

ANGUS COUNCIL**POLICY AND RESOURCES COMMITTEE - 25 JUNE 2002****LAW AND ADMINISTRATION DEPARTMENT - SERVICE PLAN 2002/03****REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION****ABSTRACT**

This Report advises members of the production of the Service Plan update for the Law and Administration Department for 2002/03. Copies of the Service Plan have been placed in the Members' Lounge.

1. RECOMMENDATIONS

It is recommended that the Committee notes the terms of this Report and approves the Law and Administration Department's Service Plan for 2002/03.

2. INTRODUCTION

Reference is made to Article 16 of the minute of meeting of the Policy and Resources Committee of 19 June 2001, when the Law and Administration Department's three-year Service Plan for 2001-2004 was submitted and approved. That plan set out a review of progress for the targets identified in the 2001/02 Service Plan and identifies priority service objectives for the period 2001-2004.

3. PROGRESS IN 2001/02

Once again, 2001/02 proved to be very busy for the department. Considerable progress was made by each section within the department against the priority service area targets identified in the 2001/02 Service Plan. While very few actions were not implemented, and these are outlined in full in the Service Plan, particular mention should be made of the department's Investors in People re-accreditation in November 2001. This represents the ongoing efforts and achievements of line managers and staff in the department, working effectively together to develop and deliver quality, co-ordinated services.

It is very much to the credit of each individual member of staff that they continue to absorb the new initiatives and additional requirements asked of them, whilst continuing to delivery the department's core business in an effective manner.

4. SERVICE PLAN 2002/03

The Service Plan prepared in 2001 identified the core issues which would impact upon the department in the period to 2004 and set targets to allow our performance to be measured and monitored. This year's plan carries forward the core issues identified in 2001 and updates targets and timescales in light of recent developments, emerging legislation and the progress of current projects.

As a result, the department will continue to provide support and advice to ensure Angus Council's compliance with the Ethical Standards, Adults with Incapacity, Abolition of Feudal Tenure, Race Relations (Amendment) and Housing (Scotland) Acts. Work will also still be required in respect of the PFI for the A92. The "Roving Registration" legislation will require considerable work to be carried out to identify and register suitable venues for civil marriages and also to prepare registration staff to conduct these (potentially far larger) weddings. Both the development of the ACCESS line service and the extension of its opening hours will also be a focus for the department in the coming year, as will preparation for the elections in May 2003.

A significant part of the activity of the Law and Administration Department involves the provision of services and performance of duties which are regarded as core business. By far the greatest proportion of staff resources are dedicated to carrying out those activities which are required to be undertaken either as a result of statute or council policy. For this reason, the 2002/03 Service Plan, in the same way as previous plans, draws a distinction between actions relating to normal activity (main planned activities) and those actions or targets which have been identified as goals and projects during the period of this plan (priority service areas).

The main planned activities are set out under the following sections:-

- Departmental/Corporate
- Legal Services
- Administrative Services

Priority objectives have been set for 2002/03 for the following priority service areas:-

- Departmental/Corporate
- Central Services
- Committee and Election Services
- Legal Services

Objectives and success criteria for each priority service area have been developed and full details, together with associated timescales and responsible individuals, are included in the Service Plan.

5. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this Report.

6. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications relating to this subject matter.

7. CONSULTATION

The Chief Executive and the Director of Finance have been consulted on the contents of this Report.

CATHERINE A COULL
Director of Law and Administration

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in the preparation of this report.