



# GOXHILL PARISH COUNCIL



## COMPLAINTS PROCEDURE

<b>Name of organisation</b>	Goxhill Parish Council
<b>Address</b>	Parish Rooms, Howe Lane, Goxhill, DN19 7HS
<b>Date Policy Agreed</b>	2 <sup>nd</sup> September 2021, Reviewed November 2024
<b>Date of Next Review</b>	2 <sup>nd</sup> September 2027
<b>Signature (Chair)</b>	
<b>Signature (Clerk)</b>	

### **Before the Meeting**

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Proper Officer / Clerk.
2. If the complainant does not wish to put the complaint to the Proper Officer / Clerk they may be advised to put it to the chairman of the council.
3. The Proper Officer / Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.
6. The Clerk / Proper Officer must ensure all relevant paper work relating to the complaint is received by all members 3 clear days prior to the meeting.

### **At the Meeting**

1. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
2. Chairman to introduce everyone.
3. Chairman to explain procedure.
4. Complainant (or representative) to outline grounds for complaint (15 minutes provided).
5. Members to ask any question of the complainant.



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6. If relevant, Clerk to explain the council's position.
7. Complainant and any other relevant parties to be asked to leave room while Members decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, all parties to be invited back).
8. Complainant and other relevant parties return to hear decision, or to be advised when decision will be made.

### **After the Meeting**

Decision confirmed in writing within seven working days together with details of any action to be taken.

If the complaint is not the responsibility of the Parish council, the complainant must be directed to the correct authority

**\*\*Original signed copy is located at the Parish Rooms\*\***