

*Legal Services & Democratic Services*

# **FUNCTIONAL PLAN 2025-26**

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**Our Purpose:**

HERE TO SERVE. HERE TO PROTECT.

HERE TO KEEP YOU SAFE.

## Action Plan 2025/26

| KEY DELIVERABLE                     | ACTIONS TO ACHIEVE EXPECTED OUTCOMES                                                                                                                                      | CONTRIBUTION TO PURPOSE/AIMS<br>Responsible Officer                                                                                                                    | PROGRESS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Does this contribute to CRMP or HMICFRS actions (please state which)? | EVALUATION                                                                   | TARGET DATE | STATUS |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------|-------------|--------|
| 9.1 Review of the Lead Members role | To provide greater clarity on the deliverables of the role and how engagement with the Lead Members can be most effective and communicated across both Members and staff. | Effective governance, scrutiny and transparency of the services being delivered to the community.<br><br>Legal and Democratic Services Manager; Head of Legal Services | <p><b>Q1 UPDATE</b></p> <p>A review of the role of Lead Member was undertaken with feedback from appointed Lead Members in the 24/25 municipal year and the Officers from the respective areas.</p> <p>Amendments to the process were proposed and agreed at the AGM which include additional meetings with strategic members of SLT to update Members on the corporate plans and broader corporate knowledge whilst then focusing on their specific areas within the organisation.</p> <p>Action Closed.</p> | No                                                                    | Scrutiny from the Member Development Group, Lead Officers and full Authority | June 2025   |        |



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| 9.4 Review of the hire and use of MFRA premises                                 | A working group has been established as this action is being carried forward. The working group will make recommendations to SLT as to the use of MFRA premises, the process, accessibility, security and relevant training to implement the process | Improves the Services ability to engage with communities which will compliment and contribute to its prevention strategy.<br><br>Head of Legal Services                             | <p><b>Q1 UPDATE</b><br/>The data has been obtained from the community users. A draft of the updated SI I due to be brought to the next meeting of the working group for amendments and feedback prior to being presented to SLT.</p> <p><b>Q2 UPDATE</b><br/>Prior to the completion of the draft Service Instruction (SI) a review of the security arrangements has been explored for the proposal to continue to support community engagement without compromising security on MFRA premises.</p> <p><b>Q3 UPDATE</b><br/>The security arrangements are being updated and an online form introduced to make the process more efficient and introducing greater risk management.</p> <p><b>Q4 UPDATE</b><br/>The proposal is due to be rolled out in 2026/27 following SLT approval and notice to all current users as the transition to the new process is implemented</p> | Yes, promotion of community engagement and accessibility to all from MFRA  | The working group will engage with staff based on station, end users and scrutiny from SLT.                                  | March 2026 |  |
| 9.5 Work with other Functions to review and refresh the Corporate Risk Register | Work with an external facilitator to implement the new approach to managing corporate risk including the development of departmental risk registers<br>Build a corporate risk register                                                               | Improving the Service's overall approach to risk management to assist with planning and service delivery.<br><br>Head of Legal Services (with Director of Strategy and Performance) | <p><b>Q1 UPDATE</b><br/>Meetings are continuing to be held with each directorate to discuss their current risks, emerging risks and those which are contained within the corporate risk register for a functional risk register to be drafted.</p> <p><b>Q2 UPDATE</b><br/>The meetings with directorates are ongoing and due to complete in the new year</p> <p><b>Q3 UPDATE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes, supports CRMP standard and Internal Governance and Assurance standard | External review and best practice approach to be adopted.<br>Members to scrutinise and approve any new approach implemented. | March 2026 |  |

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|            |                         |  | <p>The departmental meetings with the risk advisor have all been completed. The departmental risk registers will now be produced and a meeting with SLT held to complete the revised corporate risk register.</p> <p><b>Q4 UPDATE</b></p> <p>The external review has been undertaken and new risk registers devised. The new corporate risk register will be brought to Members for 2026/27.</p> |                                                                  |  |  |  |
| <b>KEY</b> | <b>Action completed</b> |  |                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Action not completed. See individual actions for details.</b> |  |  |  |