

## **Community Engagement**

### **Services that will continue to be delivered:**

- Electoral services (elections and maintaining the electoral register)
- Democratic services (co-ordinating the Council's decision-making, constitutional/governance advice and public participation)
- Member, Chief Executive and Commissioner support
- Member development and training
- Chairman and civic/ceremonial support
- Facilitating school admission and exclusion appeals and supporting Torbay Independent Appeals Panel
- Registration of births deaths, marriages and civil partnerships
- Citizenship ceremonies
- Non-statutory ceremonies e.g. baby naming and renewal of vows
- Approving premise licensing for marriages and civil partnerships
- Provision of marketing and public information
- Communications policy and corporate branding, emergency planning support

### **Any improvement already agreed and budgeted for:**

- None

### **Key Performance indicators**

- Record of executive decisions published within five working days
- Percentage electoral forms returned
- Percentage of applications for birth, death and marriage certificates processed within five working days

## Proposed Savings

### \*Type of Decision

- **Internal** - i.e. efficiency / internal re-structure - Decision by Head of Paid Service
- **Minor** – Low community impact – Ratified by Mayor following consultation
- **Major** - High Community interest / scale impact / key political issue / risk of legal challenge – Mayoral consideration following 3 months consultation

| Proposals – Outline details=  | Savings 2012/13   |                                | Implementation Cost<br>Include brief outline<br>+ year incurred | Delivery<br>In place<br>01/04/12<br>If earlier<br>or later<br>state date | Risks / impact of proposals<br><ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies</li> </ul>   | Type of decision* |       |       |
|---|-------------------|--------------------------------|---|--|--|-------------------|-------|-------|
|   | Income<br>£ 000's | Budget<br>reduction<br>£ 000's |   |  |  | Internal          | Minor | Major |
| Increased Income – Registrar increased charges for marriages held by Approved Premises (Hotels), naming and renewal ceremonies. | 22                | -                              | No associated cost.   |  | <ul style="list-style-type: none"> <li>• Based on business case and the market for differential charging. Key risk is the unknown medium term location of Registrars due to uncertainty of Oldway. Impact on hotels.</li> </ul>  |                   | √     |       |
| Service variations – restructure.   | -                 | 91                             | Through a process of vacancy management in the main.            |  | <ul style="list-style-type: none"> <li>• That Democratic Services, Elections and Communications can continue delivering services with the minimum resource. Severe staff sickness or emergency will impact on service delivery.</li> <li>• That public, Member and staff expectations can be managed within the resources available.</li> <li>• That Elections have sufficient time to multi-skill and qualify other staff to support all out elections in 4 years time</li> </ul> | √                 |       |       |

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|--|-------------------|--------------------------------|---|--|--|-------------------|-------|-------|
|  | Income<br>£ 000's | Budget<br>reduction<br>£ 000's |   |  |  | Internal          | Minor | Major |
|  |                   |                                |   |  | and the Police and Crime Commissioner elections next November.   |                   |       |       |
| Reduction in Members' conference budget. |                   | 3                              | Zero.   |  | <ul style="list-style-type: none"> <li>That Members are able to exert national influence in other ways.</li> </ul>   | √                 |       |       |
| Reduction in members' training budget.   |                   | 6                              | Zero.   |  | <ul style="list-style-type: none"> <li>Training has been increasingly provided with in-house officers assuming delivery. We would continue to do this and therefore this would be an efficiency saving.</li> <li>The Devon Shared Member Development Service which is externally funded will continue to provide skills training at minimal cost.</li> </ul> | √                 |       |       |

|                                  |                |  |
|----------------------------------|----------------|--|
| <b>Summary Costs and Savings</b> | <b>£ 000's</b> |  |
| Overall Saving - 2012/13         | <b>122</b>     |  |

|              |                        |                  |  |
|--------------|------------------------|------------------|--|
| <b>Name:</b> | <b>Caroline Taylor</b> | <b>Position:</b> | <b>Deputy Chief Executive, Communities &amp; Local Democracy Comm.</b> |
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