



Sodbury Town Council

## **Complaints Procedure**

1. Sodbury Town 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. 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. **This Complaints Procedure does not apply to:**
  - 3.1 complaints by one Council employee against another employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
  - 3.2 complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council on 13<sup>th</sup> September 2011.
  - 3.3 If a complaint against a Councillor is received by the Council, it will be referred to the Standards Committee of South Gloucestershire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Gloucestershire 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 the 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 writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible the Clerk will normally 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 Finance & General Purposes Committee of the Council.



Sodbury Town Council

8. The Clerk or the Finance & General Purposes Committee of 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 complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed).
10. The Council may decide to seek legal advice before writing to the complainant.
11. In the event of facetious, vexatious, or malicious complaints, the Clerk and/or Mayor may discuss the complaint without referring it to a complaints panel or the Council. In the event of serial complaints of such nature, the Council may decide not to respond without further explanation.
12. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Finance & General Purposes Committee of the Parish Council or to the Full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

### **Contacts**

The Clerk of Sodbury Town Council  
Mrs Cate Davidson  
The Old Reading Rooms  
26 High Street  
Chipping Sodbury  
BS37 6AH

Tel: 01454 321336  
Email: [enquiries@sodburytowncouncil.gov.uk](mailto:enquiries@sodburytowncouncil.gov.uk)

The Chairman of Sodbury Town Council  
Councillor James Ball

Tel: 07810 126885  
Email: [james.ball@sodburytowncouncil.gov.uk](mailto:james.ball@sodburytowncouncil.gov.uk)

### **Complaints under the Code of Conduct for Councillors:**

The Monitoring Officer  
South Gloucestershire Council  
Dept for Chief Executive & Corporate Resources  
PO Box 1953  
Bristol  
BS37 ODB