Scrutiny Meeting			
Meeting Date 17 November 2021			
Report Title	Performance Monitoring – 2021/22 Quarter 2		
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance		
SMT Lead	David Clifford, Head of Policy, Communications and Customer Services		
Lead Officer	Tony Potter, Policy and Performance Support Officer		

1 Purpose of Report and Executive Summary

1.1 This report presents the quarterly performance management report for the second quarter of 2021/2022 (July – September 2021) as previously reported to SMT and informal Cabinet (attached as Appendix I).

2 Background

2.1 This is the second performance report for the current financial year as explained within the report attached.

3 Proposal

3.1 Scrutiny are asked to *note* the Performance Management Report for 2021/2022 Q2 as attached at Appendix I.

4 Appendices

- 4.1 The following documents are to be published with this report and form part of the report:
 - Appendix I: Performance Management Report: September 2021

5 Background Papers

• Previous SMT performance reports

SMT Meeting		Agenda Item: x		
Meeting Date	26 October 2021			
Report Title	Performance Management Repo	rt: September 2021		
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance			
SMT Lead	David Clifford, Head of Policy, Communications and Customer Service			
Head of Service	David Clifford, Head of Policy, Communications and Customer Service			
Lead Officer	Tony Potter, Policy and Performance Officer			
Recommendations	That SMT <i>notes</i> the latest performance position			

1 Purpose of Report and Executive Summary

- 1.1 This is the quarterly performance report for the period ending September 2021, summarising the Council's performance against the corporate indicators for the second quarter of the financial year to 30 September 2021.
- 1.2 At the end of September 72% of all indicators are Green, 9% are Amber, and 19% are Red.
- 1.3 More detail on each of the performance indicators on which this report is based can be accessed online at http://www.swale.gov.uk/monthly-performance-monitoring/.

2 Background

- 2.1 This report follows on from the previous monthly reports.
- 2.2 SMT are asked to **note** the following:

Year-to-date performance – all corporate indicators

- 2.3 Combining both monthly and quarterly KPI performance results together, shows that for Quarter 1:
 - twenty-three indicators (72%) are meeting target (Green);
 - three indicators (9%) are within 5% of meeting target (Amber); and
 - six indicators (19%) are more than 5% adrift of target (Red).
- 2.4 The status of all indicators is attached as Appendix I
- 2.5 Chart 1 below tracks the year-to-date progress of all corporate indicators for the current and previous eight quarters.

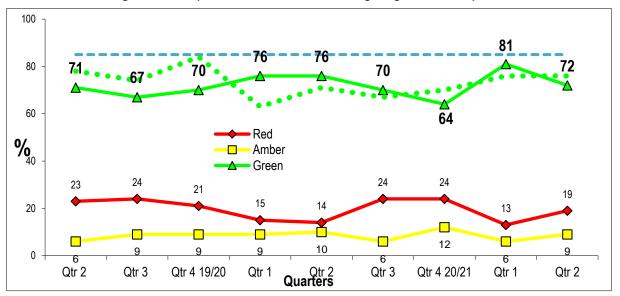
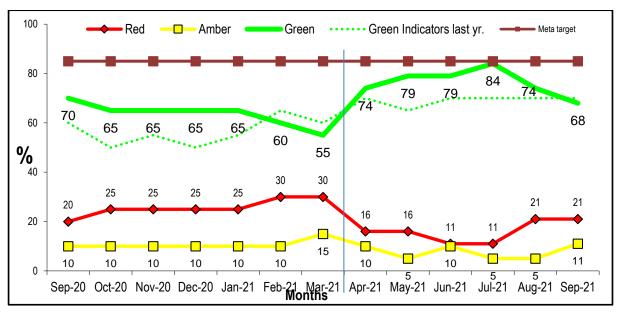


Chart 1: Percentage of all corporate indicators achieving target at 30 September 2021

Year-to-date performance – monthly indicators

- 2.6 A summary of performance against the 19 corporate indicators which are routinely reported on a monthly basis, shows that for the year to 30 September:
 - thirteen indicators (68%) are meeting target (Green);
 - two indicators (11%) are within 5% of target: (Amber); and
 - four indicators (21%) are more than 5% adrift of target (Red).
- 2.7 Chart 2 below tracks the year-to date progress of monthly reported indicators. The current outcome is on par with the same period last year and 13% higher than the year end value for 2020/21

