Inver	clyde	AGENDA ITEM NO: 9		
Report To:	Policy & Resources Committee	Date:	2 February 2016	
Report By:	Brian Moore Corporate Director (Chief Officer), Inverclyde Health and Social Care Partnership	Report No:	PR/04/16/BM/LL	
Contact Officer:	Lynsey Logsdon Business Support Executive	Contact No:	2744	
Subject:	Corporate Complaints			

1.0 PURPOSE

1.1 The purpose of this report is to inform Committee of the progress that has been made with regard to the implementation of a Complaints Framework for the Council.

2.0 SUMMARY

- 2.1 This is the first of regular six monthly reports that will be produced for the Policy and Resources Committee on the implementation of a Complaints Framework for the Council.
- 2.2 A short life Complaints Steering Group, chaired by the Corporate Director (Chief Officer) of the Inverclyde HSCP, has been established to ensure that the Council has a robust framework in place for the recording, monitoring and reporting of complaints. This group is overseeing the implementation of a Complaints Framework for the Council and the purpose of this report is to provide details of the progress that has been made to date.
- 2.3 Governance arrangements have been put in place with the creation of two sub-groups to assist the Complaints Steering Group. The People Sub-Group focuses on policies and procedures, training and communication. The Technical and Resources Sub-Group is looking at the amendments that require to be made to the Lagan system, pilots and feedback and management information development.
- 2.4 The Council's Complaint Handling Procedures have been reviewed and updated and now fully reflect the recommendations identified in the Internal Audit Report as well as best practice.
- 2.5 A training plan and a communication plan are currently being developed to support the implementation of the Council's Complaints Framework.
- 2.6 Robust monitoring and reporting arrangements are being implemented and it is recommended by the CMT that a temporary resource be employed to embed the new processes and reporting requirements. The CMT and Policy and Resources Committee will receive regular six monthly updates on progress. In addition, an annual report on the Council's performance with regard to complaint handling will be produced.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that Committee:
 - a) Note the progress that has been made with regards to implementing a Complaints Framework for the Council;
 - b) Agree the Council's revised Complaint Handling Procedures; and

c) Approve the allocation of £80,000 from the General Fund Reserves to create a temporary 2 year resource to help embed the improvements outlined in the framework.

Brian Moore Corporate Director (Chief Officer), Inverclyde Health and Social Care Partnership (HSCP)

4.0 BACKGROUND

- 4.1 An audit of corporate complaints was conducted between November 2014 and February 2015. The objective of the audit was to assess the adequacy and effectiveness of the governance, risk management and controls surrounding a number of key risks faced by both the Council and HSCP regarding complaints. The audit report made a number of recommendations regarding how the Council could improve its approach to the recording, monitoring and reporting of complaints.
- 4.2 It was remitted to the Chief Officer of the HSCP to set up a short life Complaints Steering Group to implement a complaints framework to ensure that the Council has a consistent approach to the recording, monitoring and reporting of complaints.
- 4.3 The purpose of this report is to provide Committee with a position statement regarding the progress that has been made by the Complaints Steering Group to date.

5.0 GOVERANCE ARRANGEMENTS

- 5.1 The Complaints Steering Group has responsibility for three key areas. This includes the development and implementation of a Complaints Framework for the Council, the monitoring and reporting of complaints and the role of Elected Members in the Council's complaints handling process.
- 5.2 Two sub-groups have been established to assist the Complaints Steering Group. The People Sub-Group focuses on policies and procedures, training and communication. It is chaired by Head of HR, Organisational Development and Communications and contains representation from all services.
- 5.3 The Technical and Resources Sub-Group is chaired by the Council's Chief Financial Officer and its remit is amendments to the Lagan system, pilots and feedback and management information development. This Sub-Group also contains representation from all services.
- 5.4 Both Sub-Groups provide an update on the progress that they have made to each meeting of the Complaints Steering Group.

