

Complaints Monitoring Report
Human Resources, Organisational Development & ICT
Quarter 2 2021/22

Total Complaints Received and Total Complaints Closed											
NUMBER OF COMPLAINTS	2020/21 Q2		2020/21 Q3		2020/21 Q4		2021/22 Q1		2021/22 Q2		
Total number of complaints received	0		1		2		2		1		
Total number of complaints closed	0		0		3		2		1		
The numbers of received and closed complaints may differ because some closed complaints have been received in the previous quarters or some received complaints have not been closed within the reporting quarter.											

Complaints closed at Frontline and Investigative Stages as a percentage of all complaints closed										
NUMBER AND PERCENTAGE CLOSED	2020/21 Q2		2020/21 Q3		2020/21 Q4		2021/22 Q1		2021/22 Q2	
	number	%	number	%	number	%	number	%	number	%
Number of complaints closed - Frontline	0	N/A	0	N/A	2	67%	1	50%	0	N/A
Number of complaints closed - Investigative	0	N/A	0	N/A	1	33%	1	50%	1	100%
Number of complaints closed - Escalated	0	N/A	0	N/A	0	0%	0	N/A	0	N/A

Number of Frontline Complaints upheld / partially upheld / not upheld/ closed as resolution, as a percentage of complaints closed in full at each stage										
FRONTLINE	2020/21 Q2		2020/21 Q3		2020/21 Q4		2021/22 Q1		2021/22 Q2	
	number	%	number	%	number	%	number	%	number	%
Number of Frontline complaints upheld	0	N/A	0	N/A	0	0%	1	100%	0	N/A%
Number of Frontline complaints partially upheld	0	N/A	0	N/A	1	50%	0	N/A	0	N/A
Number of Frontline complaints not upheld	0	N/A	0	N/A	1	50%	0	N/A	0	N/A
Number of Frontline complaints closed as resolution	N/A	N/A	N/A	N/A	N/A	N/A	0	N/A	0	N/A

Number of Investigative Complaints upheld / partially upheld / not upheld / closed as resolution, as a percentage of complaints closed in full at each stage										
Investigative	2020/21 Q2		2020/21 Q3		2020/21 Q4		2021/22 Q1		2021/22 Q2	
	number	%	number	%	number	%	number	%	number	%
Number of Investigative complaints upheld	0	N/A	0	N/A	0	0%	0	N/A	0	N/A
Number of Investigative complaints partially upheld	0	N/A	0	N/A	0	0%	0	N/A	1	100%
Number of Investigative complaints not upheld	0	N/A	0	N/A	1	100%	0	N/A	0	N/A
Number of Investigative complaints closed as resolution	N/A	N/A	N/A	N/A	N/A	N/A	1	100%	0	N/A

Number of Escalated Complaints upheld / partially upheld / not upheld / closed as resolution, as a percentage of complaints closed in full at each stage										
Escalated	2020/21 Q2		2020/21 Q3		2020/21 Q4		2021/22 Q1		2021/22 Q2	
	number	%	number	%	number	%	number	%	number	%
Number of Escalated complaints upheld	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Number of Escalated complaints partially upheld	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Number of Escalated complaints not upheld	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A
Number of Escalated complaints closed as resolution	N/A	N/A	N/A	N/A	N/A	N/A	0	N/A	0	N/A

The average time in working days for a full response to complaints at each stage					
RESPONSE TIME	2020/21 Q2	2020/21 Q3	2020/21 Q4	2021/22 Q1	2021/22 Q2
Average time in working days for a full response - Frontline	N/A	N/A	9.5	9.0	N/A
Average time in working days for a full response - Investigative	N/A	N/A	84.0		26
Average time in working days for a full response - Escalated	N/A	N/A	N/A	N/A	N/A

Number and percentage of complaints at each stage which were closed in full within the set timescales of 5 and 20 working days										
MEETING TARGET TIMESCALES	2020/21 Q2		2020/21 Q3		2020/21 Q4		2021/22 Q1		2021/22 Q2	
	number	%	number	%	number	%	number	%	number	%
Number of complaints closed within 5 working days - Frontline	0	N/A	0	N/A	1	50%	0	0%	0	N/A
Number of complaints closed within 20 working days - Investigative	0	N/A	0	N/A	0	0%			0	0%
Number of complaints closed within 20 working days - Escalated	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A

Number and percentage of complaints at each stage where an extension to the 5 or 20 working day timeline has been authorised										
EXTENSIONS	2020/21 Q2		2020/21 Q3		2020/21 Q4		2021/22 Q1		2021/22 Q2	
	number	%	number	%	number	%	number	%	number	%
Number of complaints with an extension – Frontline	0	N/A	0	N/A	0	0%	0	0%	0	N/A
Number of complaints with an extension – Investigative or Escalated Investigative	0	N/A	0	N/A	0	0%	0	0%	1	100%

2021/22 Q2 - UPHELD OR PARTIALLY UPHELD COMPLAINTS				
ID	Type of Complaint	Outcome	Responsible Officer (Name)	Decision Note
101002841827	Investigative - Other	Partially Upheld	Senior HR Adviser	Moray Council staff should have recorded and dealt with the original complaint in line with the complaint handling procedure.