



## Legal Services half year report 2024 to 2025

Performance measure	Target and reporting timescale	Half year update
Maximise recovery of legal costs and fees; court costs and fees, contribution to legal costs and disbursements	As identified, annually	Target on track
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)	100% annually	<b>Ongoing</b> £1,585 requested and £1,345 awarded to the Council. 2 cases not awarded costs due to the defendant's financial circumstances.
Ensure the recovery of outstanding debts owed to the Council	100% instructions for recovery in £, annually	<b>Ongoing</b> Value of invoices referred to legal between April and September £206,937.79. Value of invoices recovered between April and September £191,709.19 – 92.69%. Aged debt (2021-2023) reduced by £3,495.20. £39,244.80 referred to management. £23,000 referred to Central Government for incorrectly paid COVID grants.

Performance measure	Target and reporting timescale	Half year update
Provide legal support for committees where necessary	100% attendance at committees where necessary, annually	Target on track
Ensure car parking appeals and enforcement comply with the following timescales: <ul style="list-style-type: none"> <li>• 80% of appeals responded to within 10 working days</li> <li>• 100% within 20 working days</li> </ul>	As identified, annually	Target on track 100% within 5 days
Ensure that the timescales set out in the Transparency Code are complied with and manage information data on the Council's website; open date, FOI disclosure log and officer decisions log	100% annually or quarterly for datasets.  As soon as received for the FOI disclosure log and officer decisions, annually	Target on track 100% annually or quarterly for datasets.  Target on track As soon as received for FOI/EIR disclosure log and officer decisions.
Deliver an effective, accurate and transparent FOI/EIR service	100% of responses within 20 working days (unless the FOI request involves further	Ongoing 93% responses in 20 working days. 98% responses in 10 working days. Requests: 246 from 1 April to 30 September 2024.

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	research, but the service will ensure the customer is kept informed) annually	Days to respond: 0-5 days = 59% 6 to 10 days = 14% 11 to 15 days – 10% 16 to 20 days = 15% 20+ = 1% Clarification = 1%
Deliver a comprehensive Data Protection request service ensuring full legal compliance and accurate responses	100% within one calendar month, annually	Ongoing 98% responses within one calendar month
Proactively assist all services across the Council with issues related to legal requirements	90% within 10 working days, 100% within 20 working days, annually	Ongoing 93% within 10 working days. 3% within 20 working days. 6% over 20 working days.
Ensure continuous service delivery for the Local Land Charge service	100% of Local Land Charge searches within 10 working days, 95% within 5 working days, annually	Ongoing 99.7% within 10 days, 88.80% within 5 days. Average turn around 4.66 days
Support the continued professional development of the team to ensure that they are meeting with personal and professional career development opportunities	As identified, annually	Target on track

Performance measure	Target and reporting timescale	Half year update
<p>Regularly review corporate risks associated with the Council's legal requirements; the current risks to the Authority area as follows:</p> <ul style="list-style-type: none"> <li>• Compliance with the General Data Protection Regulations</li> <li>• Data Protection Act 2018</li> </ul>	Minimum monthly, annually	Ongoing
Undertake activities which help to mitigate/adapt to climate change	As identified, annually	<p>Ongoing</p> <p>Cross Council activity. 75% of all legal services staff have undertaken carbon literacy training.</p>
Legal Services staff to actively seek to reduce paper usage via electronic solutions	10% paper reduction by March 2025	<p>Target off track</p> <p>4.73% reduction</p>