass which commenced in August 2015 was the first carried out fully under the new IER procedures that will be adopted from this year onwards.

Central Government provided an IER Transition Costs (Revenue) Grant of £42,857 for 2014/15 and provided a grant of £23,259 for 2015/16 to cover the additional costs of implementation of the new systems and procedures for IER. However, once the transitional period was signed-off by Central Government in December 2015, it previously had been stated that no further grant would be forthcoming for future years and this Council would have to bear the additional costs relating to the administrative processes for IER. Subsequently, the Government has announced that it expects to be able to provide funding to cover additional costs linked to IER for 2016/17 and will confirm details as soon as possible. The Council also was successful in the submission of a Justification Led Bid (JLB) for Government grant funding in the sum of £3,504 for the purchase of two tablets for use by Canvassers on the doorstep to improve the registration level for carry forward Electors.

The other major challenge in 2015/16, being a District Council Election year, was the induction and training of the new intake of Councillors, via the preparation and implementation of an extensive Members Induction, Training and Development Programme. This year it was particularly challenging, with a significant level of turnover of 18 new Councillors out of 39, and a very different political composition to the Council with only 3 opposition Councillors. However, a comprehensive Members Induction, Training and Development Programme was delivered, supplemented by a programme of regular Member Seminars, and this will continue throughout 2016/17.

The Council has contributed to a review by the Local Government Boundary Commission for England (LGBCE) of the electoral arrangements for the District which has produced draft recommendations for a reduction in the number of Councillors (Council size) to 28 from the next District Council elections in 2019. The Team also has conducted two By-Elections in early 2016, due to the resignation of a District Councillor and death of a local County Councillor.

Looking forward, The Chief Executive again has been designated as Police Authority Returning Officer (PARO) to conduct the elections for Police and Crime Commissioner taking place in May 2016 and an announcement also has been made by Central Government that the date of the referendum on membership of the European Union will take place on 23 June 2016. Longer term, the County Council Elections will take place in May 2017, possibly in conjunction with an elected Mayor under the new Devolution deal for Norfolk, Suffolk and Cambridgeshire.

On an ongoing basis, the Team will need to ensure the smooth running of the Council and Committees by providing support, guidance and advice to Members and officers and this position has been further enhanced by the appointment of the Democratic Services Manager as Deputy Monitoring Officer in October 2015 with specific responsibility for the provision of procedural information and advice and maintenance and updating of the Constitution. This has been made more challenging by the creation of a number of additional Committees, Sub-Committees and other Member Bodies during 2015/16; the establishment of the LATC and the other governance structures required in conjunction with this; and the Devolution proposals for Norfolk, Suffolk and Cambridgeshire.

How does the Service link in with the Corporate Plan?

Democratic Services contributes to the priority of ensuring that the Council is well managed and customer driven. The Service continues to ensure that the Council provides a legally compliant, consistent and efficient approach to the electoral and decision making processes and support Councillors in understanding their roles and responsibilities.

By continuing to support the democratic process, the Service also helps to make East Cambridgeshire a "fantastic place to live", enabling every eligible voter to help influence decision making in the district and encourage public participation via the various public question time and public speaking schemes at full Council and Committees.

Democratic Services

The Service has been fully compliant with their targets and in many cases over achieving in their outcomes. They have helped to increase the number of electors registering electronically via the Government portal and have been meeting their legal requirements to publish all committee meeting agendas within the required timescales.

