

Ref	What will we do?	Climate	Homes for All	Living Well	Vibrant Economy	Your Services, Your	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
Legal																				
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 Kent County Council) and CCS Framework (Central Government)
								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									WCC is now registered with the KCS and CCS Frameworks
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.
									Shift from hard copy/ loose leaf services to digital subscription services	Oct 23 - Feb 24	Complete									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 versions where still required (the Encyclopaedia of Local Government – cancelled hard copy Sept 2023- online version to be included in TR subscription)
								Delivery	Ongoing review of existing text book material	Ongoing	On Track									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); •The hard copy texts that are still in the legal service area will remain for the time being but we will review each year.
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	ELB report for decision	July/August	Started	Cllr Becker	Daniel Toohey Fiona Sutherland Karen Murphy	Inhouse	✓					Business Plans for re-grading/JE of Public Law lawyer posts and use of trainee solicitors - underway with Finance.
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 and effectiveness in the team.
								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 projects such as North Whiteley
Land Charges and Cemeteries																				
GOV007	Review of Cemetery fees and charges					✓	An open, transparent, inclusive and enabling council	Initiation			Started/ Behind	Cllr Becker	Marriam Baxendale		✓					
GOV008	Transfer of Land Charges data to Land Registry in line with national timetable and associated review of resources (TC25Action - TC021)					✓	An open, transparent, inclusive and enabling council	Initiation	awaiting data transfer discovery day - project now pushed back by Land Registry		Started	Cllr Becker	Marriam Baxendale		✓					ongoing cleansing work to continue, transfer date pushed back by HMLR unlikely to take on our data until 27/28 at earliest therefore increased hours will cease at end of March 24
GOV009	Investigation into provision of a natural burial area at cemetery					✓	Improved satisfaction for our services				Started	Cllr Becker	Marriam Baxendale							
Electoral Services																				
GOV010	Delivery of May 2024 District and PCC elections					✓	An open, transparent, inclusive and enabling council	Initiation			Started	Cllr Becker	Kim Beaumont							
GOV011	Delivery of UK Parliamentary General Election (UKPGE)					✓	An open, transparent, inclusive and enabling council	Not started		Awaiting announcement	Not Started	Cllr Becker	Kim Beaumont							
GOV012	Review of all European electors subject to the new legislation contained within the Elections Act 2022 for 2025					✓	An open, transparent, inclusive and enabling council					Cllr Becker	Kim Beaumont							
GOV013	Delivery of annual canvass 2024					✓	An open, transparent, inclusive and enabling council					Cllr Becker	Kim Beaumont							
GOV014	Investigate changes to the electoral cycle (TC25 ref: TC059)					✓		Not started		Commence June 24	Not Started	Cllr Becker	Karen Vincent		✓					
Democratic Services																				
GOV015	Improvements in Walton room for audio and visuals of committee meetings							Delivery			Complete	Cllr Cutler	David Blakemore							New set up now installed
GOV010	Provide a comprehensive member induction and development programme							Initiation			Started		David Blakemore							

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GOV012	Investigate use of AI to support meeting administration (TC25 ref: TC058)							Delivery			Not Started		David Blakemore							commence April 24
GOV013	Review of Mayoral Chauffeur contract (TC25 ref: TC0063)					✓	A balanced budget and stable council finances	Initiation			Started	Cllr Becker	David Blakemore		✓					
GOV015	Provide specific support for The Scrutiny Committee in order to build skills to review of policy to improve service delivery												David Blakemore							