

# SCOTTISH BORDERS COUNCIL CORPORATE PRIORITIES SUMMARY OF PERFORMANCE Q3 2016/17 HOW ARE WE DOING?

In 2013, we published our Corporate Plan, with eight priorities to work towards over a five year period. This summary provides an overview of performance during Q3 2016/17, under each of the 8 Corporate Priorities. We continue to make significant progress across a number of key areas such as the economy and education, but recognise that there are ongoing challenges to face in the coming years. Reviewing performance information regularly is a vital part of ensuring we stay focused on what is important; **ensuring the best quality of life for everyone in the Scottish Borders, prosperity for our businesses and good health and resilience for all our communities.** 

#### **KEY**

A mixture of performance information is provided under each priority:

The top half of each page contains high level performance indicators that show, for example, the general health of the economy. For comparison we have included last years figure and any Scottish data (where applicable). While the Council may have influence over these indicators, they are largely contextual in nature, and the information is displayed within a grey box.

T6.2% of people aged between 16-64 are now in employment

Scotland 73.1% SB last year 78.3%

**APPRENTICESHIPS** 

42

**apprentices** are **employed** with **SBC** as of Q1 2016/17

(up from 25 in Q1 15/16)

The bottom half of each page contains performance indicators that we have more influence over, for example, how quickly we process planning applications.

Information for each indicator is displayed within a white box above a coloured section. This coloured section (where applicable) will be either Green, Amber or Red and shows where performance has improved or reduced against the **previous year**.

green - improved performance
amber - a minor change in performance
red - area for improvement

### **OUR CORPORATE PRIORITIES**



For more on performance visit **www.scotborders.gov.uk/performance** or email **performance**@scotborders.gov.uk Correct at time of publication: 14th February 2017.



# **ENSURE** EXCELLENT, ADAPTABLE, COLLABORATIVE AND ACCESSIBLE PUBLIC SERVICES

# **HOW ARE WE DOING?**

#### October 2016 - December 2016:

**CUSTOMER INTERACTIONS** 

36,848

interactions with the public were handled by our Customer Service staff via email, face to face contact, phonecalls and mail in Q3 2016/17

SBC Q3 15/16

FREEDOM OF INFORMATION REQUESTS (FOI)

303

requests for information under the Freedom of Information Act

were received in Q3 2016/17

SBC Q3 15/16

**COMPLAINTS** 

130

customer complaints were handled by SBC in Q3 2016/17

SBC Q3 15/16 123

SOCIAL WORK SERVICE COMPLAINTS

30

**complaints** received regarding the **Social Work service** in Q3 2016/17

SB Q3 15/16 11

## **Learning from Complaints** Improving Road Signage

A customer complained after driving a stretch of road near Jedburgh. They were stopped by road operatives laying hot tar and advised that they could not continue their journey and should follow the diversion signs. The customer explained there were no road closed or diversion signs erected with the operative unable to help.

The complaint was investigated and it was found that advance warning signage should have been put in place prior to works commencing.

Further process improvements implemented will ensure that appropriate signage is erected prior to any road works commencing with additional consultation undertaken with local residents and businesses where necessary ahead of planned road works.

CT • customer focus

online services

partnership

ICT

customer focus

online services

partnership

# Our performance during Q3 2016/17

44.338



256

**CUSTOMER INTERACTIONS** 

13,659

**face to face interactions** were logged by our

Contact Centres

during Q3 2016/17

(down from 14,644 in Q3 15/16)

21,657
phone interactions were logged by our Contact
Centres in Q3 2016/17

(down from 23,639 in Q3 15/16)

FREEDOM OF INFORMATION

95%

of **FOI requests** were **completed on time** in Q3 2016/17

(down from 96% in Q3 15/16)

**SOCIAL MEDIA** 

The number of engagements during Q3 2016/17.

**I** 31,980

17,543

**COMPLAINTS** 

Our average response times for complaints for Q3 2016/17 were as follows:

Stage 1 complaints

**3.8** days

(up from 3.7 in Q3 15/16)

Stage 2 complaints

**15.3** days

(up from 14.5 in Q3 15/16)

**Escalated** complaints

**12.3** days

(down from 18.8 in Q3 15/16)

In Q3 2016/17 we closed:

**87.5**%

of **complaints** at **stage 1** within **5 working days** 

(up from 84.7% in Q3 15/16)

94.7%

of **complaints** at **stage 2** within **20 working days** 

(up from 76.9% in Q3 15/16)

66.7% of escalated complaints within 20 working days

(figure same as in Q3 15/16)

ASSETS AND RESOURCES

WORKFORCE

ENVIRONMENT

COMMUNITIES AND PROTECTION

COMMUNITIES AND VOLUNTARY SECTOR

For more on performance visit **www.scotborders.gov.uk/performance** or email **performance**@scotborders.gov.uk Correct at time of publication: 14th February 2017. \*Performance indicators with a quarter lag in data.

