

Complaints Monitoring Report Governance

Quarter 3 2025/26 – 1 October to 30 December 2025

Total Complaints Received and Total Complaints Closed					
NUMBER OF COMPLAINTS	Q3 2024/25	Q4 2024/25	Q1 2025/26	Q2 2025/26	Q3 2025/26
Total number of complaints received	4	3	3	2	4
Total number of complaints closed	6	2	4	2	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.					

Complaints closed at Frontline and Investigative Stages as a percentage of all complaints closed										
NUMBER AND PERCENTAGE CLOSED	Q3 2024/25		Q4 2024/25		Q1 2025/26		Q2 2025/26		Q3 2025/26	
	number	%	number	%	number	%	number	%	number	%
Number of complaints closed - Frontline	6	100%	2	100%	3	75%	2	100%	4	100%
Number of complaints closed - Investigative	0	0%	0	0%	1	25%	0	0%	0	0%
Number of complaints closed - Escalated	0	0%	0	0%	0	0%	0	0%	0	0%

Number of Frontline Complaints upheld / partially upheld / not upheld as a percentage of complaints closed in full at each stage										
FRONTLINE	Q3 2024/25		Q4 2024/25		Q1 2025/26		Q2 2025/26		Q3 2025/26	
	number	%	number	%	number	%	number	%	number	%
Number of Frontline complaints upheld	1	17%	0	0%	2	67%	0	0%	1	25%
Number of Frontline complaints partially upheld	3	50%	2	100%	1	33%	0	0%	0	0%
Number of Frontline complaints not upheld	2	33%	0	0%	0	0%	2	100%	3	75%
Number of Complaints (Resolution)	0	0%	0	0%	0	0%	0	0%	0	0%

Number of Investigative Complaints upheld / partially upheld / not upheld as a percentage of complaints closed in full at each stage										
INVESTIGATIVE	Q3 2024/25		Q4 2024/25		Q1 2025/26		Q2 2025/26		Q3 2025/26	
	number	%	number	%	number	%	number	%	number	%
Number of Investigative complaints upheld	N/A	N/A	N/A	N/A	0	0%	N/A	N/A	N/A	N/A
Number of Investigative complaints partially upheld	N/A	N/A	N/A	N/A	0	0%	N/A	N/A	N/A	N/A
Number of Investigative complaints not upheld	N/A	N/A	N/A	N/A	1	100%	N/A	N/A	N/A	N/A
Number of Complaints (Resolution)	N/A	N/A	N/A	N/A	0	0%	N/A	N/A	N/A	N/A

Number of Escalated Complaints upheld / partially upheld / not upheld as a percentage of complaints closed in full at each stage										
ESCALATED	Q3 2024/25		Q4 2024/25		Q1 2025/26		Q2 2025/26		Q3 2025/26	
	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

The average time in working days for a full response to complaints at each stage					
RESPONSE TIME	Q3 2024/25	Q4 2024/25	Q1 2025/26	Q2 2025/26	Q3 2025/26
Average time in working days for a full response - Frontline	6	2	2	1	4
Average time in working days for a full response - Investigative	N/A	N/A	18	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	Q3 2024/25		Q4 2024/25		Q1 2025/26		Q2 2025/26		Q3 2025/26			
	number	%	number	%	number	%	number	%	number	%		
	Number of complaints closed within 5 working days - Frontline		4	67%	2	100%	3	100%	2	100%	3	75%
	Number of complaints closed within 20 working days - Investigative		N/A	N/A	N/A	N/A	1	100%	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	Q3 2024/25		Q4 2024/25		Q1 2025/26		Q2 2025/26		Q3 2025/26	
	number	%	number	%	number	%	number	%	number	%
Number of complaints with an extension – Frontline	0	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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
101003900479	Complaint Against Staff	Upheld	Information Governance Manager	Council letter template signatures misleading. ACTION TAKEN: Acknowledged letter templates were misleading, guidance notes to be updated to ensure templates are clear on proxy signatures.