

SUMMARY OF ACTIONS

Financial Performance
<ul style="list-style-type: none"> • It is proposed that the fees charged to third parties e.g. developers in respect of Section 106 legal fees, will be increased to align with regional averages. Fees are currently £150 per hour and this would increase to £175 per hour. • It is anticipated that the contribution per council, after fee income, will be approximately £110,000 pa. For 2021 an uplift of 2.75% will be added to account for cost of living wage increases and each year thereafter as agreed by the National Joint Council pay award. • To move the partnership accounting year from January to December to April to March • Each authority agree that the Partnership retains £30k from underspends in 2020 to fund a ring-fenced contingency
Service Standards
<ul style="list-style-type: none"> • South Staffs are currently in the process of recruiting 2 x lawyers • Job descriptions will be amended so that the scope of the work is made narrow which should assist with targeted recruitment • South Staffs ICT Team to agree a timescale for IKEN development for further discussion by the board • Appointment of an Admin Officer is currently underway to ensure Legal Officers time is not spent on admin aspects • South Staffs are appointing an Apprentice Legal Assistant (funding by SS not SSLegals) • EMLawshare will be used during the recruitment process as with other external legal providers • Item 9 through 18 need to develop through implementation of solid processes and administrative support at the host authority now resources are available.
Expectations of Clients
<ul style="list-style-type: none"> • Each local authority to ensure new officers are fully conversant with the process of instructing • Each local authority to advise SSLegals of corporate planning issues so that better workforce planning and work allocation can take place • SSLegals to deliver targeted training
Quality
<ul style="list-style-type: none"> • Plan to achieve LEXEL accreditation to be developed over the next 6 months to meet with 2 year deadline • Audits to take place on to support the development of the service
Risk Management
<ul style="list-style-type: none"> • Risks reviews will now form part of the quarterly Governance Board meetings.

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