

SERVICE DESCRIPTION FORM

Department: Corporate Services

Service: Legal Services

Income £000's

Fees/Charges	190
Total	190

Income is received regularly from the following sources:

(i) Licensing

The Licensing Board generates an average annual income of £136,000

The Licensing Committee generates an average annual income of £28,000.

Licensing fees are fixed through periodic fee reviews and the annual corporate charging review, with charges in other areas in mind.

(ii) The Property and Contracts Team generate an average income of £20,000 each year from fees for conveyancing work.

(iii) The Committee Services Team administer the provision of Property Enquiry Certificates (certificates certifying local information relevant to house buyers) which generate an average annual income of £10,000

Description:

The Litigation and Licensing Team provides legal advice (including advice to Council Committees) on:

- adoption and fostering
- child and adult care and protection
- education issues
- housing
- employment law
- debt recovery
- the team also administers liquor licensing and licensing under the Civic (Government) (Scotland) Act 1982.
- during 2011/12 the team handled 889 Notices warning of Court Action for Council properties, 65 court cases raised for rent arrears, 14 Child Protection Orders, 607 occasional liquor licences and 314 taxi licenses as part of its workload.

The Property and Contracts Team provides legal advice (including advice to Council Committees) on:

- land acquisition and disposal
- leasing, roads and planning
- promotion and implementation of the Council's Flood Schemes
- community care
- contracts and procurement issues
- during 2011/12 the team handled 64 leases, 131 Improvement/Repair Grants, 42 Community Care Orders and 42 Road Traffic Orders as part of its workload

All legal advice is provided from Council Headquarters, although representation work can take team members to various courts and tribunals across Scotland.