6.0 POLICIES AND PROCEDURES

- 6.1 The Council's Complaint Handling Procedures have been reviewed and updated and now fully reflect the recommendations identified in the Internal Audit Report as well as best practice. The Council's Unacceptable Actions Policy has also been reflected. The revised policies and procedures are contained within Appendix 1 of this report.
- 6.2 The key changes made to the Council's Complaint Handling Procedures include:
 - The provision of further guidance on how to provide support to customers who have specific needs, for example, customers who do not have English as their first language.
 - Guidance for employees on how to manage unacceptable behaviour.
 - A time limit for submitting a complaint. Issues which occurred over six months ago from the date of the complaint will not be considered.
- 6.3 Once the new policies and procedures are embedded, the next stage is to ensure they reflect feedback from service users. As we move forward we want to develop mechanisms to gain feedback from service users on their satisfaction with the complaints procedures.

7.0 TRAINING AND COMMUNICATION

- 7.1 The People Sub-Group has developed a training plan which will support the delivery of the Council's Complaints Framework. This will ensure that the training needs of all employees with responsibility for complaint handling are fully met.
- 7.2 The People Sub-Group has also developed a Communication Plan which will ensure that all employees are fully aware of the Council's Complaints Handling Procedures.

8.0 LAGAN SYSTEM

8.1 Lagan is the Council's electronic system for recording complaints. However, it is not currently used by all services. The Technical and Resources Sub-Group is responsible for identifying the changes that require to be made to the Lagan system to ensure that it can be used by all services for the recording and monitoring of complaints. Input from North Ayrshire Council is currently being sought regarding adapting their Lagan system for our local use.

9.0 ELECTED MEMBERS

9.1 The Complaints Steering Group will shortly commence work to establish a clearly defined role for Elected Members within the Council's complaints handing process and to ensure that they are fully aware of the Council's Complaint Handling Procedures. This will involve establishing a process to record complaints referred by Elected Members and to inform Elected Members of the outcome of such complaints. The completion date for this work stream is January 2017.

10.0 MONITORING AND REPORTING

- 10.1 In order to ensure that Elected Members receive regular performance reports regarding complaints, this is the first of regular six monthly reports that will be produced for both Policy and Resources Committee and the CMT.
- 10.2 In addition to six monthly progress reports, an annual report on the Council's performance with regard to complaint handling will also be produced. This will ensure that the Council is able to provide the SPSO with the information and statistics they require.

11.0 IMPLICATIONS

11.1 Finance

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Corporate Communications	Employee Costs	2016/18	80		2 year post to help embed improvements to be funded from Reserves

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

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A dedicated post is required to ensure that complaints are effectively co-ordinated across the Council. This post would have responsibility for following up on complaints that services fail to respond to and also for co-ordinating responses to complaints that involve a number of services. It is evident that Councils that have this type of post, such as North Ayrshire, have a more robust system in place for dealing with complaints and this is reflected in their performance. It is initially proposed to create a 2 year temporary post to help embed the improvements required.

- 11.2 **Legal -** There are legal implications if the Council is failing to abide by its policies and procedures.
- 11.3 Human Resources N/A
- 11.4 Equalities N/A
- 11.5 Repopulation N/A
- 12.0 CONSULTATIONS
- 12.1 The CMT has been consulted on the contents of this report.

13.0 LIST OF BACKGROUND PAPERS

13.1 N/A

Appendix 1: Inverclyde's Corporate Complaints procedure

Foreword

We are committed to making sure that as a modern and efficient organisation, we are responsive to our resident's needs.

As part of this commitment we have put in place a quick and effective method of resolving customer complaints.

We have nothing to fear from complaints, they are an opportunity to improve our service by identifying problems and potential problems and finding clear resolutions or they give us an opportunity to clear up a misunderstanding.

A clear and simple complaints handling procedure helps each of us to learn and improve the level and quality of services we provide.

The key changes are that we...

...have streamlined our complaints process shifting from a three to a two stage process

...will continue to seek to resolve more customer complaints as close as possible to the point of service delivery and

...will conduct thorough, impartial and fair investigations of customer complaints within the agreed timescales.

... use complaints as a performance indicator and strive to learn and improve our services.

This document explains in detail our revised procedure for complaints handling in Inverclyde Council.

John W Mundell Chief Executive

What is a complaint?

Inverclyde Council's definition of a complaint is:

'An expression of dissatisfaction by one or more members of the public about the council's action or lack of action, or about the standard of service provided by or on behalf of the council.'

