

**The Local Government Ombudsman's  
Annual Review  
Horsham District Council  
for the year ended  
31 March 2010**

**Local Government Ombudsmen (LGOs) provide a free, independent and impartial service. We consider complaints about the administrative actions of councils and some other authorities. We cannot question what a council has done simply because someone does not agree with it. If we find something has gone wrong, such as poor service, service failure, delay or bad advice, and that a person has suffered as a result, we aim to get it put right by recommending a suitable remedy. We also use the findings from investigation work to help authorities provide better public services through initiatives such as special reports, training and annual reviews.**

# Contents of Annual Review

<b>Section 1: Complaints about Horsham District Council 2009/10 .....</b>	<b>3</b>
Introduction .....	3
Enquiries and complaints received .....	3
Complaint outcomes .....	3
Liaison with the Local Government Ombudsman .....	4
Training in complaint handling .....	4
Conclusions .....	4
<b>Section 2: LGO developments.....</b>	<b>5</b>
Introduction .....	5
New schools complaints service launched .....	5
Adult social care: new powers from October .....	5
Council first .....	5
Training in complaint handling.....	6
Statements of reasons .....	6
Delivering public value .....	6
<b>Appendix 1: Notes to assist interpretation of the statistics 2009/10 .....</b>	<b>7</b>
<b>Appendix 2: Local authority report 2009/10</b>	



# Section 1: Complaints about Horsham District Council 2009/10

## Introduction

This annual review provides a summary of the complaints we have dealt with about Horsham District Council. We have included comments on the authority's performance and complaint-handling arrangements, where possible, so they can assist with your service improvement.

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

Two appendices form an integral part of this review: statistical data for 2009/10 and a note to help the interpretation of the statistics.

## Enquiries and complaints received

We received 18 enquiries and complaints about your Council in 2009/10. This figure is very similar to 2008/09 when we received 19 enquiries and complaints. Planning and building control still generate most contacts; 11 in total, of which four were forwarded to the investigative team. Three of these complaints were about the handling of planning applications and one was about planning enforcement. Three other complaints were forwarded to the investigative team, including one on environmental health and two complaints from the same person about recovery of council tax.

## Complaint outcomes

We issued decisions on 10 complaints in 2009/10. One case was outside my jurisdiction. In three cases there was no or insufficient evidence of fault by the Council to warrant further investigation and in three others I exercised my discretion not to pursue the complaint, for example where the injustice was very minor. In the remaining three cases I agreed local settlements.

## Local settlements

A 'local settlement' is a complaint where, during the course of our investigation, a council takes or agrees to take some action that we consider to be a satisfactory response to the complaint. In 2009/10, 26.9% of all complaints the Ombudsmen decided and which were within our jurisdiction were local settlements. Of the complaints we decided against your authority, which were in jurisdiction, 33.3% resulted in local settlements, above the average. In total, compensation of £1,400 was paid to settle three complaints.

The largest compensation payment was £1,000. It was paid to a complainant whose boundary wall was partially demolished by contractors on the Council's instructions. We did not find fault with the Council's judgement that the wall was in a dangerous condition, but we found that its response was disproportionate and that other action could have been taken which fell short of immediate demolition. We also considered the complainant should have been notified before any action was taken. On the other hand, parts of the wall were in poor condition and would have had to be replaced in any event. The Council agreed to pay £1,000 to meet half the total cost incurred by the complainant in constructing a new fence to replace the demolished wall.

We asked the Council to apologise and pay £350 compensation to a complainant for time and trouble and dashed expectations. In this planning enforcement complaint, the Council had delayed

in taking action to ensure works were carried out to the wing of a large listed building which was in poor condition and it had not honoured an undertaking given earlier about the timescale for completion of the works. The complainant lived in a property adjoining the wing of the listed building and suffered some loss of amenity.

The third local settlement involved a complaint about recovery of a council tax debt. The Council wrongly issued a reminder notice and a summons for council tax arrears that had already been cleared by the complainant. The Council withdrew the summons, apologised and credited £50 to the complainant's council tax account to reduce debts owed for other tax years.

