

## Preesall Town Council COMPLAINTS PROCEDURE



1. This Policy sets out procedures for dealing with any complaints that anyone may have about Preesall Town Council's **administration and procedures**. It also applies to Preesall Town Council's employees. Councillors are covered by a Code of Conduct adopted by Preesall Town Council on 11 June 2012 and subject, therefore, to separate procedures.
2. Complaints against **policy decisions** made by the Council shall be referred back to Council [but note paragraph 7(a) of the Council's Standing Orders which says that issues shall not be re-opened for six months].
3. If a complaint within the scope of this Procedure is made verbally to a Councillor or to the Clerk to the Council, they should seek to resolve the complaint. If that is not possible, the complainant should be asked to put the complaint in writing to the Clerk to the Council. If the complaint relates to the Clerk to the Council or the complainant prefers not to put the complaint to the Clerk to the Council they should be advised to put the complaint to the Mayor
4. On receipt of a written complaint the Mayor or the Clerk to the Council (*except where the complaint is about his or her own actions*), shall try to settle the complaint directly with the complainant. This shall not be done without first giving the person against whom the complaint has been made the opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
5. The Clerk to the Council or the Mayor shall report to the next meeting of the Council any written complaint dealt with by direct action with the complainant.
6. The Clerk to the Council or the Mayor shall bring any written complaint that has not been settled to the next meeting of the Council. The Clerk to the Council shall notify the complainant of the date on which the complaint will be considered, and the complainant shall be offered an opportunity to explain the complaint to the meeting. However, this opportunity will not be given if the matter relates to an ongoing or potential disciplinary or grievance matter where it is likely to prejudice the employee's right to a fair hearing.
7. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.

8. As soon as possible after the decision has been made, the nature of any action to be taken shall be communicated in writing to the complainant.
9. The Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

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