A complaint may relate to:

- failure to provide a service
- inadequate standard of service
- dissatisfaction with council policy
- treatment by or attitude of a member of staff
- disagreement with a decision where the customer cannot use another procedure (for example an appeal) to resolve the matter
- the council's failure to follow the appropriate administrative process.

This list does not cover everything.

A complaint is **not**:

- a routine first-time request for a service
- a request for compensation only
- issues that are in court or have already been heard by a court or a tribunal
- disagreement with a decision where a statutory right of appeal exists, for example in relation to council tax or planning
- an attempt to reopen a previously concluded complaint or to have a complaint reconsidered where we have already given our final decision.
- An issue which occurred over six months ago from the date of the complaint.

You must not treat these issues as complaints, and should instead direct customers to use the appropriate procedures.

Handling anonymous complaints

We value all complaints. This means we treat all complaints including anonymous complaints seriously and will take action to consider them further, wherever this is appropriate. Generally, we will consider anonymous complaints if there is enough information in the complaint to enable us to make further enquiries. If, however, an anonymous complaint does not provide enough information to enable us to take further action, we may decide not to pursue it further. Any decision not to pursue an anonymous complaint must be authorised by a senior manager.

If an anonymous complaint makes serious allegations, we will refer it to an appropriate senior officer immediately.

If we pursue an anonymous complaint further, we will record the issues as an anonymous complaint on the complaints system. This will help to ensure the completeness of the complaints data we record and allow us to take corrective action where appropriate.

Who can make a complaint?

Anyone who receives, requests or is affected by our services can make a complaint. Sometimes a customer may be unable or reluctant to make a complaint on their own. We will accept complaints brought by third parties as long as the customer has given their personal consent.

Local Advocacy

Circles Network Advocacy Service Inverclyde 21 Grey Place Greenock PA15 1YF Tel: 01475 730797 Fax: 01475 727407 Info.inverclyde@circlesnetwork.org.uk

Complaints involving more than one service or organisation

If a complaint relates to the actions of two or more local authority services, you must agree which service takes the lead and communicate clearly with the customer to let them know who will take the lead in dealing with the complaint, and explain that they will get only one response covering all issues raised.

It is important that services co-operate and communicate to ensure target dates are met by the lead service.

If a customer complains to the council about the service of another agency or public service provider, but the local authority has no involvement in the issue, the customer should be advised to contact the appropriate organisation directly. However, where, a complaint relates to a local authority service and the service of another agency or public service provider, (for example a housing association or a government department), and the local authority has a direct interest in the issue, you must handle the complaint about the local authority through the CHP. If you need to make enquiries to an outside agency in relation to the complaint always take account of data protection legislation and our guidance on handling our customer's personal information. The Information Commissioner has detailed guidance on data sharing and has issued a data sharing code of practice.

Such complaints may include:

- a complaint made to us about a claim for housing benefit where the customer's dissatisfaction relates to the service we have provided and the service the DWP has provided
- a complaint made to us about antisocial behaviour where the customer's dissatisfaction relates to the service we have provided and the service the housing association has provided.

Social Care complaints

The procedure for social Care complaints is slightly different from our general complaints procedure, as it currently follows specific legislation and guidance. Customers should contact Inverclyde Health and Social Care Partnership (HSCP) on the contact details below.

Complaint Officer Quality & Development Service Hector McNeill House 7-8 Clyde Square Greenock Inverclyde PA15 1NB Tel: 01475 715365

Email: pccsp.swork@inverclyde.gov.uk

Registered Care Service

Anyone receiving a registered care services from us has the right to complain either direct to the Care Inspectorate or to Inverclyde Health and Social Care Partnership (HSCP).

Customers may also receive care or support from other agencies under a contract with Inverclyde Council. They may direct complaints about these services either to us (just like complaints about any council service) or directly to the Care Inspectorate.

The Care Inspectorate's contact details can be found on their website: <u>http://www.scswis.com/</u> Or: telephone 0845 600 9527 fax 01382 207 289 complete an online complaints form at <u>http://www.scswis.com</u>, or email <u>enquiries@careinspectorate.com</u>

Supporting the customer

All members of the community have the right to equal access to our complaints handling procedure. Customers who do not have English as a first language may need help with interpretation and translation services, and other customers may have specific needs that we will seek to address to ensure easy access to the complaints handling procedure.

