



Head Office: The Fort Offices, Artillery Business Park, Park Hall, Oswestry, Shropshire, SY11 4AD.

Email: enquiries@peoplesvoicemedia.co.uk

Website: <https://peoplesvoicemedia.co.uk>

Company No:3083575

Charity No:1059681

Complaints Policy and Procedure

People's Voice Media recognises that having a robust complaints policy and procedure is the best way to ensure that any complaints are taken seriously and dealt with appropriately and consistently. It also helps to support our staff, so we make sure that all People's Voice Media staff understand this policy, are trained in dealing with complaints and understand the complaints procedure.

1. Objective of the Policy

People's Voice Media seeks to maintain and enhance our reputation of providing you with high quality services. We value complaints as they assist us to improve our services and customer service.

People's Voice Media is committed to being responsive to the needs and concerns of the people we work with and to resolving the complaint as quickly as possible.

This policy has been designed to provide guidance to both the people we work with and staff on the manner in which People's Voice Media receives and manages the complaint. We are committed to being consistent, fair and impartial when handling the complaint.

The objective of this policy is to ensure:

- You are aware of our complaint lodgement and handling processes,
- Both you and our staff understand our complaints handling process,
- Your complaint is investigated impartially with a balanced view of all information or evidence,
- We take reasonable steps to actively protect your personal information,
- Your complaint is considered on its merits taking into account individual circumstances and needs.

2. Definition of a Complaint

In this policy a complaint means an expression of dissatisfaction by someone we work with relating to a service provided by us.

Where someone has;

- done something in the wrong way
- done something it should not have done
- failed to do something that should have been done
- treated anyone unfairly or rudely
- acted against its policies and procedures.

3. How a Complaint can be Made

If you are dissatisfied with a service provided by us, you should in the first instance consider speaking directly with the staff member/s you have been dealing with. If you are



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uncomfortable with this or consider the relevant staff member is unable to address your concern you can lodge a complaint with us in one of the following ways:

- By completing a feedback form on our website <https://peoplesvoicemedia.co.uk/contact/>
- By writing to us at People's Voice Media, The Fort Offices, Artillery Business Park, Park Hall, Oswestry, Shropshire, SY11 4AD.
- By emailing us enquiries@peoplesvoicemedia.co.uk
- If we receive your complaint verbally and we consider it appropriate, we may ask you to put your complaint in writing.

4. The Information you will need to tell us

When we are investigating your complaint, we will be relying on information provided by you and information we may already be holding. We may need to contact you to clarify details or request additional information where necessary. To help us investigate your complaint quickly and efficiently we will ask you for the following information:

- Your name and contact details
- The name of the person who has provided you with the service
- The nature of the complaint
- Details of any steps you have already taken to resolve the complaint
- Details of conversations you may have had with us that may be relevant to your complaint
- Copies of any documentation which supports your complaint.

4. Recording Complaints

When taking a complaint, we will record your name and contact details on our Recording Complaints document that is stored on the drive in the Policies and Procedures folder. We will also record all details of your complaint including the facts and the cause/s of your complaint, the outcome and any actions taken following the investigation of your complaint. We will also record all dates and times relating to actions taken to resolve the complaint and communications between us.

As part of our on-going improvement plan, complaints will be monitored for any identifying trends by management and rectification/remedial action taken to mitigate any identified issues.

If you lodge a complaint, we will record your personal information solely for the purposes of addressing your complaint. Your personal details will actively be protected from disclosure, unless you expressly consent to its disclosure. Every complaint will be treated in confidence and all information given will be stored in line with our GDPR policy.

5. Feedback

People's Voice Media is committed to resolving your issues at the first point of contact. However, this will not be possible in all circumstances, in which case a more formal complaints process will be followed.



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We will acknowledge receipt of your complaint within three (3) business days. Once your complaint has been received, we will undertake an initial review of your complaint.

There may be circumstances during the initial review or investigation of your complaint where we may need to clarify certain aspects of your complaint or request additional documentation from you. In such circumstances we will explain the purpose of seeking clarification or additional documentation and provide you with feedback on the status of your complaint at that time.

We are committed to resolving your complaint within 10 business days of you lodging your complaint, however, this may not always be possible on every occasion. Where we have been unable to resolve your complaint within 10 business days, we will inform you of the reason for the delay and specify a date when we will be in a position to finalise your complaint.

During the initial review or investigation stage we may need to seek further clarification or documentation from you to assist us in resolving your complaint. If we have sought clarification or additional documentation from you and we are waiting on you to provide this information, we may not be able to meet our 10-business day finalisation commitment. In such circumstances upon receipt of your clarification or additional documentation we will indicate to you when we expect to be able to finalise your complaint.

Once we have finalised your complaint, we will advise you of our findings and any action we have taken. We will do this in writing, unless it has been mutually agreed that we can provide it to you verbally.

You have the right to make enquiries about the current status of your complaint at any time by contacting us.

6. Independence

We will provide any information for the investigation of any complaint by someone who is not directly involved. If you are not satisfied, you are able to pursue the complaint through management. If you have a governing body or association, you should provide their details as well.

7. Our Six Point Complaint Process

1. We acknowledge:

Within three business days of receiving your complaint we will acknowledge receipt of your complaint.

2. We review:

We undertake an initial review of your complaint and determine what if any additional



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information or documentation may be required to complete an investigation. We may need to contact you to clarify details or request additional information where necessary.

3. We investigate:

Within 10 business days of receiving your complaint we will investigate your complaint objectively and impartially, by considering the information you have provided us, our actions in relation to your dealings with us and any other information which may be available that could assist us in investigating your complaint.

4. We respond:

Following our investigation we will notify you of our findings and any actions we may have taken in regard to your complaint.

5. We take action:

Where appropriate we amend our business practices or policies.

6. We record

We will record your complaint for continuous improvement process and monitoring through regular review, your personal information will be recorded in accordance with relevant privacy legislation.

Resources

The following resources are useful in keeping your policies and procedures up-to-date:

- Code of Good Governance: Developing a Complaints Procedure
- Equality & Human Rights Commission: Complaint Policy & Procedure

This document was produced by Kath Peters (Project Manager) on 10th October 2024 and then approved by Hayley Trowbridge (CEO) on 10th December 2024

Next Review Due: 31st December 2026.