SHAUGH PRIOR PARISH COUNCIL

Complaints Procedure

1. Shaugh Prior 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:

3.1. 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 Shaugh Prior Parish Councils Grievance Procedures.

3.2. complaints against councillors. Complaints against Councillors are covered by the Members Code of Conduct adopted by the Council on the 5th February 2025 and, if a complaint against a Councillor is received by the council, it will be referred to the Standards Committee of South Hams District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Hams District 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 (Open Forum). 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 contact details for the Clerk are set out below.

6. 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.

7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the HR Committee of the Council or the Council as appropriate.

8. The Clerk or the HR Committee of the Council or the Council (as appropriate) 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 outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

11. An anonymous complaint letter will be acknowledged at the next Parish Council meeting and will be recorded in the minutes. The contents of such letters will not be made public and will be passed onto the appropriate department at SHDC and/or DCC (including Legal Departments) for advice/action/investigation. Individual Parish Councillors who receive anonymous complaint letters will forward them directly to the Clerk and not share the content of such letters with any member of the public.

Contacts

The Clerk of Shaugh Prior Parish Council – Nigel Doran

Address – 2 Woodfield Crescent, Ivybridge, Devon, PL21 0FB

Telephone - 07395 839533

Email – clerk@shaughpriorparish.gov.uk

The Chairman of Shaugh Prior Parish Council – Cllr Tim Clewer

Address – The Old Longhouse, Lee Moor, Devon, PL7 5JJ

Telephone – 07701 053491

Email – tim.clewer@shaughpriorparish.gov.uk

Policy Adopted by Shaugh Prior Parish Council – 4 November 2026

Subject to review every 2 years.

Complaints procedure taken from SLCC manual