



The Commission for
Local Administration in England

**The Local Government Ombudsman's
Annual Letter
Forest Heath District Council
for the year ended
31 March 2007**

The Local Government Ombudsman (LGO) investigates complaints by members of the public who consider that they have been caused injustice through administrative fault by local authorities and certain other bodies. The LGO also uses the findings from investigation work to help authorities provide better public services through initiatives such as special reports, training and annual letters.

Annual Letter 2006/07 - Introduction

The aim of the annual letter is to provide a summary of information on the complaints about your authority that we have received and try to draw any lessons learned about the authority's performance and complaint-handling arrangements. These might then be fed back into service improvement.

I hope that the letter will be a useful addition to other information your authority holds on how people experience or perceive your services.

There are two attachments which form an integral part of this letter: statistical data covering a three year period and a note to help the interpretation of the statistics.

Complaints received

In 2006/7 I received 15 complaints against your Council, compared to the previous three years' figures which were 10, 12 and 8. The numbers are low, but there appears to be some increase over this period. In two cases, however, the complainant made two complaints in the year.

I received four complaints about planning matters (three about planning applications and one about enforcement), four highways and parking complaints, three about local taxation, one was about land and four concerned miscellaneous matters.

Decisions on complaints

I made decisions on 17 complaints in 2006/7. Four were outside my jurisdiction and in two cases I used my discretion not to investigate further. In a further five cases I found no or insufficient evidence of fault to warrant my involvement.

Six out of the 17 decisions were that complaints should be referred back to the Council because it had not had a reasonable opportunity to consider and respond to the complaint before I became involved. Nationally this figure is 28%, so this is broadly in line with the norm.

Training in complaint handling

As part of our role to provide advice in good administrative practice, we offer training courses for all levels of local authority staff in complaints handling and investigation. The feedback from courses that have been delivered over the past two and a half years is very positive.

The range of courses is expanding in response to demand and in addition to the generic Good Complaint Handling (identifying and processing complaints) and Effective Complaint Handling (investigation and resolution) we now offer these courses specifically for social services staff. We have also successfully piloted a course on reviewing complaints for social services review panel members. We can run open courses for groups of staff from smaller authorities and also customise courses to meet your Council's specific requirements.

All courses are presented by an experienced investigator so participants benefit from their knowledge and expertise of complaint handling.

I have enclosed some information on the full range of courses available together with contact details for enquiries and any further bookings.

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Liaison with the Local Government Ombudsman

I ask Council's to reply to enquiries within 28 calendar days. Your Council's average response time was within this limit.

Last year I asked that you add a link from your website to the Local Government Ombudsman's, and to correct a misleading statement on your website about my role and advocacy. Thank you for doing this. In dealing with a complaint this year I found that the Council was starting to develop a set of corporate policies and procedures for dealing with the difficult area of anti-social behaviour. I sent the Council a copy of my Special Report on this area, which I trust was helpful. I should be grateful if you could let me know of progress in developing these policies.

If a Council Committee formally considers this letter it would be helpful to be sent a copy of the minutes of the meeting, along with a copy of any report to the Committee.

LGO developments

I thought it would be helpful to update you on a project we are implementing to improve the first contact that people have with us as part of our customer focus initiative. We are developing a new Access and Advice Service that will provide a gateway to our services for all complainants and enquirers. It will be mainly telephone-based but will also deal with email, text and letter correspondence. As the project progresses we will keep you informed about developments and expected timescales.

Changes brought about by the Local Government Bill are also expected to impact on the way that we work and again we will keep you informed as relevant.

We have just issued a special report that draws on our experience of dealing with complaints about planning applications for phone masts considered under the prior approval system, which can be highly controversial. We recommend simple measures that councils can adopt to minimise the problems that can occur.

A further special report will be published in July focusing on the difficulties that can be encountered when complaints are received by local authorities about services delivered through a partnership. *Local partnerships and citizen redress* sets out our advice and guidance on how these problems can be overcome by adopting good governance arrangements that include an effective complaints protocol.

Conclusions and general observations

I welcome this opportunity to give you my reflections about the complaints my office has dealt with over the past year. I hope that you find the information and assessment provided useful when seeking improvements to your Council's services.

Tony Redmond
Local Government Ombudsman
10th floor, Millbank Tower
Millbank
London SW1P 4QP

June 2007

Enc: Statistical data
Note on interpretation of statistics
Leaflet on training courses (with posted copy only)

Complaints received by subject area	Housing	Other	Planning & building control	Public finance	Transport and highways	Total
01/04/2006 - 31/03/2007	0	4	4	3	4	15
2005 / 2006	1	2	4	1	2	10
2004 / 2005	3	3	6	0	0	12

Note: these figures will include complaints that were made prematurely to the Ombudsman and which we referred back to the authority for consideration.

Decisions	MI reps	LS	M reps	NM reps	No mal	Omb disc	Outside jurisdiction	Premature complaints	Total excl premature	Total
01/04/2006 - 31/03/2007	0	0	0	0	5	2	4	6	11	17
2005 / 2006	0	1	0	0	2	1	1	3	5	8
2004 / 2005	0	1	0	0	3	3	1	5	8	13

See attached notes for an explanation of the headings in this table.

Response times	FIRST ENQUIRIES	
	No. of First Enquiries	Avg no. of days to respond
01/04/2006 - 31/03/2007	6	23.2
2005 / 2006	3	34.3
2004 / 2005	4	24.3

Average local authority response times 01/04/2006 to 31/03/2007

Types of authority	<= 28 days %	29 - 35 days %	>= 36 days %
District Councils	48.9	23.4	27.7
Unitary Authorities	30.4	37.0	32.6
Metropolitan Authorities	38.9	41.7	19.4
County Councils	47.1	32.3	20.6
London Boroughs	39.4	33.3	27.3
National Park Authorities	66.7	33.3	0.0