

Legal Services end of the year report 2022 to 2023

Performance measure	Link to Corporate Plan priority	Target and reporting timescale	Baseline/output from 2021 to 2022	Owner and co-owners	Outcome or output 2022 to 2023
Maximise recovery of legal costs and fees; court costs and fees, contribution to legal costs and disbursements	Sound financial management	As identified, annually	Costs recovered £20,646 to 7 March 2022.	Director Legal Senior Legal Assistant Legal Assistant	Costs recovered £20,475 to 23 February 2023.
Ensure the recovery of court costs and fees attributable to car parking - summons issued and costs recovered in £'s (costs recovered are dependent on the Magistrates' Court choosing to award the full amount of costs requested, fewer costs or no costs at all - ECDC are unable to influence this decision as we can only request full costs are awarded)	Sound financial management	95%, annually	53.8% costs awarded £900 requested - £480 awarded by court to 7 March 2022. Due to COVID restrictions parking tickets were not issued for an extended period; due to this all cases taken to court at this point were recent and the court had not time to collect and forward full sums collected.	Director Legal Local Land Charges Officer and Paralegal	76% costs awarded, £1,512 requested - £1,152 awarded by the court to 24 February 2023.
Ensure the recovery of outstanding debts owed to the Council	Sound financial management	100% instructions for recovery: costs recovered in £, annually	76 invoices received to chase - 70 invoices paid = 92.1% recovered to 4 March 2022.	Director Legal Local Land Charges Officer and Paralegal	98 invoices received to chase (£55,814.91) - 65 invoices paid (£42,054.25) = 66%. Invoices do not include aged debt or BEIS grants which have been chased and collected.
Provide legal support for committees when necessary	Sound financial management	100% attendance at committees where necessary, annually	100% supported.	Director Legal Senior Legal Assistant Legal Assistant	100% supported.
Ensure car parking appeals and enforcement comply with the following timescales:	Sound financial management	As identified, annually	89.8% of appeals responded to within 10 working days. 100% within 20 working days as at 8 March 2022.	Director Legal Local Land Charges Officer and Paralegal	91.3% of appeals responded to within 10 working days. 100% within 20 working days as at 21 February 2023.

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<ul style="list-style-type: none"> 80% of appeals responded to within 10 working days 100% within 20 working days 					
Ensure that the timescales set out in the Transparency Code are complied with and manage information data on the Council's website: open data, FOI disclosure log and officer decisions log	Sound financial management	100% annually or quarterly for datasets. As soon as received for the FOI disclosure log and officer decisions, annually	100% annually or quarterly for datasets. As soon as received for FOI/EIR disclosure log and officer decisions.	Director Legal Information Officer Local Land Charges Officer and Paralegal	100% annually or quarterly for datasets. As soon as received for FOI/EIR disclosure log and Officer decisions.
Deliver an effective, accurate and transparent FOI/EIR service	Sound financial management	100% of responses within 10 working days (unless the FOI request involves further in-depth research but the service will ensure the customer is kept informed), annually	94% responses in 20 working days. 69% responses in 10 working days. Requests: 395 to 7 March 2022. Days to respond: 0 to 5 = 57% 6 to 10 = 9% 11 to 15 = 9% 16 to 20 = 17% 20+ = 6% Clarification = 2%	Director Legal Information Officer Local Land Charges Officer and Paralegal	97% responses in 20 working days. 62% responses in 10 working days. Requests: 396 to 21 February 2023. Days to respond: 0 to 5 days = 53% 6 to 10 days = 9% 11 to 15 days = 10% 16 to 20 = 18% 20+ = 7% Clarification = 3%
Deliver a comprehensive Data Protection request service ensuring full legal compliance and accurate responses	Sound financial management	100% within one calendar month, annually	76 requests to 7 March 2022. 99% responded to within one calendar month.	Director Legal Information Officer	99 requests to 21 February 2023. 99% responded to within one calendar month.
Proactively assist all services across the Council with issues related to legal requirements	Sound financial management	90% within 10 working days 100% within 20 working days, annually	91% within 20 working days. 86% within 10 working days.	Director Legal Senior Legal Assistant Legal Assistant	86% within 10 working days. 91% within 20 working days.
Ensure continuous service delivery for the Local Land Charge service	Sound financial management	100% of Local Land Charge searches within 10 working days;	97.7% of searches within 10 working days. 56.9% of searches within 5 working days.	Director Legal Local Land Charges Officer and Paralegal	98.79% of searches within 10 working days. 58.34% of searches responded to within 5 working days. Average days to response - 5.78 working days (14% of searches after 5 days due to other departments answering

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		95% within 5 working days, annually	Average days to response - 6 working days (result of email outage and support post vacant since February 2020).		late. New personnel within departments have been trained to answer.)
Support the continued professional development of the team to ensure that they are meeting with personal and professional career development opportunities	Sound financial management	As identified, annually	The service continues to meet with the professional and statutory requirements for CPD.	Director Legal Senior Legal Assistant Legal Assistant Information Officer Local Land Charges Officer and Paralegal	The service continues to meet with the professional and statutory requirements for CPD.
100% of appraisals completed	Sound financial management	By June 2023, annually	100% of appraisals completed by June 2022.	Director Legal	100% of appraisals to be completed by June 2023.
Regularly review corporate risks associated with the Council's legal requirements; the current risks to the Authority are as follows: <ul style="list-style-type: none"> compliance with the General Data Protection Regulations Data Protection Act 2018 	Sound financial management	As required, annually	In full compliance with GDPR (UK) and Data Protection Act 2018. Internal audit 2021 rating: <ul style="list-style-type: none"> control - substantial compliance - satisfactory organisational impact - minor No audit carried out since 2021.	Director Legal Information Officer	In full compliance with GDPR (UK) and Data Protection Act 2018. Internal audit 2021 rating: <ul style="list-style-type: none"> control - substantial compliance - satisfactory organisational impact - minor No audit carried out since 2021.
Contribute to the preparation of, and subsequent implementation of, the Council's Climate and Environment Action Plan	Cleaner, greener East Cambridgeshire	As identified, annually	New performance measure.	Cross Council activity	Local Land Charges Officer and Paralegal part of the Council's Green Team and Courtyard Working Party.

