

Emneth Central Hall Management Committee

Complaints Procedure

If you have a complaint about our organisation we want to hear about it and we will do our best to put it right.

Our Customer Complaints Procedure has the following goals:

- To deal with complaints fairly, efficiently and effectively;
- To ensure that all complaints are handled in a consistent manner throughout;
- To increase customer satisfaction;
- To use complaints constructively in the planning and improvement of all services.

Who can complain?

Anyone who is:

- Receiving a service from the Emneth Central Hall Management Committee;
- Caring for someone who has a complaint;
- Has been refused a service which they think they may be entitled to.

How to complain

The Emneth Central Hall Management Committee would like to sort out any complaint as soon as possible.

Many complaints can be resolved informally. In the first instance contact the Emneth Central Hall Management Committee and, if you feel able, speak to the person who is working with you or ask to speak to the Chairman, who will try to sort the matter out.

If you make contact in person or by phone, make a note of the name of the person you speak to. If a solution is offered at this point, make a note of this as well.

If you are not satisfied or do not wish an informal solution, you may pursue a formal complaint.

Put your complaint in writing & send to;

*Chairman
Emneth Central Hall Management Committee
c/o 25 Church Road
Emneth
PE14 8AA
Phone Number 01945 589082*

What Happens Next?

You will receive acknowledgement of your complaint within 5 working days. You may be contacted to make sure that we have understood your complaint properly. You may be interviewed by the person investigating the complaint.

You will receive a response to your complaint within 28 working days of its receipt. Any extension of this time limit requires your consent.

In all cases, a complaint will be given full and fair consideration.

However, if because of your complaint, disciplinary proceedings are taken against a member of staff, an internal procedure will apply. You will be informed that disciplinary proceedings have taken place, but as these proceedings are confidential, you will only be informed of the details or outcome of matters outside of this procedure.

If a criminal offence is alleged, then the police will be informed.

Can you have someone with you when your complaint is discussed?

Yes, you can.

If you are not satisfied with the answer to your complaint you may contact;

Financial Ombudsman Service

Exchange Tower

London

E14 9SR

Telephone 0800 023 4567

www.financial-ombudsman.org.uk