

**Complaints Monitoring Report  
Governance, Strategy & Performance**

**Quarter 4 2023/24 – 1 January to 31 March 2024**

<b>Total Complaints Received and Total Complaints Closed</b>					
<b>NUMBER OF COMPLAINTS</b>	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q3 2023/24	Q4 2023/24
Total number of complaints received	4	7	3	5	4
Total number of complaints closed	4	6	4	4	4
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.					

<b>Complaints closed at Frontline and Investigative Stages as a percentage of all complaints closed</b>										
<b>NUMBER AND PERCENTAGE CLOSED</b>	Q4 2022/23		Q1 2023/24		Q2 2023/24		Q3 2023/24		Q4 2023/24	
	number	%	number	%	number	%	number	%	number	%
Number of complaints closed - Frontline	4	100%	3	75%	4	100%	4	100%	4	100%
Number of complaints closed - Investigative	0	0%	1	25%	0	0%	0	0%	0	0%
Number of complaints closed - Escalated	0	0%	0	0%	0	0%	0	0%	0	0%

<b>Number of Frontline Complaints upheld / partially upheld / not upheld as a percentage of complaints closed in full at each stage</b>										
<b>FRONTLINE</b>	Q4 2022/23		Q1 2023/24		Q2 2023/24		Q3 2023/24		Q4 2023/24	
	number	%	number	%	number	%	number	%	number	%
Number of Frontline complaints upheld	1	25%	1	33%	2	50%	3	75%	1	25%
Number of Frontline complaints partially upheld	0	0%	1	33%	1	25%	0	0%	0	0%
Number of Frontline complaints not upheld	3	75%	1	33%	1	25%	1	25%	3	75%
Number of Complaints (Resolution)	0	0%	0	0%	0	0%	0	0%	0	0%

<b>Number of Investigative Complaints upheld / partially upheld / not upheld as a percentage of complaints closed in full at each stage</b>										
<b>INVESTIGATIVE</b>	Q4 2022/23		Q1 2023/24		Q2 2023/24		Q3 2023/24		Q4 2023/24	
	number	%	number	%	number	%	number	%	number	%
Number of Investigative complaints upheld	N/A	N/A	0	0%	N/A	N/A	N/A	N/A	N/A	N/A
Number of Investigative complaints partially upheld	N/A	N/A	0	0%	N/A	N/A	N/A	N/A	N/A	N/A
Number of Investigative complaints not upheld	N/A	N/A	1	100%	N/A	N/A	N/A	N/A	N/A	N/A
Number of Complaints (Resolution)	N/A	N/A	0	0%	N/A	N/A	N/A	N/A	N/A	N/A

<b>Number of Escalated Complaints upheld / partially upheld / not upheld as a percentage of complaints closed in full at each stage</b>										
<b>ESCALATED</b>	Q4 2022/23		Q1 2023/24		Q2 2023/24		Q3 2023/24		Q4 2023/24	
	number	%	number	%	number	%	number	%	number	%
Number of Escalated complaints upheld	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of Escalated complaints partially upheld	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of Escalated complaints not upheld	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of Complaints (Resolution)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

<b>The average time in working days for a full response to complaints at each stage</b>					
<b>RESPONSE TIME</b>	Q4 2022/23	Q1 2023/24	Q2 2023/24	Q3 2023/24	Q4 2023/24
Average time in working days for a full response - Frontline	2	5	2	8	5
Average time in working days for a full response - Investigative	N/A	10	N/A	N/A	N/A
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	Q4 2022/23		Q1 2023/24		Q2 2023/24		Q3 2023/24		Q4 2023/24	
	number	%	number	%	number	%	number	%	number	%
Number of complaints closed within 5 working days - Frontline	4	100%	2	67%	4	100%	2	50%	2	50%
Number of complaints closed within 20 working days - Investigative	N/A	N/A	1	100%	N/A	N/A	N/A	N/A	N/A	N/A
Number of complaints closed within 20 working days - Escalated	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	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	Q4 2022/23		Q1 2023/24		Q2 2023/24		Q3 2023/24		Q4 2023/24	
	number	%	number	%	number	%	number	%	number	%
Number of complaints with an extension – Frontline	0	0%	1	100%	0	0%	0	0%	1	25%
Number of complaints with an extension – Investigative or Escalated Investigative	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

UPHELD OR PARTIALLY UPHELD COMPLAINTS				
ID	Type of Complaint	Outcome	Responsible Officer	Action taken
101003526277	Process / Procedure	Upheld	Legal Services	<p>Complainant received an email where request for response was to be by phone.</p> <p><b>ACTION TAKEN:</b> Complainant unhappy that they were not contacted by telephone as requested in response to their enquiry. Acknowledgment and apology given that response was by email. Staff member reminded that customers communication requests should be met.</p>