



## Complaints Procedure

### Introduction

Woodbridge 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.

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.
2. This Complaints Procedure does not apply to:
  - 2.1. 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.
  - 2.2. Complaints against Councillors. All Town Councillors must abide by the Suffolk Local Code of Conduct adopted by the Council on 15 May 2018. Complaints against Councillors should be referred directly to the Monitoring Officer of East Suffolk Council. Further information on how to make a complaint and the procedure in this situation is available on the East Suffolk website here: <http://www.eastsuffolk.gov.uk/yourcouncil/councillors/complaints-about-the-conduct-of-a-district-town-or-parish-councillor/>
3. 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.
4. 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.

### Making a Formal Complaint

5. If a complaint about procedures or administration is notified orally to a Councillor or the Clerk and it is not possible to satisfy the complainant fully forthwith, the

complainant or their representative shall be asked to put the complaint in writing to the Clerk and be assured that it will be dealt with promptly after receipt.

6. If the complainant or their representative does not wish to put the complaint to the Clerk or other proper officer, they are advised to put it to the Mayor (as Chair of the Council).
7. The Clerk shall acknowledge the receipt of the complaint and advise the complainant or their representative when the matter will be considered by the Town Council's Appeals Committee.
8. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
9. Seven clear working days prior to the meeting, the complainant or their representative 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 or their representative with copies of any documentation upon which they wish to rely at the meeting.

#### **At the Meeting**

10. The Appeals Sub-Committee 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 next meeting of the Town Council in public.
11. Chair to introduce everyone.
12. Chair to explain procedure.
13. Complainant or their representative to outline grounds for complaint.
14. Members to ask any question of the complainant or their representative
15. If relevant, Clerk or other proper officer to explain the Council's position.
16. Members to ask any question of the Clerk or other proper officer.
17. Clerk or other proper officer and complainant or their representative to be offered opportunity of last word (in this order).
18. Clerk or other proper officer and complainant or their representative 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, both parties to be invited back.)
19. Clerk or other proper officer and complainant or their representative return to hear decision, or to be advised when decision will be made.

## After the Meeting

20. Decision confirmed in writing within seven working days together with details of any action to be taken.
21. 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.

## Contacts

### Town Clerk

Address: Woodbridge Town Council  
Shire Hall  
Market Hill  
WOODBIDGE  
Suffolk  
IP12 2BA

Telephone: 01394 383599  
Email: [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)

### Town Mayor

Address: Woodbridge Town Council  
Shire Hall  
Market Hill  
WOODBIDGE  
Suffolk  
IP12 2BA

Telephone: 01394 383599  
Email: [townclerk@woodbridge-suffolk.gov.uk](mailto:townclerk@woodbridge-suffolk.gov.uk)

Approved – 20.09.23.  
Review – Annually.