

# BOBBINGTON PARISH COUNCIL

## SOUTH STAFFORDSHIRE

### Complaints Procedure

#### **1. Introduction**

- 1.1 Bobbington 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 of 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. Applicable Complaints**

- 2.1 This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.

#### **3. Non – applicable complaints**

- 3.1 This Complaints Procedure does not apply to:
- a) 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 procedures.
  - b) Complaints against Councillors are covered by the Code of Conduct for Councillors adopted by the Council in June 2022 and, if a complaint against a Councillor is received by the Council, it will be referred to the Monitoring Officer of South Staffordshire.
- 3.2 Further information on the process of dealing with complaints against Councillors may be obtained from the Monitoring Officer of South Staffordshire Council.

#### **4. Raising a complaint**

- 4.1 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.
- 4.2 You may make your complaint about the Council's procedures or administration to the Parish Clerk. You may do this by writing to: The Clerk to Bobbington Parish Council, 48 Hints Road, Hopwas, Tamworth, Staffordshire, B78 3AA or email: [clerk@bobbington.staffslc.gov.uk](mailto:clerk@bobbington.staffslc.gov.uk)

Complaints Procedure Policy

Adopted: 15/06/2022

Date of last review: 17/07/2024

Date of next review: 16/07/2025

## **5. Complaint investigation and response**

- 5.1 Wherever possible, the Parish 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.
- 5.2 If you do not wish to report your complaint to the Parish Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
- 5.3 The Parish Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from your and/or from staff or members of the Council.
- 5.4 The Parish 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 complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed).

## **6. If you are dissatisfied with response**

- 6.1 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.

## **7. Review**

- 7.1 This policy to be reviewed every four year term or if earlier if there are any material changes.

## **8. Contacts**

### **Clerk to Bobbington Parish Council**

Address – 48 Hints Road, Hopwas, Tamworth, Staffordshire, B78 3AA

Telephone - 07785503900

Email - [clerk@bobbington.staffslc.gov.uk](mailto:clerk@bobbington.staffslc.gov.uk)

### **Chairman of Bobbington Parish Council**

Address - 99 Six Ashes Road, Bobbington, DY7 5EA

Email - [louise.jones@dudleycol.ac.uk](mailto:louise.jones@dudleycol.ac.uk)

### **The Monitoring Officer**

Address - South Staffordshire Council, Council Offices, Wolverhampton Road, Codsall, South Staffordshire WV8 1PX

Telephone - 01902 696000

Email – [l.fowkes@sstaffs.gov.uk](mailto:l.fowkes@sstaffs.gov.uk)