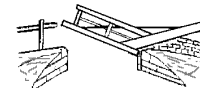




Shipton-on-Cherwell & Thrupp Parish Council



Complaints Procedure

Shipton-on-Cherwell & Thrupp Parish 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.

This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.

This Complaints Procedure does not apply to:

- Complaints by one Council employee against another Council employee, or between a Council employee and the Council as an employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
- Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct and, if a complaint against a Councillor is received by the Council, it will be referred to the Monitoring Officer at Cherwell District Council. Further information on the process of dealing with complaints against Councillors may be obtained from the Monitoring Officer at Cherwell District Council.

The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

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.

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.

There may be circumstances when a complainant persists in wishing to proceed when there is no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure should or has been taken. This will be treated as an unreasonable or vexatious complaint.

Sarah Kearney
Clerk to Shipton-On-Cherwell & Thrupp Parish Council

Address: 22, Exeter Road, Kidlington, Oxon, OX5 2DY

Email: clerk@shiptononcherwellthrupp-pc.org.uk

Telephone: 07831 119533