

Electoral Services & Land Charges - SERVICE PLAN - 2020/21 Head of Service: Ken Miles

Team: Electoral Services & Land Charges Version No: Final Version Date: 10th November 2020

Business as usual core function (brief bullet points only)

- 1) Deliver Smooth running Elections and Referendums.
- 2) To Publish and maintain an up to date Register of Electors.
- 3) To provide an efficient Land Charges Service.
- 4)
- 5)
- 6)

ACTIONS AND OBJECTIVES										Resources									
Action No.	Corporate Plan	What you aim to achieve				Risk	Managed by	Assigned to	Resource Requirement		Dates		FINANCE						Additional Comments
		Headline Action	How will it be delivered? Is a business case or PID required?	What will be delivered and what are the benefits?	Measures - how will we measure success?				Highlight any risk - political, operational, to public, staff, tenants, Community Impact Assessment, Financial	ICT HR Legal Estates Procurement Communications Consultation Other	Date for Required Resource (be as accurate as possible)	Start Date	Target Date for completion	Revenue - £ Expenditure / (Income) Reduction (-) / increase (+) Show costs as accumulated Estimate (E) Actual (A)			Capital - £ Expenditure / (Income) Reduction (-) / increase (+) Estimate (E) Actual (A)		
Action No.	Corp. Obj No.	ACTION	DESCRIPTION	OUTCOME	MEASURES	RISK	LEAD	OFFICER/TEAM	RESOURCE	DATE	START	TARGET	Yr 1 17/18	Yr 2 18/19	Yr 3 19/20	Yr1 17/18	Yr 2 18/19	Yr 3 19/20	
1		PCC ELECTIONS/DCC Elections/ Parish By-Elections						jd			Sep-20	May-21							
2		PARISH REVIEWS						JD			Jul-19	Nov-23							
3		Land Registry Takeover of Land Charges Register Function.	Awaiting end date to clarify extent of work required	Land Registry working to provide central land charge register	Service Transferred.	Financial impact on income and possible obligations to Land Registry	RB		ICT, LEGAL & PLANNING	Awaiting project dates from Land Registry	Date expected	Land Registry date is 2023							Cost implications to be calculated once end date known.
5		Household Canvass. 2021	Canvass Forms to 48,000 Households to collate information for New Register of Electors to be published on 1st December 2021	Up to date Register compiled and Published. Increase in Electorate.	Increased response rate. Increased Electorate.	Loss of Staff	JD	CORE TEAM			Jun-20	1ST DEC 2021							
5																			