

# **Langport Community Office Impact Assessment and future provision for Customer Access**

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## **Purpose of the Report**

To update Committee on the impact following the withdrawal of face to face contact at Langport Community Office and the future provision for customer access and locality working.

## **Public Interest**

With an increase in digital access, there is a continuing need to support customers to access services online and raise awareness of alternative methods to access information and services, to ensure that the service provided by SSDC best meets the needs of the customer. SSDC also needs to actively manage assets and resources to ensure the best financial or community return. This reports shows the impact relating to the closure of Langport Community Office.

## **Recommendation**

Members are asked to note the report.

## **Background**

Langport Community Office provided a face to face service and enabled customers to receive advice and assistance to many SSDC services, as well as referral or signposting to other agencies where necessary.

Due to increasingly low footfall within the office a report was taken to the Area North Committee and members agreed to withdraw from the Community Office and provide services in an alternative way. Over a lead in period Customer Advisors would focus on encouraging and supporting customers to access services online and to raise awareness of all alternative methods. There would also be an appointment based offer to customers who required further assistance in a location suitable to them.

The proposal was also endorsed by the Senior Leadership Team as a good way of testing various aspects of service delivery through transformation.

## **Lead up to office closure**

Langport Community Office was based within the Langport Information Centre (LIC) and closed at the end of December 2017. During the 3 month lead up to the closure customers were assisted and encouraged to move, where possible, to alternative methods.

24 customers were seen during this period. 14 customers moved to digital, phone or post access. Other customers were either returning equipment, were able to visit another office or were one off visits.

Of the 24 customers who visited the office, 13 lived in Langport / Huish, 7 Curry Rivel / Hambridge and 4 High Ham /Long Sutton.

SSDC services were advised of the office closure and provided with guidance on how to assist customers to access an appointment based visit.

Signs and leaflets were provided within the Community Office to advise customers and offer support. Information and leaflets were also supplied to Langport LIC to support any future enquiries.

SSDC released a press statement highlighting the closure.

### **Impact of closures**

Following the closure, customers were initially advised by some SSDC departments that they could still visit the Langport office, this was highlighted by the Town Council and rectified.

Langport LIC and Langport Town Council felt there had been little impact with regard to additional assistance provided to customers since the closure. Although there wasn't any footfall information recorded, the LIC continue to signpost and hand out leaflets where necessary.

There has been one occasion to date where an appointment was provided to a customer and this was held at our local office.

We will continue to liaise with Langport LIC and the Town Council to provide assistance and leaflets where required.

Impact regarding additional phone calls was considered to be minimal by the Customer Focus team.

Below is some data regarding the proportion of people who have completed online forms themselves and also forms which have been completed with the help of an SSDC officer either by phone or face to face. There have been a number of initiatives over the last 9 months to help customers to self-serve.

	Feb-18	Sept-18 (to date)
% of forms completed by self-serve	37.8%	50.8%
% of forms completed by SSDC officer	62.2%	49.2%

### **Future provision**

As part of the Council's Access Strategy, Area+ report and channel shift initiative, provision throughout the district is being made to provide Customer Access Points (CAP) within our existing buildings and other appropriate locations within market towns. A new CAP is due to be trialled within in Crewkerne Community Office and there will be a staff presence to help customers self-serve.

CAP's will consist of slim-line touch screen computers. They will include scanning and skype facilities and customers will be able to book appointments if further assistance is required.

We are also looking into the possibility of providing access and support to SSDC services within the County's network of Libraries but this will be dependent on the outcome of the current Library consultation.

Touchdown spaces for the Locality Team will be available within existing council buildings and also market town premises from January 2018.

There will be a number of channel shift campaigns and marketing materials produced between now and the launch of SSDC's new website. This will inform customers, businesses and residents about the opportunity to create personal accounts and how to interact with the council digitally – for simpler, faster and more efficient 24/7 access to service requests and reporting.

## **Financial Implications**

None from this report.

## **Council Plan Implications (2016-21)**

- Transform customer services through technology
- Provide access to services to suit out customers' needs
- Actively manage assets and resources to ensure the best financial or community return

## **Carbon Emissions & Climate Change Implications**

Reduce carbon emissions by increasing awareness of local offices and use of alternative methods of contact i.e. online transactions, phones.

## **Equality and Diversity Implications**

Equality Analysis Assessments were completed for original report.

**Background Papers:** *Community Office Update Area North 2016/2017 September 2017*