

Service Delivery Plan 2021-22

Business Unit: Democratic Services

BUL: Terry Stanley

Head of Service: Tom Clark

Business Unit Purpose and Core Functions
<ul style="list-style-type: none"> • Statutory administration of council, committees and constituted Member working groups (currently virtual). • Management of the civic engagements programme and of civic ceremonial duties. • Provision of routine support & learning development services to MSDCs Elected Members per the Council's Constitution. • Management of Electoral Registrations • Statutory organisation and administration of elections for all tiers of local and national government, local and national referenda. • Continual statutory electoral registration services to the public to maintain an accurate and complete electoral register. • Electoral Boundary maintenance, statutory review and implementation of any parliamentary or local government revisions. • Community Governance matters.

Link to Corporate/ Recovery Plan	Service Action/Deliverables	Lead Officers	Milestone	Milestone date	Support required from other Business Units	Additional Capital/ Revenue cost and/or Saving
GOV	2021 PCC & WSCC elections.	TS / AG	Election	6 May 2021	Digital Communications & Customer Services	
GOV	Implement changes arising from commissioned review of internal governance	TS /LJ	Governance changes implemented	May 2021	All	
ERS	Member Development & Learning Programme	TS / AA	Programme Agreed	June 2021	BULs / MDWG	

			Member PDPs developed	August 2021	Group leaders and MDWG	
GOV	Electoral Review of Mid Sussex initiated by the Local Government Boundary Commission	TS			LGBC Communications Community services Planning & Economy	

Performance Targets

Targets	Target for 2020/21	Projected 2020/21 outturn	Target for 2021/22	AMBER	RED	Rationale for setting of target / changes to target
Ensure a high response rate to the Annual Electoral Canvas.	97%	97%	98%	95%	90%	Under Individual Voter Registration the Council is duty bound to contact every household within the area encouraging them to register to vote
Agendas & papers to be published at least 5 working days ahead of a public meeting.	100%	100%	100%	98%	95%	Statutory Requirement
Council & Committee minutes published at website within 10 days	100%	100%	100%	98%	95%	PI to enable the public to have access to the minutes in a timely manner. Inter-dependency with minutes approvers.

Service Volumes

Activity / Process	Projected annual volume for 2020/21	Estimated annual volume for 2021/22	Notes / explanation for estimated change	Impact
All eligible persons of qualifying age registered to vote	113,000	115,000	The rate of development in the district is likely to produce at least this nett number of electors	Increased work load with increase numbers

Equality Impact Assessments Required or Reviews Due

- Council Chamber accessibility: Review of impact of works undertaken