

# LEGAL SERVICES BUSINESS PLAN 2018/19

March 2018



## 1) Vision

To provide assurance to Council that decisions taken are lawful and provide a range of legal services and products to support the Council in carrying out its statutory duties and its roles as an employer and land owner.

## 2) Purpose

<i>Service Area</i>	<i>Functions / Activities</i>
<i>Legal Services</i>	<ul style="list-style-type: none"><li>• Professional legal advice services which are regulated by the solicitor's regulation authority.</li><li>• Legal research, drafting, options analysis, negotiation, drafting and advocacy in the following areas of law:<ul style="list-style-type: none"><li>○ Local authority law</li><li>○ Local authority meetings,</li><li>○ Public law childcare matters,</li><li>○ Licensing trading standards and environmental health,</li><li>○ Social care,</li><li>○ Education,</li><li>○ Housing,</li><li>○ Debt recovery,</li><li>○ Antisocial behaviour,</li><li>○ Council tax,</li><li>○ Land and property,</li><li>○ Renewal of contracts on the Councils standard terms,</li><li>○ Employment law excluding health and safety at work and industrial relations,</li><li>○ Planning highways and road traffic regulation,</li></ul></li><li>• Specialist services to assist with major projects where such services are within the expertise of staff within the legal team, can provide best value and funding is available as part of the project costs to fund the cost of those services.</li><li>• Land charges service</li><li>• Maintain Service ISO Accreditation</li></ul>
<i>Coroners Service</i>	<ul style="list-style-type: none"><li>• Establishing the cause of deaths and deciding on whether to hold an investigation.</li><li>• In certain circumstances, the coroner may decide a post-mortem of the deceased body is needed</li></ul>

## Statutory Duties

Providing assurance to the Council that the decisions being taken are legal.

The coroner is responsible for establishing the cause of death and deciding on whether to hold an investigation. In certain circumstances, the coroner may decide a post-mortem of the deceased body is needed

## Outcomes

- Providing assurance to the Council that the decisions being taken are legal
- Minimise cost of legal services to the Council through efficient and robust work processes
- Continue to investigate options to increase use of digital services in relation to litigation and provision of legal products

### 3) Service Priorities for 2018/19

<b>Service Priority</b> <i>What it is and why you're focussing on it</i>	<b>'Must do' actions</b> <i>What do you have to do to make the successful deliver against your priorities</i>	<b>Dependencies</b> <i>Who or what (e.g. systems; other departments) are you dependent on to achieve your actions</i>
ISO reaccreditation in September 2018 (Dave Shepperd)	Review ISO arrangements and update to comply with the new standard	Support from the Centre of Excellence for Business Support
Deal with Land, Planning, Highways and Contractual Agreements in respect of: <ul style="list-style-type: none"> <li>○ the Forder Valley Link Road</li> <li>○ Colin Campbell Court/ Bath Street</li> <li>○ Railway Station Redevelopment</li> <li>○ Old Town Street Redevelopment</li> </ul> We are focusing on it as a Council corporate priority. (Alison Critchfield, Alwyn Thomas, Julie Parkin)	Deal with conveyancing, and other land agreements such as options for acquisitions, easements, compulsory purchase orders, section 106 agreements, section 278 agreements, road traffic regulation orders, contracts for works and services to deliver the project.	Receipt of instructions from the Place Directorate. Receipt of information from and co-operation of developers, landowners and Network Rail.
Act as workstream lead on the governance and legal workstream for the Children's partnership with Torbay.  To enable Plymouth City Council's Director of Children's Services and Children's Services Departmental Management Team to take full operational responsibility for Torbay Council's Children's Services, including education and social care,	Agree and draft contractual terms and conditions Agree governance arrangements for the project Agree how future constitutional decisions will be taken contract for review by DFE	Other agreed actions within the project being completed on time. Receipt of information from Children's services and Torbay Council

as per the terms of Children Act 2004. (Linda Torney)		
Act as workstream lead on the governance and legal workstream for the Planning partnership with Torbay (Julie Parkin)	Attend workstream meetings Prepare reports and advice to the project Provide assurance on the legality of the process to the Board and Cabinet	Other agreed actions within the project being completed on time. Receipt of information from Planning Services and Torbay Council
Land Registry project in respect of Local Land Charges (Julie Parkin)	To be agreed following receipt of further information from the land registry	Receipt of further information from the land registry
Deal with conveyancing in respect of acquisitions to deliver the Asset Investment Programme. (Alison Critchfield)	Provide draft transfers of land and register title with land registry following successful completion of the transaction	Receipt of instructions from Economic Development Department.
Provide legal advice on the Review of the Gambling Act statement of policy (Ann Gillbanks)	Provide technical advice on draft policy and decision making process including consultation requirements and draft reports	Receiving draft policy and report documents from Public protection department
Compliance with all corporate policies including HSW, Risk Management etc. (All service managers)		

### Appendices to the Business Plan

1. Budget 2018/19
2. Balanced Scorecard – key performance indicators for your service (to measure progress against your priorities and statutory duties)
3. Risk and Opportunity Register
4. Service Standards – the standards of service you are providing to citizens/internal customers (new)