

# SCOTTISH BORDERS COUNCIL CORPORATE PRIORITIES SUMMARY OF PERFORMANCE 2017/18 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 2017/18, 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

100,491

phone interactions were

(down from 103.761 in 16/17)

logged by our **Contact** 

**Centres** in 2017/18

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.



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 grey - for information





For more on performance visit **www.scotborders.gov.uk/performance** or email **performanceGscotborders.gov.uk** Correct at time of publication: 12 June 2018.





## **ENSURE** EXCELLENT, ADAPTABLE, COLLABORATIVE AND ACCESSIBLE PUBLIC SERVICES **HOW ARE WE DOING?**

#### in hand with the website to ensure that April 2017 – March 2018: residents can access the latest information. CUSTOMER INTERACTIONS **FREEDOM OF INFORMATION** COMPLAINTS During the 'Beast from the East' more than **REQUESTS (FOI)** half of all visitors to the severe weather/ 169,326 691 roads update webpage came directly to the 1.279 interactions with the public were customer complaints were page from links in social media posts. The shares and 9,500 likes, and the number of same was true of the school closure/school handled by our **Customer Service** requests for information under **closed by SBC** in 2017/18 followers increased by 1,745 in just eight staff via email, face to face contact, the Freedom of Information Act transport webpage. days. phonecalls and mail in 2017/18 were received in 2017/18 Facebook posts during the severe weather A single Tweet generated over 9,700 clicks reached over 1.35m people, with over 7,600 through to the website. SBC last year 172.078 SBC last year 1,246 SBC last year 627 ICT ICT customer focus online services customer focus online services • • partnership • • • partnership Our performance during 2017/18 CUSTOMER INTERACTIONS FREEDOM OF INFORMATION COMPLAINTS In 2017/18 we closed: Our average response times for 86.4% 62.432 93.3% ECONOMY complaints for 2017/18 were as EXCELLENCE follows: of complaints at stage 1 face to face interactions of FOI requests were completed on within 5 working days were logged by our time in 2017/18 Stage 1 complaints **Contact Centres** ATTAINMENT (up from 85.8% in 16/17) ASSETS AND **4.0** days AND ACHIEVEMENT during 2017/18 67.4% (down from 62,470 in 16/17) (up from 92.5% in 16/17) (in line with 4.0 days in 16/17) of complaints at stage 2 CARE, SUPPORT AND PROTECTION Stage 2 complaints SOCIAL MEDIA 100,491 within 20 working days **17.7** days WORKFORCE The number of engagements during phone interactions were 2017/18. (down from 76.6% in 16/17) logged by our Contact (up from 16.7 days in 16/17) 368,236 ENVIRONMENT AND VOLUNTARY **Centres** in 2017/18 53.8% **Escalated** complaints SECTOR of escalated complaints **18.0** days 120,805 within 20 working days (down from 103.761 in 16/17) (up from 16.4 days in 16/17) (down from 67.9% in 16/17)

Social Media's role in

**Community Resilience** 

The Council's social media channels are a vital communication method, particularly during severe weather, and are used hand

For more on performance visit **www.scotborders.gov.uk/performance** or email **performanceQscotborders.gov.uk** Correct at time of publication: 12 June 2018. \*Performance indicators with a guarter lag in data.

