

REPORT TO: Cabinet Member – Corporate Services
DATE: 9th December 2009
SUBJECT: Legal and Administrative Services Departmental Service Plan Monitoring
2009/2010 – Quarter 2
WARDS AFFECTED: All
REPORT OF: Legal Director
CONTACT OFFICER: Andrea Grant
Assistant Legal Director (Admin)
**EXEMPT/
CONFIDENTIAL:** No

PURPOSE/SUMMARY:

To inform the Cabinet Member of progress in relation to issues in the Legal and Administrative Services Departmental Service Plan which fall within the Corporate Services portfolio.

REASON WHY DECISION REQUIRED:

As part of the performance management framework, the Cabinet Member is required to monitor performance.

RECOMMENDATION(S):

That progress in respect of this portfolio's responsibilities within the Legal and Administrative Services Departmental Service Plan be noted,

KEY DECISION: No
FORWARD PLAN: Not appropriate
IMPLEMENTATION DATE: Following the expiry of the call-in period for the Minutes of this meeting.

ALTERNATIVE OPTIONS: None.

IMPLICATIONS:

Budget/Policy Framework: This report contributes to the corporate performance management framework.

Financial:

<u>CAPITAL EXPENDITURE</u>	2006/ 2007 £	2007/ 2008 £	2008/ 2009 £	2009/ 2010 £
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<u>REVENUE IMPLICATIONS</u>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N			When?	
How will the service be funded post expiry?				

Legal: N/A

Risk Assessment: There are no risks arising from this report other than those identified previously in the Department's Service Plan.

Asset Management: N/A

CONSULTATION UNDERTAKEN/VIEWS
None

CORPORATE OBJECTIVE MONITORING:

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community		√	
2	Creating Safe Communities	√		
3	Jobs and Prosperity		√	
4	Improving Health and Well-Being		√	
5	Environmental Sustainability		√	
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT

Legal and Administrative Services Departmental Service Plan.

1. Introduction

- 1.1 The Legal and Administrative Services Departmental Service Plan for 2009/10 was approved by the Cabinet Member on 29th April 2009. This report relates to performance within the Department for the period up to the end of September 2009.
- 1.2 All Departmental Service Plans are entered into the Council's SPRINT performance management system and Officers are required to update progress within that system. Attached to this report is the Departmental Service Plan update produced by Sprint in relation to Quarter 2.
- 1.3 Good progress is being made against the Departmental and Annual Service Plans.

2. Progress

- 2.1 The Cabinet Member will see from the attached plans that the Department has made progress against a number of activities and is broadly on target to achieve these by year end.
- 2.2 In relation to the sustainability suite of measures, an assessment is being undertaken as to whether the work need for an Environmental Management System can be carried out within the Department to keep costs to a minimum.
- 2.3 As previously reported to Members, successful IIP and Lexcel inspections were held carried out in October 2009.