

Yearly Performance Report
Finance and Resources OSC - Steve Baker
2013

Ref	Indicator	Q4 Result	Qtrly Trend	2013 Target	2013 Result	Yrly Trend	Updater Comments	Sign Off	Approval Comments
Finance & Governance >> Legal Democratic & Regulatory >> Democratic Services - Jim Doyle									
MS01	Average number of training opportunities taken up per Member	0.9 opportunity(ies) (48/51)	↓	3.0 opportunity(ies)	4.4 opportunity(ies) (222/51)	↓		✓	Approved. Once again this target has been achieved and the Member Development Programme has proved successful in ensuring that members have the opportunity to maintain and increase their skills and capabilities to assist in their roles as councillors.
Finance & Governance >> Legal Democratic & Regulatory >> Legal Governance - Mark Brookes									
DPA01	Percentage of DPA requests met in 40 days	100.00% (5/5)	→	90.00%	98.91% (91/92)	↑		✓	Approved. Only one DPA target has been missed all year which is an excellent performance from the team.
FOI01	Percentage FOI requests satisfied in 20 days	95.88% (93/97)	↓	90.00%	97.89% (372/380)	↑		✓	Approved. Volumes of FOI requests remain similar to last year, but performance has improved from 94.61% to 97.89% of requests being dealt within the 20 day target. This is pleasing to note and means that only 8 requests missed the target date all year.
LG01	Percentage of draft new commercial leases sent to the prospective tenants/their Solicitors within 10 working days of receipt of full instructions	100.00% (2/2)	→	90.00%	100.00% (13/13)	↑	The team continues to meet their performance target indicators	✓	Approved. 100% performance is pleasing to note.
LG02	Percentage of draft commercial lease renewals sent to tenants/their Solicitors within 15 working days of receipt of full instructions	100.00% (6/6)	→	90.00%	100.00% (13/13)	↑	The team continues to meet their performance target indicators	✓	Approved. The team continues to meet their performance targets in this area which is pleasing to note.
LG03	Percentage of Right to Buy documents sent to tenants/their Solicitors within 15 working days of receipt of full instructions	100.00% (16/16)	→	90.00%	100.00% (52/52)	→	The team continues to meet their performance target indicators	✓	Approved. The team continues to meet their performance targets in this area which is pleasing to note, particularly as there has been a significant increase in Right to Buy applications this year following the increase to the available RTB discount.
LG05	Percentage of Section 106 Planning Obligations completed within determination target date	No workflow (0/0)		Info only	100.00% (1/1)	→	No new section 106 target dates fell within the year	✓	Approved. This PI is being reconsidered with the planning team because the PI date is only reported if Legal are instructed at the date of submission of the planning application and this is not presently happening for operational reasons within the planning team.
LG07	Percentage of Licensing Act 2003 decision letters sent to applicants/licensees within 5 working days of the date of the Sub Committee hearing	100.00% (2/2)		90.00%	100.00% (5/5)	↑		✓	Approved. The team continues to meet their performance targets in this area.
LG08	Percentage of decision letters sent to hackney carriage/private hire drivers within 14 working days of the date of the Sub Committee hearing	100.00% (2/2)		90.00%	100.00% (7/7)	↑		✓	Approved. The team continues to meet their performance targets in this area.

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LG09	Percentage of prosecution proceedings commenced within 20 working days of receipt of full instructions	100.00% (2/2)	→	90.00%	100.00% (5/5)	→		✔	Approved. The team continues to meet their performance targets in this area which is pleasing to note.