

QUARTERLY PERFORMANCE

Chief Executive's Unit

June 2016

All Measures



Measure	Owner & Updater	Jun 2016 Result	Trend	Mar 2016 Result	Jun 2015 Result	Actions	Comments	Sign Off
DPA01 - Percentage of DPA requests met in 40 days	Mark Brookes John Worts	100% (2/2) Target: 100	→	100% (15/15) Target: 100	100% (15/15) Target: 100			✗
DS01 - No. of agenda Published within Statutory time frame	Mark Brookes Jim Doyle	No Data Info Only		No Data Info Only	No Data Info Only			✗
DS02 - Sets of minutes completed within 5 working days of meeting	Mark Brookes Jim Doyle	No Data No Target		No Data Target: 0	No Data Target: 0		Updater two sets of minutes delayed during busy election period.	✓
DS03 - Number of errors noted by any councillor or officer in any papers published by Democratic Services on Modern Gov.	Mark Brookes Jim Doyle	No Data Info Only		No Data Info Only	No Data Info Only		Updater Two errors on one agenda/minutes. checking process reinforced.	✓
FOI01 - Percentage FOI requests satisfied in 20 days	Mark Brookes John Worts	95.78% (159/166) Target: 100	↘	98.54% (135/137) Target: 100	99.22% (128/129) Target: 100		Updater Reminders were sent to GM's by the Legal FOI Team - but despite this - for operational reasons seven requests were missed. Range was 4 Requests took 22 Days, 1 Request 24 Days, 1 Request 25 Days and 1 Request 28 Days.	✓
LG01 - Percentage of draft new commercial leases sent to the prospective tenants/their Solicitors within 10 working days of receipt of full instructions	Barbara Lisgarten Christopher Gaunt	100% (4/4) Target: 100	→	100% (12/12) Target: 100	100% (4/4) No Target		Updater A quieter quarter for new leases this quarter (made up for by instructions in other areas) but still pleasing to see good performance being maintained	✓
LG02 - Percentage of draft commercial lease renewals sent to tenants/their Solicitors within 15 working days of receipt of full instructions	Barbara Lisgarten Christopher Gaunt	100% (2/2) Target: 100	→	100% (2/2) Target: 100	100% (4/4) No Target		Updater A quiet quarter for lease renewals but PI maintained	✓
LG03 - Percentage of Right to Buy documents sent to tenants/their Solicitors within 15 working days of receipt of full instructions	Barbara Lisgarten Christopher Gaunt	100% (21/21) Target: 100	→	100% (32/32) Target: 100	100% (24/24) No Target		Updater High volume of RTBs continues. Good to see target maintained	✓
LG06 - Percentage of housing possession proceedings commenced within 20 working days of receipt of full instructions	Barbara Lisgarten Barbara Lisgarten	100% (4/4) Target: 100	→	100% (2/2) Target: 100	100% (3/3) No Target		Updater There has been a steady increase in numbers of possession proceedings as a result of premises closure orders.	✓

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LG07 - Percentage of Licensing Act 2003 decision letters sent to applicants/licensees within 5 working days of the date of the Sub Committee hearing	Barbara Lisgarten Barbara Lisgarten	100% (1/1) Target: 100		No Incidents (0/0) Target: 100	No Incidents (0/0) No Target		Updater There has not been a large number of Licensing Act decision letters due to the low instances of committee 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	Barbara Lisgarten Barbara Lisgarten	100% (4/4) Target: 100	➡	100% (4/4) Target: 100	No Data No Target		Updater All targets are being met in relation to sub-committee decisions.	✓
LG09 - Percentage of prosecution proceedings commenced within 20 working days of receipt of full instructions	Barbara Lisgarten Barbara Lisgarten	100% (1/1) Target: 100	➡	100% (5/5) Target: 100	100% (1/1) No Target		Updater The numbers of prosecution cases being brought to legal have reduced but those that are dealt with are very complex.	✓
MS01 - Average number of training opportunities taken up per Member	Jim Doyle Trudi Coston	No Data No Target		0.5 Opportunities (27/51) Target: 0	1.1 Opportunities (55/51) Target: 0	Two member development sessions in the pipeline and the Member Development Steering Group met in June to monitor progress.	Owner Member Development paused during election period - it is expected to pick up again during august and into September.	✓