We must always take into account our commitment and responsibilities to equality. This includes making reasonable adjustments to our service to help the customer where appropriate.

Several support and advocacy groups are available to support customers in pursuing a complaint and customers should be signposted to these as appropriate.

Managing unacceptable behaviour

People may act out of character in times of trouble or distress. The circumstances leading to a complaint may result in the customer acting in an unacceptable way. Customers who have a history of challenging or inappropriate behaviour, or have difficulty expressing themselves, may still have a legitimate grievance.

A customer's reasons for complaining may contribute to the way in which they present their complaint. Regardless of this, we must treat all complaints seriously and properly assess them.

However, we also recognise that the actions of customers who are angry, demanding or persistent may result in unreasonable demands on time and resources or unacceptable behaviour towards our staff. We will, therefore, apply our policies and procedures to protect staff from unacceptable behaviour such as unreasonable persistence, threats or offensive behaviour from customers.

Where we decide to restrict access to a customer under the terms of an unacceptable actions policy, we have a procedure in place to communicate that decision, notify the customer of a right of appeal, and review any decision to restrict contact with us. This will allow the customer to demonstrate a more reasonable approach later.

Time limit for making complaints

This complaints handling procedure sets a time limit of six months from when the customer first knew of the problem, within which time they may ask us to consider the complaint, unless there are special circumstances for considering complaints beyond this time.

We will apply this time limit with discretion.

In decision making we will take account of the Scottish Public Services Ombudsman Act 2002 (Section 10(1)), which sets out the time limit within which a member of the public can normally ask the SPSO to consider complaints.

The limit is one year from when the person first knew of the problem they are complaining about, unless there are special circumstances for considering complaints beyond this time.

If it is clear that a decision not to investigate a customer's complaint will lead to a request for external review of the matter, we may decide that this satisfies the special circumstances criteria. This will enable us to consider the complaint and try to resolve it.

The complaints handling process

Our complaints handling procedure aims to provide a quick, simple and streamlined process for resolving complaints early and locally by skilled, knowledgeable and well-trained staff.

Our complaints process provides two opportunities to resolve complaints internally:

- frontline resolution, and
- investigation.

Stage one: frontline resolution

The main principle is to seek early resolution, resolving complaints at the earliest opportunity and as close to the event which led to the complaint as possible. This may mean a face-to-face discussion with the customer, or asking an appropriate member of staff to deal directly with the complaint.

In practice, frontline resolution means resolving the complaint at the first point of contact with the customer, either by the member of staff receiving the complaint or other identified staff.

In either case, you may settle the complaint by providing an on-the-spot apology where appropriate, or explaining why the issue occurred and, where possible, what will be done to stop this happening again. You may also explain that, as an organisation that values complaints, we may use the information given when we review service standards in the future.

A customer can make a complaint in writing, in person, by telephone, by email or online including through social media channels, or by having someone complain on their behalf. You must always consider frontline resolution, regardless of how you have received the customer's complaint.

What to do when you receive a complaint

- 1 On receiving a complaint, you must first decide whether the issue can be defined as a complaint. The customer may express dissatisfaction about more than one issue. This may mean you treat one element as a complaint, while directing the customer to pursue another element through an alternative route.
- 2 If you have received and identified a complaint, record the details on our complaints system.
- 3 Next, decide whether or not the complaint is suitable for frontline resolution. Some complaints will need to be fully investigated before you can give the customer a suitable response. You must escalate these complaints immediately to the investigation stage and to your Head of Service.
- Where you think frontline resolution is appropriate, you must consider four key questions:What exactly is the customer's complaint (or complaints)?
 - What does the customer want to achieve by complaining?
 - Can I achieve this, or explain why not?
 - If I cannot resolve this, who can help with frontline resolution?

What exactly is the customer's complaint (or complaints)?

It is important to be clear about exactly what the customer is complaining about. You may need to ask the customer for more information and probe further to get a full picture.

What does the customer want to achieve by complaining?

At the outset, clarify the outcome the customer wants. Of course, the customer may not be clear about this, and you may need to probe further to find out what they expect, and whether they can be satisfied.

Can I achieve this, or explain why not?

If you can achieve the expected outcome by providing an on-the-spot apology or explain why you cannot achieve it, you should do so. If you consider an apology is appropriate, you may wish to follow the SPSO's guidance on the subject:

SPSO guidance on apology

The customer may expect more than we can provide. If so, you must tell them as

soon as possible.

