



Corporate Complaints Policy

1. Introduction

1.1 Leicester City Council ('the Council') recognises the importance of complaints from its residents and their value as a form of feedback about the services we provide and are responsible for.

2. What is a complaint?

2.1 The Council defines a corporate complaint as:

An expression of dissatisfaction about the standards of our services; or the actions or lack of action, by the council, its staff, contractors or volunteers that requires a response, that you have been unable to resolve with the service directly in the first instance.

2.2 This may include, but are not limited to:

- Allegations of unreasonable delay;
- Unreasonable behaviour by a Council employee towards an individual;
- Poor quality service provision;
- Policy procedure not followed.

2.3 The following issues are **not** defined as a complaint by the Council and instead the resolution of which are treated as a part of the Council's normal day-to-day duties:

- Appeals or situations where the customer has not exhausted the service area's resolution process;
- Service queries;
- General comments or feedback;
- Initial requests for service provision;
- Initial reporting of issues (e.g. potholes);
- Concerns in relation to council strategy;
- Occasions where the service has not been made aware of your dissatisfaction and been given an opportunity to resolve the matter.

2.4 The Council is unable to deal with complaints that are outside of its control. Examples of such complaints include:

- Matters of law or central government policy;
- Decisions that have been made by elected members;
- Where the customer or the Council has started legal proceedings;
- Complaints that have already been decided by a court, independent tribunal or Ombudsman.

2.5 There are separate legal requirements for dealing with statutory services such as Adult Social Care or Children’s Services. These service areas have their own separate complaints processes and are not considered under the Corporate Complaints policy.

2.6 To make a complaint about Adult Social Care:

<https://www.leicester.gov.uk/contact-us/comments-compliments-and-complaints/adult-social-care-comments-and-complaints/>

2.7 To make a complaint about Children’s Services:

<https://www.leicester.gov.uk/health-and-social-care/childrens-social-care/social-care-complaints/>

2.8 To make a complaint about a councillor: <https://www.leicester.gov.uk/contact-us/comments-compliments-and-complaints/complaints-about-councillors/>

2.9 To make a complaint relating to a school:

<https://www.leicester.gov.uk/media/182272/school-complaints-guidance-leaflet-dec-2016.pdf>

2.10 To report an environmental issue:

<https://www.leicester.gov.uk/your-environment/report-an-environmental-issue/>

3. How can I make a complaint?

3.1 Complaints can be made in the following ways:

- Via the online self-service portal at <https://my.leicester.gov.uk/MyFeedback> - this is our preferred method and will ensure the swiftest possible response;
- In person at the Customer Service Centre;
- By telephone on 0116 454 1000;
- By emailing customer.services@leicester.gov.uk;
- By writing to “Comments, Compliments and Complaints, Customer Services, Leicester City Council FREEPOST LE985/33, CITY Hall, 115 Charles Street, Leicester, LE1 1FZ”.

4. Can I make a complaint?

4.1 Anyone who receives or is seeking to receive a service from the Council can make a complaint subject to the criteria above. This includes anyone acting on behalf of someone else with their permission, such as friends, family members or representatives. Those acting on behalf of someone must provide written authorisation that will then be retained on file and provide ID to ensure they are the person authorised.

4.2 The Council welcomes complaints from all sections of the community. The Council is committed to ensuring all individuals are dealt with on an equal basis and are treated with respect and courtesy at all times. To achieve this we will deal with complaints fairly and impartially. If customers have particular needs we will do our best to meet these needs to ensure our complaints procedure is accessible and non-discriminatory.

5. How will you deal with my complaint?

5.1 In the first instance your complaint will be reviewed to see if it meets the definition of a complaint. If it is a request for service or a comment on services, or if the service has not had the opportunity to put right or respond, it will not be treated as a formal complaint in the first instance.

5.2 If your complaint does meet our definition, it will be allocated to a Complaints Officer independent of the service in question. An investigation will take place conducted by the Complaints Officer who will investigate with the service concerned. We may contact you for further details to progress our investigation.

5.3 When a complaint is made, the Council will acknowledge your complaint and advise you how we will deal with the complaint within 3 working days. Depending on the complexity, the time taken to resolve any complaint may vary, however we will try to reach a resolution within 10 weeks of the complaint being received.

5.4 During the investigation, we may need to extend the response deadline where there is good cause to do so. We will inform you of any extension to manage your expectations as to the time we will be able to fully respond.

5.5 We will write to you with the findings of our investigation and we will advise you that should you remain dissatisfied with the independent response you may raise the issue with the Local Government and Social Care Ombudsman, or Housing Ombudsman for housing related complaints.

6. What action will be taken as a result of my complaint?

6.1 The Council will consider offering appropriate redress where necessary on a case by case basis. This may take a variety of forms. Where necessary the Council will aim to take corrective action as soon as possible and will review its service practice.

7. How will my personal data be used?

7.1 The Council is committed to ensuring personal data is properly collected and then managed. For complaints it may be necessary for us to collect personal data, including name, contact details and address, in order to keep in touch and communicate outcomes and updates on potential investigations.

Data collected in relation to complaints made will be retained on record as per the Council's official retention schedule here:

<https://www.leicester.gov.uk/media/180081/retention-schedule-2018.pdf>

To read more about our privacy policy please visit <https://www.leicester.gov.uk/your-council/how-we-work/our-website/privacy/>.

8. What further action can I take if my complaint has not been resolved?

8.1 Should you remain dissatisfied with the outcome of your complaint you will be advised that you may contact the relevant Ombudsman. Their address and telephone numbers are detailed below:

Local Government and Social Care Ombudsman,
PO Box 4771, Coventry, CV4 0EH
Telephone: 0300 061 0614

Housing Ombudsman,
Exchange Tower, Harbour Exchange Square, London, E14 9GE
Telephone: 0300 111 3000
Email: info@housing-ombudsman.org.uk
Call: 0116 454 1000

9. Policy Review

9.1 The policy will be reviewed when necessary and whenever the Council receives best practice guidelines from the Local Government Ombudsman and any relevant changes to legislation.

10. Relevant Legislation

- The Data Protection Act 1998 & 2018;
- The Freedom of Information Act 2000;
- The Human Rights Act 1998;
- Environmental Protection Act 1990 (as amended) Section 79;
- The Education Act 1996.