Forward Planning for Councillors

Proposed date of decision/ implementation	Item	Service Area	Service Delivery Champion	Committee
May 2015 onwards	Ongoing delivery of structured Member Training, Development and Member Seminar Programme	Democratic Services	Councillor Stuart Smith	
June 2015 onwards	LGBCE District Electoral Boundary Review with a view to reducing Council size	Democratic Services	Councillor Stuart Smith	Full Council
October 2016	Complete Polling District, Polling Places Review for new County Boundaries	Democratic Services	Councillor Stuart Smith	Full Council
1 December 2016 (possible delay in publication of Register to Feb 2017 due to County Boundary & Polling Places Review)	Publish Register of Electors based on IER Canvass	Democratic Services	Councillor Stuart Smith	

March – June 2016	Conducting of Police and Crime Commissioner Elections & EU Referendum	Democratic Services	Councillor Stuart Smith	
March to May 2017	Conducting of County Council Elections & possibility of Mayoral election for new Combined Authority under Devolution deal	Democratic Services	Councillor Stuart Smith	

End of year report – Democratic Services 2015/2016

Provide effective, high quality and legally compliant Committee and Member Support Services	Baseline from 2014/15	Target 2015/16	Outcome
Publish Agenda for Council/Committees, etc, within 5 working days of a meeting (statutory)	100%	100%	100%
Publish decision lists for Council/Committees, etc, within 3 working days of a meeting	90%	90%	98.2%*
Publish draft Minutes for Council/Committees, etc, within 14 days of a meeting	85%	85%	90.9%
*Only requirement for Policy Committee Decision Lists to be published within 3 working days of a meeting, due to Call-in facility. However, achieved 98.2% figure for all Committees.			

Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners	Baseline from 2014/15	Target 2015/16	Outcome
Review customer feedback forms/information from Election and resolve, as far as practicable, issues by commencement of next Election period	95%	95%	100%

Publish and maintain an accurate and legally compliant Electoral register each year and maximise registration for target groups within the District	Baseline from 2014/15	Target 2015/16	Outcome
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 85% registration rate	95%	85%	93.4%**
Electors registering electronically via Government portal	25%	12,000	12,423
**The implementation of Individual Electoral Registration (IER) in 2014 and conducting of the 2014 Canvass on that basis was the biggest electoral change in 100 years. This required a complete revision of administrative systems and processes. 2015 was the first Canvass based fully on the new processes and it was expected that the level of registration would be lower than in previous years, but the service couldn't predict by how much, so the benchmark was set at 85%.			

Promote community engagement and involvement in the Democratic processes of the Council	Baseline from 2014/15	Target 2015/16	Outcome
Publication of Agendas on website on day of despatch	90%	95%	100%***

***The Local Government (Electronic Communications) (England) Order 2015 came into effect on 30 January 2015 and modifies the Provisions in Schedule 12 of the Local Government Act 1972 to enable Members to receive summonses (Agendas) electronically where they consent to it being transmitted by this method (they may at any time withdraw their consent). Agendas still must be despatched at least 5 clear days before a meeting. Therefore, in order to be able to offer Councillors the option to access Agendas and reports in electronic form, Democratic Services have been ensuring that Agendas and reports are published on the Council's website on the day of despatch.

To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors	Baseline from 2014/15	Target 2015/16	Outcome
To ensure that all staff appraisals are completed annually and within the time frame set by HR	100%	100%	100%
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	4	4
To prepare, agree and implement a Programme of Member Induction, Training and Development sessions, to provide Members with the required knowledge and skills to effectively perform their role as a District Councillor	10	15	16

Strategy map 2016/2017

Publish and maintain an accurate and legally compliant Electoral register each year and maximise registration for target groups within the District

Promote community engagement and involvement in the Democratic processes of the Council

Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners

Can do approach and open for business

To agree, monitor and ensure value for money in the use of the Budget for the Member Training and Development Programme

Provide effective, high quality and legally compliant Committee and Member Support Services

To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors

Measuring Performance 2016/2017

Provide effective, high quality and legally compliant Committee and Member Support Services	Baseline from 2015/16	Target 2016/17
Publish Agenda for Council/Committees, etc, within 5 working days of a meeting (statutory)	100%	100%
Publish decision lists for Council/Committees, etc, within 3 working days of a meeting	90%	95%
Publish draft Minutes for Council/Committees, etc, within 14 days of a meeting	85%	85%

Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners	Baseline from 2015/16	Target 2016/17
Review customer feedback forms/information from Election and resolve, as far as practicable, issues by commencement of next Election period	95%	95%

Publish and maintain an accurate and legally compliant Electoral register each year and maximise registration for target groups within the District	Baseline from 2015/16	Target 2016/17
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 85% registration rate	85%	90%
Electors registering electronically via Government portal	12,000	12,000

Promote community engagement and involvement in the Democratic processes of the Council	Baseline from 2015/16	Target 2016/17
Publication of Agendas on website on day of despatch	95%	98%

To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors	Baseline from 2015/16	Target 2016/17
To ensure that all staff appraisals are completed annually and within the time frame set by HR	100%	100%
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	4
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	15	10

Performance Measure - Provide effective, high quality and legally compliant Committee and Member Support Services	
Owner	Tracy Couper - Democratic Services Manager (DSM)
Co owner(s)	Chief Executive, Monitoring Officer, Democratic Services Officers, Legal Services Officers, Committee Lead Officers and report authors, Democratic Services Support Officer.
Output/Outcome(s)	• Publish 100% Agenda for Council/Committees, etc, within 5 working days of a meeting (statutory). • Publish 95% decision lists for Council/Committees, etc, within 3 working days of a meeting. • Publish 85% draft Minutes for Council/Committees, etc, within 14 days of a meeting.
Links	Association of Democratic Services Officers.
Source of data	Relevant legislation and statutory/non-statutory guidance Council's Constitution.
Frequency of reporting? e.g annually	Monthly.
Who measures?	DSM and Democratic Services Team.
Please list processes briefly	• Maintenance of annual Agenda Plans for Council/Committees, etc. • Preparation of draft agendas and organisation/clerking of Agenda Briefing meetings. • Preparation, printing and despatch of agendas in accordance with statutory timescales. • Publication of Agendas, Decision Lists, Minutes and Member information on website. • Attendance at Chairman's pre-Committee briefings. • Organisation of Planning, Licensing, other Committee site visits. • Clerking of meetings and preparation of Decision Lists/Minutes. • Providing of procedural advice/guidance to Councillors, officers and other relevant partners. • Administration of Independent Remuneration Panel. • Processing of Members Allowances expenses claims. • Outside Bodies administration. • Maintenance of registers of Members Interests. • Administration for Member Surgeries expenses. • Assist Chief Executive and Monitoring Officer in review and implementation of changes to the Democratic processes of the Council and review of the Constitution. • Effective Budget management and monitoring.
Reporting timescale	Quarterly performance report.
What resources are needed to ensure success?	Suitable qualified, experienced and trained staff Appropriate IT systems Appropriate Budgetary provision Legal support/advice
Are there opportunities for cross-service working?	Working with IT on website issues relating to publication of Agendas, Decision Lists, Minutes and Member information on website.

