

<b>Report on</b>	Democratic Services: 2019-20 Service Improvement Plan
<b>Date of Meeting</b>	4 <sup>th</sup> July 2019
<b>Reporting Officer</b>	Philip Moffett, Head of Democratic Services
<b>Contact Officer</b>	Philip Moffett, Head of Democratic Services

<b>Is this report restricted for confidential business?</b>	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To receive and consider 2019-20 Service Plan for Democratic Services.
<b>2.0</b>	<b>Background</b>
2.1	Part 12 of the 2014 Local Government Act places a general duty on the Council to secure continuous improvement in the exercise of its functions. In working towards this across Council's suite of services this paper provides the Improvement Plan for Democratic Services. This plan contributes towards the Council's improvement framework.
2.2	Service Plans have been set across all Council services for 2018-19, Democratic Services included.
<b>3.0</b>	<b>Main Report</b>
3.1	This plan sets out the overall purpose and scope of the service to include an overview of 2018-19 performance to provide a look back on activity during the previous period.
3.1.1	The Plan also confirms budgetary arrangements and staffing complement in place within the service at the commencement of the 2019-20 period. The Service Plan does not detail everything Democratic Services will for the period but it does set;
3.1.2	<ul style="list-style-type: none"> <li>Service core activity/ projects which will be the focus of attention during the period. The focus of activity within the service plan will be the performance improvement duty, the statutory duty on Equality, committee management and Freedom of Information requests.</li> </ul>
<b>4.0</b>	<b>Other Considerations</b>
<b>4.1</b>	<b>Financial, Human Resources &amp; Risk Implications</b>
	Financial: Not Applicable
	Human: Not applicable
	Risk Management: Not applicable

4.2	<b>Screening &amp; Impact Assessments</b>
	Equality & Good Relations Implications: Not applicable
	Rural Needs Implications: Not applicable
5.0	<b>Recommendation(s)</b>
5.1	That the committee considers and agrees Democratic Services 2019-20 Service Improvement Plan.
6.0	<b>Documents Attached &amp; References</b>
6.1	Appendix A: Democratic Services: 2019-20 Service Improvement Plan