

End of Year 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	End of year report
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%	90.9%
Publish draft Minutes for Council/Committees, etc, within 14 days of a meeting	85%	85%	93.8%
Notes: website migration in November meant that unable to publish documents on website during period of changeover.			

Provide legal, efficient and cost-effective Elections for the Electors of the District and our external partners	Baseline from 2015/16	Target 2016/17	End of year report
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	End of year report
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	85%	90%	92.6%
Electors registering electronically via Government portal, etc	12,000	12,000	13,232
Notes:			

Promote community engagement and involvement in the Democratic processes of the Council	Baseline from 2015/16	Target 2016/17	End of year report
Publication of Agendas on website on day of despatch	95%	98%	97.9%
Notes:			

To ensure trained staff, comprehensive understanding by Service Delivery Champion and continual professional development of Councillors	Baseline from 2015/16	Target 2016/17	End of year report
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 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	8
Notes: Lower demand from officers for Member Seminar dates meant that three of timetabled dates in calendar of meetings cancelled.			