Chart 2: Percentage of all monthly indicators achieving target at 30 September 2021



Red and amber indicators this period

2.8 There are six year-to-date red indicators this month, as detailed in Table 1, together with related commentary.

This period	Last period	Ref	Description	YTD	21-22 target	Managers Commentary
		LI/DC/DC E/007	Planning Enforcement - Informing complainant within 21 days	63.6%	95%	Performance severely impacted by three vacant positions (although Senior role currently covered by Agency worker). It was originally intended that two new permanent officers should be in place by end of October, one with experience and the other taking time to come up to speed following training. However, the experienced officer's references were not satisfactory, so this position is being readvertised with a closing date of 20 October. The third position for a permanent senior enforcement officer also requires further advertising, whilst additional attempts to cover the vacant roles through agencies did not yield any suitable candidates.
•	0	LI/LS/LC C01	Percentage of all Local Land Searches completed in 5 working days	89.1%	95%	The team has recently been through a successful recruitment campaign and are at full strength. However, this happened simultaneously with the ending of the Stamp Duty Exemption and the consequential short-term increase in workload. It is anticipated that the team should be working at target levels from October onwards,
		LI/IC/CS C/004	Percentage of calls to Customer Contact Centre answer. in 20secs	70.8%	75%	Abandoned target met for September however target of answering 75% of calls within 20 secs not quite reached (70%) Disruption to the waste service is ongoing and as a result enquiries are lengthy as CSA's are having to carry out more checks to provide all service history for the back office and contractor. The team have been involved in process mapping to support the new waste contract. In addition to this we had scheduled training on new service forms, commenced training for our new starter and all CSA's have had a trial run back in the office. We also experienced some intermittent technical issues during the month. The

Table 1. YTD	Red indicators as at	30 Se	ntember	2021
				2021

					average time to answer a call is 58 secs.
	LI/CC/01	Number of missed refuse and recycling bins	1,194 ytd	961 ytd	This is the second month in succession and the fourth month out of six to date that the target has been achieved. However due to lower performance levels in June and July we are not achieving the ytd target. We are unlikely to achieve this target by the end of the year even if we achieve target every month for the next two quarters.
0	LI/HS/01	Number of long-term empty homes brought back into use	36 ytd	40 ytd	We are currently 10% below target. This is due to delays with the Probate Office and difficulties homeowners have with obtaining building materials and contractors. It is hoped that these issues will subside and we will get back onto target as soon as possible.
	LI/EH/00 2	Food Hygiene – The percentage of food inspections completed that were due.	54.6%	90%	Two factors affected Q2 performance; staffing levels due to Covid 19 cases and self-isolation requirements, and dealing with poor hygiene standards in two businesses that required additional resource and response by officers. The impact was that some inspections carried over into the first weeks of October but have been completed where the businesses are open. We are also implementing the FSA Recovery Plan which prioritises new business inspections above low risk and compliant food business operators.

2.9 For information, Table 2 details the three indicators which are currently Amber.

YTD Status	This period	Last period	Ref	Description	YTD	2021/22 target	Variance
		0	BV109a	Processing of planning apps: Major Applications (within 13 weeks)	87.0%	89.0%	2.3% of target
	0		BV218a	Abandoned vehicles - % investigated within 24hrs	95.6%	99.75%	4.2% of target
		0	NI 191	Residual household waste per household	135kgs	132kgs	2.3% of target

Monitored performance indicators (MPIs)

2.10 Nine monthly and eight quarterly performance indicators are monitored as opposed to managed and reported separately as detailed in Table 3 below.

2.11 Please note that crime performance stats are normally reported one to two months in arrears. Currently the latest report available is up to the end of August 2021.

