

ANGUS COUNCIL**POLICY AND RESOURCES COMMITTEE - 23 JUNE 1998****LAW AND ADMINISTRATION DEPARTMENT - BEST VALUE SERVICE REVIEW PLAN****REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION****ABSTRACT**

This Report sets out details of the proposed Best Value Service Review Plan for Law and Administration for the next five years together with the timetable for the 1998/99 review.

1. RECOMMENDATION

It is recommended that the Committee:-

- (a) approve in principle the five year Best Value Service Review Plan; and
- (b) approve the timetable for the first tranche of reviews in 1998/99.

2. INTRODUCTION

Reference is made to Article 7 of the minute of meeting of the Policy and Resources Committee of 12 May 1998 when Report No 504/98 by the Chief Executive, setting out the corporate Best Value Service Review Plan, was approved. It was noted that detailed reports on the departmental Review Plans would be submitted to the next cycle of committee meetings.

3. SERVICE REVIEW PLAN

The proposed Service Review Plan, showing the review of all services provided by Law and Administration over the next five years, is attached at Appendix I. In drawing up this programme regard has been had to the corporate policy that a higher priority should be given to:-

- those services which are provided directly to the public
- those services which are regarded as core
- those services where there is a clearly developed customer/client base
- those services/functions where specifications already exist
- those services/function which are already the subject of assessment by a performance indicator/benchmarking or other comparator
- those services which have already been subject to the CCT process.

It is therefore proposed that in year one, service reviews will be carried out in respect of Liquor Licensing, Council house sales and Registration of Births, Deaths and Marriages.

With regard to the programme for future years, it is considered that some element of flexibility may be required to allow for adjustment to the programme as Best Value develops. The Committee is therefore asked to approve the remainder of the programme in principle at this time.

4. FINANCIAL IMPLICATIONS

There are no immediate financial implications arising from this Report.

5. CONSULTATION

The Chief Executive and the Director of Finance have been consulted in the preparation of this Report.

Catherine A Coull

Director of Law and Administration

June 1998 Bestvalue

Note:- 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 preparing this report.

BEST VALUE - SERVICE REVIEW PROGRAMME

LAW AND ADMINISTRATION DEPARTMENT

AREA FOR REVIEW	DATE OF START	ANTICIPATED FINISH DATE
Licensing Board	June 1998	January 1999
Council House Sales (J)	June 1998	January 1999
Registration of Births, Deaths and Marriages	September 1998	April 1999
Committee Services	June 1999	January 2000
Civic Licensing	September 1999	April 2000
Conveyancing	September 1999	April 2000
Legal Services to Planning	June 2000	January 2001
District Court	September 2000	April 2001
Print & Design Unit	September 2000	April 2001
Litigation	April 2001	November 2001
Contracts Work	September 2001	April 2002
HQ Buildings Facilities	September 2001	April 2002
HQ Buildings Management	September 2001	April 2002
Provision of General Legal Advice	June 2002	January 2003
Internal Departmental Support Services	June 2002	January 2003

