#

## Our Aims

#  **Appendix 2**

**Bridgewater Customer Service Standards**

* To deliver a personal, high-quality service to you.
* To have enquiries resolved at the first point of contact where possible
* We make it our goal to exceed your expectations
* To effectively monitor and evaluate your satisfaction with the services you receive
* To listen to your views and feedback and use this to improve our services
* To treat you fairly and with respect
* To ensure equal opportunity of access for you in everything that we do
* To ensure our contractors and those who provide services on our behalf sign up to these aims
* To include customer services delivery as a key element in the recruitment and development of our staff

## Telephone

* We will answer 70% of calls in under 30 seconds
* A staff member will answer their phone within 5 rings
* We will give our name when we answer a call
* We will provide a telephone service 365 days per year
* We will respond to all telephone messages by next working day
* We will always ask your permission before putting you on hold or transferring your call
* At the end of the call we will thank you and ask if there is anything else, we can assist you with
* We may have to call you back. When we do, we will give you a time slot for when you can expect the call

## Our written communication

* We will publish at least three newsletters each year
* We will respond to any written correspondence within 5 working days where possible, unless statute regulation or guidance dictates otherwise
* We will respond initially to acknowledge any email received within one working day and provide a response with five working days
* We will respond to website questions/requests within two working days
* We will ensure we write in plain English and avoid jargon

## Meeting you in office or at your home

* We will see you within 5 minutes of your pre-arranged appointment time
* We will let you know approximately how long you must wait to see a member of staff if you do not have an appointment
* We will ensure staff members and contractors have name badges identifying themselves to you
* If English is not your preferred language, we can arrange an interpretation service.
* We will call ahead or text you to advise you if we are running late on a pre-arranged appointment at your home
* We will contact you if we must cancel an appointment or we are unable to make an appointment as soon as we are made aware
* We will always respect your home and your privacy during any home visit or appointment

## What we require from you

We require that you:

* Be polite and treat our staff with respect and courtesy
* Let us know if you are unable to keep an appointment
* Tell us about any change in circumstances e.g. A change of address or name
* Behave in a responsible manner towards neighbours, visitors and others
* Understand that we may not always be able to help you, however we will try as much as possible.

## Our service standards

* + We will always be aware of our communication style and communicate in a professional manner
	+ We have a complaints policy with clear timescales
	+ We will keep you informed if there is a delay with your appointment
	+ We will let you know how long things will take
	+ We will listen to your requests and take the necessary actions to assist you as much as possible
	+ We will respect your rights to confidentiality
	+ We will always treat you in a courteous, friendly and professional way
	+ We may not always be able to give you the answer you are looking for, but we will assist you as much as we can
	+ If we cancel a service or request for any reason, we will contact you as soon as possible and look to re-arrange at the earliest convenience.