

DOC No.:	MMDPC/007	ISSUE:	1.0	DATE:	11 Nov 2021
Martin and Martin Dales Parish Council Complaints Procedure					

PURPOSE

The purpose of this Complaints Procedure is to:

- i) Provide a mechanism for the management of complaints.
- ii) Ensure all interested parties are aware of the processes involved.

APPLICABILITY AND RESPONSIBILITY

2.1 Applicability

This Complaints Procedure is applicable to all complaints received by the Parish Council.

2.2 Responsibility

The Chairman is responsible for the contents of this Procedure. All Parish Councillors and employees of the Parish Council are responsible for doing so in a manner consistent with this Complaints Procedure.

It is the responsibility of the Chairman to ensure that the Complaints Procedure is followed and is in compliance with the requirements of Parish Councils.

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COMPLAINTS PROCEDURE PROCEDURE

1. Martin and Martin Dales Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or 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 to resolve your complaint.

2. The Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. The Complaints Procedure does not apply to:

3.1 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.

3.2 Complaints against councillors. If a complaint against a councillor is received by the council, it will be referred to the Standards Committee of North Kesteven District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of North Kesteven District Council.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on 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 may also be the opportunity to raise your concerns in the public participation section of Council meetings. 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 Clerk. You may do this in person, by phone, or by website or emailing the Clerk. The addresses and numbers are set out below.

07734 408 857

martinparishcouncil.co.uk

parishclerk@martinparishcouncil.co.uk

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6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the council.

9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complain. (In exceptional cases, the twenty working days 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 original complaint.

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APPENDIX I COMPLAINT LOG

No	DATE	Complainer	Councillor	Status
1				
2				
3				
4				
5				

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Appendix II Complaint Form (Internal Use)

Complaint No		
Person Complaining		
Contact Details		
Email		
Nature of Complaint		
Complaint		
Action		
Resolved	Yes/No	