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| <b>REPORT TO:</b>              | <b>OVERVIEW AND SCRUTINY COMMITTEE</b>  | <b>AGENDA ITEM: 5</b>           |
| <b>DATE OF MEETING:</b>        | <b>9<sup>TH</sup> DECEMBER 2015</b>   | <b>CATEGORY: DELEGATED</b>      |
| <b>REPORT FROM</b>             | <b>CHIEF EXECUTIVE</b>  | <b>OPEN</b>                     |
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| <b>SUBJECT:</b>                | <b>ELECTORAL SERVICES</b>   | <b>REF:</b>                     |
| <b>WARD(S) AFFECTED:</b>       | <b>All</b>  | <b>TERMS OF REFERENCE: 6.03</b> |

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## **1.0 Recommendations**

1.1 To note the changes in structure to the Electoral Services section.

## **2.0 Purpose of Report**

2.1 To note the revised structure of the Electoral Services section ensuring that the Council can continue to effectively administer the electoral service.

## **3.0 Detail**

3.1 In recent years the Electoral Services Section has been through many changes. There has been a need to deliver a more modern service, increase voter turnout and utilise technology to its maximum efficiency.

3.2 South Derbyshire is a fast growing area and this will lead to an increase in the electorate and in turn an increased demand on the service. With the move to Individual Electoral Registration (IER) the service will require continued resilience. The section has always responded well to change and provides a high quality service, as was evidenced in the recent Parliamentary District and Parish Elections.

3.3 The Finance and Management Committee on 18<sup>th</sup> June 2015 approved the review of the Electoral Services Section. The review was undertaken by the Chief Executive, along with further research completed on the arrangements used in neighbouring authorities of a similar size. It was considered necessary to put in a place a structure that would meet the challenges of the services whilst also building resilience and providing opportunities to develop knowledge and skills.

3.4 A number of changes were made to the structure of the section which included the section being moved into the Legal and Democratic Services unit directly reporting to the Legal and Democratic Services Manager, and the regrading of the roles of Electoral Services Officer and Electoral Services Assistant.

3.5 The job descriptions of both posts were revised to provide a more updated and resilient approach to the service. Both job descriptions are attached at Appendix 1 of the report.

#### **4.0 Financial Implications**

4.1 None arising directly from this report.

#### **5.0 Corporate Implications**

5.1 The changes to the Electoral Services section have built resilience within the team and built upon knowledge and expertise. By moving the section additional management support has been provided enabling the service to forward and meet future challenges.

#### **6.0 Community Implications**

6.1 The implemented review will directly benefit the community of South Derbyshire by ensuring the continued high quality work and performance from the Electoral Services section.

#### **7.0 Conclusions**

7.1 The work of the Electoral Services section comes under increased scrutiny and profile during Elections. The Council has an impressive track record of meeting expectations during these periods whilst also exercising high standards of governance and stewardship during the process. In addition, other parts of the service, such as the annual canvass and changes to modernise the approach taken are kept constantly under review. These changes to the service will ensure high standards of service are continued into the future.