



COMPLAINTS PROCEDURE

Adopted July 2025 for Review August 2026

Llanbedr Community 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 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.

This Complaints Procedure applies to complaints about the Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.

This 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.
- (b) Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct adopted by the Council. If a complaint against a Councillor is received by the Council, it will be referred to the Monitoring Officer of Rhondda Cynon Taff Council. (Further information on the process of dealing with complaints against Councillors may be obtained from Denbighshire County Council's Monitoring Officer, PO Box 62, Ruthin, Denbighshire LL15 9AZ).

The appropriate time for influencing Council decision making is by raising your concerns before the Council debates and votes on a matter (The Council meets at 8pm on the Second Monday of each month). You may do this in writing to the Council in advance of the meeting at which the item is to be discussed – you also have an opportunity to attend the meeting and raise your concerns first hand.

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

You may make your complaint about the Council's procedures or administration to the Clerk to the Council at 6 Maes Derwen, Llanbedr DC, Ruthin. Initially, you may do this in person, by phone (telephone 07749291135) or by writing to, or e-mailing the Clerk.

Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will acknowledge your complaint immediately and try to resolve your complaint within five working days. If the complaint has concerns regarding any action (or lack of action) taken by then Clerk the matter will be dealt with by the Chair of the Community Council. The Chair will acknowledge your complaint immediately and if he/she considers that he/she is unable to resolve the matter, he/she will report the complaint to a Panel of three Members comprising the Vice Chair of the Council and one other member (to be selected by rote)

The Clerk, the Chair or the Complaints Panel will investigate each complaint, obtaining further information as necessary from you and/ or staff or members of the Council

The Clerk or the Chair will notify you within twenty 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 circumstances, the twenty days timescale may have to be extended – if it is, you will be kept informed

If you are dissatisfied with the response to your complaint you may refer the matter to the Public Services Ombudsman for Wales who is based at 1 Oldfield Road, Pencoed (Tel 0300 790 0203). It is suggested that a telephone call to the Office will enable you to provide the necessary information required