

## Appendix 2 Helpdesk performance

KPI	A	B	C	D
	<b>First time fix</b>	<b>Call answer time</b>	<b>Abandoned call rate</b>	<b>Email response time</b>
Gold	85% of enquiries dealt with at first point of contact	75% of calls answered in 20 seconds	Less than 5% of calls abandoned	100% of emails answered within 3 working days
Silver	80% of enquiries dealt with at first point of contact	50% of calls answered in 20 seconds	Less than 10% of calls abandoned	75% of emails answered within 3 working days
Bronze	70% of enquiries dealt with at first point of contact	30% of calls answered in 20 seconds	Less than 15% of calls abandoned	75% of emails answered within 10 working days
Below Bronze	<70% of enquiries dealt with at first point of contact	<30% of calls answered in 20 seconds	>15% of calls abandoned	<75% of emails answered within 10 working days

Quarterly performance assessed against the scoring mechanism with rectification plan for underperformance including penalty clauses for sustained underperformance.

### Main Helpline for ESPF

Period	First time fix	Call answer time	Abandoned call rate	Email response time
<b>GOLD TARGETS</b>	<b>85%</b>	<b>75%</b>	<b>5%</b>	<b>100%</b>
April 21	96%	53%	5%	100%
May 21	95%	44%	7%	100%
June 21	95%	56%	5%	100%
July 21	91%	43%	9%	100%
August 21	88%	31%	9%	100%
September 21	86%	23%	6%	100%
October 21	80%	37%	2%	100%
November 21	87%	36%	1%	100%
December 21	81%	36%	0%	100%
January 22	83%	39%	0%	100%
February 22	80%	39%	0%	100%
March 22	86%	37%	1%	100%
April 22	84%	28%	2%	100%
May 22	84%	21%	4%	100%
June 22	86%	19%	2%	100%
July 22	87%	74%	3%	100%
August 22	91%	61%	4%	100%
September 22	92%	67%	4%	100%
October 22	85%	47%	8%	68%
November 22	82%	73%	1%	60%
December 22	85%	92%	0%	66%
January 23	87%	86%	1%	97%
February 23	84%	88%	1%	96%
March 23	86%	86%	1%	100%

The "call answer time" SLA on the mainline was investigated with BT and results between Sept 21 & June 22 were not reported correctly. The SLA% could not be recreated for that period.

**Website Helpline (all six Pension Funds until October 21 then ESPF only)**

Period	First time fix	Call answer time	Abandoned call rate	Email response time
<b>GOLD TARGETS</b>	<b>85%</b>	<b>75%</b>	<b>5%</b>	<b>100%</b>
April 21	N/A	30%	18%	N/A
May 21	N/A	31%	15%	N/A
June 21	N/A	48%	10%	N/A
July 21	100%	39%	10%	100%
August 21	100%	49%	21%	100%
September 21	100%	67%	6%	100%
October 21	91%	64%	9%	100%
November 21	100%	63%	6%	100%
December 21	100%	76%	2%	100%
January 22	100%	84%	2%	100%
February 22	100%	78%	1%	100%
March 22	100%	76%	6%	100%
April 22	100%	74%	2%	100%
May 22	100%	68%	2%	100%
June 22	100%	47%	10%	100%
July 22	100%	76%	3%	100%
August 22	100%	61%	10%	100%
September 22	100%	63%	14%	100%
October 22	100%	51%	15%	70%
November 22	95%	51%	5%	100%
December 22	100%	69%	0%	100%
January 23	100%	80%	2%	100%
February 23	100%	77%	2%	100%
March 23	100%	76%	1%	100%

**Monthly transaction volumes**

Month	Telephone Calls	Email's Processed	Call Back's	Total
April 21	1,080	287	13	1,380
May 21	855	475	11	1,341
June 21	807	944	15	1,766
July 21	929	1,795	13	2,737
August 21	936	1,329	5	2,270
September 21	858	1,470	8	2,336
October 21	767	1,241	16	2,024
November 21	815	1,206	0	2,021
December 21	513	968	4	1,485
January 22	777	1,175	19	1,971
February 22	797	1,377	17	2,191
March 22	819	1,293	17	2,129
April 22	898	1,114	24	2,036
May 22	911	1,335	25	2,271
June 22	801	1,017	21	1,839
July 22	722	988	16	1,726
August 22	1,154	1,813	28	2,995
September 22	817	1,166	18	2,001
October 22	736	1,050	17	1,803
November 22	513	1,660	25	2,148
December 22	518	875	6	1,399
January 23	1,064	1,302	15	2,381
February 23	923	1,308	10	2,241
March 23	1,077	1,439	13	2,529

