



Babergh/Mid Suffolk Overview and Scrutiny Committees –Review Scoping Document

Review Topic (name of review)	A review of the Shared Legal Service	
Lead members	Nick Gowrley, Jennie Jenkins	
Officer Support	Emily Yule – Assistant Director, Law & Governance	
Rationale Key issues and reason for the review. Include how it relates to the Joint Strategic Plan.	<p>The Shared Legal Service is a partnership arrangement between Babergh, Mid Suffolk and Forest Heath District Councils and St Edmundsbury Borough Council providing legal support to the four councils. It has been operating since November 2016. The review is being undertaken as planned service review to assess the performance of the service.</p> <p>This review is most closely linked to the Enabled and Efficient Organisation priorities within the Joint Strategic Plan. However, as a support service the legal team provide cross-cutting support and contribute to the delivery of all of the strategic priorities.</p>	
Purpose of the review/Objective (quantify the outcomes the review will seek to achieve)	<p>To assess the performance of the Shared Legal Service against the objectives behind setting up the service (see appendix 1 – attached).</p> <p>To receive assurances that the service is:</p> <ul style="list-style-type: none"> • operating within agreed budgets; • meeting the needs and expectations of the client departments; • adding value to the delivery of the Councils’ joint strategic plan. <p>To identify ‘lessons learnt’ from the project.</p>	
Success measures	What are the expected outcomes?	
	What are the likely benefits to the council and its community?	
	What value is O&S adding to the process?	

	Are there any barriers/dangers/risks?	
	How are you going to know that you have reached the end of the O&S activity?	
Background information	Appendix 1 – Objectives for Shared Legal Services Appendix 2 – Diagnostic Report	
Methodology/ Approach (what types of enquiry will be used to gather evidence and why)	The review will be conducted through officer reporting and questions from the committee members. Expert witnesses may be called to give evidence.	
Resource requirements	Existing resources to be used	
Project parameters	n/a	
Specify Witnesses/ Experts/ Stakeholders (who to see and when)- subject to review as evidence becomes available.	Teresa Halliday – Shared Legal Service Manager Client departments Councillors	
Specify Evidence Sources for documents	n/a	
Specify Site Visits (where and when)	None required	
Barriers/dangers/risks Identify any weaknesses and potential pitfalls	Scope of review widens and additional time is needed to provide all required information. Additional witnesses are identified and are unable to attend the scheduled meeting.	
Projected start date	16 November 2017	Draft report deadline (28 November 2017) – Pre-committee Meeting
Meeting frequency		Projected completion date 19 December 2017