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Area:	Organisational/18
Subject:	› <a href="#">Complaints</a>
Updated:	Jan 2023
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## > Purpose

At Medcan Support we want to be the best organisation we can be. We recognise that sometimes we make mistakes but we are open to receiving information which will help us to redress any mistakes we make and improve the service we deliver. We will always do our best to resolve complaints.

This policy is for use by people who use our services, volunteers, and stakeholders. It is not for employee use. Any employee with a complaint should use the Grievance Procedure.



## › What we will do

We encourage any person seeking to make a complaint to make every effort to resolve this informally in the first instance. However, if this is not possible we will investigate any formal complaint as follows:

### Stage 1

Any person wishing to make a complaint about the service delivered by Medcan Support should complete the relevant form (see Appendix A, a copy of which must be given to the CEO or the Director of Finance in the absence of the CEO). Where a complaint is made in person or by telephone the person taking the complaint will write it down and send/give a copy to the complainant. The complaint will be dealt with by the Director concerned who has five working days to attempt to resolve the complaint. If the complaint has not been resolved within five working days, the Director must inform the complainant of the reason for delay, and pass the complaint to the Chief Executive Officer (CEO).

If the complainant is not satisfied with the outcome, the complaint moves to Stage 2 of the procedure.

### Stage 2

The CEO will review the complaint, the investigation and the action taken to date. Recommendations will be made for resolving the complaint and will be put in writing to the complainant within five working days of receiving the file, advising him or her of the recommendation. If the complainant is not satisfied with the suggested outcome, the complaint moves to Stage 3.



### Stage 3

The CEO will advise the Chair or Vice-Chair of Trustees and he/she will appoint two Trustees to form a Panel at the earliest opportunity. The CEO will make arrangements for the Panel Hearing and advise the complainant accordingly, giving at least 10 working days' notice of the time, date and location.

The CEO will submit a written report about the complaint to the Panel detailing the background to the complaint, including his/her opinion why his/her proposals for resolving the complaint at Stage 2 of the process had not been successful. This report will also be sent to the complainant at least 5 days before the Panel Hearing.

At the Panel Hearing the complainant will be given an opportunity to explain his or her complaint and why they feel it had not been resolved at the earlier stages of the process. They may be accompanied by a friend if they wish, who may (if they wish) speak on their behalf – but not to answer questions on behalf of the complainant.

The Chair of the Panel will notify the complainant in writing of the outcome within 10 working days of the meeting and the reasons for the Panel's decision.

Medcan Support reserves the right not to investigate any anonymous complaints.

We will always do our best to put things right if a complaint is upheld.

The Trustees of Medcan Support will review all complaints received and actions taken annually.



## › Useful Information

### **Care Quality Commission**

Citygate  
Gallowgate  
Newcastle upon Tyne  
NE1 4PA

Tel: 03000 616161

### **Local Government & Social Care Ombudsman**

<https://www.lgo.org.uk/>



› Appendix A

**COMPLAINT FORM**

Medcan Support

**Statement of complainant:**  
(Continue on a separate sheet if required)

**Third party or witness name and signature:**

**Complainant's name and signature:**

**Complainant's contact details**

**Date:**



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**Complaint received by telephone / in person / by post / (please circle)**

**Staff name:**

**Staff signature:**

**Date received:**

## Versions

<b>Version</b>	<b>Changes</b>	<b>Date Changes made</b>	<b>Who signed off</b>
1.1	New Format	Jan 2023	MH
<b>1.2</b>	<b>Stage 1 updated</b>	<b>Jan 2023</b>	<b>HD,CS</b>

## Associated Policies

Grievance Procedure