



DEVELOPMENT AND TRANSPORT POLICY DEVELOPMENT AND SCRUTINY PANEL

QUARTERLY PERFORMANCE REPORT

REPORT BY HEAD OF PLANNING AND ECONOMIC DEVELOPMENT

A. PURPOSE OF REPORT

The purpose of this report is to provide an overview of performance in the first quarter of 2014/15.

B. RECOMMENDATIONS

It is recommended that members of the panel note the terms of the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Being honest, open and accountable.
II Policy and Legal (including Strategic Environmental Assessment (SEA), Equality Issues, Health or Risk Assessment)	Performance reporting to Policy Development and Scrutiny Panels is consistent with the corporate plan undertaking to “continue to develop a performance management system that helps us to improve.”
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None, although the report sets out performance against a range of indicators.
V Relevance to Single Outcome Agreement	Outcome 3 - Our economy is diverse and dynamic, and West Lothian is an attractive place for doing business. Outcome 8 - We make the most efficient and effective use of resources by minimising our impact on the built and natural environment.
VI Resources - (Financial, Staffing and Property)	None
VII Consideration at PDSP	Performance reports are submitted to the Panel on a quarterly basis.
VIII Other consultations	Head of Area Services, Head of Finance and Estates and Head of Operational Services.

D. TERMS OF REPORT

D1 Background

The council's performance management system, Covalent, has two basic functions. Firstly, it measures the performance of service activities (ongoing tasks) through the use of key performance indicators (KPIs). The key half dozen or so activities of each service are covered by KPIs, some of which are also specified performance indicators (SPIs). These are reported publicly. Other performance indicators are maintained as essential management information.

Covalent uses a simple traffic light system to show if progress is on target (green), in danger of falling behind target (amber), or below target (red). A notes field provides an explanation for any shortfall in performance. It is also possible to track trends in performance and compare performance with identified benchmarks.

Covalent also measures progress on actions or initiatives (usually one-off projects with a definite start and finish date). Again, a notes field, which is updated regularly, provides supporting narrative.

Members will note that the activities and initiatives linked to the D&T PDSP range across four services: Area Services, Planning and Economic Development, Finance and Estates and Operational Services.

Covalent can provide a range of report types from a comprehensive report showing progress on all work aligned with the work of the panel to exception reports showing only where services have fallen below or behind set targets.

Appendix one attached to this report shows all actions and initiatives that support the responsibilities of the D&T PDSP which provides the most up-to-date officers' notes on progress against all actions and initiatives.

Appendix two shows all performance indicators (KPIs, SPIs and PPRs) that support the responsibilities of the D&T PDSP, which provides the most up-to-date officers' notes on progress against all performance indicators.

Appendix three is an exception report which provides the most up-to-date officers' notes on progress.

D2 Quarterly Update

The exceptions report highlights the following indicators as showing as Red or Amber, with a note explaining the reason for this.

Red Indicators

DM004_9b.1c The percentage of all major and local planning applications determined within two months of being validated, excluding householder planning applications – (July 2014 – 62.5% (Target 80%))

Performance against this target varies from month to month depending on the complexity of the applications determined during that month. The indicator is also influenced by other factor such as the number of legal agreements which are required.

Amber Indicators:

P: DM030_9b.1c Percentage of all major and local planning applications determined within two months of being validated – (July 2014 – 76.56% (Target 80%))

This performance indicator is related to DMC004_9b.1c. That indicator excludes householder applications. Performance against the two indicators are influenced by the same factors and will vary from month to month. Performance against this indicator, which includes householder applications, is higher as the number of householder applications determined within the statutory period exceeds 90%.

RTS232_6b.3 Final Road Construction Consent Completed within 4 weeks – (Q1 2014/15 – 80% (Target 85%)).

25 Road Construction Consents were issued in this rolling 12 month period. 5 of which were not issued within the 4 week period. Long term staff illness delayed issue of some consents. All consents issued in Q1 of 2014/2015 were issued in time.

E. CONCLUSION

The attached performance report is intended to keep members of the D&T PDSP informed about progress on the wide range of work taking place to support the remit of the panel. A further report will be provided for the panel in June 2013.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: Three

- 1 D&T PDSP – Initiatives – All: Current Progress.
- 2 D&T PDSP – Performance Indicators – All (Detail): Current Performance.
- 3 D&T PDSP – Exception Report: Latest Notes on all Actions and Initiatives and Performance Indicators.

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