Short Name	Trend Chart	Value	Commentary	Status against Target	Managed By
Total number of interactions (taken through CRM) by Customer Services	CP08-P066P How many transactions were logged as handled by Customer Services staff?   70,000   60,000   50,000   44,523   43,623   44,724   43,623   44,724   43,623   44,724   43,623   44,724   43,623   44,724   43,118   44,724   43,118   44,724   43,118   44,724   43,118   44,724   43,623   44,724   43,118   44,724   43,118   44,724   43,118   44,724   44,724   43,118   44,724   45,714   45,714   45,714   45,714   45,714   45,714   45,714   45,714   45,714   45,714   45,714   46,714	43,118	Observations: Throughout Q4 there has been an increase of 5,257 transactions taken through CRM when compared with Q3. When reviewing the same period last year there has been a decrease of 1,405 interactions. These figures remain fairly consistent. We actively promote the website and the Customer Services 0300 100 1800 line. We are also continually working to increase the number of services delivered digitally and to encourage self-service		Les Grant
Face-to-Face interactions (taken through CRM) by Customer Services	Exec - Customer Services Interactions logged on CRM 35,000 30,000 26,876 26,413 26,413 21,855 21,855	15,207	<b>Observations:</b> There has been an increase of 758 face-to face interactions during Q4 when compared with Q3. In comparison to the same quarter last year (2016/17) there has been a decrease of 978 face-to-face interactions.	2	Les Grant
Voice interactions (taken through CRM) by Customer Services	20,000 16,185 15,000 5,000 0 CP08-P063P CP08-P065P	25,810	<b>Observations:</b> In Q4 the number of voice interactions increased by 3,955 when compared with Q3. When making a comparison with Q4 last year (2016/17) there has been a decrease of 1,066 voice interactions taken through CRM. The increase experienced from the previous quarter may be attributed to the severe weather conditions. Work continues on moving services online.		Les Grant

## **Priority 8: Excellent Public Services – Executive Quarterly PIs**



In Q4 159 complaints were closed. 44% of complaints were classified as 'Justified' and 56% as 'Unjustified'. In addition 11% complaints were classified as 'Policy'.

Below is a split of complaints closed during the period by locality and reason. Where a complaint has been logged anonymously it cannot be attributed to a locality and therefore shows as undefined. 11% of complaints closed were undefined in Q4. (Note that small variations in the table total vs the indicator overall are due to the time lag in preparation of the commentary)

	Teviot	Berwickshire	Cheviot	Eildon	Tweeddale	Undefined	Summary
Delay in Responding	0	3	2	3	3	1	12
Employee Attitude	3	2	6	2	4	0	17
Failure to Del Ser	11	9	15	12	18	7	72
Other	8	2	5	8	11	8	42
Policy	2	1	1	2	3	1	10
Bias or Discrimination	1	0	2	0	1	0	4
Totals	25	17	31	27	40	17	157

Cheviot and Tweeddale localities were the areas with the highest number of complaints (18% and 25% respectively) with the most popular classification reason being 'Failure to Deliver Service' across all five localities. Berwickshire received the fewest complaints accounting for 11% of complaints closed.

Short Name	Trend Chart	Value	Commentary	Status against Target	Managed By
Average times: the average time in working days to respond to complaints at stage one	SPS0-04aP How long in working days does it take on average to respond to a complaint at stage one?	4.2	<b>Observations:</b> There has been a slight change to the average number of days taken to respond to complaints at stage one over the previous quarter. There has been a slight decrease from Q4 last year, with the average time in working days being 4.5. Our Customer Relationship Management System is used to manage complaints within the allocated timescales. We also provide refresher training where necessary.	<b>S</b>	Les Grant
Average times: the average time in working days to respond to complaints at stage two	SPS0-04bP How long in working days does it take on average to respond to a complaint at stage two?	19	<b>Observations:</b> In Q4 there has been an increase in the average number of days taken to respond to complaints at stage two when compared with Q3. When compared with the same quarter last year (2016/17) there has also been an increase. We use our Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary	<b></b>	Les Grant

Short Name	Trend Chart	Value	Commentary	Status against Target	Managed By
Average times: the average time in working days to respond to complaints after escalation	SPSO-04cP How long in working days does it take on average to respond to a complaint that has been escalated?	21.6	<b>Observations:</b> The average time taken to respond to the customer has decreased by an average of 7 days when compared with the previous quarter. There has been a slight increase when considering the same quarter last year (2016/17). The low number of complaints handled at this stage can result in significant fluctuations in performance if just one complaint is not handled within timescales. We use our 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 complaints closed at stage one within 5 working days as % of total number of stage one complaints	SPSO-05aP How many complaints at stage one are closed within five working days (as a percentage of all stage one complaints)?	83.0%	<b>Observations:</b> There has been a decrease of 1.8% when compared with the last quarter. In comparison to the same period last year there has also been a decrease of 1.3%. We use our Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary		Les Grant