Freq.	Ref	Description	Previous value	Current value
Monthly	NI 156	Number of households living in temporary accommodation	314	321
	LI/CSC/ 006	Long-term working days lost due to sickness absence	1.96 days	2.23 days
	LI/CC/M ON16	% of fly-tipping incidents attended to within 3 working days	93%	100%
LI/EC/M Swale Mea ON10 analytics		Swale Means Business – Website analytics	263	178
	LI/EC/M ON11	No. of Visitor Economy Businesses supported by ECS	4	4
	LI/EC/M ON28	Swale VCS – Number of enquiries received	6	9
	LI/EC/M ON2	No. of enquiries to the business support service	61	31
	LI/HO/M ON9	Rough Sleepers in Accommodation	34	36
	LI/DC/D CE/006	Refused Planning Applications	13.8%	13.6%

Quarterly	NI 155	Number of affordable homes delivered	36	110
	LI/CSC/ 006	Complaints escalated to Stage 2 .	7%	4%
	CSP/00 1	All crime per 1000 population .	95.5	96.1
	HO/MO N7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	50%	64%
	HO/MO N8	Percentage of households who secured accommodation at the end of relief duty	30%	26%
	EC/MO N33	Safeguarding training (% of all staff fully trained)	56.2%	56.8%
	LI/CEL/ 001	No. of visits to Council owned or supported leisure centres	62,287	107,927
	LI/CSC/ 001	% of contacts transacted digitally compared to other methods of contact to Customer Services	54%	52%

Planning performance designation

- 2.12 In 2013 DCLG (now DLUHC) introduced a measure to manage authorities' underperformance in the quality and timeliness of decision making on Major (and later added Non-Major) planning applications.
- 2.13 'Designation' will occur when an indicator exceeds set thresholds over a twoyear rolling period, with additional penalties applied for failing to report at all. Current performance and thresholds are as indicated in Table 4.
- 2.14 As can be seen from Table 4, based on current performance Swale will not be in a position of Designation.

Status	Indicator	Designation criteria	Threshold	Most recent assessment	Current assessment
0	Percentage of major applications determined in 13 weeks	Lower % than threshold	60%	84.5% (06/2021)	84.0%
0	Percentage of major planning applications overturned at appeal (= overturns / total major applications)	Higher % than threshold	10% (9/97)	3.5% (03/2020)	3.1% (3/97)
0	Percentage of non-major applications ⁽¹⁾ determined in 8 weeks	Lower % than threshold	70%	95.2% (06/2021)	95.2%
0	Percentage of non-major applications overturned at appeal (= overturns / total non- major applications)	Higher % than threshold	10% (169/1695)	1.9% (12/2019)	4.2%** (64/ 1536)
0	Number of missed quarterly returns to DCLG	More than threshold	2	0	0

Table 4: Rolling two-year designation performance at 30 September 2021

(1) Non-major applications are defined as minor developments plus 'Change of Use' and 'Householder Developments' (PS2 codes 13-21)

** Manually calculated worst case estimate

3 Proposals

3.1 SMT are asked to *note* the contents of this report.

4 Alternative Options

4.1 There are no alternative options as this report is for noting only.

5 Consultation Undertaken or Proposed

5.1 Heads of Service and relevant senior managers have been consulted in preparing this report.

6 Implications

Corporate Plan	Without putting in place appropriate performance management arrangements the Council may not be able to demonstrate how it achieves the corporate plan and its objectives.
Financial, Resource and Property	None specific to this report.
Legal and Statutory	The Council continues to have a statutory duty to report certain performance-related information to central government and its departments. In addition, as part of the emerging transparency agenda, there is a requirement to make performance information available to the community. Swale publishes regular monthly performance reports on its website at http://www.swale.gov.uk/monthly-performance-monitoring/.
Crime and Disorder	There are no direct crime and disorder implications.
Environmental Sustainability	There are no direct sustainability implications. However, there are a number of sustainability related indicators featured in the Council's current set of performance indicators.
Health and Wellbeing	There are no direct health and wellbeing implications, although many aspects of Council performance will have a bearing on the health and wellbeing of residents.
Risk Management and Health and Safety	Not managing performance appropriately may result in the Council not achieving its priorities, resulting in risk to its reputation.
Equality and Diversity Implications	There are no direct equality and diversity implications. However, there are a number of equality and diversity related indicators featured in the Council's current set of performance indicators.

