

Complaint Report 2014-15

During the 12 month period 1 August 2014 to 31 July 2015, the University recorded a total of 628 complaints. Thirteen cases went to Stage 2 complaint investigation, meaning that 98% of complaints were resolved at frontline, the majority within the five day period specified in the Complaint Handling Procedure (CHP).

Investigations should be completed within a maximum of 20 working days, unless an extension is given for good reason. In the majority of cases, investigation took longer than 20 working days. Delays were often due to absence or difficulty contacting the complainant, the complainant taking longer to respond, or because investigation was put on hold at some point at the request of the complainant. Staff absence, e.g. on research leave, can also be a cause of delays.

The maximum time taken over an investigation was 110 working days.

The breakdown of the 13 Stage 2 investigation outcomes is as follows:

Complaint fully upheld	1
Complaint partially upheld*	2
Complaint not upheld	10
Complaint withdrawn	0

*Many complaints cover several issues. Where any of these are upheld, the outcome for the investigation as a whole is recorded as 'partially upheld'.

Due to the low number of cases investigated at Stage 2, this report does not give examples of learning outcomes or improvements to services on a year-by-year basis as it could be possible to identify an individual case from such information.

Instead, examples of learning outcomes and service improvements are provided (from 2014-15 onwards):

www.ed.ac.uk/university-secretary-group/complaint-handling-procedure/procedure/complaint-handling-reports