### **No or insufficient evidence of maladministration**

Sometimes, although I do not find evidence of fault, there may still be lessons the Council can learn from a complaint I have investigated.

In one complaint about Housing Benefit I investigated this year, I found that the complainant had not been sent a copy of the Council's complaints procedure even though a request had been made. I reminded the Council of the need to ensure that such requests are identified and acted on.

### **Liaison with the Local Government Ombudsman**

The average time taken by the Council to reply to our written enquiries was 31.8 days which is outside our target of 28 days and is a deterioration in your performance in the previous two years. However, in fairness, I recognise that we received replies to three of the four enquiries we made within the 28 day target. Your overall performance was adversely affected by one planning enquiry where it took 55 days for a response to be sent to our enquiries. We hope this case is an aberration and that your good performance in previous years will continue.

### **Training in complaint handling**

I would like to take this opportunity to remind the Council that part of our role is to provide advice and guidance about good administrative practice. We offer training courses for all levels of local authority staff in complaints handling and investigation. All courses are presented by experienced investigators. They give participants the opportunity to practise the skills needed to deal with complaints positively and efficiently. We can also provide customised courses to help authorities to deal with particular issues and occasional open courses for individuals from different authorities.

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

### **Conclusions**

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 authority's services.

**Tony Redmond**  
**Local Government Ombudsman**  
10<sup>th</sup> Floor  
Millbank Tower  
Millbank  
London  
SW1P 4QP

**June 2010**

## Section 2: LGO developments

### Introduction

This annual review also provides an opportunity to bring councils up to date on developments in the LGO and to seek feedback.

### New schools complaints service launched

In April 2010 we launched the first pilot phase of a complaints service extending our jurisdiction to consider parent and pupil complaints about state schools in four local authority areas. This power was introduced by the Apprenticeships, Skills, Children and Learning Act 2009.

The first phase involves schools in **Barking and Dagenham, Cambridgeshire, Medway and Sefton**. The Secretary of State no longer considers complaints about schools in these areas. In September the schools in a further 10 local authority areas are set to join the pilot phase.

We are working closely with colleagues in the pilot areas and their schools, including providing training and information sessions, to shape the design and delivery of the new service. It is intended that by September 2011 our jurisdiction will cover all state schools in England.

A new team in each office now deals with all complaints about children's services and education on behalf of the Ombudsman. Arrangements for cooperation with Ofsted on related work areas have been agreed.

For further information see the new schools pages on our website at [www.lgo.org.uk/schools/](http://www.lgo.org.uk/schools/)

### Adult social care: new powers from October

The Health Act 2009 extended the Ombudsmen's powers to investigate complaints about privately arranged and funded adult social care. These powers come into effect from 1 October 2010 (or when the Care Quality Commission has re-registered all adult care providers undertaking regulated activity). Provision of care that is arranged by an individual and funded from direct payments comes within this new jurisdiction.

Each Ombudsman has set up a team to deal with all adult social care complaints on their behalf. We expect that many complaints from people who have arranged and funded their care will involve the actions of both the local authority and the care provider. We are developing information-sharing agreements with the Care Quality Commission and with councils in their roles as adult safeguarding leads and service commissioners.

### Council first

We introduced our Council first procedure in April last year. With some exceptions, we require complainants to go through all stages of a council's own complaints procedure before we will consider the complaint. It aims to build on the improved handling of complaints by councils.

We are going to research the views of people whose complaints have been referred to councils as premature. We are also still keen to hear from councils about how the procedure is working, particularly on the exception categories. Details of the categories of complaint that are normally treated as exceptions are on our website at [www.lgo.org.uk/guide-for-advisers/council-response](http://www.lgo.org.uk/guide-for-advisers/council-response)

## **Training in complaint handling**

Demand for our training in complaint handling has remained high, with 118 courses delivered over the year to 53 different authorities. Our core Effective Complaint Handling course is still the most popular – we ran some of these as open courses for groups of staff from different authorities. These are designed to assist those authorities that wish to train small numbers of staff and give them an opportunity to share ideas and experience with other authorities.

