



## AGENDA ITEM:

### SUMMARY

Report for:	<b>Finance and Resources Overview &amp; Scrutiny Committee</b>
Date of meeting:	<b>5<sup>th</sup> September 2017</b>
PART:	<b>1</b>
If Part II, reason:	

Title of report:	<b>Quarter 1 Performance Report – Legal Governance and Democratic Services</b>
Contact:	<p>Cllr Neil Harden, Portfolio Holder for Residents and Corporate Services</p> <p>Author/Responsible Officers:</p> <p>Mark Brookes (Solicitor to the Council)</p> <p>Jim Doyle, Group Manager (Democratic Services)</p>
Purpose of report:	To provide Members with the performance report for quarter one in relation to Legal Governance and Democratic Services.
Recommendations	That Members note the report.
Corporate objectives:	Resources and Value For Money; Optimise Resources and Implement Best Practice.
Implications:	<u>Financial</u>
	None.
'Value For Money Implications'	<p><u>Value for Money</u></p> <p>Monitoring Performance supports the Council in achieving Value for Money for its citizens.</p>
Risk Implications	Risk Assessment completed for each service area as part of service planning and reviewed quarterly.
Equalities	Equality Impact Assessment completed for each service area

Implications	as part of service planning and reviewed quarterly.
Health And Safety Implications	None
Consultees:	Cllr Neil Harden, Portfolio Holder for Residents and Corporate Services
Background papers:	Annex 1: Quarter 1 Performance Report Annex 2: Quarter 1 Operational Risk Register

1. Members will find attached to this report the Corvu performance data for Legal Governance and Democratic Services, together with the Operational Risk Register, in relation to quarter 1 of 2017/18.
2. Members will also note that the only Operational Risk which falls within this area is CE\_R01 Failure to deliver successful elections.

## **LEGAL GOVERNANCE**

### **The Legal Team**

3. The Legal team have been focussing their attentions on a range of case work in the last quarter. There have been 121 new instructions for new leases, deeds of release and wayleaves plus 20 Right to Buy cases.
4. Work on major case work has included drafting the new Leisure Operating Contract and connected leases for the sports centres in readiness for commencement of the procurement process which went live in August.
5. The team has also been working on a draft Public Space Protection Order (PSPO), which is aimed at providing another enforcement tool to prevent anti-social behaviour in the Town Centre (including the old town and the water gardens). Cabinet agreed in July to progress the PSPO and public consultation will commence in August.

### **GIS and Address Management**

6. The geographical information system is now available to all residents on the Council's web-site and will be further developed and linked to the Council's Residents Portal to provide relevant local information for residents.
7. The team took over the running of the Council's address management function in September 2017 when the contract with Luton Borough Council was terminated. Since that time there have been significant improvements in data quality and data matching rates. This has been recognised nationally and the standard for business data has risen from Below National Standards

to Achieved National Standards. We are now aiming for the Bronze standard.

## **DEMOCRATIC SERVICES**

### **Elections/Electoral Registration**

8. The early part of the summer months were spent on the organisation and implementation of two significant elections: Herts County Council on 4 May and the snap UK Parliamentary General Election held on 8 June. The final part of the summer has been spent implementing the results of the elections e.g updating the website, storing the paperwork and records, inducting the new councillors, etc. Time has been spent clearing up after the election; auditing, repairing and replacing the election equipment; and reviewing the conduct of the two elections. The lessons learned from the review have been noted and incorporated into the plans for future elections.
9. Electoral Registration found themselves particularly stretched over this period and additional resources were brought in to deal with the increased workload as indicated below in the number of alterations to the electoral register generated in the run-up to a General Election:

April	1052
May	2346
June	6793
Total	10,191

### **Member Support Services**

10. During Quarter 1, in addition to helping to organise the two elections, Member Support managed the business as usual and carried out the following:
  - Published 17 agendas
  - Completed 20 sets of minutes
  - Spent 32 hours at evening meetings
  - Processed 38 public speakers at Committee
  - Published 5 Portfolio Holder Decisions
  - Published 3 Officer Decisions
  - Covered 3 meetings for another service
  - Spent 3 hours at daytime meetings

### **Town & Parish Liaison**

11. During the quarter we supported
  - 6 Community Association Meetings,
  - 5 Queens Award for Voluntary Service MeetingsIn June we hosted a Town & Parish Clerks Meeting in the Forum  
Finally, as part of the ongoing support for the Mayor, we have had the planning meetings for the High Sheriff Visit and organised for the Mayor to visit Kings Langley Community centre.

### **Member Development**

12. Only one Member Development session (Data Protection/Information Security) took place during this quarter. The session was held in April and 11 members attended.

There was also a staff session on Modern Slavery in June which was attended by 3 councillors.

13. During this quarter the following were recorded:

- 40 councillors didn't attend any of the courses provided
- 8 councillors attended 1 course
- 3 councillors attended both courses

14. Following two Borough Council by-elections, ongoing Induction of two new councillors has been arranged, with a half day training session held in July.