



COMPLAINTS POLICY AND PROCEDURES

The following procedure should be followed by anyone wishing to make a complaint against Cleobury Mortimer Town Council:

If you have a complaint against a Town Councillor, you should write to:

The Monitoring Officer
Legal and Democratic Services
Shropshire Council
Shirehall, Abbey Foregate
Shrewsbury
SY2 6ND

If you have a complaint against an employee of the Town Council, you should write to:

Chairman Cleobury Mortimer Town Council
Cleobury Country Centre
Cleobury Mortimer
Kidderminster
Worcestershire
DY14 8PE

If you have any other complaint, you should write to:

The Town Clerk
Cleobury Country Centre
Cleobury Mortimer
Kidderminster
Worcestershire
DY14 8PE

In order for your complaint to be dealt with, the following Code of Practice has been adopted so you can be assured your grievance will be properly and fully considered. It is hoped that by following this transparent process, the good reputation of the Council will be maintained. This procedure will be followed where complaints cannot be resolved less formally by the Town Clerk or Chairman of the Council.

Cleobury Mortimer Town Council – Complaints Procedure

1. Cleobury Mortimer Town Council is committed to providing a quality service for the benefit of the people who live and work in its area, or who are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try and resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - a. Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedure.
 - b. Complaints against councillors. Complaints against Councillors are covered by the Code of Conduct for Members as detailed in the Council's Standing Orders (see Council Website on Policies), it will be referred to the Standards Committee of Shropshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Shropshire Council.
4. The appropriate time for influencing council decision making is by raising concerns before the council debates a matter. You may do this by writing to the council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in person at council meetings in the time allotted for public participation that is usually the 15 minutes shortly after the opening of the meeting. If you are unhappy with a council decision, you may raise your concerns with the council, but Standing Orders prevent the council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Town Clerk. You may do this in person, by phone, or by writing to the Town Clerk. The address and number is set out below.
6. Wherever possible, the Town Clerk will try to resolve your complaint immediately. If this is not possible, the Town Clerk will normally try to acknowledge your complaint within 5 working days.
7. If you do not wish to report your complaint to the Town Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Complaints Group of the Council.
8. The Town Clerk or the Complaints Group of the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Town Clerk or the Complaints Group will notify you within 20 working days of the outcome of your complaint and what action (if any) the council proposes to take as a result of your complaint. (In exceptional cases the twenty working day timescale may have to be extended. If it is you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your complaint.

Complaints Procedure – Code of practice for dealing with unreasonable and persistent complainants.

From time to time the Town Council receives complaints from members of the public. Some complaints are received by telephone or in writing and some by a visit to the Town Clerk's Office. In order to deal efficiently and effectively the Town Council has a Complaints Policy.

The Town Council's administration is carried out by a full time Town Clerk with some part time support from a part time Finance Officer, some part time administrators and occasionally volunteers. In the event that a complainant begins to make frequent contact with the Town Clerks office and hinders normal day to day running of the Town Council, the Town Clerk will implement a policy for dealing with frequent or vexatious complainants, since such complaints can be time consuming and could lead to additional cost to the council tax payer.

The Town Council's policy for dealing with unreasonable or persistent complaints will become operative if the complainant is deemed to be unreasonably persistent either by written or oral communications or excessive visits to the Town Clerk's office.

Procedure

A vexatious complainant will be notified that the Council's policy for dealing with unreasonable and persistent complaints is to be enforced, together with the reason why. The complainant will then be asked to adopt one or all of the following procedures:

- Request contact with the Town Council in a particular form (For example letters or e-mails only);
- To request contact to take place with a named officer only;
- Restrict telephone calls to specified days and or times; and/or;
- Be asked to enter into an agreement about future contact with the Town Council.

The Council will decide how long it will spend on any one complaint and whether it feels the complaint has been sufficiently dealt with.

In all cases, where a complaint is deemed to be unreasonable and persistent, the Council will write to the complainant to justify its course of action and explain for how long it will be operative.

The complainant may challenge the Council's decision, although proof that the complaint has not been sufficiently dealt with will be required. However, if deemed to be a fair challenge the Council will conduct a review of the complaint and will re-consider whether the complaint should still be treated as unreasonable and/or vexatious.

If a complainant persists in communicating with the Council once their case has been closed, the Council reserves the right to terminate all future communication. The case will only be re-visited if the complainant can provide fresh evidence that may affect the Council's previous decision concerning the original complaint. If the Council feels that re-opening the complaint cannot be justified, the complainant will be notified in writing that the case has been closed and there will be no further communication.

New complaints received from complainants deemed to be unreasonable and or vexatious will be treated on their merits.

Complaints will be kept on file for no longer than 5 years.