

# STOWEY SUTTON PARISH COUNCIL

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## Complaints Procedure

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This Complaints Procedure Policy was adopted by the Council at its Meeting held on 2<sup>nd</sup> August 2017. It has been further reviewed and re-adopted as per the schedule below.

### Review

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Date	Changes
2nd August 2017	Created, approved and adopted by the Parish Council
7 <sup>th</sup> November 2018	Approved and adopted by the Parish Council
6 <sup>th</sup> November 2019	Approved and adopted by the Parish Council
1 <sup>st</sup> November 2022	Review Date

Stowey Sutton Parish Council is committed to providing a quality service and adopted this policy accordingly at its meeting as detailed in the schedule above. If you are dissatisfied with the standard of service from the council, its administration or procedures, or are unhappy about an action taken by this council, this Complaints Procedure sets out how you may complain to the council and how we will try to resolve your complaint. The Local Government Ombudsman cannot consider complaints about a Town or Parish Council. This policy is subject to a 3 yearly review cycle or if there is a change in legislation.

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This Complaints Procedure applies to complaints about council administration, procedures and the delivery of its services and may include complaints about how council employees or contractors have carried out their work.

**This Complaints Procedure does not apply to:**

- Complaints against Councillors – these are covered by the Parish Councils Code of Conduct. Any complaint against a Councillor is to be referred to the Monitoring Officer at Bath & North-East Somerset Council.
- Financial irregularity – electors have the right to object to an audit of accounts through the Audit Commission or the Councils auditor.

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## How can I complain?

- You may make your complaint to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The contact details are set out below.
- 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.
- If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council.

Where possible, the complaint will be handled informally and a satisfactory resolution agreed. 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 timescale may have to be extended. If it is, you will be kept informed.

The Parish Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered, and the complaint dealt with at the next meeting after the advice has been received.

If you are dissatisfied with the response you may ask for your complaint to be referred to the full Council. As soon as a decision has been made and any action is to be taken you will be notified in writing of the outcome within 8 weeks.

## The Clerk of Stowey Sutton Parish Council

Address: Stowey Sutton Parish Council, PO Box 1290, Bristol BS39 5XY

Telephone: 01275 772 177

Email: [clerk@stoweysuttonpc.org](mailto:clerk@stoweysuttonpc.org)