Performance Measure - Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners	
Owner	Electoral Services Officer and Returning Officer
Co owner(s)	Democratic Services Manager and Deputy Returning Officers
Output/ Outcome(s)	Review customer feedback forms/information from Election and resolve, as far as practicable, issues by commencement of next Election period.
Links	DCLG; Cabinet Office; Electoral Commission; County Council; neighbouring Councils; Parish Councils; AEA
Source of data	Relevant legislation and statutory/non-statutory guidance. Evaluation of each Election undertaken by Returning Officer and Elections Project Board. Feedback forms issued to Polling Station staff, Polling Station Inspectors. Feedback from relevant responsible body in case of non-District Council Elections. Electoral Commission. Cabinet Office.
Frequency of reporting? e.g annually	In accordance with prescribed timescales.
Who measures?	Electoral Services Officer and Returning Officer. Electoral Commission. Cabinet Office.
Please list processes briefly	Conduct of Elections in accordance with requirements of relevant responsible body, instructions of Returning Officer and legislative provisions/guidance: - Liaison with relevant responsible body in case of non-District Council Election. - All aspects of pre-Election, Election day, Count and post-Election administration processes. - All aspects of budgetary, financial, contract administration and control relating to Election and recharging of costs of Election to relevant responsible body in the case of non-District Council Elections. - Post-Election evaluation.
Reporting timescale	In accordance with prescribed timescales
What resources are needed to ensure success?	Sufficient contribution made to Election Reserve each year to fund District Council Elections held every four years. Funding by relevant responsible body in case of non-District Council Election. Suitable qualified, experienced and trained staff. Appropriate IT systems.
Are there opportunities for cross-service working?	Working with IT on website issues relating to publication of Elections notices and information on website and on equipment/systems needed for postal vote issuing/opening and Election Count. Working with Customer Services on information/scripts/FAQs needed to maximise number of calls/enquiries that can be dealt with via a single interaction or via an electronic solution. Liaison with Communications and Media Manager on preparation of appropriate Press releases and media coverage of Elections processes and Count. Working with Facilities/Depot staff on facilities/equipment needed for Polling Stations/Election Count.

Performance Measure - Publish and maintain an accurate and legally compliant Electoral register each year and maximise registration for target groups within the District

Owner	Electoral Services Officer and Registration Officer.
Co owner(s)	Tracy Couper - Democratic Services Manager (DSM)
Output/Outcome(s)	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 the following: • A 90% registration rate. • 12,000 electors registering electronically via the Government portal.
Links	DCLG; Cabinet Office; Electoral Commission; AEA.
Source of data	Relevant legislation and statutory/non-statutory guidance. Evaluation of new systems and processes following completion of IER Canvass. Electoral Commission. Cabinet Office.
Frequency of reporting? e.g annually	In accordance with prescribed timescales.
Who measures?	Electoral Services Officer and Registration Officer.
Please list processes briefly	Conduct of IER Canvass and rolling Electoral registration in accordance with legislative provisions/guidance, instructions of Registration Officer: • Conducting of all administrative aspects of Canvass in accordance with requirements for IER and publication of register by 1 December. • Consideration and implementation of new working practices to maximise registration amongst target groups within the District, (e.g. migrant workers, care homes, studs and racing establishments, students/young persons, private rented/social housing residents). • Undertaking of rolling registration after publication of Electoral Register in December in accordance with requirements for IER. • Active Budget monitoring and control to minimise expenditure and maximise income/Government funding relating to IER.
Reporting timescale	In accordance with prescribed timescales.
What resources are needed to ensure success?	Suitable qualified, experienced and trained staff. Appropriate IT systems. Appropriate Budgetary provision.
Are there opportunities for cross-service working?	Working with Customer Services on information/scripts/FAQs needed to maximise number of calls/enquiries that can be dealt with via a single interaction or via an electronic solution.

Performance Measure - Promotion of Community Engagement and Involvement in the Democratic Process

Owner	Democratic Services Manager (DSM) Electoral Services Officer (ESO)
Co owner(s)	Democratic Services staff. Chief Executive.
Output/Outcome(s)	Publication of Agendas on website on day of despatch (98%).
Links	DCLG; Cabinet Office; Electoral Commission; AEA.
Source of data	Public Question Time, Public Speaking and Public Petitions Schemes in Council Constitution. Relevant legislation and statutory/non-statutory guidance.
Frequency of reporting? e.g annually	Ongoing consideration of new initiatives/response to legislative requirements/guidance. Annual review of Public Question Time, Public Speaking and Public Petitions Schemes. In response to enquiries/requests from public, schools, Councillors, community groups.
Who measures?	DSM/ESO.
Please list processes briefly	To facilitate and encourage public access and participation at Council and Committee meetings. To undertake initiatives to encourage electoral registration and turnout at elections. - Effective management and review of Council/Committee Public Speaking, Question Time and Petitions schemes. - Timely publication and updating of Committees, Member and local democracy information on website. - Consideration and implementation of new initiatives/working practices to maximise registration amongst target groups within the District, (e.g. migrant workers, care homes, studs and racing establishments, students/young persons, private rented/social housing residents). - Respond to requests from schools/colleges for Council visits and presentations on local democracy as part of citizenship element of curriculum. - Respond to requests from schools/colleges for resources to assist in local democracy teaching and conduct of school council elections. - Liaison with Communications and Media Manager on preparation of appropriate Press releases in relation to Committee, Electoral Registration and Elections processes of Council. - Production of publications on standing for Election as a District Councillor, new candidates pack.
Reporting timescale	Quarterly performance reports
What resources are needed to ensure success?	Appropriate funding for new initiatives
Are there opportunities for cross-service working?	

