

Six Month Performance Update Report 2016/17 – Democratic Services

Provide effective, high quality and legally compliant Committee and Member Support Services	Baseline from 2015/16	Target 2016/17	6 month update
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%	95%	94.7%
Publish draft Minutes for Council/Committees, etc, within 14 days of a meeting	85%	85%	100%
Notes:			

Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners	Baseline from 2015/16	Target 2016/17	6 month update
Review customer feedback forms/information from Election and resolve, as far as practicable, issues by commencement of next Election period	95%	95%	98%
Notes:			

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	6 month update
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%	85.7%
Electors registering electronically via Government portal, etc	12,000	12,000	12,906
Notes: Significant increase in people registering electronically at this year's Canvass.			

Promote community engagement and involvement in the Democratic processes of the Council	Baseline from 2015/16	Target 2016/17	6 month update
Publication of Agendas on website on day of despatch	95%	98%	100%
Notes:			

To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors	Baseline from 2015/16	Target 2016/17	6 month update
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	2

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	5
Notes:			

Service Delivery Champion to review six month performance report and write down their comments in the box below:

Name of Service Delivery Champion: Councillor Stuart Smith
Comments: Overall a good performance by the staff. It is pleasing to see a significant increase in people registering electronically online.