

Nicola Hesketh
Project and Information Co Ordinator

Our Ref: FOI4065/NH/02
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[name redacted]
Newcastle-under-Lyme Borough Council

23rd August 2016

Dear [name redacted]

Freedom of Information – Request for Information

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

Details of Your Request

I am currently doing some work at Newcastle under Lyme Borough Council. This includes reviewing the democratic services team and in particular looking at the budget and staffing numbers.

I am asking all the councils in Staffordshire if they could kindly provide:

- *Budget for democratic services (Ideally just for supporting Council meetings and democracy excluding elections but including scrutiny).*
- *Staff numbers with some indication of levels if possible.*
- *Other functions included in the service and budget if they cannot be disaggregated. (e.g. elections, land charges etc.).*

I know it is a bit of a cheek but all help gratefully received. I am happy to copy the consolidated responses to all responding councils.

An early response would be appreciated.

While I have your attention I was also wondering if there is a democratic services officers user group for the area? All information gratefully received.

The response to your request as follows:

- **£101,880**
- **1 senior democratic services officer and we are currently going through a process to incorporate a scrutiny officer (due to the fact we are a small office there is some overlap in roles across the office as a whole). The Head of Service and Council Solicitor are funded from the division budget as a whole.**
- **Other than the note above about Head of Service and Council Solicitor the figure above is just for democratic services excluding elections/land charges etc**
- **ADSO - The Association of Democratic Services Officers has local service user groups across the Country.**

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Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh
Project and Information Coordinator