

## **Corporate Services Plan 2011-12 – Legal and Democratic Services**

<b>Corporate Outcome</b>	<b>Corporate Objective</b>	<b>Action</b>	<b>Tasks</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Measures</b>
Improved outcomes for the City and its citizens through strong partnerships and innovative new ways of working	To continue to improve the efficiency and effectiveness of all our services to deliver value for money	To deliver high quality, value for money legal services for the Council	<p>Maintain Lexcel accreditation</p> <p>Provide the Transformation Programmes with legal advice</p> <p>Ensure that legal processes are up to date</p> <p>Explore the potential for more collaborative opportunities with other Local Authorities as outlined in the Simpson Report 2011</p>	Chief Officer – Legal & Democratic Services	31 March 2012	<ul style="list-style-type: none"> <li>• Ongoing Lexcel accreditation</li> <li>• Completed annual review of all documentation held on CIS and in visual files</li> <li>• Assessment of the implications of the recommendations in the Simpson Report relating to Legal Services</li> </ul>
Improved outcomes for the City and its citizens through strong partnerships and innovative new ways of working	To continue to improve the efficiency and effectiveness of all our services to deliver value for money	To ensure that the Council's democratic processes support open and transparent decision making and provide easy access to key Council information	Review the provisions of the Local Government (Wales) Measure 2011 and develop a plan for implementing relevant changes in accordance with WAG guidance	Chief Officer – Legal & Democratic Services	31 March 2012	<ul style="list-style-type: none"> <li>• Completed Implementation Plan setting out changes required</li> <li>• Revised Constitution to reflect the changes outlined in the Local Government (Wales) Measure 2011</li> </ul>

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Improved outcomes for the City and its citizens through strong partnerships and innovative new ways of working	To continue to improve the efficiency and effectiveness of all our services to deliver value for money	To ensure that Members have the necessary skills and support required to undertake their roles effectively	<p>Provide support services and development opportunities for all Members</p> <p>Plan for the transition of Members following the council elections in May 2012</p>	Democratic Services Manager	<p>30 June 2011</p> <p>31 March 2012</p>	<ul style="list-style-type: none"> <li>• Member Development Programme in place and available for all Members</li> <li>• Review of Executive portfolio responsibilities and support arrangements completed following Annual Meeting of Council in May 2011</li> <li>• Review and audit of current IT provision for Members completed</li> <li>• Updated IT provision for Members in place</li> <li>• Member Induction programme developed in readiness for post-May 2012 elections</li> </ul>

Corporate Outcome	Corporate Objective	Action	Tasks	Responsibility	Timescale	Measures
Cardiff is a fair, just and inclusive society	To promote equality of opportunity and participation in decision making	To ensure that the Council's democratic processes support open and transparent decision making and provide easy access to key Council information	<p>Review and develop the provision of public information on the Council's website and in Council publications to improve citizen engagement</p> <p>Plan for the transition of Members following the council elections in May 2012</p>	Democratic Services Manager	<p>30 June 2011</p> <p>30 September 2011</p> <p>31 March 2012</p>	<ul style="list-style-type: none"> <li>Updated information on the Council's website relating to changes to Executive and Committees Annual Meeting of Council in May 2011</li> <li>Revised process and forms for registering and publishing hospitality and conference approvals</li> <li>An approved Member Engagement, Consultation and Correspondence Protocol in place</li> <li>Improved access to a more user friendly Constitution</li> <li>An agreed corporate Member correspondence system in line with the Council's Reference Architecture</li> <li>Process of regular auditing of registers and Members' information in place</li> <li>Review of potential costs for webcasting Executive and Planning Committee meetings completed and decision taken on whether to proceed or not</li> </ul>

Corporate Outcome	Corporate Objective	Action	Task	Responsibility	Timescale	Measures
Cardiff is a fair, just and inclusive society	To promote equality of opportunity and participation in decision making	To ensure that all citizens eligible to vote are able and encouraged to do so	Manage the delivery of community council, local council, regional, national elections and other polls for Cardiff	Democratic Services Manager	5 May 2011  31 December 2011  31 March 2012	<ul style="list-style-type: none"> <li>• NAW Elections and AV Referendum held</li> <li>• Canvass for 2012 Register of Electors completed</li> <li>• Statutory four-yearly review of all polling districts and polling places in Cardiff completed</li> <li>• Review completed of areas of Cardiff where electoral registration is low and measures to help increase democratic engagement implemented</li> <li>• Preparations for Council Elections in May 2012 in place</li> </ul>