

One Legal Service Business Plan 2015-16

1. Service purpose and objectives

- To provide clear and robust corporate advice to officers and elected members
- To be focused on the business needs of our clients
- To work cost effectively and to quality management systems
- To set challenging standards and work to them
- To be innovative and flexible in approach
- To provide a dynamic and supportive environment for team members
- To actively seek out and deliver services to other public bodies

2. Progress against actions, projects, tasks or targets 2014-15

Non Council Plan actions only.

Action	Progress made	Date to be achieved	Complete ✓ or x
One Legal refresh	New shared service between TBC, CBC and Gloucester City Council (GCC) commenced 1 st April 2015	31/10/14	✓
Fill vacant posts	Recruitment successfully completed as part of the One legal refresh	31/8/14	✓
Embrace accommodation review	Implemented	30/11/14	✓
Lead on Data Protection training	Completed across TBC, CBC and GCC as well as some for CBH and Ubico	31/12/14	✓
Contribute to training on decision making processes at TBC and CBC	Completed for TBC with Lin O'Brien to take lead for TBC	31/1/15	✓
Implement new reporting functionality for Solcase	Solcase upgrade required from July 2015- taken forward	28/2/15	x
Further review of Contract Rules in conjunction with corporate procurement group	Partially completed review because superseded by the coming into force of The Public Contracts Regulations 2015 - taken forward	31/3/15	x

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3. Work programme 2015-16

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Contribute to training and/ or review of constitutions of TBC, CBC and GCC	Better informed legal staff and processes for councils	31/12/15
Solcase upgrade <i>(b/wd 14/15)</i>	More efficient case management and reporting	31/03/16
Advise TBC, CBC and GCC on the implementation of the Public Contracts Regulations 2015 <i>(b/fwd 14/15)</i>	Better informed legal staff and processes for councils	31/10/15
Introduce Procedures for Emergency legal processes e.g. injunctions	To efficiently and effectively assist partner organisations in emergency situations	31/12/15
Align legal procedures, as far as possible, across TBC, CBC and GCC	Better informed legal staff and processes for councils	31/12/15
Renew One Legal Office Manual	Enable consistent approach and understanding of One Legal processes by legal staff	31/12/15
Review GCC legal records management	More efficient delivery of legal services to GCC	31/12/15

4. Factors that may affect future service delivery

Factor
<ul style="list-style-type: none"> • Unforeseen increases in workloads or significant new complex cases/projects
<ul style="list-style-type: none"> • Opportunities arising for expansion of the service
<ul style="list-style-type: none"> • Unforeseen loss of staff resources