

**Policy and Performance Review Committee: Work Programme - Session 2024/2025**

Date	Performance Monitoring / Inspection Reports	Other Reports / Reports Requested by Members
12 December 2024	Q2 Performance 24/25	Landlord Performance Report Homelessness Update Review of Indicators – progress report
20 March 2025	Q3 Performance 24/25	Impact of Transformation Update on LDP2 Review of Indicators Climate Change Strategy
12 June 2025	Q4 Performance 24/25 Annual and Top 50 Indicators	1140Hrs

**Other Reports (to be scheduled):**

ASN – December 2025

**Action Sheet**  
**PPRC – from meeting of 19 September 2024**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible Officer(s)</b>	<b>Details</b>	<b>Action Completed (date) (for responsible officer to complete)</b>
2. 2023/24 Q4 & 2024/25 Q1 Performance Indicator Reports	Councillor Menzies requested detail on food hygiene checking.	Caroline Rodgers	Food business inspections are scheduled by the level of risk associated with the type of business. The reports provided to PPRC focus on high-risk food businesses only and there were no high risk inspections carried out during the reporting period, however other inspections were carried out as scheduled.  In Q4 2023/24 and Q1 2024/25 there were 69 samples taken along with 390 interventions and 168 enforcements.	23 October 2024
2. 2023/24 Q4 & 2024/25 Q1 Performance Indicator Reports	Councillor Menzies requested detail on Business Gateway startups.	Sarah Fortune / Gary Stewart	Awaiting info.	
2. 2023/24 Q4 & 2024/25 Q1 Performance Indicator Reports	Tom Reid stated he was happy to have a conversation offline with Councillor McIntosh re encouraging attendance at Enjoy Leisure facilities.	Tom Reid	Meeting being arranged via Teams	
2. 2023/24 Q4 & 2024/25 Q1	Councillor McIntosh requested detail on	Lindsey Byrne	Awaiting info.	

Performance Indicator Reports	how the 18 young people had left foster care.			
3. Annual and 'Top 50' Council Plan Performance Indicators Report	Councillor McIntosh requested detail on tenants not paying rent due to the condition of their properties.	Wendy McGuire	Awaiting info.	
3. Annual and 'Top 50' Council Plan Performance Indicators Report	Councillor McIntosh requested detail on the 5% lowest paid women.	Sarah Fortune	Awaiting info.	
3. Annual and 'Top 50' Council Plan Performance Indicators Report	Councillor Findlay requested detail on the reason for drop off after Bronze DofE Awards and action to encourage participation.	Caroline Rodgers	The high schools tend to focus on offering the bronze award to as many pupils as they can. There will always be a drop off from bronze awards to silver and gold, and there is less demand for silver and gold as this coincides with more challenging times for pupils as they progress through their school careers and sit exams. There is some interest from other groups, including parent led groups, in supporting young people through the awards, however this is a big ask as they need to complete a recruitment process i.e. application, references, PVG and the mandatory training. The focus for East Lothian Duke of Edinburgh at the moment is closing the gap between the number of awards started and those completed.	23 October 2024
3. Annual and 'Top 50' Council Plan Performance Indicators Report	Councillor Findlay requested detail on online transactions once garden waste transactions were removed.	Michelle Cockburn	Awaiting info.	
4. East Lothian IJB Annual Performance Report 2023/24	Councillor McIntosh requested that the percentage of positive experiences at GP	Fiona Wilson	Awaiting info.	

	practices be broken down by ward.			
5. Customer Feedback Reporting 2023/2024	Councillor Menzies requested detail on the number of complainants.	Zarya Rathe	The team are starting to record this information and the figures should be included in the next report for PPRC.	
5. Customer Feedback Reporting 2023/2024	Councillor Findlay requested detail of the number of bullying allegations which had not reached the formal complaint stage.	Nicola McDowell	There were 329 incidents recorded in the Bullying & Equalities module during session 2023/24 across our schools, 15 of which were unfounded.  Schools have a very proactive approach to tackling bullying and there is a very clear policy and related recording procedure in this regard.	20 September 2024