



Cwmbran Community Council
Cyngor Cymuned Cwmbrân

Concerns & Complaints Policy

(This policy includes a complaint form at Appendix A)

1. *Adopted by Cwmbran Community Council at a meeting held on 26 March 2014.*
2. *Review due To be agreed.*
3. *Document Reference 5.1*

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Concerns & Complaints Policy

1. Cwmbran Community Council is committed to dealing effectively with any concerns or complaints you may have about our service. We aim to clarify any issues about which you are not sure. If possible, we'll put right any mistakes we may have made. We will provide any service you're entitled to which we have failed to deliver. If we got something wrong, we'll apologise and where possible we'll try to put things right. We also aim to learn from our mistakes and use the information we gain to improve our services.

When to use this policy

2. When you express your concerns or complain to us, we will usually respond in the way we explain below. However, sometimes you may have a statutory right of appeal so, rather than investigate your concern, we will explain to you how you can appeal.
3. Sometimes, you might be concerned about matters that are not decided by us, for example, matters dealt with by another local authority, such as Torfaen County Borough Council and we will then advise you about how to make your concerns known.
4. Also, this policy does not apply if the matter relates to a Freedom of Information or Data Protection issue. In this circumstance, you should contact Cwmbran Community Council separately, explaining the nature of the enquiry and the legislation under which you are contacting us.
(Further help is available from the [Information Commissioner's website](#))

Have you asked us yet?

5. If you are approaching us for a service for the first time, then this policy does not apply. You should first give us a chance to respond to your request. If you make a request for a service and then are not happy with our response, you will be able to make your concern known as we describe below.

Informal resolution

6. If possible, we believe it is best to deal with things straight away rather than try to sort them out later. If you have a concern, raise it with the person you are dealing with. He or she will try to resolve it for you there and then. If there are any lessons to learn from addressing your concern then the member of staff will draw them to our attention. If the member of staff can not help, they will explain why and you can then ask for a formal investigation.

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How to express concern or complain formally

7. You can express your concern in any of the ways below.

- You can ask for a copy of our form from the person with whom you are already in contact. Tell them that you want us to deal with your concern formally.
- You can contact our central complaint contact point on tel 01633 849073 if you want to make your complaint over the phone.
- You can use the form on our website at www.cwmbran.gov.uk
- You can e-mail us at david@cwmbran.gov.uk
- You can write a letter to us at the following address

David Collins
Clerk to the Council
Cwmbran Community Council
Ventnor Road
Cwmbran NP44 3JY

8. We aim to have concern and complaint forms available at all of our service outlets and public areas and also at appropriate locations in the community, such as libraries and venues such as Cwmbran Centre for Young People.
9. Copies of this policy and the complaint form are available in Welsh and as audio, large print etc.

Dealing with your concern

10. We will formally acknowledge your concern within 5 working days and let you know how we intend to deal with it.
11. We will ask you to tell us how you would like us to communicate with you and establish whether you have any particular requirements – for example, if you have a disability.
12. We will deal with your concern in an open and honest way.

13. We will make sure that your dealings with us in the future do not suffer just because you have expressed a concern or made a complaint.
14. Normally, we will only be able to look at your concerns if you tell us about them within 12 months. This is because it is s better to look into your concerns while the issues are still fresh in everyone's mind.
15. We may exceptionally be able to look at concerns which are brought to our attention later than this. However, you will have to give us strong reasons why you have not been able to bring it to our attention earlier and we will need to have sufficient information about the issue to allow us to consider it properly. (In any event, regardless of the circumstances, we will not consider any concerns about matters that took place more than three years ago.).
16. If you're expressing a concern on behalf of somebody else, we will need their agreement to you acting on their behalf.

What if there is more than one body involved?

17. if your complaint covers more than one body (such as a Housing Association) we will usually work with them to decide who should take a lead in dealing with your concerns. If your complaint is about a GP, you can ask the Health Board to look into it for you. You will then be given the name of the person responsible for communicating with you while we consider your complaint.
18. If the complaint is about a body working on our behalf, such as a contractor, you may wish to raise the matter informally with them first. However, if you want to express your concern or complaint formally, we will look into this ourselves and respond to you.

Investigation

19. We will tell you who we have asked to look into your concern or complaint. If your concern is straightforward, we will usually ask somebody from the service to look into it and get back to you. If it is more serious, we may use someone from elsewhere in the Council or in certain cases another body. We may appoint an independent investigator.
20. We will set out to you our understanding of your concerns and ask you to confirm that we have understood the complaint. We will also ask you to tell us what outcome you are hoping for.
21. The person looking at your complaint will usually need to see the files we hold relevant to your complaint. If you do not want this to happen, it is important that you tell us.
22. If there is a simple solution to your problem, we may ask you if you are happy to accept this. For example, where you asked for a service and we see straight away that you should have had it, we will offer to provide the service rather than investigate and produce a report.
23. We will aim to resolve concerns as quickly as possible and expect to deal with the vast majority within 20 working days. If your complaint is more complex, we will:
 - let you know within this time why we think it may take longer to investigate

- tell you how long we expect it to take.
- let you know where we have reached with the investigation, and
- give you regular updates, including telling you whether any developments might change our original estimate.

