



Public Document Pack
**FINANCE AND RESOURCES
OVERVIEW AND SCRUTINY
AGENDA**

Scrutiny making a positive difference: Member led and independent, Overview & Scrutiny Committees promote service improvements, influence policy development & hold Executive to account for the benefit of the Community of Dacorum.

TUESDAY 8 NOVEMBER 2016 AT 7.30 PM

DBC BULBOURNE ROOM - CIVIC CENTRE

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor Howard	Councillor E Collins
Councillor Herbert Chapman (Chair)	Councillor Fethney
Councillor Douris (Vice-Chairman)	Councillor Silwal
Councillor Ashbourn	Councillor Taylor
Councillor Barnes	Councillor Tindall
Councillor Birnie	Councillor Gbola Adeleke
Councillor Clark	

Substitute Members:

Councillors Anderson, Brown, Guest, Link, Matthews, Ransley and W Wyatt-Lowe

For further information, please contact Kayley Johnston Ext: 2226

AGENDA

- (a) Quarterly Performance report - Legal Governance (Pages 2 - 3)

F&R OSC QUARTERLY PERFORMANCE REPORT

Chief Executive's Unit

September 2016



Measure	Owner & Updater	Sep 2016 Result	Jun 2016 Result	Sep 2015 Result	Sign Off	Comments
DPA01 - Percentage of DPA requests met in 40 days	Mark Brookes John Worts	100% (9/9) Target: 100	100% (2/2) Target: 100	100% (10/10) Target: 100	✓	Owner Pleasing to note that 100% is being maintained.
FOI01 - Percentage FOI requests satisfied in 20 days	Mark Brookes John Worts	97.37% (148/152) Target: 100	95.78% (159/166) Target: 100	98.89% (178/180) Target: 100	✓	Updater Manual reminders are sent to GM's at least twice before deadline. Legal Governance will look into a way of creating a scheduled appointment with automated reminders.
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 Christopher Gaunt	100% (2/2) No Target	100% (4/4) Target: 100	100% (5/5) No Target	✓	Updater Pleasing to see all targets being met
LG02 - Percentage of draft commercial lease renewals sent to tenants/their Solicitors within 15 working days of receipt of full instructions	Mark Brookes Christopher Gaunt	100% (5/5) No Target	100% (2/2) Target: 100	No Incidents (0/0) No Target	✓	Updater Increased work load. Target still met

Page 2

Measure	Owner & Updater	Sep 2016 Result	Jun 2016 Result	Sep 2015 Result	Sign Off	Comments
LG03 - Percentage of Right to Buy documents sent to tenants/their Solicitors within 15 working days of receipt of full instructions	Mark Brookes Christopher Gaunt	100% (25/25) No Target	100% (21/21) Target: 100	100% (22/22) No Target	✓	Updater Good to see another high performing quarter
LG06 - Percentage of housing possession proceedings commenced within 20 working days of receipt of full instructions	Mark Brookes Barbara Lisgarten	100% (3/3) No Target	100% (4/4) Target: 100	100% (1/1) No Target	✓	Updater The level of instructions have remained steady this quarter.
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	No Incidents (0/0) No Target	100% (1/1) Target: 100	No Incidents (0/0) No Target	✓	Updater The sparsity of meetings means that there are very few Licensing Act 2003 meetings.
LG08 - Percentage of decision letters produced by Legal Services which are sent to hackney carriage/private hire drivers within 14 working days of the sub-committee hearing date	Mark Brookes Barbara Lisgarten	100% (1/1) No Target	100% (4/4) Target: 100	No Incidents (0/0) No Target	✓	Owner The significant drop in meetings has led to the reduction in this number
LG09 - Percentage of prosecution proceedings commenced within 20 working days of receipt of full instructions	Mark Brookes Barbara Lisgarten	No Incidents (0/0) No Target	100% (1/1) Target: 100	100% (4/4) No Target	✓	Updater The reduction in instructions from enforcement departments have led to the reduction in prosecutions.
MS01 - Average number of training opportunities taken up per Member	Jim Doyle Trudi Coston	No Data No Target	No Data Target: 0	1.1 Opportunities (56/51) Target: 0	✓	

Page 3