

Team: Legal

Version No: 1

Date: October 2018

Corporate Objectives

- 1) Growing North Devon
- 2) Organisational Development

Business as usual core function (brief bullet points only)

- To provide accurate and timely legal advice
- To oversee Data Protection and FOI functions
- To facilitate update training sessions, both internally and externally, in relation to legislative issues

ACTIONS AND OBJECTIVES**Resources**

Action No.	Corporate Plan	What you aim to achieve				Risk	Managed by	Assigned to	Resource Requirement		Dates		FINANCE			Additional Comments			
									ICT HR Legal Estates Procurement Communications Consultation Other	Date for Required Resource (be as accurate as possible)	Start Date	Target Date for completion	Revenue - £ Expenditure / (Income) Reduction (-) / increase (+) Show costs as accumulated Estimate (E) Actual (A)		Capital - £ Expenditure / (Income) Reduction (-) / increase (+) Estimate (E) Actual (A)				
Action No.	Corp. Obj No.	ACTION	DESCRIPTION	OUTCOME	MEASURES	RISK	LEAD	OFFICER/TEAM	RESOURCE	DATE	START	TARGET	Yr1 18/19	Yr 2 19/20	Yr 3 20/21	Yr1 18/19	Yr 2 19/20	Yr 3 20/21	
LS 01 (New 2019)	Objective 2	Facilitate half-yearly workshop sessions for colleagues on dedicated subjects (eg. openness and transparency)	Not required	Greater contact with teams. Addressing issues before they arise. Risk reduction	Improved understanding throughout council Awareness levels raised. Feedback	Staff - Lack of interest	TB	LEGAL TEAM	Corporate and Community	April 19 onwards	Apr-19	Continuous							
LS 02 (New 2019)	Objective 2	Production of dedicated templates for s106 agreements	Not required	A suite of standard agreements that can be used to speed up the planning process	Quicker end to end times for planning decisions	Lack of use	KM	DH	Planing, Housing, Parks	April 19 onwards	Apr-19	Oct-19							

Set out below are those Service Plan Actions that are still live from 2015/16 to 2018/19

L 03 15/16	Objective 2	Implement Legal Case Management System	PID business case submitted and approved by Council on 26/09/2018	A case management system that provides process flows. Will allow for better mobile working and less physical storage.	More streamlined processes, less storage requirements	Impact on existing work in implementing system	TB	HB/VE	Procurement ICT		On-going	May-19	3,316	3,316	3,316	24,720			Request extension of time to allow for implementation
L 02 17/18	Objective 2	Obtain income from external clients	No BC or PID required unless additional resource is justified	Increased income and reduced delay on some matters	Assess current situation and input target for next year	Impact on existing work, may not be contingent with corporate priorities	TB	LEGAL TEAM	Accounts	N/A	Apr-19	Apr-20	1,500	1,500	1,500				This is maintaining a level of income into the service
L 01 17/18	Objective 2	Review delegated powers	Not required	A set of delegated powers that reflect officer decision making and ensure speedy decision making	No legal challenges and less delay	Political, officers not responding or realising importance	KM	SF	Corporate & Community Support	N/A	Apr-19	Apr-20							Request extension of time to allow for completion
L 01 18/19	Objective 2	Further develop GDPR implementation processes (Privacy Notices / GDPR training sessions)	Not required	Compliance with GDPR	Improved understanding throughout council Awareness levels raised, minimising likelihood of data breaches. Feedback	Statutory, staff, public	TB	SF			Apr-19	Apr-20							Lots of work has been undertaken on GDPR and this is to embed the processes etc