

**Budget, Finance, Risk & Performance Quarterly Directorate Meeting
CCC timescales October – December 2016**

Transformation Directorate															
Department	Compliments (Note 1)	Comments (Note 2)	Compliments Formal Investigation (Stage 2) by dept (Note 3)			Compliments Formal Investigation (Stage 2) by CS & I (Note 3)			Compliments Internal Review (Stage 3) (Note 4)			Compliments Ombudsman (Note 5)			Total
			In standard	Out of Standard	Within time scale	In standard	Out of Standard	Within time scale	In standard	Out of Standard	Within time scale	In standard	Out of Standard	Within time scale	
Customer Service	12	1													13
HR		1													1
Communications															
Leisure	1	1	3												5
Improvement Team	1	1													2
Total	14	4	3												21
Total for authority	42	6	21	2		0	0	0		1		2			74

- (1) Written compliments are recorded for monitoring and reporting purposes within three working days of receipt in accordance with the Compliments/Comments/Complaints Policy.
- (2) Comments, suggestions or ideas about how a function or service provided by the Council could be improved, are acknowledged within three working days in accordance with the Compliments/Comments/Complaints Policy.
- (3) Formal Investigation (stage 2) complaints are responded to in full within 15 working days of receipt in accordance with the Compliments/Comments/Complaints Policy.
- (4) Internal Review (stage 3/ Appeal) complaints, which are reviewed by the Chief Executive Officer/Executive Director or relevant Assistant Director, are responded to in full within 20 working days of receipt in accordance with the Compliments/Comments/Complaints Policy.
- (5) Ombudsman (Local Government) complaints are responded to in accordance with the Ombudsman's timescales, which is currently 20 working days of receipt.

Kath Wilkinson Customer Service Co-ordinator 3 January 2017