



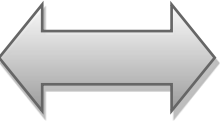






Commitments towards our Vision

Six Month Update - Democratic Services

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% published	100%	Tracy Couper Democratic Services Manager		100%
		Publish decision lists for Council/Committees, etc, within 3 working days of a meeting 95% published	100%	Tracy Couper Democratic Services Manager		86.7% Due to 2 Decision Lists not subject to call-in just missing target
Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners	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 draft Minutes for Council/Committees, etc, within 14 days of a meeting 85% published	94.1%	Tracy Couper Democratic Services Manager		80.0% Due to 3 sets of minutes narrowly missing target resulting from work pressures & length/complexity of Minutes.
		Review customer feedback forms/information from Election and resolve, as far as practicable, issues by commencement of next Election period 95% of all customer feedback actioned (where possible) by commencement of next Election period	100%	Tracy Couper Democratic Services Manager/Joan Cox Electoral Services Team Leader		100%

<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>92.13%</p>	<p>Tracy Couper Democratic Services Manager/Joan Cox Electoral Services Team Leader</p>		<p>94.05% registration</p> <p>Good level of registration, as above figure was achieved at end of October. Indicative of number of people ensuring registered in anticipation of General Election. Taken in conjunction with figure below, shows significant 'channel shift' in people registering on-line.</p>
		<p>Electors registering electronically via Government portal, etc</p> <p>At least 12,000 to be registered</p>	<p>14,953 registered</p>	<p>Tracy Couper Democratic Services Manager/Joan Cox Electoral Services Team Leader</p>		<p>16,608 registered</p> <p>As this is the figure before Canvass conclusion, 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</p> <p>98% to be published</p>	<p>99.0% published</p>	<p>Tracy Couper Democratic Services Manager</p>		<p>100%</p>
<p>To ensure trained staff and continual professional development of Councillors</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</p> <p>15 sessions to be arranged at the request of Officers and Members as part of the Member Development Programme</p>	<p>11</p>	<p>Tracy Couper Democratic Services Manager</p>		<p>11</p> <p>Extensive Member Induction, Training & Development Programme following District Council Elections in May 2019</p>
		<p>To ensure that all staff appraisals are completed annually and within the time frame set by HR</p> <p>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>Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.</p>		<p>To regularly review higher level corporate risks, including:</p> <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. 	<p>ongoing</p>	<p>Tracy Couper Democratic Services Manager</p>	<p>ongoing</p>	<p>Dem Services Manager ECDC DMO</p> <p>Implemented review of Committee structure from May 2019.</p> <p>Completed IRP review of Members' Allowances Scheme</p> <p>Conducted District & Parish Council Elections and Neighbourhood Planning Referendum.</p> <p>Conducting General Election</p> <p>Implementing comprehensive Member Induction, Training & Development Programme for new intake of District Cllrs</p> <p>Offering services of Team on a commercial basis:</p> <ul style="list-style-type: none"> • Clerking of ECTC & ECSS Boards • Clerking of RECAP Board • Dem Services Manager acted as DMO for Combined Authority (CA) until July 2019 & completed IRP review for CA • Dem Services Manager provides informal management
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							support & advice to Councils, on request
							Completed PDR
