

1.1 Director’s Overview

The Borough Solicitor service areas provide a range of both frontline and central support services which help to deliver the Councils Corporate Aims and Strategic Objectives. The department has a key role in:

- Providing legal and procedural advice and support to the Councils Members, Officers and a range of External Partners.
- Providing Democratic services, including the service of all the Councils decision making meetings and support for the Overview and Scrutiny function.
- Contributing to Corporate initiatives, issues and projects
- Organisation, administration and management of Elections and Electoral services, the Registration of Births, Marriages and Deaths, including Civil Partnership and Citizenship Ceremonies.
- Support for the Council’s Mayor and Deputy Mayor and management of the Chief Executives Office.

1.2 Directorate Objectives (NB: Maximum of six)		
Directorate Objective	Directorate Objective Description	Link to Corporate Objective
DSOL001	The provision of a proactive and responsive Legal Service working to the highest professional standards and supported by robust administrative and IT systems.	CP-05 Being an excellent Council and working with others - to deliver for Cheshire East
DSOL002	The delivery of high quality democratic services ensuring accountability and transparency in the councils decision making processes	CP-05 Being an excellent Council and working with others - to deliver for Cheshire East
DSOL003	The provision of an innovative and customer orientated service for the registration of Births, Marriage and Deaths.	CP-05 Being an excellent Council and working with others - to deliver for Cheshire East
DSOL004	Support for the Cabinet, the Mayor, the Chief Executive and CMT	CP-05 Being an excellent Council and working with others - to deliver for Cheshire East

## Service Planning 2011-12

### Service: Democratic Services (SDEM)

#### 2.1 Service Overview

The service deals with the Council's democratic, civic, and electoral work, as well as with the Council's registrations of births, marriages and deaths. The service now also manages and maintains the Executive Office.

Democratic work includes:

- The provision of a range of services to the Council's elected Members including Member training and development, payment of allowances and expenses and support for the registration of financial and other interest.
- The servicing of all of the Council's decision making and other committees, and executive meetings. This includes the provision of administrative support and procedural advice including the preparation and despatch of Agendas and Minutes to the Council and all Committees and Cabinet Portfolio Holder meetings. Responsibility for Schools admissions, exclusion and transport appeals on behalf of Children's Services. Systems administration for the Council's committee administration system Modern.Gov
- The provision of dedicated support for the Council's Overview and Scrutiny Committees including research, report writing and support to the Committees and their Members.
- Liaison with outside bodies and organisations which have links to the Council's work.

The civic work includes:

- Providing a full support service to the Council's Mayor and Deputy Mayor including secretariat and Mayoral Officer support
- Liaison with citizens and partner organisations of the Council in order to arrange civic attendance and community and other events.
- The provision of advice and assistance to the Council's civic dignitaries upon protocols in respect of major events e.g. Royal Visits and a point of contact for the Council's Aldermen.

The Council's electoral responsibilities include

The provision of a full electoral service in respect of Council, Parish, Parliamentary and European Elections and Referendums, along with the regular cycle of electoral work, such as the annual canvas of electors is the compilation, publication and maintenance of the electoral register. Community Governance Reviews also form part of the services activities.

The Council's has responsibilities for the full range of statutory and nonstatutory Registration work including:

- The registration of births, marriages and deaths.
- The carrying out of citizenship ceremonies and the conducting of civil partnership ceremonies

The Executive Office work includes:

- Providing a full support service to the Chief Executive and a full support service to meetings of the CMT Board
- Providing a full support service to the Cabinet and Cabinet Support Members.

The Service has enjoyed a successful year. Following the delivery of the parliamentary Election the Service was delighted when satisfaction surveys in respect of School Appeals and Member Services showed high levels of satisfaction with the Services provided.

The Team has strengthened the Overview and Scrutiny Function and introduced the Councils first Petition Scheme including E Petitions. The GRO has highlighted that the Registration Serve is one of the strongest in the Country.

The Executive Office has been strengthened to ensure that the Chief Executive and Cabinet have the level of support they require.

#### 2.2 Service Objectives (NB: Maximum of 10)

Service Objective Reference	Service Objective Description	Link to Directorate Objective
SDEM001	The successful delivery of the Local Elections and AV Referendum in May 2011, the Registration of Electors and the annual canvass; and the implementation of new legislative requirements in this service area.	DSOL005
SDEM002	The successful delivery of excellent registration services including the remodelling of the Registration Service to achieve the required budget target, the implementation of the "Tell us Once" Government initiative, and responding	DSOL003
SDEM003	Review and streamlining of the Councils constitutional and the implementation of new legislative requirements in this service area.	DSOL002
SDEM004	Transformation of services delivered to Members and the Chief Executive's Office	DSOL004
SDEM005	Delivery of an excellent Overview and Scrutiny Function; and the implementation of new legislative requirements in this service area.	DSOL002
SDEM006	Respond to Community Governance Reviews for Crewe and Macclesfield	DSOL002