



COMPLAINTS PROCEDURE

Corsham Town Council aims to provide good quality services. This procedure deals with complaints to the Town Council about its actions, processes and administration.

1. If a complaint about procedures or administration is notified orally to a Councillor or Member of staff and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put their complaint in writing to the Chief Executive. The complainant shall be assured that the complaint will be dealt with promptly after receipt.
2. If the complainant would prefer not to put the complaint to the Chief Executive, they shall be advised to put it to the Chairman.
3. Upon receipt of a written complaint, the Chief Executive or Chairman, as appropriate shall try to settle the complaint directly with the complainant (except where the complaint is about his/her own actions).
4. Where the Chief Executive receives a complaint about his/her own actions it shall be referred to the Chairman.

Where the Chairman receives a complaint about his/her own actions it shall be referred to the Council after first notifying the complainant of the manner in which it is intended to attempt to settle the complaint.

5. In any case, where a written complaint is about Conduct of a Councillor, the complainant shall be given contact details of Wiltshire Council's Monitoring Officer.
6. Where, in the opinion of the Chief Executive, a complaint cannot be resolved satisfactorily, it shall be referred to the next appropriate Council or Committee meeting. The complainant shall be notified of the date on which the complaint would be considered.
7. The Council or Committee shall determine whether the matter be discussed with the Exclusion of Press and Public and this decision shall be announced at the meeting in public.
8. As soon as practicable after the decision regarding the complaint has been made and the nature of any action to be taken, the complainant shall be informed in writing.
9. The Council's Record Retention Policy can be viewed by contacting David Martin, Chief Executive (dmartin@corsham.gov.uk).
10. For further information about how Corsham Town Council uses your personal data, including your rights as a data subject, please see our privacy policy: <https://www.corsham.gov.uk/information/policies.php>

D J Martin
Chief Executive

October 2015

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