

BURGH AND TUTTINGTON PARISH COUNCIL

Norfolk

COMPLAINTS POLICY

If you have a complaint about the Council, we would like to hear from you. This notice tells you how to complain and what happens to your complaint on receipt. It also tells you who deals with the complaint, how you can be represented, when a decision is made and how you will be notified of this.

Feedback from our residents, whom we aim to serve efficiently and effectively, is the only way we can continually improve our services.

We aim:

- to make it easy for anyone to make a complaint
- to solve problems as quickly as possible
- to prevent problems from happening again, and
- to encourage good practice

How to contact us with your complaint

Burgh & Tuttington Parish Council
c/o the Parish Clerk,
Mrs Sue Lake
23 Wells Close
Hainford
NR10 3NB

07821 778607

clerk@burghtuttington-pc.gov.uk

A form is included with this policy which you can fill in and send back to us. This policy explains the procedure which will be followed once your complaint has been received.

What we will do when we hear from you

We will deal with any comments about the Council as quickly as possible. We will contact you within 15 working days of us hearing from you and either give you a full answer or give you a progress report and explain why we need more time to investigate further. We will also tell you when you can expect a full answer.

It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Below are examples of complaints which will require special consideration and where we may engage other procedures or bodies. If this is the case then we will advise you.

Clerk: Sue Lake

Email: : clerk@burghtuttington-pc.gov.uk

Type of conduct	Refer to
Financial irregularity	External Auditor
Criminal activity	The Police
Member conduct	Monitoring Officer, Broadland District Council
Employee conduct	Internal disciplinary procedure

Persistent complaints

We will do our best to answer your complaint within the terms detailed in this policy. In the unfortunate circumstance where we answer a complaint fully, but further correspondence is received on that matter one acknowledgement only will be issued.

Confidentiality

Your complaint will be treated in confidence. Full details of the complaint will only be given to those councilors/members of staff concerned.

Procedure

The following procedure has been approved by Burgh & Tuttington Parish Council as a way of ensuring that complainants can feel satisfied that, at the very least, their complaint has been properly and fully considered.

Informal Complaint

The Council envisages that most complaints can be resolved easily and amicably through this route. Complaints must be direct to the Clerk, or Chair if the complaint is about the Clerk. A complainant may advise a Councillor of the details of a complaint but individual Councillors are not able to resolve complaints. The Parish Clerk (or Chair) will report any complaint disposed of by direct action with the complainant to the next Parish Council meeting.

If an informal approach does not resolve the issue, or the complaint is deemed particularly serious, the formal complaints procedure outlined below should be followed.

Formal Complaint

If a complaint about the Council is notified orally to the Clerk or Chair and the complaint is unresolved, the complainant shall be asked to put the complaint in writing to the Clerk on the form provided. The Clerk will acknowledge receipt of the complaint within 15 working days.

The Clerk will carry out an initial investigation into the complaint and will, within 15 days, provide the complainant with an update on progress, or a suggested resolution. If the

complainant is satisfied with the resolution the complaint is closed. The Clerk will report to the Council at the next meeting.

If the complaint remains unresolved, or the complainant is not satisfied with the proposed resolution, the matter will be referred to the Complaints Panel of the Council.

Complaints Panel

When necessary, the Council will appoint a Complaints Panel to fully investigate the complaint. The Panel will be constituted of all members of the Council to ensure that three members are available, one of which will be the Chair. The Panel has delegated authority from the Parish Council to review and decide on complaints. A letter will be sent to the complainant with the date of the Panel Meeting. It is expected that the panel will meet within 15 working days of being notified by the Clerk. If the Panel is unable to meet within this time, all parties will be notified of the date of the meeting and the reason for the delay.

The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.

Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the complainant the opportunity to read the material in good time of the meeting.

At the Meeting

The Council shall consider whether the circumstances of the meeting warrant exclusion of the public and the press.

The Chair shall introduce everyone and explain the procedure.

The complainant (or representative) shall be invited to outline the grounds for complaint and, thereafter, questions may be asked by the Clerk and members. The Clerk will have an opportunity to explain the Council's position and questions may be asked by the complainant and members.

The Clerk and then the complainant shall be offered the opportunity to summarise their positions.

If the decision is unlikely to be finalised on that day the complainant shall be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting

The decision will be confirmed in writing within 10 working days together with details of any action to be taken. The announcement of any decision will be made in public at the next Council meeting.

Reviewed November 2025
For review November 2028

Formal Complaint Form – Burgh & Tuttington Parish Council

Complaints will be treated in the strictest confidence. Please refer to the accompanying procedure before completing this form.

Your name (block capitals please):

Address:

Email address:

Telephone number (day):

(evening):

When is the best time for us to contact you?

Please give details of your complaint here (if necessary continue over the page):

Have you spoken with, emailed or written to anyone at the Council? Yes/No

If yes please give their name:

What happened as a result of this contact?

What outcome are you looking for, i.e. what would be the best way for the Council to resolve your complaint?

Please return this form to the Parish Clerk, 23 Wells Close Hainford, NR10 3NB
clerk@burghtuttington-pc.gov.uk

Clerk: Sue Lake

Email: : clerk@burghtuttington-pc.gov.uk