

## Goodmanham Parish Council

### Complaints Procedure Adopted on 21<sup>st</sup> July 2021

1. Goodmanham 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.
2. This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - a. 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.
  - b. Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 13<sup>th</sup> June 2012 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of East Riding of Yorkshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of East Riding of Yorkshire Council.
4. 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.
5. 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.
6. The Clerk will normally acknowledge your complaint within five working days. Complaints will be reported to Council.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chair of the Council who will report your complaint to the Council.
8. The Clerk or the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the process and timescale for dealing with your complaint.
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Council and usually within eight weeks you will be notified in writing of the outcome of the review of your original complaint.

#### Contacts

The Clerk of Goodmanham Parish Council

Address: 2 Seward Close, Market Weighton York, YO43 3FY

Telephone: 07981 371937

Email: [.clerk.goodmanhampc@live.co.uk](mailto:.clerk.goodmanhampc@live.co.uk)

The Chair of Goodmanham Parish Council

Address: West Grange, Goodmanham Road, Goodmanham, YO43 3HX

Telephone: 01430 872067

Email: [chris.buswell@hyms.ac.uk](mailto:chris.buswell@hyms.ac.uk)