You are likely to have to convey the decision face to face or on the telephone. If you do so face to face, by telephone or by email, you are not required to write to the customer as well, although you may choose to do so. It is important, however, to keep a full and accurate record of the decision reached and passed to the customer.

If I can't resolve this, who can help with frontline resolution?

If you cannot deal with the complaint because, for example, you are unfamiliar with the issues or area of service involved, pass details of the complaint to someone who can attempt to resolve it and clearly record the action.

Timelines

Frontline resolution must be completed within **five working days**, although in practice we would often expect to resolve the complaint much sooner and ideally right away for most complaints.

You may need to get more information from other services to resolve the complaint at this stage. However, it is important to respond to the customer within five working days, either resolving the matter or explaining that their complaint is to be investigated.

Extension to the timeline

In exceptional circumstances, where there are clear and justifiable reasons for doing so, you may agree an extension of no more than five working days with the customer and approved by a senior manager. This must only happen when an extension will make it more likely that the complaint will be resolved at the frontline resolution stage.

When you ask for an extension, you must get authorisation from the appropriate senior manager, who will decide whether you need an extension to effectively resolve the complaint. Examples of when this may be appropriate include staff or contractors being temporarily unavailable. If, however, the issues are so complex that they cannot be resolved in five days, it may be more appropriate to escalate the complaint straight to the investigation stage. You must tell the customer about the reasons for the delay, and when they can expect your response.

If the customer does not agree to an extension but it is unavoidable and reasonable, a senior manager must decide on the extension. You must then tell the customer about the delay and explain the reason for the decision to grant the extension.

It is important that such extensions DO NOT become the norm. The timeline at the frontline resolution stage should be extended only rarely. All attempts to resolve the complaint at this stage must take no longer than **ten working days** from the date you receive the complaint.

The proportion of complaints that exceed the five-day limit will be evident from reported statistics. These statistics must go to our corporate management team (CMT) quarterly.

Closing the complaint at the frontline resolution stage

When you have informed the customer of the outcome, you are not obliged to write to the customer, although you may choose to do so. You must ensure that our response to the complaint addresses all areas that we are responsible for and explains the reasons for our decision. It is also important to keep a full and accurate record of the decision reached and given to the customer. The complaint must then be closed and the complaints system on LAGAN updated accordingly.

When to escalate to the investigation stage

A complaint must be escalated to the investigation stage when:

• frontline resolution was tried but the customer remains dissatisfied and requests an

investigation into the complaint. This may be immediately on communicating the decision at the frontline stage

- the customer refuses to take part in the frontline resolution process
- the issues raised are complex and require detailed investigation
- the complaint relates to serious, high-risk or high-profile issues.

When a previously closed complaint is escalated from the frontline resolution stage, the complaint should be reopened on the complaints system. Take particular care to identify complaints that might be considered serious, high risk or high profile, as these may require particular action or raise critical issues that need senior management's direct input.

Potential high-risk or high-profile complaints could include:

- involve a death or terminal illness
- involve serious service failure, for example major delays in providing, or repeated failures to provide, a service
- generate significant and on-going press interest
- pose a serious risk to local authority operations
- present issues of a highly sensitive nature

Stage two: investigation

Not all complaints are suitable for frontline resolution and not all complaints will be satisfactorily resolved at that stage.

Complaints handled at the investigation stage of the complaints handling procedure are typically complex or require a detailed examination before we can state our position. These complaints may already have been considered at the frontline resolution stage, or they may have been identified from the start as needing immediate investigation or it may have been requested by the customer.

An investigation aims to establish all the facts relevant to the points made in the complaint and to give the customer a full, objective and proportionate response that represents our final position.

What to do when you receive a complaint for investigation

It is important to be clear from the start of the investigation stage exactly what you are investigating, and to ensure that both the customer and the service understand the investigation's scope.

It may be helpful to discuss and confirm these points with the customer at the outset, to establish why they are dissatisfied and whether the outcome they are looking for sounds realistic. In discussing the complaint with the customer, consider three key questions:

- 1. What specifically is the customer's complaint or complaints?
- 2. What does the customer want to achieve by complaining?
- 3. Are the customer's expectations realistic and achievable?

