

One Legal Service Business Plan 2016-17

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 2015-16

Non Council Plan actions only.

Action	Progress made	Date to be achieved	Complete ✓ or ✗
Contribute to training and/ or review of constitutions of Tewkesbury Borough Council (TBC), Cheltenham Borough Council (CBC) and Gloucester City Council (GCC).	Training and/or assistance given on constitutional changes	31 Dec 2015	✓
Solcase upgrade (Brought forward 2014-2015)	On target (thin client compatibility testing underway)	31 Mar 2016	✓
Advise TBC, CBC and GCC on the implementation of the Public Contracts Regulations 2015 (Brought forward 2014-2015)	Advice given in workshops, training and specific in respect of case files.	31 Oct 2015	✓
Introduce Procedures for Emergency legal processes e.g. injunctions	Processes introduced for unlawful occupiers	31 Dec 2015	✓
Align legal procedures, as far as possible across TBC, CBC and GCC	TBC and CBC contract rules and some alignment of Delegations/Constitutional matters have been undertaken. GCC discussions are ongoing regarding the contract rules.	31 Dec 2015	✓
Renew One Legal Office Manual	The key areas of management/supervision and risk management were reviewed and refreshed.	31 Dec 2015	✓
Review GCC legal records management	Urgent review of files to be retained and destroyed undertaken and system put in place	31 Dec 2015	✓

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3. Work programme 2016-17

Non Council Plan actions only.

Action	What difference will it make?	Date to be achieved
Contribute to induction training for new Members at CBC and GCC post May elections	Will aid Member understanding and application of constitutional rules and procedures.	31 Aug 2016
Provide training to members and officers on planning processes and procedures	Will aid understanding and application of planning processes and legal requirements.	30 Sept 2016
Align the Contract Rules with GCC. (brought forward 2015-16)	Better informed legal staff and processes for councils.	April 2016
Review the Data Protection Policy	To ensure that the council's practice and procedures are up to date and compliant with the data protection legislation.	October 2016
Review the Whistle-blowing Policy	Will provide the process for employees to follow should they have any serious concerns within the Council without fear of reprisal.	May 2016
Review the Anti-Fraud and Corruption Strategy	To ensure the Council's policies and procedures are in place to respond to suspected fraudulent activity.	May 2016
The following are subject to the new shared service commencing with Gloucestershire County Council (GCoC):		
Implementation of new Case Management system	Will create greater efficiencies and access to case files.	31 Dec 2016
Align legal procedures, as far as possible, across TBC, CBC, GCity and GCoC	Will assist in the delivery of the shared service.	31 Dec 2016
Renew One Legal Office Manual to ensure that it is up to date	Will ensure that processes are fit for purpose for the new service.	31 Dec 2016
Review GCoC legal records management	To aid understanding and integration of record keeping.	31 Dec 2016
Staff restructure/review	To ensure the structure is optimised to deliver on the objectives for the new service.	30 April 2017

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4. Factors that may affect future service delivery

Factor
• Unforeseen increases in workloads or significant new complex cases/projects
• Opportunities arising for expansion of the service
• Unforeseen loss of staff resources