**APPENDIX 1**

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|  | **SUBJECT** | SCRUTINY REVIEW ON CUSTOMER EXPERIENCE |
|  | **COMMITTEE** | Overview & Scrutiny |
|  | **CHALLENGE PANEL MEMBERS** | Cllr Sumaria – Chair (Conservative)  Cllr O’Dell (Labour)  Cllr Moshenson (Conservative)  Cllr Henson (Labour)  Cllr Halai (Conservative)  Cllr Teli (Conservative)  Cllr Hickman (Labour)  Cllr Blackman (Conservative)  Cllr Goodwin-Freeman (Conservative) |
|  | AIMS/ OBJECTIVES/ OUTCOMES | **Aim**   * The purpose of the review is to investigate how we might use all of the Council’s policies and strategies to help improve the customer experience through considering future customer needs, modern customer service delivery models and technology and the best outcomes for the Borough.   **Objectives:**   * To monitor the progress on more intuitive digital access for residents e.g., refined search options on webpage * To better understand digital exclusion and those affected by it * Review how services are delivered as a whole *(such as the front door to Adult Social care and Council Tax)* and key customer journeys *(such as subscribing to Garden Waste, reporting bin issues and ordering a parking permit)* * To ensure an improvement in the council's complaints process and interaction with elected members * To ensure an improvement in the customer journey using the webpage and phone lines |
|  | **MEASURES OF SUCCESS OF REVIEW** | * Better customer experience, as measured by resident satisfaction, fewer failure demand contacts, increased ratings for services |
|  | **SCOPE** | The following areas will be in scope of the review:   * Provide alternative channels where required – support people to self-serve or provide an alternative means of contact for more complex issues * Reduce the need for contact – get things right first time and be proactive when there is a problem. * Services are the best that they can be – ensure that services are built around the customer and identifying where the key problems are |
|  | **SERVICE PRIORITIES** | Choose from the following:   * A council that puts residents first * A borough that is clean and safe * A place where those in need are supported |
|  | **SPONSOR** | Shumailla Dar |
|  | **ACCOUNTABLE MANAGER** | Rachel Gapp |
|  | **SUPPORT OFFICER** | Jonathan Milbourn |
|  | **ADMINISTRATIVE SUPPORT** | Mira Chauhan - Policy Team. |
|  | **EXTERNAL INPUT** | N/A |
|  | **METHODOLOGY** | * Desktop Research (system driven vs resident data) * Residents Survey – telephone consultation * Challenge Panel with Customer Service and Business Support owners * Online Consultation via social media * Resident Consultation * Partner Consultation   NB: The Challenge Panel can use outcomes from Peer Review which is due to take place |
|  | **EQUALITY IMPLICATIONS** | The Challenge Panels will consider, during the course of its work, how equality implications have been considered in current policy and practice and consider the possible implications of any changes it recommends. In undertaking the Challenge Panels, members and officers will consider their practices and how it can ensure all relevant stakeholders in the borough to have their voices heard. |
|  | **ASSUMPTIONS/**  **CONSTRAINTS** | N/A |
|  | **TIMESCALE** | 9th February 2023 – O&S meeting and sign-off  February – First scrutiny review group meeting  February – Officers prepare Desk Research  March – Online Consultation  March/April – Challenge Panels  April – Officers to prepare final draft Scrutiny Report  May – Report to be sent to members for comments  May – Final report to be send to members  **Overview & Scrutiny Committee**  May – Legal clearance of Scrutiny Report  May - Final Scrutiny Report submitted to O&S  June 2023 (date tba)  – Final Scrutiny Report presented to O&S  **Option 1 – June Cabinet**  May – Legal Clearance  May – Cabinet briefing papers dispatched  May – Report deadline  June (date tba) – Cabinet briefing  June (date tba)  - Final deadline for Scrutiny Report  June (date tba)  – Final Scrutiny Report presented at Cabinet |
|  | **RESOURCE COMMITMENTS** | Policy team will provide a briefing and administrative support to the Challenge Panels. The Policy team will report recommendations to O&S; officers from the appropriate Service Area will provide a response to Cabinet and take forward any recommendations agreed by Cabinet. |
|  | **REPORT AUTHOR** | Mira Chauhan |
|  | **REPORTING ARRANGEMENTS** | Outline of formal reporting process:   * The relevant Divisional Director(s) and Portfolio Holder(s) will be consulted in the drafting of the final report and recommendations * Report to Overview and Scrutiny Committee * Report referred to Cabinet * Officer response to Cabinet |
|  | **FOLLOW UP ARRANGEMENTS (proposals)** | It is anticipated that Cabinet would consider any recommendations made (alongside the officers’ response) at the Cabinet meeting in [insert month] and responded to in [insert month]. |