

## Members' Library Service Request Form

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Originator	Susan Farrow
Originator's Ref (if any)	
Document Title	Quarterly Customer Feedback Reporting

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Additional information:

Authorised By	Hayley Barnett
Designation	Head of Corporate Support
Date	10/03/26

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<b>COMMITTEE:</b>	Members' Library Service
<b>MEETING DATE:</b>	March 2026
<b>BY:</b>	Head of Corporate Support
<b>REPORT TITLE:</b>	Quarterly Customer Feedback Reporting
<b>REPORT STATUS:</b>	Public

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## **1 PURPOSE OF REPORT**

- 1.1 To provide members with quarterly Customer Feedback reporting noting improvements made to ensure compliance with the Scottish Public Services Ombudsman (SPSO) reporting requirements in publishing data for performance indicators on a quarterly basis.

## **2 RECOMMENDATIONS**

Members are recommended to:

- 2.1 To note the contents of the report on the Council's complaints reporting for 1 October 2025 to 31 December 2025.

## **3 BACKGROUND**

- 3.1 East Lothian Council currently complies with the model complaints handling procedure (CHP) for local authorities introduced by the Scottish Public Services Ombudsman (SPSO):

Stage 1 (Frontline Resolution) - Complaint dealt with at point of service within five working days.

Stage 2 (Investigation) – Complaint investigated; acknowledged within three working days and response provided within 20 working days.

If complainants remain dissatisfied after completing this process, they have a legal right of appeal to the SPSO.

- 3.2 Customer feedback is recorded within the Council's new Customer Platform (OCP), which provides data on the types of complaints customers make about Council services, as well as complaint handling performance. This system also records comments and compliments from customers.
- 3.3 Feedback is formally channelled through the Contact Centre, local area offices and the Customer Feedback Team to ensure accurate recording and reporting. Service areas are actively encouraged to report complaints through the formal reporting channels where feedback is received directly to them.
- 3.4 The SPSO has developed performance indicators that allow the Council to assess and demonstrate how it is carrying out its functions.
- 3.5 The SPSO requires the Council to report on these performance indicators on a quarterly basis and that the Council's performance is published on the Council's website. A new complaints performance document has been produced and published on the Council's website detailing ELC's quarterly complaints data meaning that ELC is compliant with the SPSO guidelines on publication.
- 3.6 The required quarterly reporting on the SPSO performance indicators has now been adopted as part of the Council's standard reporting mechanism for Complaint Handling. Annual reporting and trends are available for viewing in the PPRC report:

[Agendas, reports and minutes | East Lothian Council](#)

This report highlights performance in Q3 (1 October 2025 to 31 December 2025). The figures for Quarter 3 can be found in appendix 1.

- 3.7 Customer Feedback will publish findings in accordance with SPSO performance requirements.

## **4 POLICY IMPLICATIONS**

- 4.1 None

## **5 RESOURCE AND OTHER IMPLICATIONS**

- 5.1 Finance: None
- 5.2 Human Resources: None
- 5.3 Other (e.g. Legal/IT): None
- 5.4 Risk: None

## 6 INTEGRATED IMPACT ASSESSMENT

### 6.1 *Select the statement that is appropriate to your report by placing an 'X' in the relevant box.*

An Integrated Impact Assessment screening process has been undertaken and the subject of this report does not affect the wellbeing of the community or have a significant impact on: equality and human rights; tackling socio-economic disadvantages and poverty; climate change, the environment and sustainability; the Council's role as a corporate parent; or the storage/collection of personal data.

or

The subject of this report has been through the Integrated Impact Assessment process and impacts have been identified as follows:

Subject	Impacts identified (Yes, No or N/A)
Equality and human rights	
Socio-economic disadvantage/poverty	
Climate change, the environment and sustainability	
Corporate parenting and care-experienced young people	
Storage/collection of personal data	
Other	

The Integrated Impact Assessment relating to this report has been published and can be accessed via the Council's website:

[https://www.eastlothian.gov.uk/info/210602/equality\\_and\\_diversity/12014/integrated\\_impact\\_assessments](https://www.eastlothian.gov.uk/info/210602/equality_and_diversity/12014/integrated_impact_assessments)

## 7 APPENDICES

### 7.1 Appendix 1 provides the quarterly complaints report data

## **8 BACKGROUND PAPERS**

8.1 None

## **9 AUTHOR AND APPROVAL DETAILS**

### **Report Author(s)**

<b>Name</b>	<b>Susan Farrow</b>
<b>Designation</b>	<b>Team Leader – Customer Feedback</b>
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<b>Date</b>	<b>10/03/2026</b>

### **Head of Service Approval**

<b>Name</b>	<b>Hayley Barnett</b>
<b>Designation</b>	<b>Head of Corporate Support</b>
<b>Confirmation that IIA and other relevant checks (e.g. finance/legal) have been completed</b>	<b>Confirm</b>
<b>Approval Date</b>	<b>10/03/2026</b>

## Appendix 1

### Quarterly Complaints Report 1 October 2025 to 31 December 2025

#### 1. The total number of complaints received per thousand of the population.

This indicator gives the total number of complaints received by the Council. The *National Records of Scotland Mid-Year Estimates 2016* gives the population of the Council area to be approximately 113,740.

