
Legal & Procurement

ID	PageTitle	Total Exp. £'000	Total Inc. £'000	Net Exp. £'000	Total Cost £'000
				Excludes: Recharges and Capital Charges	Includes: Recharges and Capital Charges
4	Legal Services	963	-84	879	0
29	Procurement	249	-48	201	0
	Total	1,212	-132	1,080	0

Service Title:

Legal Services**4**Manager: **Anne-Marie Bond**

No. of Staff (FTE)

19**Brief Description:**

Legal Services are provided to the Council, its Officers, Members and Committees. The division consists of the following teams:

- Property and Environment legal team
- Adult and Children's legal team
- Litigation and Licensing legal team
- Legal Support including Records

Financial Details:

<i>2010 / 2011</i>		2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015
<i>£'000 restated</i>		£'000	£'000	£'000	£'000
798	Employees	754	762	774	781
12	Transport & Travel	12	12	12	13
213	Supplies & Services	197	200	204	208
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1,023	Total Expenditure	963	974	990	1,002
-51	Fees & Charges	-51	-51	-51	-51
-41	Other Income	-33	-33	-33	-33
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-92	Total Income	-84	-84	-84	-84
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931	Net Expenditure (Cash Limit)	879	890	906	918
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-912	Support Services - Reallocation	-879	-879	-879	-879
0	Capital Charges	0	0	0	0
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19	Total Cost of Service	0	11	27	39

Service Indicators:	2009 / 2010 Actual	2010/ 2011 Revised	2011 / 2012 Projected
Preparation of 100% of applications for issue of proceedings within 10 working days of receipt of full instructions.	100	100	100
Provision of documentation within 20 days of full instructions for 80% of all land transactions with a value above £5,000.	90	85	85
Provision of advice on cautions/sanctions within 20 working days of receipt of full information (80% target).	83	85	85
Provision of draft planning obligations within 20 working days of receipt of full instructions and information for 80% of cases.	85	85	85
Issue of a letter of claim for relevant debts within 20 working days of receipt of full instructions and information (80% target).	100	85	90

Service Issues:

Legal Services' key objective is to assist the Council in achieving its objectives by providing an expert and responsive legal service. Significant areas of advice relate to:

- Safeguarding Adults & Children.
- Reducing nuisance and anti-social behaviour.
- Property, environment, planning and highways.
- Prosecutions.
- Civil litigation.
- Licensing.
- Education.
- Procurement

As with other Local Authorities we are experiencing an ongoing substantial increase in the numbers of Care Proceedings. This is impacting upon the Service in the volume of work, and it is impacting upon the budget in respect of the substantial cost of each application and the resulting use of Counsel.

Levels of demand within the Property, Environment, Litigation & Licensing teams continue to place significant demands on our services.

Service Title:

Procurement**29****Manager: Rob Love****No. of Staff (FTE)****5.8****Brief Description:**

The procurement section is responsible for ensuring the efficient, cost effective and legally compliant procurement of goods and services throughout the Council.

The Corporate Procurement Team also undertakes a vast range of diverse and complex activities that are resource intensive, governed by legislative requirements and prioritised within the National Procurement Strategy and White Paper. These areas are covered within the procurement Business Plan, Procurement Strategy, Five Year Matrix, Strategy Action Plan and Community / Corporate Plan (amongst others). The team represents the authority at a local and regional level e.g. Devon Procurement Partnership, South West Regional Efficiency and Improvement Partnership.

The Procurement team is also responsible for delivering e-procurement solutions for the Council. This includes e-tendering, e-auction, e-marketplace and the whole P2P process.

Financial Details:

<i>2010 / 2011</i>		2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015
<i>£'000 restated</i>		£'000	£'000	£'000	£'000
238	Employee	240	242	245	248
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2	Transport & Travel	2	2	2	2
7	Supplies & Services	7	7	7	7
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247	Total Expenditure	249	251	254	257
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-3	Sales	-3	-3	-3	-3
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-40	Internal Charges	-45	-45	-45	-45
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-43	Total Income	-48	-48	-48	-48
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204	Net Expenditure (Cash Limit)	201	203	206	209
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-204	Support Services - Reallocation	-201	-201	-201	-201
0	Capital Charges	0	0	0	0
0	Total Cost of Service	0	2	5	8
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Service Indicators:

**2009 / 2010
Actual**

**2010 / 2011
Revised**

**2011 / 2012
Projected**

Service Issues:

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