7 Appendices

The following documents are to be published with this report and form part of the report

• Appendix I: KPI performance overview YTD

8 Background Papers

8.1 Previous performance reports

KPI performance overview YTD

Appendix I

Monthly Perfor	mance Indicators		21/22	2 Ap	pr	May	Jun	July	Aug	Sep	0ct	Nov	Dec	Jan	Feb	Mar	2021
Record of monthly results reported MONTHLY (Colour = YEAR TO DATE)		Targe			21	21	21	21	21	20	20	20	21	21	21	Outcome	
BV8 Percentage of invoices paid on time (within 30 days)		97%			G	G	A	G	G	G	G	A	G	G	G	99.7%	
BV9	Percentage of Council Tax collected		94	G		G	G	G	G	G	G	G	G	G	G	G	95.5%
BV10	Percentage of Non-domestic Rates collected		90	G		G	G	G	G	G	G	G	G	G	G	G	93.4%
BV12b	Short-term working days lost due to sickness absence		3.2 day	ys <mark>G</mark>		G	G	G	G	G	G	G	G	G	G	G	1.0 days
BV78a	Speed of processing – new Housing /Council Tax Benefit claims		20 day			G	G	G	G	G	G	G	G	G	G	G	12.9 days
BV78b	Speed of processing - changes of circumstances for HB/CTB claims		9days	s <mark>G</mark>		G	G	G	G	G	G	G	G	G	G	G	5.4 days
BV109a	Processing of planning apps: Major Applications (within 13 weeks)		89%	G		R	G	G	G	R	G	A	G	G	A	R	88.2%
BV109b	Processing of planning apps: Minor Applications (within 8 weeks)		82%	G		G	G	G	G	G	G	G	G	G	G	G	91.7%
BV109c			91%	G		G	G	G	G	G	G	G	G	G	G	G	98.8%
BV218a	Abandoned vehicles - % investigated within 24hrs		99.759	% <mark>A</mark>		A	A	R	R	G	G	G	G	A	A	A	<mark>98.4%</mark>
LI/DC/DCE/004	Percentage of delegated decisions (Officers)		86.5%	6 <mark>6</mark>		G	G	G	G	G	G	A	G	G	G	G	91.5%
LI/DC/DCE/007	Planning Enforcement - Informing complainant within 21 days		95%	R		R	R	A	R	R	G	G	G	A	R	R	84.7%
LI/IC/CSC/002	Percentage of abandoned calls		8.5%	6 <mark>G</mark>		G	G	G	G	G	G	G	G	G	G	G	6.5%
LI/IC/CSC/004	Percentage of calls to Customer Contact Centre answer. in 20secs		75%	R		G	A	A	R	R	R	R	G	G	R	R	66.7%
LI/LS/LCC01	Percentage of all Local Land Searches completed in 5 working days		95%	R		A	R	A	G	R	R	R	G	G	G	G	94.3%
LI/CC/01	Number of missed bins per annum		2301	L G		G	R	R	G	G	R	R	G	G	G	G	3489
LI/TBC/02	Proportion of Major Planning Applications overturned at appeal		10%	G		G	G	G	G	G	R	G	G	G	G	G	2.0%
NI 191	Residual household waste per household		528kg	gs <mark>G</mark>		G	R	G	G	G	R	G	R	R	G	R	504kgs
NI 192	Percentage of household waste sent for reuse, recycling and comp		42%	A		G	G	G	A	G	R	R	R	R	R	R	41.6%
YEAR TO DATE (Colou		r)	14	4G	15G	15G	16G	14G	13G	13G	13G	13G	13G	12G	11G		
				2A		1A	2A	1A	1A	2A	2A	2A	2A	2A	2A	ЗA	
MONTHLY INDICATOR RESULTS (x 19) PERIOD TOTAL (TEXT)			3R	_	3R	2R	2R 14G	4R	4R 15G	5R 13G	5R 13G	5R 15G	5R 15G	6R 14G	6R 13G		
			14 2A		15G 2A	13G 2A	14G 4A	15G 1A	15G 0A	13G 0A	13G 2A	15G 1A	15G 2A	14G 2A	13G 1A		
			38		2R	4R	1R	3R	4R	7R	5R	4R	3R	4R	6R		
			20/21														
Monthly MPIs – <u>Monitored</u> Performance Indicators (no targets / performance not managed			thly Av		A-	M-J / Q1		J-A-S / Q2		O-N-D / Q3			J-F-M / Q4				
NI 156	Number of households living in temporary accommodation			279		279	269	281	315	314	321	279	278	283	299	287	292
BV12a	Long-term working days lost due to sickness absence			0.44		0.51	0.99	1.44	1.91	1.96	2.23	2.7	3.28	3.80	4.06	4.49	5.29
LI/CC/MON16	% of fly-tipping incidents attended to within	nded to within 3 working days		95%		97	91	100	100	93	100	94	100	75	94	98.5	98.0
LI/EC/MON10				323		586	194	273	202	263	178	250	185	159	405	304	650
LI/EC/MON11	11 No. of Visitor Economy Businesses supported by ECS			29		44	16	14	10	4	4	3	42	25	31	27	76
LI/EC/MON28	/EC/MON28 Swale VCS – Number of enquiries received			23		20	9	9	13	6	9	13	25	14	25	22	30
LI/EC/MON2	LI/EC/MON2 No. of enquiries to the business support service			372		438	253	239	74	61	31	51	450	344	816	586	697
LI/HO/MON9	I/HO/MON9 Rough Sleepers in Accommodation			54		43	38	36	35	34	36	50	50	52	47	52	46
U/DC/DCE/006 Refused Planning Applications			16.6%	6	21.9	14.9	11.0	9.6	13.8	13.6	25.0	11.0	14.9	19.7	23.3	19.6	

