

Ref	What will we do?	Council Plan - What we want to achieve (if relevant)	Project Stage (if req'd) select from drop down	Key Milestones	Target Date	Project Progress select from drop down	Cabinet Member	Lead Officer	Resources	TC25	GF	LB	PIP	CoL	Comments
<b>Legal</b>															
GOV001	Review of Council's Procedure for appointment of External Legal advisers Selection and registration with new Legal Services Framework, as replacement for previous (EM Lawshare) (TC25 Action - TC062)	A balanced budget and stable council finances	Closure	Review of Legal Services Frameworks	Mid-March	Complete	Cllr Becker	Daniel Toohey Karen Murphy	Inhouse	✓					Note - WCC have been advised the EM Lawshare Framework is ending prematurely at end March 2024 due to volumes due to exceed the compliant estimate at or around end of March 2024. A comparative analysis reviewed and identified 2 suitable replacement Frameworks - KCS Framework (administered by  WCC is now registered with the KCS and CCS Frameworks
			Closure	ELB report for decision	20-Mar	Complete									
			Closure	Register with new Frameworks	w/c 24 March 2024	Complete									
			Delivery	Receive in Base-line charge-out rates for legal service providers and retain for reference	w/c 24 March 2024	Complete									
GOV002	Review of Council's Procedure for appointment of External Legal advisers Preparation of Corporate Guidance on Process of engaging external solicitors and Counsel (TC25 Action - TC062)	A balanced budget and stable council finances	Delivery	preparation of Corporate Guidance on Process	Mid-March 2024	Complete	Cllr Becker	Daniel Toohey Karen Murphy	Inhouse	✓					Relates to TC25 - "Inhouse First" Approach. Legal Services will "hold the ring" re identifying if legal advice and assistance may be delivered in-house if possible, and if not, will lead on assisting client departments re getting in extra capacity or specialists via external solicitors, and will interface to monitor fee levels
				report to ELB	20/03/2024	Complete									
				Incorporate ELB input and feedback	Apr-24	On Track									
				Socialise to Council Managers and officer corps	Apr/May 2024	On Track									
GOV003	Digitisation of Legal Library (TC25 Action - TC062)	Reduced levels of waste and increased recycling, exceeding national targets	Delivery	Review of Library materials and subscriptions	Oct 23 - Feb 24	Complete	Cllr Becker	Daniel Toohey Fiona Sutherland	Inhouse	✓					Relates to TC25 - Digital First Agenda.  Actions to date carried out recently: •We have cancelled hard copies of (loose leaf) encyclopaedias - this saves costs in terms of officer time on updating the volumes – but note the savings in cost of subscription itself of digital is minimal; •We have cancelled non-essential subscriptions/books (Cross on Local Govt cancelled Oct 2023) – if required subscriptions can be re-instated in future; •Hard copies of encyclopaedias have been replaced by on-line  Going Forward: •Any future books or subscriptions will be ordered as on-line versions where available; •All on-line resources are obtained from Thomson Reuters via an agreement with EM Lawshare which gives us discounted access to the Thomson Reuters offer (at rates that are set for the next 3 years);
				Shift from hard copy/ loose leaf services to digital subscription services	Oct 23 - Feb 24	Complete									
			Delivery	Ongoing review of existing text book material	Ongoing	On Track									
GOV004	Wider Legal Service Review for TC25 purposes - identifying suitability of solutions for improving permanent recruitment/headcount and reducing temporary staff usage to meet budget (TC25 Action - TC062)	A balanced budget and stable council finances	Proposal	tbc	tbc	Started	Cllr Becker	Daniel Toohey Fiona Sutherland Karen Murphy	Inhouse	✓					
GOV005	Improvements in use of IKEN Legal Case Management System	A balanced budget and stable council finances	Initiation	Review of Present Use		On Track	Cllr Becker	Daniel Toohey Fiona Sutherland Karen Murphy							Relates to TC25 Digital First agenda. IKEN Legal Case Management System is in use since 2021. A range of functionality is available and a review should identify what further areas can be utilised in eth software that may enhance capacity
			Delivery	Allocation of Responsible Fee Earner to each Case Matter	Feb-24	Complete									
				Further User Training											
GOV006	Supporting the legal provision to the wider Council and Corporate projects	Constructive and effective partnerships across the district	Delivery	Note - This support spans the full variety of projects and projects across the Council including regeneration, planning, housing and major projects/partnerships	Ongoing	On Track	Cllr Becker	Daniel Toohey Fiona Sutherland Karen Murphy	Inhouse and External legal provision if required	✓					A full range of projects and programmes are supported by Legal Services. Some key ones are: the TC25 programme, Central Winchester Regeneration Project, the Local Plan, nitrate and phosphate mitigation schemes, waste partnership, parking procurements, the Council's housing company, and housing