
Agenda Item: Complaints, Compliments, FOIs & SARs

Meeting Date: Monday, 8 December 2025

Contact Officer: Deputy Town Clerk

The purpose of this report is to advise Members of compliments and complaints received regarding services provided by the Council.

Background

Witney Town Council welcomes all comments, compliments, and complaints as they help identify how it is performing and how services it provides can be improved. The number of Freedom of Information and Data Subject Access Requests the Council has received since the last report are also included.

The Council's Complaints policy and procedure was reviewed by the Policy, Governance and Finance Committee on 24th November 2025. The next report (in June 2026) will reflect the adopted changes.

Current Situation

A list of compliments and complaints, compiled by the PA to the Town Clerk & Secretary to the Mayor between 14 June 2025 and 31 October 2025 is attached for information.

The list encompasses comments either made explicitly as or interpreted as a complaint in line with the Council's Complaints Procedure.

There have been 36 identified compliments/positive comments and 25 complaints/negative comments regarding town council services and all, but 3 more recent ones have been satisfactorily closed. 5 complaints received regarding services provided by other authorities are included for information.

The compliments received are predominantly regarding upkeep of public spaces – flowers, cleaning of town centre areas, Lake & Country Park, cemeteries, and pitches. There are further compliments about the 1863 café and general customer service provided by staff.

The complaints mainly focus on the Council's green spaces, including overgrown vegetation, issues with the Council's facilities and about enforcement of Council decisions.

In addition to the above comments, the Council is also provided with 49 positive comments and 7 negative made via its social media channels.

These compliments focus on river de-silting works, bulb planting at Unterhaching Park, river tree removal works, the splash park and path improvements at the Lake.

Where complaints relate to individual services, these are dealt with by Line Managers and the Senior Management team. It is good practice for the Council to review these complaints and compliments bi-annually to demonstrate its ongoing commitment to provide excellent customer service and governance.

Number of Freedom of Information Requests:	0
Number of Data Subject Access Requests:	1

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct impact from the report.
- b) Biodiversity – no direct impact from the report.
- c) Crime & Disorder – no direct impact from the report.
- d) Environment & Climate Emergency – no direct impact from the report.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

There is reputational risk if complaints are not dealt with in a timely and satisfactory manner. Members and Officers must balance resident expectation against agreed policies and available resources. This report highlights the Council takes all complaints/comments seriously and applauds compliments when received.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Several complaints could be viewed as impeding social value due to their nature.

Financial implications

- There are no financial implications pertaining to this report.

Recommendations

1. Members are invited to note the report and accompanying compliments/complaints list.