The new Effective Complaint Handling in Adult Social Care course, driven by the introduction of the new statutory complaints arrangements in health and adult social care in April 2009, was also popular. It accounted for just over a third of bookings.

Over the next year we intend to carry out a thorough review of local authority training needs to ensure that the programme continues to deliver learning outcomes that improve complaint handling by councils.

## **Statements of reasons**

Last year we consulted councils on our broad proposals for introducing statements of reasons on the individual decisions of an Ombudsman following the investigation of a complaint. We received very supportive and constructive feedback on the proposals, which aim to provide greater transparency and increase understanding of our work. Since then we have been carrying out more detailed work, including our new powers. We intend to introduce the new arrangements in the near future.

## **Delivering public value**

We hope this information gives you an insight into the major changes happening within the LGO, many of which will have a direct impact on your authority. We will keep you up to date through LGO Link as each development progresses, but if there is anything you wish to discuss in the meantime please let me know.

Mindful of the current economic climate, financial stringencies and our public accountability, we are determined to continue to increase the efficiency, cost-effectiveness and public value of our work.

**Tony Redmond**  
**Local Government Ombudsman**  
**10<sup>th</sup> Floor**  
**Millbank Tower**  
**Millbank**  
**London**  
**SW1P 4QP**

**June 2010**

# Appendix 1: Notes to assist interpretation of the statistics 2009/10

## Table 1. LGO Advice Team: Enquiries and complaints received

This information shows the number of enquiries and complaints received by the LGO, broken down by service area and in total. It also shows how these were dealt with, as follows.

**Premature complaints:** The LGO does not normally consider a complaint unless a council has first had an opportunity to deal with that complaint itself. So if someone complains to the LGO without having taken the matter up with a council, the LGO will either refer it back to the council as a 'premature complaint' to see if the council can itself resolve the matter, or give advice to the enquirer that their complaint is premature.

**Advice given:** These are enquiries where the LGO Advice Team has given advice on why the LGO would not be able to consider the complaint, other than the complaint is premature. For example, the complaint may clearly be outside the LGO's jurisdiction.

**Forwarded to the investigative team (resubmitted premature and new):** These are new cases forwarded to the Investigative Team for further consideration and cases where the complainant has resubmitted their complaint to the LGO after it has been put to the council.

## Table 2. Investigative Team: Decisions

This information records the number of decisions made by the LGO Investigative Team, broken down by outcome, within the period given. **This number will not be the same as the number of complaints forwarded from the LGO Advice Team** because some complaints decided in 2009/10 will already have been in hand at the beginning of the year, and some forwarded to the Investigative Team during 2009/10 will still be in hand at the end of the year. Below we set out a key explaining the outcome categories.

**MI reps:** where the LGO has concluded an investigation and issued a formal report finding maladministration causing injustice.

**LS (local settlements):** decisions by letter discontinuing our investigation because action has been agreed by the authority and accepted by the LGO as a satisfactory outcome for the complainant.

**M reps:** where the LGO has concluded an investigation and issued a formal report finding maladministration but causing no injustice to the complainant.

**NM reps:** where the LGO has concluded an investigation and issued a formal report finding no maladministration by the council.

**No mal:** decisions by letter discontinuing an investigation because we have found no, or insufficient, evidence of maladministration.

**Omb disc:** decisions by letter discontinuing an investigation in which we have exercised the LGO's general discretion not to pursue the complaint. This can be for a variety of reasons, but the most common is that we have found no or insufficient injustice to warrant pursuing the matter further.

**Outside jurisdiction:** these are cases which were outside the LGO's jurisdiction.

**Table 3. Response times**

These figures record the average time the council takes to respond to our first enquiries on a complaint. We measure this in calendar days from the date we send our letter/fax/email to the date that we receive a substantive response from the council. The council's figures may differ somewhat, since they are likely to be recorded from the date the council receives our letter until the despatch of its response.

**Table 4. Average local authority response times 2009/10**

This table gives comparative figures for average response times by authorities in England, by type of authority, within three time bands.