

CHIPPING SODBURY TOWN LANDS CHARITY

Town Hall, Broad Street, Chipping Sodbury, South Gloucestershire BS37 6AD

Registered Charity No. 236364

Complaints Policy and Procedures:

Introduction

Chipping Sodbury Town Lands Charity views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person or organisation that has made the complaint.

Our policy is:

- ☐ To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- ☐ To make sure everyone at the Charity knows what to do if a complaint is received
- ☐ To make sure all complaints are investigated fairly and in a timely way
- ☐ To make sure that complaints are, wherever possible, resolved and that relationships are repaired
- ☐ To gather information which helps us to improve what we do.

Definition of a Complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Chipping Sodbury Town Lands Charity – encompassing all of its operation and procedures.

Where Complaints Come From

Complaints may come from any individual, volunteer or organisation who has a legitimate interest in the Charity, including the general public if something is perceived to be improper. A complaint can be received verbally, by phone, by email or in writing. This policy does not cover complaints from staff, who should refer to the Charity's internal policy on such matters.

Confidentiality

All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

Responsibility

Overall responsibility for this policy and its implementation lies with the board of trustees of Chipping Sodbury Town Lands Charity.

Review

This policy is reviewed regularly and updated as required.

Receiving Complaints

Written complaints may be sent to The Clerk to the Trustees, Town Hall, 57-59 Broad Street, Chipping Sodbury, South Glos. BS37 6AD or by email at nicola.gideon@chippingsodburytownhall.co.uk. Verbal complaints may be made by phone to 01454 852223 or in person to any of the Charity's staff or trustees at the same address as above or at any of our events.

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have, such as social media.

The person who receives a phone or in person complaint should:

- 📌 Write down the facts of the complaint
- 📌 Take the complainant's name, address and telephone number
- 📌 Note down the relationship of the complainant to the Charity
- 📌 Tell the complainant that we have a complaints procedure
- 📌 Tell the complainant what will happen next and how long it will take
- 📌 Ask the complainant to send a written account of their complaint by post or by email so that the complaint is recorded in the complainant's own words.

Resolving Complaints

Stage One

In many cases, a complaint is best resolved by the person responsible for the issue being complained about. If the complaint has been received by that person, they may be able to resolve it swiftly and should do so if possible and appropriate. Whether or not the complaint has been resolved, the complaint information should be passed to the Charity Chairman, via the Clerk, within five business days. On receiving the complaint, the Clerk will record the complaint. If it has not already been resolved, the Clerk will investigate it, report to the Chairman so appropriate action can be taken. If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond. Complaints should be acknowledged by the person handling the complaint within five working days. The acknowledgement should say who is dealing with the complaint and when the person complaining can expect a reply. A copy of this complaints procedure should be attached. Ideally complainants should receive a definitive reply within a month. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given. Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

Stage Two

If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed by the Board of Trustees. At this stage, the complaint will be passed to the Board of Trustees. The request for Board level review should be acknowledged within five working days of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply. The Board of Trustees may investigate the facts of the case themselves or delegate a suitably senior person to do so. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One. The person who dealt with the original complaint at Stage One should be kept informed of what is happening. If the complaint relates to a specific person, they should be informed and given a further opportunity to respond. Ideally complainants should receive a definitive reply within a month. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint. The decision taken at this stage is final, unless the Board decides it is appropriate to seek external assistance with resolution.

External Stage

As Chipping Sodbury Town Lands Charity is a registered charity, the complainant can complain to the Charity Commission at any stage.

<https://www.gov.uk/government/organisations/charity-commission>

Variation of the Complaints Procedure

The Board may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint about a Chair or trustee should not also have the Chair and/or trustee involved as a person leading a Stage Two review.