Performance Measure - To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors	
Owner	Tracy Couper - Democratic Services Manager (DSM) Joan Cox - Electoral Services Officer (ESO).
Co owner(s)	Democratic Services Staff. Chief Executive.
Output/Outcome(s)	To ensure that all staff appraisals are completed annually and within the time frame set by HR.
Links	HR.
Source of data	Performance against accountabilities. Staff Appraisal form. HR Policy and Procedures. Corporate Priorities. Democratic Services Service Delivery Plan.
Frequency of reporting? e.g annually	Annually.
Who measures?	DSM, ESO, HR, Chief Executive, Service Delivery Champion, Regulatory & Support Services Committee.
Please list processes briefly	- Time frame set by HR. - Line managers to book appraisal with staff. - Line manager to issue staff with paperwork to complete. - Paperwork to be completed by appraisee and returned to Line manager. - Appraisal undertaken and comments from line manager added accountabilities for next year agreed. - Completed documentation agreed by line manager and appraisee and signed off. - Completed appraisal sent to HR. - Identification of staff training needs as part of appraisal process. - Organisation of attendance of staff on relevant training. - Evaluation of quality, relevance, effectiveness of training following attendance.
Reporting timescale	By date defined in Performance Management Scheme.
What resources are needed to ensure success?	Training on Performance Management Scheme and conducting of appraisals. Sufficient time to conduct individual staff appraisals and complete appraisal paperwork.
Are there opportunities for cross-service working?	HR.

Performance Measure - To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors	
Owner	Tracy Couper - Democratic Services Manager (DSM) Joan Cox - Electoral Services Officer (ESO) Service Delivery Champion
Co owner(s)	Democratic Services staff
Output/Outcome(s)	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.
Links	
Source of data	Corporate and Service policies and procedures Service Delivery Plan Notes of meetings with Service Delivery Champion, decisions made at Corporate Governance and Finance Committee, Feedback from Members and Chief Executive ECDC Connect
Frequency of reporting? e.g annually	Quarterly meetings with Service Delivery Champion
Who measures?	DSM, Chief Executive, Service Delivery Champion, Corporate Governance and Finance Committee
Please list processes briefly	- Identify Member Service Delivery Champion. - Service Delivery Champion to undertake induction in service area, meet with appropriate staff and agree expectations (from both sides). - Invite Member to shadow the Team if they wish. - Invite Member to Team meetings. - Service Delivery Champion to be consulted on draft Service Delivery Plan prior to submission to Committee each year. - Include Service Delivery Champion in the distribution of quarterly performance reports. N.B. As a result of the performance measure the following will be achieved: Service Delivery Champion will be able to understand the everyday running of the Team and will be able to offer advice, guidance and assistance where required. They will act as a critical friend, and will challenge and promote what we do. They will be able report to the Council on the Team's activities and respond to questions and enquiries.
Reporting timescale	Quarterly
What resources are needed to ensure success?	Availability of Member Service Delivery Champion to attend briefings and Team meetings.
Are there opportunities for cross-service working?	

