

Report for: **Service Delivery & Continuous Improvement PDG**

Date of Meeting:	24 November 2025
Subject:	Annual Report Compliments, Comments & Complaints
Cabinet Member:	Cllr J Wright, Service Delivery & Continuous Improvement
Responsible Officer:	Lisa Lewis, Corporate Manager for Business Transformation & Customer Engagement
Exempt:	N/A
Wards Affected:	All
Enclosures:	Appendices 1 & 2

Summary and Recommendation(s)

Annual report on Customer Feedback - compliments, comments and complaints received.

Recommendation(s):

- 1. To note the record of compliments, comments, and complaints**

Report

1.0 Introduction

- 1.1 This report covers two time periods. Firstly, the financial year 2024/25 for Ombudsman cases and secondly operational monitoring on feedback through the new feedback system which became operational 1 August 2024. The operational monitoring is therefore looking at the annual period 1 August 2024 to 30 September 2025.
- 1.2 The report was delayed because an earlier recommendation to present it to Service Delivery & Continuous Improvement PDG was overlooked. Starting

in 2025/26, the schedule will revert to late summer to align with annual data from the Local Government & Social Care Ombudsman.

- 1.3 This report provides a summary of the number of complaints, compliments and comments received for each service.
- 1.4 An official complaint is recorded when a customer expresses dissatisfaction with a service they have received. In some instances, customers use the complaints system prior to requesting a service. These requests are triaged accordingly where we are aware and re-logged as service requests.
- 1.5 Compliments, comments, and complaints are recorded on the Customer Relationship Management (CRM) system in accordance with our corporate customer feedback policy. The name, address and contact details of the complainant, the nature of the complaint and the outcome of the complaint investigation are all recorded.
- 1.6 Members are provided with performance statistics for complaints via the quarterly performance dashboards at PDGs and as part of the Audit cycle.
- 1.7 Housing complaints are reported separately via the Homes PDG. Any questions regarding housing should be put to the relevant service or committee.

2.0 Performance Statistics

- 2.1 Feedback is recorded on the CRM. The table below shows the number of customer feedback contacts for all services that have been received during the period 1 August 2024 to 30 September 2025.

Service	Comment	Complaint	Compliment
Anti-Social behaviour	1	2	0
Building Control	0	1	0
Council Tax & Benefits	0	32	1
Customer Services	3	13	8
Devon Home Choice or Homelessness	1	6	1
Finance	0	1	0
Forward Planning	0	1	0
General	0	15	5
Housing Needs & Homelessness	0	7	0
Leisure	166	97	124
Planning	0	26	2
Property Services	0	3	0
Public Health	3	8	0
Recycling & Rubbish	38	137	27
Streets and Land	5	22	4
Trees	0	1	1

- 2.2 Total complaints per service are shown below. Level 1 complaints are investigated by a designated officer, and Level 2 Complaints are investigated by more senior or independent officers, usually Operational or Corporate Managers. This is dependent upon the seriousness or nature of the complaint.

Service	Total Complaints	Upheld	Partially Upheld	Not Upheld
Anti-Social behaviour	2	0	0	2
Building Control	1	0	0	1
Council Tax & Benefits	31	5	7	19
Customer Services	11	3	5	3
Devon Home Choice or Homelessness	6	0	4	2
Finance	1	0	0	1
Forward Planning	1	0	0	1
General	15	1	1	13
Housing Needs & Homelessness	7	1	3	3
Leisure	94	50	19	25
Planning	26	2	6	18
Property Services	3	0	2	1
Public Health	7	1	1	5
Recycling & Rubbish	130	70	11	49
Streets and Land	22	3	4	15
Trees	1	0	1	0

- 2.3 As a measure of performance with complaint handling, the number acknowledged within five working days and resolved within timescales are recorded and reported on monthly as mentioned at paragraph 1.6.
- 2.4 Some services have struggled to adhere to the requirement to acknowledge complaints within 5 days of receipt and as a group meet the corporate target of 85%. Over the period an average of 74% has been achieved for this metric.
- 2.5 Work has commenced with services to improve this, with services receiving monthly performance stats and working with managers to address training needs and identify barriers to achieving this target. This is resulting in an upward trend most recently.
- 2.6 Services have a corporate target (85%) for resolved complaints within time. Corporately, MDDC is achieving an average of over 96%.

3.0 What does the feedback tell us?

3.1 What are the numbers telling us? We actively encourage feedback from customers for all services. However, some services receive more feedback than others. The top five services for ALL types of feedback are Leisure, Recycling & Rubbish, Council Tax/Benefits, Streets & Land, and Planning in descending order.

3.2 Key patterns & Insights:

- Leisure services dominate both in volume and in the variety of issues raised, especially around classes and pools (50% of all feedback).
- Recycling & Rubbish is the next most common area, with "Other" and "Missed Collections" being frequent issues.
- Case volumes fluctuate month to month, with a notable dip in December (due to holidays) and peaks in spring and early summer.
- There is a high 'upheld' rate for both Recycling & Rubbish and Leisure complaints indicating corrective action is necessary.
- In contrast Council Tax/Benefits and Planning have the lowest 'upheld' outcomes, which may indicate that complaints are logged about policy reinforcement or decisions based on policy rather than service delivery.

