

LEGAL SERVICES
Service Delivery Plan
2027 – 2030

THREE RIVERS
DISTRICT COUNCIL

Service Area	Legal	Directorate	Legal and Democratic Services

Introduction

The service plans are a key component of Three Rivers District Council's corporate planning process. They describe our ambitions, priorities, targets and how each service area is working towards delivering the councils' themes detailed in the Council Plan. They are reviewed and updated annually considering budgets, performance, internal and external factors, arising throughout the year.

Service Plans are monitored in the following ways:

- Through regular discussion between, service heads, managers and their teams
- Key Performance Indicators are reviewed by the Corporate Management Team on a quarterly and annual basis
- Mid-year review of service plans alongside PDRs and Council Plan Delivery Plan mid-year review.

SERVICE OVERVIEW

Legal Services plays a vital role in supporting Three Rivers District Council to achieve its corporate priorities. The service provides professional, timely and cost-effective legal advice and representation to Members, officers and committees, ensuring that the Council operates lawfully, transparently and efficiently, ensuring lawful decision-making and promoting good governance and ethical standards.

Monitoring Officer

To handle Member code of conduct complaints, maintain the register of Members' interests and keep the constitution under review.

BUDGET

Table to give topline financials. This will be added post the Service Plans and Budget being agreed at Full Council before being published.

THREE RIVERS DISTRICT COUNCIL

SERVICE PURPOSE AND CORE FUNCTIONS

Council Plan Theme	Service's contribution to the Council Plan Theme
	Legal Services
A well-run Council	The Legal Services team provides professional, timely and cost-effective legal advice and support to the Council, its Members, and officers. Purpose: • Safeguard the Council's legal position. • Support delivery of the Council's corporate priorities. • Promote high standards of governance, transparency and accountability. • Reduce risk through proactive legal input into projects and decision-making. Functions covered: • Governance and constitutional advice • Environmental Law • Planning and regulatory law (Licensing) • Contracts and procurement • Property and estates • Employment law and HR support • Litigation and enforcement (civil and criminal) • Freedom of Information, Data Protection and information governance support • Member and officer training

PROJECTS

Council Plan Theme	Project Title	Project Description & Proposed Outcome(s)	Project Start Date (Month/Year)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving

POLICIES AND STRATEGIES

Policy or Strategy	Name of Policy or Strategy	New or existing Policy or Strategy	Renewal date	Additional comments
No Policies for review in 2027/2028				

KEY PERFORMANCE INDICATORS TO SUPPORT THE COUNCIL PLAN

Key Performance Indicators enable us to track how we are performing against our targets and over time. They are reviewed quarterly and/or annually to ensure accountability and to drive continuous improvement.

KPI Ref	KPI Title	2025/26 Actual	2026/27 Target	2027/28 Target	2028/29 Target	2029/30 Target
LG01	To draft Enforcement / Stop / Breach of Condition Notices and Planning Contravention Notices within 5 working days of receiving full instructions	95%	95%	95%	95%	95%

RISK MANAGEMENT

Our Risk Register Summary is published on our website and updated quarterly. These include; strategic, operational and climate change risks.