

ANGUS COUNCIL

ITEM No 16

POLICY AND RESOURCES COMMITTEE - 19 JUNE 2001

LAW AND ADMINISTRATION DEPARTMENT - SERVICE PLAN 2001/04

REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION

ABSTRACT

This Report advises Members of the production of the Service Plan for the Law and Administration Department for 2001/04. Copies of the Service Plan have been placed in the Members' Lounge.

1. RECOMMENDATION

It is recommended that the Committee notes the terms of this Report and approves the Law and Administration Department's Service Plan for 2001/04.

2. INTRODUCTION

Reference is made to article 6 (b) of the minute of meeting of Angus Council of 29 June 2000, when the Law and Administration Department's Service Plan 2000/03 was submitted and approved. That Plan set out a review of progress for the targets identified in the 1999/2000 Service Plan and identified those action targets to be achieved in 2000/01. Success in this area is detailed below.

3. PROGRESS IN 2000/01

Once again, 2000/01 proved to be a busy year for the department. The key achievement, which recognised the ongoing efforts of a large number of staff, was realised in December 2000 when the department was accredited with Investors in People status.

Progress in 2000/01 has been supported by the development of a strategic planning timetable which seeks to ensure that work carried out in relation to performance management and the abundance of initiatives with which we are faced, is methodical and inter-linked. The Service Plan, Performance Appraisals, Staff Development Plan and Service Level Agreements are all prepared or carried out in sequence so that the completion of one stage informs the progression to, and preparation of, the next stage. This is supported by the submission of a series of quarterly reports to the departmental Management Team to enable progress against targets to be measured and adjustments made, or greater emphasis given to an area, as required. Quarterly reports are currently submitted detailing progress against the Service Plan and the Staff Development Plan; and providing monitoring information on Additional Hours, Overtime, Travel and Subsistence and Income to assist with the budget monitoring process. From October 2001, a six-monthly report will be submitted to the departmental Management Team outlining performance against the Balanced Scorecard.

Considerable progress was also made by each section within the department against the priority service area targets identified in the 2000/01 Service Plan. 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 deliver the department's core business in an effective manner.

4. SERVICE PLAN 2001/02 AND FUTURE YEARS

The department will continue to work within the priorities of the Council, providing support to the Council and its departments in all its developments. Much of the work which has characterised 2000/01 will continue to impact upon the department in the coming year. Considerable work will still be required in respect of the PFI for the A92, ensuring that the Council is suitably equipped to deal with new legislation relating to Human Rights, Data Protection, Ethical Standards and Feudal Tenure, and carrying out the administrative work for Member/Officer Groups and Area Forums.

Best Value will continue to impact upon the department, requiring considerable input from a wide range of staff. In accordance with the Council's review of its approach towards Best Value and emphasis on increasingly strategic and cross-cutting issues, the five-year implementation plan has been revised.

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 2001/02 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 2001/02 for the following priority service areas:-

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

NOTE: No background papers, as identified by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above Report.

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