3.3 Lessons learned:

- Leisure services are the most frequent area where lessons are being learned. Operational or service delivery issues in leisure are a recurring source of learning and improvement.
- Across all services most lessons learned cases result in an action being proposed (35 out of 45), indicating that when a lesson is identified, it often leads to a tangible follow-up (see paragraph 3.4).
- The majority of 'lessons learned' cases are either upheld or partially upheld (33 out of 45), showing that lessons are most often identified in situations where the complaint was found to have merit.
- Very few lessons are recorded in cases that are not upheld, showing that we are focussing learning efforts on substantiated complaints.

3.4 **Qualitative analysis** of lessons learned and delivery of follow-up actions for complaints requires significant manual tracking. Efforts to do this for this report have been hampered by a vacancy in customer services. Recruitment to return the service to capacity and further work by Digital Services will be

required over the coming months to address this to abide with Code of Complaints best practice.

3.5 **Compliments** - Compliments received are often for members of staff who customers feel have provided a good service. These are communicated to staff by line managers and shared in staff/member communications.

3.6 The top three services receiving compliments are Leisure, Recycling/Rubbish, and Customer Services. Leisure is by far the most common, but that service receives 50% of all feedback.

3.7 The closure categories for Compliments:

- No Service Failure is by far the most common closure category for compliments, indicating that customers most frequently give positive feedback when services are delivered as expected or better.
- Staff/Conduct (alone or with "No Service Failure") is also a notable theme, highlighting the positive impact of staff professionalism and behaviour.
- Other closure categories are rare, suggesting that compliments are overwhelmingly associated with routine, reliable, and well-delivered services.

4.0 **Referrals to the Ombudsman Complaints Service 2024/25**

4.1 Ten complaints were made to the Local Government Social Care Ombudsman (LGSCO) by residents. Four were closed after the initial enquiry not requiring further investigation, and four were incorrectly registered with the LGSCO. Only two were further investigated during the period.

4.2 Of the two cases only one was upheld by the Ombudsman. This matches the Ombudsman outturn for 2022/23 and 2023/24 and is a testament to staff robustly applying processes and procedures in the delivery of services. A summary of the LGSCO findings can be found at **Appendix 1**.

4.3 For comparison, a table of neighbouring authorities and their ombudsman cases has been provided at **Appendix 2**. Mid Devon is placed mid-table for overall complaint volume per capita.

5.0 **Conclusion**

5.1 This annual report highlights a transparent and effective approach to collecting and acting on customer feedback across council services. Most feedback centres on Leisure and Recycling & Rubbish, with both areas

receiving notable compliments and complaints—the latter often leading to corrective actions.

- 5.2 The Council resolves complaints efficiently, though improvements are needed in prompt acknowledgements. Lessons learned from upheld complaints need improved follow up, and positive feedback is shared with staff to reinforce good practice.
- 5.3 Low Ombudsman referrals indicate strong adherence to processes. Overall, the Council shows a clear commitment to openness, accountability, and ongoing improvement, with continued focus on rapid complaint response and effective tracking of lessons learned.

Financial Implications: None

Legal Implications: None

Risk Assessment: Accurate recording and monitoring of complaints is good practice and ensures openness and accountability to all customers.

Impact on Climate Change: None

Equalities Impact Assessment: Compliments, comments, and complaints are received by a variety of means which ensures that there is equality of opportunity for all customers. In addition, where there is a need Customer Services staff will always assist in the recording of these communications and complaints. There is also an interpretation service available. Reports of discrimination logged with complaints is reported to the Equalities, Diversity, and Inclusion Group.

Relationship to Corporate Plan: To ensure that the Council provides access to services for customers in whatever way they choose to transact with us. Ensuring extended access via digital means and improving the way that we hold information and deliver our services to customers, placing them at the centre of what we do.

Section 3 – Statutory Officer sign-off/mandatory checks

Statutory Officer: Andrew Jarrett
Agreed by or on behalf of the Section 151 Officer
Date: 12.11.25

Statutory Officer: Maria De Leiburne
Agreed on behalf of the Monitoring Officer
Date: 12.11.25

Chief Officer: Stephen Walford

Agreed by or on behalf of the Chief Executive/Corporate Director

Date: 12.11.25

Performance and risk: Steve Carr

Agreed by the Corporate Performance & Improvement Manager

Date: 03 November 2025

Cabinet member notified: yes

Section 4 - Contact Details and Background Papers

Contact: Lisa Lewis, Corporate Manager for Digital Transformation & Customer Engagement

Email: llewis@middevon.gov.uk

Telephone: 01884 234981

Background papers:

Appendix 1 – App1 LGSCO 24_25Cases SDCIPDG

Appendix 2 – App2 Nov25AnnComplReport SDCIPDG