

# VALE of GLAMORGAN

**Property & Contracts**

**Team Plan 2014/15**



## BRO MORGANNWG

|                 |                           |
|-----------------|---------------------------|
| Team Manager    | Mike Walsh                |
| Service Plan    | Property & Contracts Team |
| Date signed off |                           |
| Signed off by   |                           |

|                           |  |
|---------------------------|--|
| <b>Service Outcome 1:</b> | From your Service Plan 2014/2015, inset a relevant outcome that relates to your team. Insert verbatim so your plan links directly to the service plan. |
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| <b>Objective 1:</b> | As above, insert a relevant objective verbatim from the service plan 2014/2015 so your plan links directly to the service plan. |
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| <b>Context for this objective:</b> | In this section you need to explain why the objective is important. Refer to your Service Plan and include only what relates to your service area/team. Under each objective, consider and make reference to risks, equality, sustainability, engagement and collaboration challenges as they apply to your team. You may wish to include a short paragraph if there is nothing specific you can refer to in the Service Plan. |
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| <b>Ref.</b> | <b>During 2014-15 we plan to:</b>   | <b>Outcomes we'll achieve from this action are:</b>   | <b>High , medium or low priority</b> | <b>Officer responsible for achieving this action</b> | <b>Start Date</b> | <b>Finish Date</b> | <b>How will the work be resourced?:</b>  | <b>Progress</b> |
|-------------|---|---|--------------------------------------|--|-------------------|--------------------|--|-----------------|
| RS01/A001   | Provide high quality responsive legal service responsive to client department needs and corporate priorities at a time of reduced budget. | Appropriate and timely legal advice is available when required. High client satisfaction with service responsiveness. | High                                 |  | 01.04.14          | 31.03.15           | Legal Services budget.<br><br>By client departments when external lawyers are instructed (if the relevant protocol |                 |

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|           |   |  |        |  |          |          | applies).              |  |
| RS01/A002 | Broaden the skills of Legal Services staff to improve service resilience and cost effectiveness of services provided. | Increased service capacity and resilience, with minimal impact on client departments | Medium |  | 01.04.14 | 31.03.15 | Legal Services budget. |  |
| RS01/A003 | Explore and implement further collaborative arrangements to improve resilience of Legal Services.                     | Improved service efficiencies and resilience.  | High   |  | 01.04.14 | 31.03.15 | Legal Services budget. |  |

| <b>Ref.</b> | <b>During 2014-15 we plan to:</b>   | <b>Outcomes we'll achieve from this action are:</b>                                    | <b>High , medium or low priority</b> | <b>Officer responsible for achieving this action</b> | <b>Start Date</b> | <b>Finish Date</b> | <b>How will the work be resourced?:</b> | <b>Progress</b> |
|-------------|---|--|--------------------------------------|--|-------------------|--------------------|---|-----------------|
|             | Attend performance monitoring meetings with HOS and OM quarterly.   | Contribution by team to any efficiency savings whilst maintaining standard of service. | High                                 | MW   | 01.04.14          | 31.03.15           | Legal Services budget.                  |                 |
|             | Further develop workforce planning and capacity building within the service to support client department. | Maintain satisfaction levels with legal services by client department.                 | High                                 | MW   | 01.04.14          | 31.03.15           | Legal Services budget.                  |                 |
|             | Manage skills audit process.  | Increased ability to strategically plan for service delivery.                          | High                                 | MW   | 01.04.14          | 31.03.15           | Legal Services budget.                  |                 |
|             | Continue to assist in meeting the Green Dragon scheme.  | Awareness of and participation in meeting sustainability objective.                    | Medium                               | All  | 01.04.14          | 31.03.15           | Legal Services budget.                  |                 |

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|  | Participate in maintaining the Vale Equalities Standard.   | Awareness of team of equality issues both internally by Agenda item, at mini team meetings and for client departments. | Medium | All | 01.04.14 | 31.03.15 | Legal Services budget.                      |  |
|  | Continue to offer Service Level Agreements for the provision of legal services to all Town and Community Councils and provide associated service (if appropriate). | Facilitating easy access to affordable and specialist legal advice.  | High   | MW  | 01.04.14 | 31.03.15 | Legal Services Budget and income generated. |  |
|  | Assist in maintaining Lexcel accreditation.  | Maintaining accreditation to ensure quality of service.  | High   | All | 01.04.14 | 31.03.15 | Legal Services budget.                      |  |
|  | Attend regular service provision meetings with and HOS.  | Legal Services to raise awareness to strategic direction of work programme of  | High   | MW  | 01.04.14 | 31.03.15 | Legal Services budget.                      |  |

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|  |  | client departments and promotion of Legal Services support. |  |  |  |  |  |  |
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