

Description	Ref	2004/05 Actual	04/05 C/parison data	Target 2005/06	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2005/06 Actual	Assessment	Comments	BVPI Quartile
<b>Legal and Democratic Services</b>												
% of standard searches carried out in 10 working days	BV179	98.93%	T100.00% M 99.81% B 96.96%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	Green		1
% of agendas despatched 5 clear days before meeting	SP	100.00%		100.00%		100.00%	100.00%	100.00%	100.00%	Green		
% of decisions that are recorded accurately in Minutes	SP	99.00%		100.00%		100.00%	99.00%	100.00%	99.67%	Green		
To provide public notice of all Council Meetings and make available agendas for the public	SP	100.00%		100.00%		100.00%	100.00%	100.00%	100.00%	Green		
% of decision/action sheets issued within deadlines	SP	100.00%		100.00%		100.00%	100.00%	100.00%	100.00%	Green		
To make Tree Preservation Orders within 5 working days of receipt	SP	90.00%		95.00%		90.00%	90.00%	95.00%	91.67%	Orange	Following resignations, 2 key members of staff were replaced by Dec 05 resulting in target being met by 4th quarter	
% of events where the Chair arrives punctually	SP	100.00%		100.00%		100.00%	100.00%	100.00%	100.00%	Green		
% of civic invitations responded to within 5 working days	SP	95.00%		95.00%		95.00%	95.00%	95.00%	95.00%	Green		
% of households returning the Electoral Registration Form	SP	98.80%		100.00%		0.00	98.90%	n/a	98.9	Orange		
Compliance with prescribed election timetables	SP	100.00%		100.00%		100.00%	100.00%	100.00%	100.00%	Green		
User satisfaction - lack of election petitions/complaints	SP	0.00		0.00		0.00	0.00%	0.00%	0.00%	Green		

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% of draft legal agreements e.g.Deeds of Variation and Contracts sent out within 15 working days of receipt of proper detailed instructions	SP	100.00%		90.00%		100.00%	100.00%	100.00%	100.00%	Green		
% of draft S106 Agreements under sent out to solicitors within 15 working days of receipt of detailed instructions	SP	100.00%		100.00%		100.00%	100.00%	100.00%	100.00%	Green		
Within 25 working days of receipt of detailed instructions to confirm whether instructions are adequate or to advise what further information or action is required to initiate prosecution proceedings	SP	75.00%		90.00%		90.00%	100.00%	100.00%	96.67%	Green		
Written communications responded to within 10 working days	SP	96.00%		97.00%		95.00	93.00%	95.00%	94.33%	Orange	One member of staff returned from Maternity leave in Sept 05 and another commenced employment in Nov 05 resulting in target being met by 4th quarter.	
Issue of Decision Notice to Appellant within 5 working days of a Licensing & Appeals Hearing	SP	100.00%		100.00%		100.00%	100.00%	100.00%	100.00%	Green		
Number of press releases issued per week (bearing in mind that preventing adverse publicity cannot always be measured)	SP	6.00		6.00		4.00	4	6	4.67	Red	Long term sickness absence resulted in limited cover in the Public Relations office.	
Initiate annual work programmes for Policy Committees	CPM 35			Mar-06						Green		

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Review the way in which Full Council operates	CPM 36			Mar-06						Green		
Publish Code of Corporate Governance and report annually on compliance	CPM 91			Aug-05						Green		
Establish arrangements for assisting the Council's representatives on outside bodies/organisations to provide feedback to Council on meetings and matters arising	CPM 90			Mar-06						Green		
Production and distribution of quarterly newsletter	CG			Mar-06						Green		
Adoption and implementation of Lcensing Protocol and Procedure	CG			Aug-05						Green		
Review of Council Constitution	CG			Aug-05						Green		

On or above target      **P=Priority**  
 Within 5% of target or improving  
 Under target

Any Indicator showing a red traffic light will have accompanying information and a corrective action will take place

**Legal & Democratic**

LEG & DEM Total

Overall analysis	Total		
Below Target	#REF!	1	1
Within 5% of target	#REF!	3	3
On / Above target	#REF!	20	20

**BVPI Quartile**

- 1 = 75% - 100%
- 2 = 50% - 74%
- 3 = 25% - 49%
- 4 = 0% - 24%

BVPI analysis	Total		
Below Target	#REF!	0	0
Within 5% of target	#REF!	0	0
On / Above target	#REF!	1	1

Description	Ref	2004/05 Actual	04/05 Comparison data	Target 2005/06	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2005/06 Actual	Assessment	Comments	BVPI Quartile
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