



### *SheviocK Parish Council*

The Bill Warren Room, SheviocK Memorial Hall, Crafhole, Torpoint, Cornwall, PL11 3DG  
Clerk: Mrs Linda Coles Telephone: 01503 232996 Email: [sheviocKpc@btinternet.com](mailto:sheviocKpc@btinternet.com)

## **CODE OF PRACTICE FOR HANDLING COMPLAINTS**

SheviocK Parish Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council, or one of its members or employees. To address these issues the Council has adopted a procedure for the handling of complaints. This procedure allows people to have a form of address to the Council if they feel they have a complaint or have been unfairly treated in their dealings with the Council staff, Councillors or the Council.

### **VERBAL COMPLAINTS**

1. On receipt of a complaint by telephone, letter, fax or email the Clerk will try to satisfy the Complainant immediately or as soon as is practicable.
2. If the Clerk is unable to answer the complaint immediately, then full details of the complaint together with the Complainant's telephone number etc will be recorded so that a further verbal response can be made as soon as possible.
3. If a verbal response is unable to satisfy, then the Clerk/member will ask that the complaint be put in writing in order that it can be investigated more fully.

### **WRITTEN COMPLAINTS**

1. On receiving a written complaint, the Clerk shall try to settle the complaint directly.
2. If the complaint is about the behaviour of a member or employee of the Council, the Clerk must also notify the person and offer the opportunity for comment on the manner in which it is intended to try and settle the complaint.
3. If necessary, the Clerk will send a holding letter to the Complainant to allow further time to address the issues raised.
4. The Clerk or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council and the Clerk shall notify the Complainant of the date of that meeting. The Complainant will be offered the opportunity to explain the nature of the complaint to the meeting.
5. The Clerk shall consult with the Chairman/Vice Chairman to consider whether the written complaint warrants discussion at a Council meeting in the absence of the press and public, with the decision on the complaint being announced at the Council meeting in public.
6. The Clerk will communicate in writing the decision that has been made by the Council and the nature of any action taken by the Council.

### **COMPLAINTS AGAINST AN OFFICER OF THE COUNCIL**

1. Any complaint against an officer must be submitted in writing.

2. If the complaint is against the actions of the Clerk, it should be submitted in writing to the Chairman.
3. If the complaint is made against the actions of an employee, it will be considered as an employment issue and the Clerk will present the complaint to the Council for consideration at a meeting held in the absence of the press and public.
4. If the complaint is made against the actions of the Clerk, it will be considered as an employment issue and the Chairman will present the complaint to the Council for consideration at a meeting held in the absence of the press and public.
5. The Complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the press and public.
6. Persons mentioned in the complaint will have the opportunity to explain the nature of their actions to the meeting, in the absence of the press and public.
7. The result of any Council consideration of a complaint will be announced at a Council meeting in public.

## **COMPLAINTS AGAINST A MEMBER OF THE COUNCIL**

The Parish Councillors sign up to a Code of Conduct on taking office. The Council is unable to investigate complaints against any of its members. If you wish to submit a complaint for breach of this code you should do so by contacting the Monitoring Officer at Cornwall Council:

Mr S Mansell  
Monitoring Officer  
Cornwall Council  
New County Hall  
Treyew Road  
TRURO  
Cornwall  
TR1 3AY

Further information can be accessed from the Cornwall Council website:

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

## **REVIEW OF COMPLAINTS**

Sheviock Parish Council will review the Register of Complaints annually to see if any patterns exist which should be investigated to improve its performance.

*Adopted by Sheviock Parish Council 10<sup>th</sup> June 2013  
Reviewed 12<sup>th</sup> May 2014  
Reviewed 11<sup>th</sup> May 2015  
Reviewed 9<sup>th</sup> May 2016*