

SERVICE DESCRIPTION FORM

Department: Corporate Services
Service: Committee Services, Elections Office and Members Support
Income: £000's None
Description: <p>Committee Services provide administrative/clerking support to The Moray Council and its Committees, sub-committees and working parties/groups, including Community Planning and other partnership type committees and groups. The team also provides support to the Children's Panel Advisory Committee which includes an annual recruitment campaign for Panel members. During the 2011 calendar year, Committee Services supported 245 council meetings.</p> <p>The Democratic Services Manager also undertakes the management of elections as they arise, supported by the Elections Officer.</p> <p>Members Support provide administrative support for the Council's 26 elected members.</p> <p>Committee Services work is undertaken largely at Council Headquarters although a limited number of meetings require to be convened in other locations.</p> <p>Given the legal requirement for Council business to be formally recorded and accessible to the public, the majority of work undertaken by the Committee Services Team is, in effect, statutory. Similarly the work undertaken by the Democratic Services Manager and Elections Officer relative to elections is also non-discretionary.</p> <p>The work undertaken by Members Support is not statutory, but clearly some level of support is necessary to enable members to fulfil their statutory role, and in particular those roles held by Senior Members such as the Council Leader and Convener.</p>
Outcomes / impacts: <p>Committee Services aims to support the governance of the Council by ensuring that decisions are consistent, transparent and evidenced with a record of the criteria, rationale and considerations on which they are based through the provision of an effective and efficient committee support service which meets and exceeds customer expectations, delivered by staff who are efficient, knowledgeable and motivated.</p> <p>The Elections Office objectives are to provide for well informed candidates and agents, public, media and officers and encourage participation and awareness of the election through communication and improved accessibility. It also must provide a consistent framework for the preparation and management of elections to maintain electoral security and integrity, and to deliver the election in a professional and transparent manner with accurate results.</p>