## Top five reasons for calls

Month	Self Service Activation	Login issues	Claim form guidance	Option guidance – member	Update Address	Leaver form received	Progress check - Actual	Progress check - Quote	Document or Form enquiry	Other
Jul 21	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>					
Aug 21	1 <sup>st</sup>	2 <sup>nd</sup>	4 <sup>th</sup>	5 <sup>th</sup>		3 <sup>rd</sup>				
Sep 21	1 <sup>st</sup>	2 <sup>nd</sup>	5 <sup>th</sup>		4 <sup>th</sup>	3 <sup>rd</sup>				
Oct 21	3 <sup>rd</sup>		2 <sup>nd</sup>		4 <sup>th</sup>	1 <sup>st</sup>	5 <sup>th</sup>			
Nov 21		1 <sup>st</sup>	4 <sup>th</sup>		3 <sup>rd</sup>	2 <sup>nd</sup>	5 <sup>th</sup>			
Dec 21		4 <sup>th</sup>	2 <sup>nd</sup>		3 <sup>rd</sup>	1 <sup>st</sup>	5 <sup>th</sup>			
Jan 22	3 <sup>rd</sup>	4 <sup>th</sup>	1 <sup>st</sup>			2 <sup>nd</sup>		5 <sup>th</sup>		
Feb 22		2 <sup>nd</sup>	3 <sup>rd</sup>	5 <sup>th</sup>	4 <sup>th</sup>	1 <sup>st</sup>				
Mar 22	4 <sup>th</sup>	2 <sup>nd</sup>	1 <sup>st</sup>					5 <sup>th</sup>	3 <sup>rd</sup>	
Apr 22		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>				
May 22		3 <sup>rd</sup>	1 <sup>st</sup>		2 <sup>nd</sup>	4 <sup>th</sup>				5 <sup>th</sup>
Jun 22	1 <sup>st</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup>					
Jul 22		3 <sup>rd</sup>	1 <sup>st</sup>		5 <sup>th</sup>	2 <sup>nd</sup>			4 <sup>th</sup>	
Aug 22		1 <sup>st</sup>	3 <sup>rd</sup>	4 <sup>th</sup>			5 <sup>th</sup>		2 <sup>nd</sup>	
Sep 22	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	5 <sup>th</sup>					4 <sup>th</sup>	
Oct 22		3 <sup>rd</sup>	2 <sup>nd</sup>	4 <sup>th</sup>		1 <sup>st</sup>			5 <sup>th</sup>	
Nov 22	4 <sup>th</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>		5 <sup>th</sup>				1 <sup>st</sup>	
Dec 22	4 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup>			3 <sup>rd</sup>			1 <sup>st</sup>	
Jan 23	1 <sup>st</sup>	2 <sup>nd</sup>	4 <sup>th</sup>		3 <sup>rd</sup>				5 <sup>th</sup>	
Feb 23	4 <sup>th</sup>	2 <sup>nd</sup>	1 <sup>st</sup>			3 <sup>rd</sup>			5 <sup>th</sup>	
Mar 23	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>			4 <sup>th</sup>				5 <sup>th</sup>

We are initiating a possibility of using a Chatbot (robot) as an online support tool to help with FAQs.

## Telephone survey

This is a new service starting in December 21.

Questions raised by email within 24hrs of call where a caller says they are willing to complete a short survey:

1. How easy was it for you to contact the Pensions Helpdesk today?
2. How confident are you that your question was resolved or will be resolved in the relevant timelines?
3. Based on your recent experience how strongly would you recommend using the Helpdesk to a colleague?
4. How satisfied were you with your overall experience today?

Question No.	1					2					3					4				
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
December 21	0	0	0	4	23	1	1	0	5	20	1	0	1	4	21	0	2	1	2	21
January 22	0	0	0	10	49	4	0	0	7	48	0	1	2	5	51	2	1	1	4	51
February 22	0	0	1	1	25	0	0	0	2	25	0	0	0	2	25	0	0	0	2	25
March 22	0	0	2	8	29	1	1	3	8	26	0	2	1	3	33	1	1	1	6	30
April 22	0	0	0	6	39	0	0	1	6	38	0	0	2	6	37	0	0	0	6	39
May 22	0	0	0	7	44	0	1	1	5	44	0	0	1	6	44	0	1	2	2	46
June 22	1	1	5	8	39	0	2	6	11	35	0	2	5	5	42	0	2	5	7	40
July 22	0	0	1	3	16	0	0	1	4	15	0	0	1	2	17					?
August 22	0	1	1	5	20	0	1	0	6	20	0	1	0	4	22	0	1	0	5	21
September 22					?					?					?					?
October 22					N/A					N/A					N/A					N/A
November 22	0	0	0	2	6	0	0	0	2	6	0	0	0	1	7	0	0	1	1	6
December 22	0	0	0	3	54	0	1	3	9	44	1	0	2	5	49	1	1	1	8	46
January 23	1	1	7	10	98	3	4	6	21	83	0	5	2	16	91	1	6	1	19	92
February 23	0	0	6	25	96	7	3	12	18	87	2	5	11	12	97	2	4	15	13	93
March 23	1	0	6	18	112	7	3	10	22	95	1	5	8	18	104	1	5	8	18	105

*Note: 5 Star is the highest and therefore best rating*

An additional question was asked about how many times have your called in connection with your enquiry?

Month	First Call	Second Call	Third Call	Fourth or more
December 21	17	4	2	4
January 22	44	9	3	3
February 22	21	4	2	0
March 22	25	12	0	2
April 22	35	8	0	2
May 22	37	9	3	2
June 22	42	7	3	2
July 22	13	6	1	0
August 22	21	2	3	1
September 22	?	?	?	?
October 22	N/A	N/A	N/A	N/A
November 22	?	?	?	?
December 22	40	12	2	3
January 23	99	11	7	1
February 23	91	26	6	4
March 23	100	29	3	6

The Surrey Pensions Helpdesk was taken in-house from 25 November 2022.

ESPF have been ask to bring the Pensions Helpdesk in-house by April 2024.