Quarterly Performance Indicators			rget Q1	Q2	Last	Last	2020/21
	arterly results reported QUARTERLY (Colour = YEAR TO DATE)				Yr Q3	Yr Q4	Outcome
LI/ICT/0006	Website availability	99%		G	G	G	99.8
BV79b(j)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period			R	G	G	100.0
LI/CSC/003	Complaints responded to within 10 working days	90%	G	G	G	G	92.9
LI/HS/01				R	R	R	74
NI188				G	G	G	3
NI195i	Improved street and environmental cleanliness: Litter % at Grade B standard			G	G	G	96
NI195ii	Improved street and environmental cleanliness: Detritus % at Grade B standard	93%	G	G	G	G	<mark>90</mark>
LI/EH/001	01 Percentage of Planning consultations responded to in 21 days			G	G	G	<mark>94.7</mark>
LI/EH/002	002 Food Hygiene – The percentage of food inspections completed that were due.			R	R	R	52.0
LI/IA/004	Audit recommendations implemented	95%	G	G	G	G	100
LI/CEL/002	Percentage of beach huts occupied	75%	G	G	G	G	88.5
LI/CEL/003	Percentage of disabled parking bay applications processed within 3 months	95%	G	G	G	G	100
LI/PAR/001	Civil enforcement officer accuracy rate	98%	G	G	G	G	99.8
	YEAR TO DATE (Colour)	•	11		10G	10G	
		0A 2R		0A 3R	1A 2R		
	QUARTERLY TOTAL		110		3K 11G	2K 11G	
		0A		0A	0A		
	(TEXT)		2R	ЗR	2R	2R	
Quarterly MP	Is – <u>Monitored</u> Performance Indicators (no targets / performance not managed)	20/21 gtr. ave	Q1	Q2	Q3	;	Q4
NI155	Number of affordable homes delivered (gross / target)		36	110 (100)	204	4	283(75)
LI/CSC/006	Proportion of complaints escalating from Stage 1 (Service Unit) to Stage 2 (Chief Executive)	70 6%	7%	4%	5%		6%
CSP/0001	All crime per 1000 population	100.7	95.9	96.1	99.6		94.8
HO/MON7	Percentage of households who secured accommodation for 6+ months when prev. duty ended		50%	64%	67%		56%
HO/MON8	Percentage of households who secured accommodation at the end of relief duty		30%	26%	24%		31%
EC/MON33	Safeguarding training (% of training modules completed)		56.2%	56.8%	48.5%		62.7%
LI/CEL/001	No. of visits to Council owned or supported leisure centres	53.3% 18,247	62,287	107,927	4,753		0
LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	50%	54%			6	43%
						I	
		YEAR TO	26G	23G	230	ì	21G
		DATE	2A	3A	2A		4A
	COMBINED INDICATOR RESULTS (x32)	(Colour)	4R	6R	8R		8R
		PERIOD	24G	25G	260		24G
		TOTAL	2A	0A	1A 6 D		1A 80
		(TEXT)	6R	7R	6R		8R