24. The person who is investigating your concerns will aim first to establish the facts. The extent of this investigation will depend on how complex and how serious the issues you have raised are. In complex cases, we will draw up an investigation plan.

25. In some instances, we may ask to meet you to discuss your concerns. Occasionally, we might suggest mediation or another method to try to resolve disputes.

26. We will look at relevant evidence. This could include files, notes of conversations, letters, e-mails or whatever may be relevant to your particular concern. If necessary, we will talk to the staff or others involved and look at our policies and any legal entitlement and guidance.

Outcome

27. If we formally investigate your complaint, we will let you know what we have found in keeping with your preferred form of communication. This could be by letter or e-mail, for example. If necessary, we will produce a longer report. We will explain how and why we came to our conclusions.

28. If we find that we are in the wrong, we will tell you what and why it happened. We will show how the mistake affected you.

29. If we find there is a fault in our systems or the way we do things, we will tell you what it is and how we plan to change things to stop it happening again. If we got it wrong, we will always apologise.

Putting Things Right

30. If we did not provide a service you should have had, we will aim to provide it now if that is possible. If we did not do something well, we will aim to put it right. If you have lost out as a result of a mistake on our part we will try to put you back in the position you would have been in if we had got it right.

31. If you had to pay for a service yourself, when you should have had one from us, or if you were entitled to funding you did not receive we will usually aim to make good what you have lost.

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Ombudsman

32. If we do not succeed in resolving your complaint, you may complain to the Public Services Ombudsman for Wales. The Ombudsman is independent of all government bodies and can look into your complaint if you believe that you personally, or the person on whose behalf you are complaining; have been treated unfairly or received a bad service through some failure on the part of the body providing it ; have been disadvantaged personally by a service failure or have been treated unfairly.

33. The Ombudsman expects you to bring your concerns to our attention first and to give us a chance to put things right. You can contact the Ombudsman by:

- phone: 0845 601 0987
- e-mail: ask@ombudsman-wales.org.uk
- the website: www.ombudsman-wales.org.uk
- writing to:

Public Services Ombudsman for Wales
1 Ffordd yr Hen Gae,
Pencoed
CF35 5LJ

34. There are also other organisations that consider complaints. For example, the Welsh Language Board about services in Welsh. We can advise you about such organisations.

Learning lessons

35. We take your concerns and complaints seriously and try to learn from any mistakes we've made. Our Clerk considers a summary of all complaints quarterly as well as details of any serious complaints. The Council also considers our response to complaints at least twice a year.

36. Where there is a need for change, we will develop an action plan setting out what we will do, who will do it and when we plan to do it by. We will let you know when changes we have promised have been made.

What if I need help

37. Our staff will aim to help you make your concerns known to us. If you need extra assistance, we will try to put you in touch with someone who can help. For example, you may wish to contact Age Concern or the Citizens Advice Bureau
38. You can also use this concerns and complaints policy if you are someone under the age of 18. If you need help, you can speak to someone on the Meic Helpline (phone 080880 23456, www.meiccymru.org) or contact the Children's Commissioner for Wales. Contact details are:

01792 765600 (South Wales)

01492 523333 (North Wales)

post@childcomwales.org.uk

www.childcom.org.uk **South Wales Office:**

Oystermouth House Phoenix Way Llansamlet
Swansea SA7 9FS

North Wales Office:

Penrhos Manor Oak Drive
Colwyn Bay Conwy LL29
7YW

Appendix A

Concern/Complaint Form: Cwmbran Community Council

A: Your details Surname Forename(s): Title: Mr/Mrs/Miss/Ms/if
other (please state)

Address and postcode:

Your e-mail address:

Daytime contact phone number

Mobile number:

Hospital number (if appropriate)

Your requirements: if our usual way of dealing with complaints makes it difficult for you to use our service, for example if English or Welsh is not your first language or you need to engage with us in a particular way, please tell us so that we can discuss how we might help you.

The person who experienced the problem should normally fill in this form. If you are filling this in on behalf of someone else, please fill in section B. Please note that before taking forward the complaint we will need to satisfy ourselves that you have the authority to act on behalf of the person concerned.

B: Making a complaint on behalf of someone else: Their details

Their name in full:

Address and postcode:

Hospital number (if appropriate)

What is your relationship to them?

Why are you making a complaint on
their behalf?

C: About your concern/complaint (Please continue your answers to the following questions on a separate sheet(s) if necessary)

C.1 Name of the department/section/service you are complaining about:

C.2 What do you think they did wrong, or failed to do? (use separate sheet if necessary)

C.3 Describe how you personally have suffered or have been affected.

C.4 What do you think should be done to put things right?

C.5 When did you first become aware of the problem?

C.6 Have you already put your concern to the frontline staff responsible for delivering the service? If so, please give brief details of how and when you did so.

C.7 If it is more than 6 months (12 months for health concerns) since you became first aware of the problem, please give the reason why you have not complained before now.

If you have any documents to support your concern/complaint, please attach them with this form.

Signature:

Date:

When you have completed this form, please send it to:

David Collins
Clerk to the Council
Cwmbran Community Council
Ventnor Road
Cwmbran
NP44 3JY

david@cwmbran.gov.uk

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