

## 3c's Policy



## Contents

Introduction .....	3
Types of contact .....	3
Comments .....	4
Compliments .....	4
Correspondence .....	4
Service Requests .....	4
Complaints .....	4
Stage 1 .....	4
Stage 2 .....	5
How to contact us .....	6
The Local Government and Social Care Ombudsman .....	6
Exceptions .....	6
Unreasonable complainant behaviour .....	7
Anonymous complaints .....	7
Data protection .....	7
Management information .....	7

## Introduction

This policy explains how Fenland District Council will manage and respond to comments, compliments, correspondence and complaints. It supports our commitment to managing customer contact in a fair and positive way and ensures that customers know how to contact us.

We aim to provide high quality services to all our customers and welcome your feedback.

Listening to our customers helps us improve the services that we provide. Your feedback, together with any action we have taken, will also be used to monitor performance.

When responding to complaints and correspondence we will ensure that our customers are treated fairly and sensitively and are kept informed about how we will respond to your complaint, including details about who will be responding, by when and next steps if you remain dissatisfied.

The complaints process looks at how we have delivered services or reached decisions. Requests for help with problems in your local area should be directed to the relevant service first.

## Types of contact

Customers may contact us to make a:

Type of contact	Description
Comment	A comment is an opinion, belief, feedback or remark. It may contain a suggestion as to how part of a Council service could be improved.
Compliment	A compliment is a statement of praise. It may be about a member of staff or a service.
Complaint	A complaint is when a customer expresses dissatisfaction about the standard of a service, action(s) or lack of action(s) by the Council, our own staff or those acting on our behalf, affecting an individual or group of individuals.  It is treated differently to a service request (see below).
Correspondence	Correspondence can be positive, negative or neutral. It usually asks a question or for an update about a specific issue. It requires a single response from an officer in the relevant service area.
Service Request	A service request is where the council provides or improves a service, fixes a problem or reconsiders a decision that we have made.  Service requests may contain an expression of dissatisfaction. We will take the opportunity to deal with a service request before a complaint is made.

Type of contact	Description
	<p>Examples of service requests include the reporting of a missed bin, planning enforcement and noise complaints.</p> <p>This is slightly different to a complaint and is not managed through this policy. Customers are advised to contact the council to make a service request by visiting <a href="http://www.fenland.gov.uk">www.fenland.gov.uk</a>, calling 01354 654321 or by emailing <a href="mailto:info@fenland.gov.uk">info@fenland.gov.uk</a>.</p>

Before making a complaint, customers should ensure that they have given us an opportunity to resolve the issue that you are raising. You should contact the relevant service first. You can find [details of our services on our website](#). If the service is not able to resolve your issues you can make a complaint.

## Comments

We appreciate customers giving feedback and making suggestions. Comments are shared with the appropriate officer or team. We will record your comments as a complaint if you are not satisfied with the service that you receive.

## Compliments

If you want to tell us about a good experience or service that you have received, please do. We always like to hear about what has gone well; it is just as important to help us shape our services. Compliments are shared with the Service lead.

## Correspondence

Unlike complaints this is a single stage procedure. We will acknowledge in 5 working days and provide a response within 10 working days.

## Service Requests

May contain an expression of dissatisfaction. We will take the opportunity to deal with a service request before a complaint is made.

Examples of service requests include the reporting of a missed bin, planning enforcement and noise complaints.

## Complaints

We have a two-stage complaints procedure.

### Stage 1

Please contact us if you are unhappy with a service we have provided. When we receive a complaint, we will acknowledge it within 5 working days. Complaints will be investigated by the service manager (or service equivalent).

We will make sure that we have understood the issues that are being raised to inform our response.

Not all complaints require a detailed investigation. We may be able to informally resolve a complaint, if this is the case and you (the customer) are happy with this approach we will maintain a record of this for audit purposes.

Where an investigation is completed, a written response will be provided, this will be approved by a senior manager. This stage of the process takes 10 working days. For complex cases we may need more time to fully investigate and respond and allow an additional 10 working days. If this is the case, we will clearly explain this to you.

If you are dissatisfied with our Stage 1 response, we will escalate your complaint to Stage 2.

Please note that in accordance with the Local Government and Social Care Ombudsman Complaint Handling Code Fenland District Council will normally only consider complaints which are less than 12 months old or, it is less than 12 months since the customer became aware of an issue.

## **Stage 2**

If you are not satisfied with the Stage 1 response, we can escalate your complaint to Stage 2. This is the final stage of our complaints process and is where we will carry out a review of the Stage 1 response which we will share with you.