Short Name	Trend Chart	Value	Commentary	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-05bP How many complaints at stage two are closed within 20 working days (as a percentage of all stage two complaints)?	60.7%	<b>Observations:</b> Performance against timescales has decreased over the previous quarter with 60.7% of Stage 2 complaints being closed within 20 working days compared to 70% last quarter. However, performance was better in Q4 last year with 84% being closed within timeframes. The low number of complaints handled at Stage 2 can result in significant fluctuations in the performance when just a few complaints are not handled within timescales. We use our 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	SPSD-05CP How many escalated complaints are closed within 20 working days (as a percentage of all escalated complaints)?	42.9%	<b>Observations:</b> Performance has improved this quarter over the previous quarter with 42.9% of escalated complaints being handled within 20 days compared with Q3. Compared to the same period last year 69.2% of escalated complaints were handled within the 20 day timeframe performance has fallen. It should be noted that the small number of complaints that are escalated means significant swings in performance can occur when just 1 or 2 complaints breach timescales. We use our Customer Relationship Management System to manage complaints within the allocated timescales. We also provide refresher training where necessary.		Les Grant



Short Name	Trend Chart	Value	Commentary	Status against Target	Managed By
% 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?	94%	How are we performing: SBC has made good progress over the longer term in dealing with as many FOIs within the required timescales. Whilst we always strive to reach 100%, many of the requests are very complex, and require information held across a number of departments. In Q4 2017/18, 94% were completed on time, just slightly up on the 93% in Q3 2017/18. Some responses were delayed due to staffing resources within services and breakdown in process. Actions we are taking to improve/maintain performance: This measure is reviewed by SBC's Corporate Management Team on a monthly basis, with response times from individual departments monitored so that any problems or delays can be addressed. 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. All previous FOI requests are published on SBC's website along with the response provided: https://www.scotborders.gov.uk/directory/59/freedom <u>of information requests</u>		Nuala McKinlay

Short Name	Trend Chart	Value	Commentary	Status against Target	Managed By
Number of Facebook Engagements	CP08-P159 Number of Facebook Engagements 225,000 - 200,000 - 175,000 - 125,000 - 100,000 - 84,143 - 75,000 - 25,000 - 0 - 42,973 - 44,405 - 45,061 - 25,001 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0	235,797	<b>Observations:</b> On <b>Facebook</b> , SBC posts reached an estimated 1,139,482 people (total of weekly unique reach), with <b>235,797 engaging</b> (liking, commenting, sharing) with posts. Over Q4 the number of Facebook followers rose to 19,642 (+4,640 on start of Q4). The social media statistics were significantly boosted due to periods of severe weather during the quarter and show the value of these channels in such situations	<b>2</b>	Tracey Graham
Number of Twitter Engagements	CP08-P160 Number of Twitter Engagements 80,000 - 70,000 - 50,000 - 40,000 - 30,218 - 30,000 - 20,000 - 10,000 - 0 - CP08-P160 Number of Twitter Engagements 83,/46 10.994 - 11.781 - 11.781 - 0 - 0 - CP08-P160 Number of Twitter Engagements 83,/46 - 20,000 - 0 - 20,000 - 20,0	83,746	<b>Observations:</b> During the quarter <b>Twitter</b> post <b>links were clicked</b> <b>83,746 times</b> . The number of followers at Q4 end was 11,804 (+1,284 on start of Q4). The social media statistics were significantly boosted due to periods of severe weather during the quarter and show the value of these channels in such situations.		Tracey Graham