Performance Measure - To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors	
Owner	Tracy Couper - Democratic Services Manager (DSM)
Co owner(s)	Members, Democratic Services Team, Chief Executive, Directors, Service Leads, relevant Officers undertaking training/seminars
Output/Outcome(s)	To prepare, agree and implement a Programme of Member Seminar, Training and Development sessions (10 in total), to provide Members with the required knowledge and skills to effectively perform their role as a District Councillor.
Links	EELGA, LGIU Democratic Services Officers in neighbouring Councils who were part of Cambridgeshire Member Development Network, appropriate external training providers
Source of data	Appropriate external training providers
Frequency of reporting? e.g annually	ongoing
Who measures?	DSM, Chief Executive, Service Delivery Champion, Regulatory & Support Services Committee
Please list processes briefly	- To agree and organise a Member Seminar, Training and Development Programme (10 in total) to be implemented during the year. - To timetable one Member seminar date each month into the annual Calendar of Meetings. - To undertake the administration of Member seminar/training sessions in conjunction with the officer, partner organisation, or trainer facilitating the seminar. - To organise ad hoc Member induction and training sessions, as required, e.g. due to a by-election or changes in membership of Planning or Licensing Committees. - To consider the specific personal development needs of Members or requests from Members for attendance at training sessions and organise training in the most cost-effective manner possible, bearing in mind the limited Budget available in a non-election year. - Liaise with officers in neighbouring Councils who were part of Cambridgeshire Member Development Network regarding sharing of places on training sessions being offered by those Councils or ourselves to meet training needs and mitigate costs.
Reporting timescale	Quarterly performance reports
What resources are needed to ensure success?	Sufficient Budgetary provision Availability of appropriate internal and external trainers to facilitate the required training sessions Evaluation of training/seminar sessions
Are there opportunities for cross-service working?	Working with neighbouring Councils to share places on training sessions being offered by those Councils or ourselves to meet training needs and mitigate costs.

Performance Measure - To agree, monitor and ensure value for money in the use of the Budget for the Member Training and Development Programme	
Owner	Tracy Couper - Democratic Services Manager (DSM)
Co owner(s)	Democratic Services Support Officer, Chief Executive, Financial Services Manager.
Output/Outcome(s)	To agree, monitor and ensure value for money in the use of the Budget for the Member Training and Development Programme.
Links	Appropriate external training providers. EELGA. Democratic Services Officers in neighbouring Councils who were part of Cambridgeshire Member Development Network.
Source of data	Draft Budget for February Council meeting. Budget Book. Budget monitoring reports. Quotes of individual external training providers.
Frequency of reporting? e.g annually	Ongoing.
Who measures?	DSM, Chief Executive, Financial Services Manager, Service Delivery Champion, Regulatory & Support Services Committee.
Please list processes briefly	To provide a structured Member Training and Development Programme within Budget and on a value for money basis. • To estimate the overall Budget requirement for the Member Induction, Training and Development Programme to be implemented following the District Council Elections based on the draft Programme agreed with the Chief Executive, Service Leads and Group Leaders. • To liaise with the Financial Services Manager to ensure adequate budgetary provision is made as part of the Council Budget-setting process for implementation of the Programme. • To engage external trainers who both best fit the brief for individual training sessions and offer value for money. • To consider the specific personal development needs of Members or requests from Members for attendance at training sessions and organise training in the most cost-effective manner possible. • Liaise with officers in neighbouring Councils who were part of Cambridgeshire Member Development Network regarding sharing of places on training sessions being offered by those Councils or ourselves to meet training needs and mitigate costs. • To monitor the Budget and evaluate the cost-effectiveness of training sessions.
Reporting timescale	Quarterly performance reports
What resources are needed to ensure success?	Sufficient Budgetary provision and ongoing monitoring Evaluation of training/seminar sessions
Are there opportunities for cross-service working?	Working with neighbouring Councils to share places on training sessions being offered by those Councils or ourselves to meet training needs and mitigate costs.