

# F&R OSC QUARTERLY PERFORMANCE REPORT

## Legal, Democratic and Regulatory

June 2013



Measure	Owner & Updater	Jun 2012 Result	Trend	Mar 2013 Result	Trend	Jun 2013 Result	Sign Off	Comments	Flag
DPA01 - Percentage of DPA requests met in 40 days	Mark Brookes John Worts	100.00% (10/10) Target: 0	↗	100.00% (5/5) Target: 0	↗	90.91% (10/11) Target: 95.00	✓	(Updater)	
FOI01 - Percentage FOI requests satisfied in 20 days	Mark Brookes John Worts	99.21% (125/126) Target: 0	↗	95.88% (93/97) Target: 0	↗	97.58% (121/124) Target: 95.00	✓	(Updater)	
HR03e1 - Total days lost through LONG TERM sickness absence in Legal, Democratic and Regulatory	Steve Baker Anne Stunell	15.00 Days Info Only	↘	167.20 Days Info Only	↘	16.00 Days Info Only	✓	(Updater) Absence is a tenth of last quarter, two long term sick employees have left the authority	
HR03e2 - Total days lost through SHORT TERM sickness absence in Legal, Democratic and Regulatory	Steve Baker Anne Stunell	65.31 Days Info Only	↘	47.06 Days Info Only	↘	14.53 Days Info Only	✓	(Updater) Absence is more than two thirds less of what it was last quarter	
HR05e - Average number of days lost due to sickness absence per FTE in Legal, Democratic and Regulatory	Steve Baker Anne Stunell	1.12 Days (80/72) Target: 2.00	→	2.98 Days (214/72) Target: 2.00	↗	0.39 Days (31/77) Target: 2.00	✓	(Updater) Absence is less than the target	
LG01 - Percentage of draft new commercial leases sent to the prospective tenants/their Solicitors within 10 working days of receipt of full instructions	Mark Brookes Paulette Tedd	100.00% (5/5) Target: 90.00	→	100.00% (2/2) Target: 90.00	→	100.00% (4/4) Target: 95.00	✓	(Updater)	
LG02 - Percentage of draft commercial lease renewals sent to tenants/their Solicitors within 15 working days of receipt of full instructions	Mark Brookes Paulette Tedd	100.00% (1/1) Target: 90.00	→	100.00% (6/6) Target: 90.00	→	100.00% (4/4) Target: 95.00	✓	(Updater)	

Monitoring Information

Measure	Owner & Updater	Jun 2012 Result	Trend	Mar 2013 Result	Trend	Jun 2013 Result	Sign Off	Comments	Flag
LG03 - Percentage of Right to Buy documents sent to tenants/their Solicitors within 15 working days of receipt of full instructions	Mark Brookes Paulette Tedd	100.00% (5/5) Target: 90.00	➔	100.00% (16/16) Target: 90.00	➔	100.00% (16/16) Target: 95.00	✓	(Updater)	
LG05 - Percentage of Section 106 Planning Obligations completed within determination target date	Mark Brookes Paulette Tedd	No Incidents (0/0) Info Only		No Incidents (0/0) Info Only		100.00% (4/4) Info Only	✓	(Updater)	
LG07 - Percentage of Licensing Act 2003 decision letters sent to applicants/licensees within 5 working days of the date of the Sub Committee hearing	Mark Brookes Barbara Lisgarten	100.00% (1/1) Target: 90.00	➔	100.00% (2/2) Target: 90.00	➔	100.00% (1/1) Target: 95.00	✓	(Updater)	
LG08 - Percentage of decision letters sent to hackney carriage/private hire drivers within 14 working days of the date of the Sub Committee hearing	Mark Brookes Barbara Lisgarten	100.00% (2/2) Target: 90.00	➔	100.00% (2/2) Target: 90.00	➔	100.00% (6/6) Target: 95.00	✓	(Updater)	
LG09 - Percentage of prosecution proceedings commenced within 20 working days of receipt of full instructions	Mark Brookes Barbara Lisgarten	100.00% (1/1) Target: 90.00	➔	100.00% (2/2) Target: 90.00	➔	100.00% (1/1) Target: 95.00	✓	(Updater)	