We generally expect individuals to ask to escalate complaints to a Stage 2 of the complaints process within 20 working days of receiving our Stage 1 response. However, we understand that this is not always possible and that you may want to give us an opportunity to resolve matters before escalating your complaint further. Therefore, we will generally accept requests to escalate complaints to a stage 2 which are made within six months of receiving Stage 1 response.

It can be challenging for us to properly consider complaints as time passes between the issue that you are complaining about and our consideration of your complaint. This is because it may be difficult to obtain relevant evidence and people involved may not be able to accurately recollect what happened.

If this is the case we will ask you to tell us why you are not satisfied with the Stage 1 response and provide us with new information to consider and or details of matters that you feel have not been addressed.

We will acknowledge your Stage 2 complaint within five working days with a full response within 20 working days.

Stage 2 investigations are carried out by the Head of Service or their equivalent with the outcome being shared with a member of our Corporate Management team.

This is the final stage in our complaints policy.

## How to contact us

You can contact us by:

Channel	Details
Completing an online form	<a href="http://www.fenland.gov.uk/threecs">www.fenland.gov.uk/threecs</a>
Email	<a href="mailto:3cs@fenland.gov.uk">3cs@fenland.gov.uk</a>
In person (via pre booked appointment)	<a href="#">Online appointment booking form</a>
In writing	Fenland District Council Fenland Hall County Road March PE15 8NQ
Contacting your local Councillor	They will ensure your complaint is dealt with by our 3Cs procedure, as described in this policy.
Phoning our contact centre	01354 654321

Our staff are happy to assist you in making a comment, compliment or complaint. Alternatively, you could ask a friend, relative, local council or an advisory organisation to help.

## The Local Government and Social Care Ombudsman

The Local Government and Social Care Ombudsman investigates complaints about Local Authorities and is independent from the council.

A complaint will usually only be considered by the Ombudsman if it has been through the council's corporate complaints procedure and the customer is still dissatisfied.

Further information can be found at: <http://www.lgo.org.uk>

## Exceptions

There are instances where complaints fall outside of this policy, these include:

- When the complaint has already been investigated through the 3Cs procedure
- Are over 12 months old (unless there are exceptional circumstances agreed by a member of the Corporate Management Team)
- Are matters of law or central government policy
- Are about the conduct of our Councillors. These types of complaints should be directed to our Monitoring Officer at [foi@fenland.gov.uk](mailto:foi@fenland.gov.uk)
- Have already been decided by a court or independent tribunal
- Relate to legal proceedings that have already started
- Where there is a separate right of appeal and should be taken through other statutory appeal or tribunal processes (e.g. the Planning Inspectorate or Valuation tribunal).

## **Unreasonable complainant behaviour**

In a minority of cases, customers can pursue their complaint in a way that is unreasonable. Whilst this might be out of character and there have been upsetting circumstances resulting in a complaint this is not acceptable for the council. This may happen only once or continue persistently over a longer period of time, even after the investigation has been completed. This behaviour may hinder the consideration of the complainant and other people's complaints. Whether this contact is abusive or amicable, it places disproportionate demands upon our resources. We have a separate procedure on the management of unreasonable complainant behaviour. This gives more information about the types of behaviour that we consider unacceptable and how these cases will be managed.

View our [Procedure on the Management of Unreasonable Complaint Behaviour](#).

## **Anonymous complaints**

Will not be recorded but will be shared with the relevant service team. The 3Cs team needs a full name and address (where the complainant has one) to register a complaint. A contact telephone number or email address is also needed, unless the complaint has been made via post.

## **Data protection**

We need to hold personal data about you if you make a complaint. This includes:

- Data that you share with us when you make a complaint
- Information from others, provided about the complaint as part of the investigation process

All data is held securely and only used to process the complaint.

We will, where possible, maintain confidentiality and your identity will not be shared or made public by the council. There are exceptions, for example where legislation applies or there are allegations involving third party conduct.

Under the Freedom of Information Act 2000, customers have the right to obtain a copy of their personal data. However, there are exceptions to this right.

Please note the council will normally destroy a complaint file six years after the closure of the complaint.

## **Management information**

We use our complaints to learn about the performance of the services that we deliver and to inform and improve them. We need to collect information to be able to do this:

- Name and address of complainant
- Details about the complaint
- Date received and responded to
- Name of responding officer

- Response outcomes
- Lessons learned

This information is analysed and reported on in an Annual Report which is published on the council's website.