

Democratic and Legal Support Services Service Plan 2015/16

Action Plan							Connections	
Action Code	ACTION	What role will the service play? (Please click in the cell to select the relevant role by clicking on the drop down arrow)	Description (Target, Outcome, Critical Success Factors and Environmental Impacts)	Due Date	Lead Officer	If the action impacts on another service in terms of support/input, please specify below:	Links to partnership wide agendas:	

Corporate Priority: People
Strapline: Fair and accessible services for those who use them and opportunities for everyone to contribute

Increase community engagement

15-DLSS01	To implement post transitional Individual Electoral Registration (IER) processes in accordance with prescribed statutory requirements.	Partner	<p>Target: Comply with statutory requirements.</p> <p>Outcome: Effective use of resources allocated to meet statutory requirements. Customers to receive advice and guidance on IER.</p> <p>Critical Success Factors: Utilisation of resources to meet statutory duties.</p> <p>Environmental Impacts: None</p>	01 December 2015	Head of Democratic and Legal Support Services	None	None
15-DLSS02	To maintain and develop the support services provided to Members to facilitate their community engagement role (particularly through identifying personal training and development needs).	Influencer	<p>Target: Delivery of (corporate) community engagement activities.</p> <p>Outcome: Improved democratic engagement driving service improvement and satisfaction with the Council's services.</p> <p>Critical Success Factors: Member support and resource availability.</p> <p>Environmental Impacts: None.</p>	31 March 2016	Head of Democratic and Legal Support Services	None	Community Strategy
15-DLSS03	Undertake General and local elections (District/Town/Parish) and Neighbourhood referenda in 2015.	Partner	<p>Target: Election processes open and transparent to all enfranchised persons.</p> <p>Outcome: To produce election results for all elections in accordance with statutory requirements.</p> <p>Critical Success Factors: Resource availability.</p> <p>Environmental Impacts: None.</p>	07 May 2015	Head of Democratic and Legal Support Services	None	None
15-DLSS4	To implement the approved member Induction Programme for the May 2015 elections and to facilitate newly and re-elected Members obtaining the development and training opportunities needed in order for them to fulfil their community leadership role.	Community Leadership	<p>Target: Delivery of identified training and development requirements.</p> <p>Outcome: Members engaged proactively in identifying training requirements.</p> <p>Critical Success Factors: Resource availability.</p> <p>Environmental Impacts: None.</p>	31 March 2015	Head of Democratic and Legal Support Services	None	Community Strategy

Corporate Priority: Place
Strapline: Safe and Clean

Reduce anti social behaviour and the fear of crime

15-DLSS5	To provide legal advice and guidance to maximise the Authority's resources to deliver meaningful and measurable outcomes for measures undertaken either directly or in partnership with other service providers to reduce anti social behaviour.	Community Leadership	<p>Target: Comply with statutory requirements.</p> <p>Outcome: Effective use of legal resources to meet customer requirements within budget. To effect improved customer services.</p> <p>Critical Success Factors: Partnership working (internal/external).</p> <p>Environmental Impacts: None.</p>	31 March 2015	Head of Democratic and Legal Support Services	None	Community Strategy
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