Period	Total Stage 1	Stage 1 escalated to Stage 2	Stage 2 complaints	Complaints per head of population
1 October 2025 to 31 December 2025	183	19	29	2.0%

#### 2. Complaints closed at Stage 1 and Stage 2 as a percentage of all complaints closed.

The term “closed” refers to a complaint to which a customer has had a response, and no further action is required.

Period	Total number of complaints closed	Stage 1 complaints closed as a % of all complaints	Stage 2 complaints closed as a % of all complaints
1 October 2025 to 31 December 2025	229	86.0%	14%

\*Totals may not match as not all complaints are closed in the same quarter as in which they are received.

3. The number of complaints upheld, partially upheld, not upheld or resolved at each stage as a percentage of complaints closed in full at each stage.

### Stage 1 outcomes

Period	Total Stage 1	% Not Upheld	% Partially Upheld	% Upheld	Resolved
1 October 2025 to 31 December 2025	197	32.5% (64)	8.1% (16)	10.7% (21)	48.7% (96)

### Escalated Complaints

Period	Total Stage 2	% Not Upheld	% Partially Upheld	% Upheld	Resolved
1 October 2025 to 31 December 2025	13	84.6% (11)	7.7% (1)	7.7% (1)	0% (0)

### Stage 2 – Outcomes

Period	Total Stage 2	% Not Upheld	% Partially Upheld	% Upheld	Resolved
1 October 2025 to 31 December 2025	19	68.4% (13)	31.6% (6)	0% (0)	0% (0)

\*Totals may not match as not all complaints are closed in the same quarter as in which they are received.

**4. The average time, in working days, for a full response to complaints at each stage.**

This indicator represents the average time in working days to close complaints at Stage 1 and at Stage 2. SPSO procedures specify Stage 1 complaints to be resolved within 5 working days and Stage 2 complaints to be resolved within 20 working days.

**Stage 1**

Period	Days taken to resolve Stage 1	Total number of Stage 1 complaints closed	Average time to resolve Stage 1
1 October 2025 to 31 December 2025	971	197	4.9

**Stage 2**

Period	Days taken to resolve Stage 2	Total number of Stage 2 complaints	Average time to resolve Stage 2
1 October 2025 to 31 December 2025	463	19	24.4

**5. The number and percentage of complaints, at each stage, which were closed in full within the set timescales of 5 and 20 working days.**

This indicator presents the number and percentage of complaints closed within 5 working days at Stage 1 and 20 working days at Stage 2.

**Stage 1**

Period	Number of complaints closed	Number of complaints closed within 5 working days	Number of complaints closed within 5 working days as % of complaints closed.
1 October 2025 to 31 December 2025	197	124	62.9%

## Stage 2

Period	Number of complaints closed	Number of complaints closed within 20 working days	Number of complaints closed within 20 working days as % of complaints closed
1 July 2025 to 30 September 2025	19	17	89.5%

### 6. The number and percentage of complaints, at each stage, where an extension to the 5 or 20 working days timeline has been authorised.

The Council's CHP allows for an extension to the timescales to be authorised in certain circumstances. An example would be where a key member of staff is on annual leave or when during school holidays.

## Stage 1

Period	Number of complaints closed	Number of complaints closed where an extension had been authorised	% of complaints closed where an extension had been authorised as % of all complaints closed
1 October 2025 to 31 December 2025	197	73	37.1%

## Stage 2

Period	Number of complaints closed	Number of complaints closed where an extension had been authorised	% of complaints closed where an extension had been authorised as % of all complaints closed
1 October 2025 to 31 December 2025	19	2	10.5%

**7. A statement to report customer satisfaction with the complaints service.**

The SPSO have introduced a new set of standard questions for all local authorities to use to regarding customer satisfaction surveys and training. This is with a view to allow for meaningful benchmarking and was implemented on the 1 April 2021. Customer Feedback have reintroduced the customer satisfaction survey both electronic and a paper version to allow greater benchmarking recordable data.

<b>Period</b>	<b>Number of complaints closed</b>	<b>Number of Surveys Issued</b>	<b>Number of Surveys Returned</b>
1 October 2025 to 31 December 2025	229	36	7

**8. A statement outlining changes or improvements, to services or procedures, as a result of the consideration of complaints.**

This qualitative indicator is intended to identify service improvements/learnings from complaints that were derived from complaints during the reporting period.

There are none to report for this quarter.