

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 Include brief outline + year incurred	Delivery In place 01/04/12 If earlier or later state date	Risks / impact of proposals <ul style="list-style-type: none"> • Potential risks • Impact on community • Knock on impact to other agencies 	Type of decision*		
	Income £ 000's	Budget reduction £ 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"> • 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. 		√	
Service variations – restructure.	-	91	Through a process of vacancy management in the main.		<ul style="list-style-type: none"> • That Democratic Services, Elections and Communications can continue delivering services with the minimum resource. Severe staff sickness or emergency will impact on service delivery. • That public, Member and staff expectations can be managed within the resources available. • That Elections have sufficient time to multi-skill and qualify other staff to support all out elections in 4 years time 	√		

Proposals – Outline details=	Savings 2012/13		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/12 If earlier or later state date	Risks / impact of proposals <ul style="list-style-type: none"> • Potential risks • Impact on community • Knock on impact to other agencies 	Type of decision*		
	Income £ 000's	Budget reduction £ 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"> • That Members are able to exert national influence in other ways. 	√		
Reduction in members' training budget.		6	Zero.		<ul style="list-style-type: none"> • 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. • The Devon Shared Member Development Service which is externally funded will continue to provide skills training at minimal cost. 	√		

Summary Costs and Savings	£ 000's	
Overall Saving - 2012/13	122	

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