Appendix 1: Scottish Borders Council Executive Committee – Quarterly Public Performance Report, February 2016 (Q3 2016/17)

**Priority 8: Excellent Public Services - Executive Quarterly PIs** 

Short Name	Trend Chart	Value	Commentary	Compared to same time last year	Status against Target	Managed By
Total number of interactions (taken through CRM) by Customer Services	CPOB-P066P How many transactions were logged as handled by Customer Services staff?   60,000	36,848	How we are performing: There has been a decrease in the number of interactions for Quarter 3 by 7817 compared to Quarter 2 and a decrease of 2602 compared to the same period last year.  Actions we are taking to improve/maintain performance: We actively promote the website and the Customer Services 0300 100 1800 line and are continually working to increase the number of services delivered digitally and to encourage self-service.		<u></u>	Les Grant
Face-to-Face interactions (taken through CRM) by Customer Services (CP08-P63)	Exec - Customer Services Interactions logged on CRM  35,000  30,000  28,266  28,603  26,625  21,657  20,000  14,644  10,000  5,000  0  28,266  28,603  26,625  21,657  13,659  13,659  13,659	13,659	Observations: There has been a decrease of 2,916 in the number of Face-to Face interactions taken through CRM than the previous quarter.  In comparison to quarter 3 of 2015/16 there has been a reduction of 985 Face-to-Face interactions.  Work is on-going to move our services on-line		<b></b>	Les Grant
Voice interactions (taken through CRM) by Customer Services (CP08-P65)		21,657	Observations: The number of voice interactions in Quarter 3 has decreased by 1982 over the number taken in Quarter 3 2015/16.  Actions we are taking to improve/maintain performance: We actively use media campaigns to promote our services and the Customer Services 0300 100 1800 line. We continue to promote the Customer Relationship Management (CRM) system corporately. Work on training new starts and existing staff is ongoing. We are also working to channel shift customers to on-line self-service options.		<u></u>	Les Grant

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Short Name	Trend Chart	Value	Commentary	Compar ed to same time last year	Status against Target	Managed By
Number of Social Work Statutory Complaints Received	CP08-P030P How many complaints were received by our Social Work service?  35 30 29 30 25 20 15 11 10 5 Quarters — Target (Quarters) — Family Group (previous yr) - Av. — SBC (previous yr) - Av. — Scotland (previous yr) - Av.	30	Observations: Increase in the number of complaints received within social work during quarter three. 9 of these complaints are for SB Cares which are being dealt with in accordance with SBC Social Work procedures.	<b>\bar{V}</b>	<u></u>	Sylvia Mendham
Number of Complaints Closed - All (excl. invalid & statutory Social Work)	CP08-P010P How many complaints did we investigate to completion?  175  175  180  145  146  130  75  50  25  Quarters — Target (Quarters) — Family Group (previous yr) - Av. — SBC (previous yr) - Av. — Scotland (previous yr) - Av.	130	<b>Observations:</b> In Q3 the majority of complaints were classified as 'Failure to Deliver Service' at 43%, followed by 'Employee Attitude' at 18% and 'Policy' at 16%.	-	<u></u>	Les Grant;

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Short Name	Trend Chart	Value	Commentary	Compar ed to same time last year	Status against Target	Managed By
Average times: the average time in working days to respond to complaints at stage one (SPSO-04a)	SPSO-04aP How long in working days does it take on average to respond to a complaint at stage one?  4.1 3.7 3.8 3.7 3.8 3.7 3.8  Quarters — Target (Quarters) — Family Group (previous yr) - Av. — SBC (previous yr) - Av. — Scotland (previous yr) - Av.	3.8	How are we performing: There has been an increase in the average number of days taken to respond to complaints at stage one for the same quarter last year but are well within target.  Average time in working days to respond to complaints at stage one per department:  Chief Executive - 2.5 days People - 5.4 days Place - 3.6 days  Actions we are taking to improve/maintain performance: We use the Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary.			Les Grant
Average times: the average time in working days to respond to complaints at stage two (SPSO-04b)	SPSO-04bP How long in working days does it take on average to respond to a complaint at stage two?  25 22.5 20 17.5 16.3 15.7 15.1 15.3 17.5 2.5 2.5 2.5 2.5 2.5 2.5 2.5 2.5 2.5 2	15.3	How are we performing: Q3 2016/17 There has been an increase in the average number of days taken to respond to complaints at stage two for the same quarter last year but are well within target.  Average time in working days to respond to complaints at stage two per department:  Chief Executive - 19.4 days People - 13.7 days Place - 15.0 days  Actions we are taking to improve/maintain performance: We use the Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary.	=		Les Grant

