

Horley Town Council

Complaints Procedures

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Town Council's **administration and procedures**. This includes complaints against Town Council employees. All Town Councillors are required to observe the Reigate & Banstead Borough Council Member Code of Conduct (adopted by Horley Town Council from 1 July 2012) and complaints against members shall be considered in the first instance by the Monitoring Officer at Reigate & Banstead Borough Council. Complaints against **policy decisions** made by the Council shall be referred back to the Council.
2. If a complaint about procedures or administration is notified orally to a Member or to the Chief Executive Officer, every attempt shall be made to satisfy the complainant speedily and informally. If those attempts fail, the complainant shall be asked to put the complaint in writing to the Chief Executive Officer, and shall be assured that the matter will be dealt with promptly after receipt.
3. If the complainant does not wish to put the complaint to the Chief Executive Officer or other proper officer, he or she can be advised to put it to the Chairman.
4. The Chief Executive Officer should acknowledge receipt of the complaint and advise the complainant of the date when the matter will be considered.
5. The Staff Sub-Committee shall use delegated powers to adjudicate the matter on behalf of the Council.
6. Complaints Hearing:

6.1 Before the Meeting:

The complainant shall be invited to attend the meeting and bring with them a representative if they wish. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, to which they may wish to refer at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

6.2 At the Meeting:

The Committee shall consider whether the circumstances warrant the matter being discussed in the absence of the press and public under the Public Bodies (Admissions to Meetings) act 1960.

The Chairman shall introduce everyone and explain briefly the procedures that will be used. The meeting shall be as informal and friendly as possible, so that relevant facts are clarified and only the substantive matter discussed in detail.

The complainant, or their representative, shall be invited to outline the grounds for complaint, and members shall then be given the opportunity to ask any question of the complainant. If relevant, the Chief Executive Officer or proper officer shall explain the Council's position, and Committee members may ask any question of the Chief Executive Officer or other proper officer. The Chief Executive Officer, or other proper officer, and complainant shall be offered the opportunity of last word as a means of summing up their position.

The Chief Executive Officer, or other proper officer, and complainant shall be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back. The parties shall return to hear the decision, or will be advised when the decision will be made. This announcement shall be made in public. Following the meeting, the decision shall be confirmed in writing within a reasonable time, together with details of any action to be taken.

- 7.** After the decision has been made, it, and the nature of any action to be taken shall be communicated in writing to the complainant.
- 8.** A Council shall defer dealing with any written complaint only if it is of the opinion that legal advice is necessary. The complaint shall then be dealt with as soon as is practicable after the date when the advice has been received.

Dealing with Habitual or Vexatious Complainants

Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be 'habitual or vexatious' and ways of responding to these situations.

Definitions

In this policy the term HABITUAL means 'done repeatedly or as a habit'. The term VEXATIOUS is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant': in the Town Council context it means acting to cause annoyance to the Council.

Definition of a habitual or vexatious complainant

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows that they meet one of the following criteria, where complainants:

1. Persist in pursuing a complaint where the Council's Complaints Procedure has been fully and properly implemented and exhausted.
2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions upon receipt of a response whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are repeatedly unwilling to accept documentary evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically

answering their questions, or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.

4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criteria.
6. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on staff or members. For the purposes of determining an excessive number, a contact may be in person, by telephone, letter, e-mail or fax. Discretion will be used in determining the precise number of excessive contacts applicable under this section, using judgement based on the specific circumstances of each individual case.
7. Have harassed or been personally abusive or verbally aggressive on more than one occasion towards staff or members dealing with the complaint. These will be documented.
8. Are known to have recorded meetings or face to face/ telephone conversations without the prior knowledge and the consent of other parties involved.
9. Make unreasonable demands on the customer/Council relationships and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's Complaints Procedure or normal recognised practice.

Procedures for dealing with habitual or vexatious complainants

If a complainant has threatened or used physical violence towards staff or members at any time – this will in itself, cause personal contact with the complainant, and /or their representatives to be discontinued and the complaint will, thereafter, only be continued through written communication. All such instances will be documented.

Where complainants have been identified as habitual or vexatious in accordance with the criteria set out above, the Chief Executive Officer in consultation with the Chairman and Vice Chairman of the Council will as appropriate take one or more of the following courses of action:-

1. The complainant will be notified in writing why their complaint has been classified as vexatious. The complainant will be advised of the Town Council's normal complaints procedure and what steps to follow if that is appropriate.
2. The complainant will be notified, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but that there is nothing more to add and that continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a persistent or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
3. The Council will decline further contact with the complainant, either in person, by telephone, by fax, by letter or by e-mail or by any other means.
4. The complainant will be informed that the Council may seek legal advice on unreasonable or vexatious complaints.
5. The Council will suspend all contact with the complainant in connection with the issues relating to the complaint being considered habitual and/or vexatious, while seeking advice or guidance from a solicitor or other relevant agency, such as the Local Government ombudsman or External Auditor.
6. The Chief Executive Officer and the Chairman of the Council will invite the complainant to meet with them to discuss the matter.
7. The complainant will be notified of the contact details of the local Government ombudsman and invited to contact that office if they wish to take the matter further.
8. The Council will be notified of vexatious or habitual complainants.

Withdrawing Habitual or Vexatious Status

Once a complainant has been determined to be habitual and /or vexatious, their status will be kept under review. There will be an opportunity, however, if they subsequently demonstrate a more reasonable approach or if they submit a further complaint for which the normal complaints procedure would appear appropriate, to have their status reviewed and normal channels of communication may be resumed.

Dated: February 2016
Next Review Date: April 2023