It may be that the customer expects more than we can provide. If so, you must make this clear to the customer as soon as possible.

Where possible you should also clarify what additional information you will need to investigate the compliant. The customer may need to provide more evidence to help us reach a decision.

Details of the complaint must be recorded on the LAGAN system for recording complaints. The details must be updated when the investigation ends.

Timelines

Complaints at the investigation stage should be dealt with within these timescales:

- complaints must be acknowledged within three working days
- you should provide a full response to the complaint as soon as possible but not later than
 20 working days from the time you received the complaint for investigation.

Extension to the timeline

Not all investigations will be able to meet this deadline. For example, some complaints are so complex that they require careful consideration and detailed investigation beyond the 20-day limit. However, these would be the exception and you must always try to deliver a final response to a complaint within 20 working days.

If there are clear and justifiable reasons for extending the timescale, senior management will set time limits on any extended investigation, as long as the customer agrees. You must keep the customer updated on the reason for the delay and give them a revised timescale for completion. If the customer does not agree to an extension but it is unavoidable and reasonable, then senior management must consider and confirm the extension. The reasons for an extension might include the following:

• Essential accounts or statements, crucial to establishing the circumstances of the case,

Are needed from staff, customers or others but they cannot help because of long-term sickness or leave.

- You cannot obtain further essential information within set timescales.
- Operations are disrupted by unforeseen or unavoidable operational circumstances, for example industrial action or severe weather conditions.
- The customer has agreed to mediation as a potential route for resolution.

These are only a few examples, and you must judge the matter in relation to each complaint. However, an extension would be the exception and you must always try to deliver a final response to the complaint within 20 working days.

All of this information must be recorded on LAGAN.

As with complaints considered at the frontline stage, the proportion of complaints that exceed the 20day limit will be evident from reported statistics. These statistics must go to our corporate management team (CMT) on a quarterly basis.

Mediation

Some complex complaints, or complaints where customers and other interested parties have become entrenched in their position, may require a different approach to resolving the complaint. Where appropriate, you may consider using services such as mediation or conciliation using suitably trained and qualified mediators to try to resolve the matter and to reduce the risk of the complaint escalating further. Mediation may help both parties to understand what has caused the complaint, and so is more likely to lead to mutually satisfactory solutions. If you and the customer agree to mediation, revised timescales will need to be agreed.

Closing the complaint at the investigation stage

You must let the customer know the outcome of the investigation, in writing or by their preferred method of contact.

This response must include the decision on whether the complaint was 'upheld', 'not upheld' or 'partially upheld'.

Our response to the complaint must address all areas that we are responsible for and explain the reasons for our decision. You must record the decision, and details of how it was communicated to the customer, on the Council's LAGAN/KANA system for recording complaints. You must also make clear to the customer:

- their right to ask SPSO to consider the complaint
- the time limit for doing so, and
- how to contact the SPSO.

Independent external review

Once the investigation stage has been completed, the customer has the right to approach the SPSO if they remain dissatisfied.

The SPSO considers complaints from people who remain dissatisfied at the conclusion of our complaints procedure. They look at issues such as service failures and maladministration (administrative fault), as well as the way we have handled the complaint.

The text below should be used on your communication with customers when informing them of the outcome of the investigation stage.

The SPSO also provides a leaflet, <u>The Ombudsman and your organisation</u>, which you may find helpful in deciding how and when to refer someone to the SPSO.

Information about the SPSO

The Scottish Public Services Ombudsman (SPSO) is the final stage for complaints about public services in Scotland. This includes complaints about Scottish councils. If you remain dissatisfied with a council after its complaints process, you can ask the SPSO to look at your complaint. The SPSO cannot normally look at complaints:

- where you have not gone all the way through the council's complaints handling procedure
- more than 12 months after you became aware of the matter you want to complain about, or
- that have been or are being considered in court.

The SPSO's contact details are:

SPSO 4 Melville Street Edinburgh EH3 7NS SPSO Freepost EH641 Edinburgh EH3 0BR

Freephone: **0800 377 7330** Online contact <u>www.spso.org.uk/contact-us</u> Website: <u>www.spso.org.uk</u> Mobile site: <u>http://m.spso.org.uk</u>