

Democratic Services

Legal Services

Finance Services

Overview & Scrutiny
29th November 2012

Presentation
By
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Democratic Services

Service in a nutshell

Democratic Services provides a range of services for elected members, public and officers to promote local democracy.

These include:

- committee administration
- effective overview and scrutiny
- standards
- member support
- electoral registration
- election services



Responsibilities

- Key areas of responsibilities
 - Committee Administration
 - Standards
 - Freedom of Information
 - Scrutiny
 - Democratic Engagement
 - Electoral Registration
 - Election Management
 - Community Governance Reviews & Boundary Arrangements
- Supports democracy and is governed by legislation



Responsibilities

The day job

- Committee Administration
- Standards
- Electoral Services -
 - Parish elections
 - District elections
 - County elections
 - Parliamentary & European Parliamentary elections
 - Referendums & Parish Polls
 - Maintenance of the Register of Electors
 - Boundary Reviews
 - Electoral advice to Town & Parish Councils
- Freedom of Information
- Scrutiny
- Democratic Engagement



Key projects

- Police & Crime Commissioner Elections
- Norfolk County Council Elections
- Local Govt Boundary Commission Electoral Review of Breckland
- Individual registration
- Localism Act – Review of Standards Arrangements
- Further development of Modern.Gov



Legal Services

Service in a nutshell

Legal advice to services across the council

- Proactive
- Reactive



The day job

Examples

- Advising on a wide range of issues
- Drafting contracts and agreements
- Defending legal challenges on decisions
- Providing legal advice on policy decisions
- External specialist advice



Finance Services

Service in a nutshell



- Accountancy Services
- Treasury & Capital Management
- Purchasing & Sales Ledgers
- Central Admin
- Financial Control Environment (incl Internal Audit)

Responsibilities

- Managing the council's finances
- Statutory Reporting



The day job

- Budgetary control
 - Monitoring income & expenditure
- Decision support
 - Project appraisal & Proforma B
- Treasury management
 - Cashflow & 'investment'
- Paying suppliers & collecting sundry debts
- Statutory returns
 - VAT & Gov't stats
- Maintaining systems of internal control
 - Incl. Internal Audit
- Central Admin



Key projects

- Budget & Council Tax
- Statements of Accounts
- Corporate Financial Strategies & Policies
 - Medium Term Financial Plan
 - Capital Strategy
 - Treasury Management Policies & Strategy
 - Annual Internal Audit Plan



In Summary - A Team Effort

- Portfolio encompasses whole council
- Held portfolio for 6 months
- Been an interesting challenge
- Sometime feels quite relentless
- But Never Boring
- Very Time Consuming
- Far more than I expected



And Finally.....

- Team work is **vital**
- I am very lucky to have the team that I do
- On both sides of the portfolio – best officers in the council – my “unbiased” opinion of course
- Also thanks to my ESM – Ellen Jolly - for all of her support and advice



And Really Finally.....

- Thank you for your time and attention
- I will happily take questions

