

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Sally Thurston



## **Complaints Procedure**

1. The following procedure will be adopted for dealing with complaints about Faringdon Town Councils administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
2. This procedure does not cover complaints about the conduct of a Member of the Parish Council.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing (letter/e-mail/standard form) to the Clerk to the Council at The Pump House, 5 Market Place Faringdon, Oxfordshire, SN7 7JA. The complaint will be dealt with within 10 working days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chair.
6. (a) On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chair of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.  
  
(b) Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chair of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

7. The Clerk to the Council (or Chair) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
8. The Clerk to the Council (or Chair) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
11. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
14. It will not be appropriate to deal with ALL complaints from members of the public under a complaints procedure. If this is the case Faringdon Town Council will advise the complainant of the appropriate course of action.

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## **Advice for residents**

### **Complaints or compliments**

Feedback from our residents is very important to Faringdon Town Council.

We want to hear from you when we do things right and when we do things wrong. This is the best way for us to continually improve our services.

We aim to make it easy for anyone to complain or compliment. We will endeavour to solve problems as quickly as possible and to ensure they do not happen again by encouraging good practice.

### **How to complain or compliment**

- **In writing**

To the Town Clerk

The Pump House, 5 Market Place, Faringdon, Oxfordshire, SN7 7HL

*If your complaint relates to the Town Clerk please address your letter to The Town Mayor.*

- **By Email**

[sally@faringdowntowncouncil.gov.uk](mailto:sally@faringdowntowncouncil.gov.uk)

*If your complaint relates to the Town Clerk please see our website for the Town Mayors email address.*

- **In person**

Our offices at The Pump House, Faringdon are open Monday to Friday 9am to 4pm

- **By telephone**

**01367 240281** between 9am and 4pm Monday to Friday.

*You may be asked if it is possible to put your complaint in writing*

**Please note:** We will maintain confidentiality; details will only be given to members of staff directly involved.

**What happens next if you make a complaint?**

1. We may be able to give you an answer immediately.
2. If this is not possible we will investigate your complaint fully.
3. We will contact you within 10 working days either to give you a full answer or to report on progress.
4. Your complaint will initially be investigated by an officer of Faringdon Town Council.
5. If your complaint cannot be resolved it will be dealt with by a Committee of the Council.
6. We want to find out what went wrong and take steps to prevent it happening again.

***Please note: It is not always appropriate to deal with complaints from members of the public under our complaints procedure. Some complaints may require special consideration or we may need to involve outside bodies. If this is the case, Faringdon Town Council will advise you of the appropriate course of action.***