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Short Name	Trend Chart	Value	Commentary	Compar ed to same time last year	Status against Target	Managed By
Average times: the average time in working days to respond to complaints after escalation (SPSO-04c)	SPSO-04cP How long in working days does it take on average to respond to a complain that has been escalated?  25 22.5 20 17.5 15 10 7.5 5 2.5 0 Quarters Target (Quarters) — Family Group (previous yr) - Av. — SBC (previous yr) - Av. — Scotland (previous yr) - Av.	12.3	How are we performing: There were 3 stage two complaints that were escalated, all within the Place deparment. The average time taken to respond to the customer has decreased compared to the previous quarter.  Actions we are taking to improve/maintain performance: We use the Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary.		<b>⊘</b>	Les Grant
Performance against timescales: the number of complaints closed at stage one within 5 working days as % of total number of stage one complaints (SPSO-05a)	SPSO-05aP How many complaints at stage one are closed within five working days (as a percentage of all stage one complaints)?    100%	87.5%	How are we performing: There has been a slight increase of 2.8% in comparison to the same quarter last year, however overall the figure has remained fairly consistent.  Actions we are taking to improve/maintain performance: We use the Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary.		_	Les Grant

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Short Name	Trend Chart	Value	Commentary	Compar ed to same time last year	Status against Target	Managed By
Performance against timescales: the number of complaints closed at stage two within 20 working days as % of total number of stage two complaints (SPSO-05b)	SPSO-05bP How many complaints at stage two are closed within 20 working days (as a percentage of all stage two complaints)?    100%	94.7%	How are we performing: There has been an increase of 17.8% in comparison to the same period last year.  Actions we are taking to improve/maintain performance: We use the Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary.		_	Les Grant
Performance against timescales: the number of escalated complaints closed within 20 working days as a % of total number of escalated stage two complaints (SPSO-05c)	SPSO-05cP How many escalated complaints are closed within 20 working days (as a percentage of all escalated complaints)?  10% 90% 90% 66.7% 66.7% 66.7% 66.7% 66.7% 60% 10% 20% 10% 20% 10% 20% 10% 10% 10	66.7%	How are we performing: There were 3 complaints within stage two that were escalated, all were within Place. There was 1 escalated complaint that did not meet the 20 day timeframe.  Actions we are taking to improve/maintain performance: We use the Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary.	-		Les Grant

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Short Name	Trend Chart	Value	Commentary	Compar ed to same time last year	Status against Target	Managed By
FOI Requests Received	CPO8-PO53P How many requests for information, under the Freedom of Information Act, did we receive?  350 326 321 300 250 250 250 250 250 250 250 250 250 2	303	Observations: The number of Freedom of Information requests made to SBC between October and December (Q3) was slightly lower than Q2 but higher than the same time last year.	₽	<b>≥</b>	Nuala McKinlay
% of FOI Requests Completed on Time	CP08-P054P What percentage of requests for information received, under the Freedom of Information Act, did we complete on time?  100% 91% 92% 92% 92% 92% 92% 92% 92% 92% 92% 92	95%	How are we performing: SBC has made good progress this quarter, and steady progress over the longer term. Whilst we strive to reach 100%, many of the requests are very complex, and require information held across a number of departments.  Actions we are taking to improve/maintain performance: All staff must undergo training on dealing with FOIs, and the streamlining of processes within departments, as well as the availability of information on SBC's new website, means that we can respond to the majority of FOI requests quickly and efficiently	-		Nuala McKinlay

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Short Name	Trend Chart	Value	Commentary	Compar ed to same time last year	Status against Target	Managed By
Number of Facebook Engagements	#\$,000   40,000   35,000   25,000   25,000   15,000   10,000   5,000   10,000   5,000   10,00	31,980	Observations: On Facebook, SBC posts reached an estimated 262,685 people, with 31,980 engaging (liking, commenting, sharing) with posts). The number of Facebook followers has increase this quarter from 12,759 to 13,151.	n/a	<u>≥</u>	Tracey Graham
Number of Twitter Engagements	CP08-P160 Number of Twitter Engagements   27,500	17,543	<b>Observations:</b> During the quarter, Twitter post links were clicked 17,543 times. The number of followers at the end of Q3 was 9,555 (+284 since end Q2).	n/a	<u></u>	Tracey Graham