



Governance Support - Summary

2012/13

Service Name: Governance Support

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For further information please contact 01803 207227.

Governance Support:

<p>What is provided?</p>	<p>The Governance Support team provide the following services:</p> <ul style="list-style-type: none"> ▪ Electoral services (includes running elections and referendums and maintaining the electoral register to ensure people’s right to vote) ▪ Democratic services (includes co-ordinating the Council’s decision-making, constitutional/governance advice and public participation ensuring openness and transparency) ▪ Member, Chief Operating Officer and Director support (includes dedicated secretarial support to the Mayor) ▪ Member development and training ▪ Chairman and civic/ceremonial support (including major civic events e.g. Remembrance Sunday) ▪ Facilitating school admission and exclusion appeals and supporting the Torbay Independent Appeals Panel to ensure parents’ right to appeal for a place at their preferred school and against an exclusion of their child from school.
<p>Why is it provided?</p>	<p>Governance Support ensures the Council operates in an open and transparent way so that people’s right to access decisions and take part in meetings is maintained. The team also establishes people’s right to vote and ensures well run elections and referendums to support healthy democracy based on fairness and participation. A third area of the team’s service includes providing parents with their right to appeal for a school place or against their child’s exclusion from a school.</p> <p>It does this by providing several statutory functions (required by law) on behalf of the Council:</p> <ul style="list-style-type: none"> ▪ Electoral registration ▪ Elections ▪ Publication of the monthly forward plan ▪ Publishing agendas for meetings of the Council and its committees 5 clear working days before the meeting is held ▪ Publication of the minutes of meetings of the Council and its committees ▪ Publication of Record of Decisions of all decisions made by the Mayor or key decisions made by officers within 5 working days ▪ Collation of the Register of Members’ Interests (including gifts and hospitality) ▪ Providing an independent panel to hear parents’ schools appeals <p>The team also maintain the Council’s civic and ceremonial role by supporting the Chairman of the Council and running civic events such as the Remembrance Sunday ceremony.</p>
<p>Who uses the services / what is the demand?</p>	<p>External</p> <ul style="list-style-type: none"> ▪ Residents of Torbay ▪ Electors ▪ Candidates and agents ▪ Political Associations ▪ Visitors ▪ Parents

	<ul style="list-style-type: none"> ▪ Press ▪ Stakeholders and Partner organisations ▪ Lord Lieutenant ▪ Other organisations who have councillors on their boards etc. ▪ Other authorities <p>Internal</p> <ul style="list-style-type: none"> ▪ Mayor and councillors ▪ Independent members, external advisors and co-optees ▪ Chief Operating Officer and Directors ▪ All Business Units ▪ Registrars (for Citizenship ceremonies) ▪ Schools ▪ Revenue and benefits <p>The team support the elected Mayor and 36 councillors on a daily basis so that they can fulfil their responsibilities to the public.</p> <p>We also assist 105,000 electors within Torbay with their right to vote, including employing approximately 450 staff for elections (e.g. at polling stations and for counting the votes). The number of calls on people's elections queries taken the 21 days preceding the local elections 2011 was just under 1800. The number of calls on elections queries during the four weeks preceding the UK Parliamentary General Election in 2010 was approximately 6000.</p> <p>During 2011/2012 the team:</p> <ul style="list-style-type: none"> ○ supported 136 meetings ○ helped the public present 6 petitions and 4 public questions ○ assisted approximately 82 people to speak with their representations Development Management Committee ○ supported parents and schools with 110 appeals 															
<p>How much does it cost to provide?</p>	<p>Staff: Full Time Equivalent Staff (FTE): 13</p> <p>Budget:</p> <table border="1" data-bbox="368 1357 1513 1529"> <thead> <tr> <th>Department Budget</th> <th>2009/10 Budget £'000</th> <th>2010/11 Budget £'000</th> <th>2011/12 Budget £'000</th> <th>2012/13 Budget £'000</th> </tr> </thead> <tbody> <tr> <td>Governance</td> <td>£305</td> <td>£300</td> <td>*£370</td> <td>£324</td> </tr> <tr> <td>Elections</td> <td>£182</td> <td>£187</td> <td>£188</td> <td>£157</td> </tr> </tbody> </table> <p>Budget areas also covered by the Governance Support Service include:</p> <ul style="list-style-type: none"> • Chairman's budget (Civic) - £20,400 • Members' Allowances and Expenses - £545,000 • Committees (printing, room hire etc) - £16,000 for 2012/13. 	Department Budget	2009/10 Budget £'000	2010/11 Budget £'000	2011/12 Budget £'000	2012/13 Budget £'000	Governance	£305	£300	*£370	£324	Elections	£182	£187	£188	£157
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<p>How well are we providing it?</p>	<p>The team ran three elections on the same day in May 2011 (local Councillor, Mayoral and the national referendum).</p> <p>Achieved the South West Charter Plus for Member (the Mayor and Councillors) Development in September 2010 (the fourth Council in the whole country). The Charter sets out national good practice guidelines and standards for member development.</p>															

	<p>Achieved 80% public satisfaction for accessibility to meetings and participation.</p>
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	<p>Improved accessibility to meeting documentation and information about the Mayor and councillors on our website.</p>
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