

## **Commercial Services**

### **Services that will continue to be delivered:**

All services currently provided by Commercial Services will continue to be delivered in 2012/13.

#### **Legal Services**

- Property law
- Highways
- Planning
- High level/complex debt recovery
- Children's Safeguarding
- Adults Safeguarding
- Licensing
- Prosecutions
- Civil Litigation

#### **Procurement**

- Procurement activity and advice

#### **Information Compliance**

- Processing of Freedom of Information Requests
- Processing of Environmental Information Requests
- Processing of Complaints (Corporate and Childrens Services)

#### **Claims Handling**

- Defending claims made against the Council

#### **Insurance**

- Management of insurance products for the Council

#### **Land Charges**

- Provision of a Land Charges services

**Improvements agreed and budgeted for:**

None

**Key Performance Indicators:**

1. Claims - Legal liability admitted or denied with justifications within the relevant time period – currently above target
2. Information Compliance - Number of Freedom of Information requests fulfilled within 20 days – currently on target
3. Legal Services - Advice and representation to safeguard children and adults – currently on target
4. Legal Services - Advice and representation to reduce nuisance, ASB and achieve prosecutions – currently well above target
5. Legal Services - Advice and representation in civil litigation matters – currently well above target
6. Land Charges - Provision of effective & responsive local land charge service – currently on target
7. Procurement - Number of Current Collaborative Procurement Arrangements – currently well above target

## Proposed Savings

Proposals – Outline	Savings 2012/13		Implementation Cost Include brief outline + year incurred	Delivery In place 01/04/12 If earlier or later state date	Risks / impact of proposals <ul style="list-style-type: none"> <li>• Potential risks</li> <li>• Impact on community</li> <li>• Knock on impact to other agencies/partners/departments</li> </ul>	Type of decision*		
	Income £ 000's	Budget reduction £ 000's				Internal	Minor	Major
Reduction of 1 fte Senior Lawyer	0	46	Redundancy agreed in 11/12 budget round	In place 17.01.12	Reduction in capacity may lengthen the lead in time to provide advice to client departments	√		
Reduction of 1 fte Senior Procurement Officer	0	35	None – post vacant	In place 08.06.11	As above	√		
Reduction of 0.3 fte Claims Advisor	0	10	None – post vacant	In place 24.11.11	As above	√		
Reduction of 0.6 fte Information Compliance Officer	0	18	None – post vacant	In place 24.11.11		√		
Reduction of training budgets		12	None	01.04.12	Alternative provision of CPD required to ensure loss of training funds is mitigated	√		
<b>Savings/Costs</b>	0	121						
<b>Overall Saving 2011/12 £ 000's</b>		<b>121</b>						

<b>Name:</b>	<b>Anne-Marie Bond</b>	<b>Position:</b>	<b>Executive Head of Commercial Services</b>
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