



Gangmasters
Licensing Authority

GLA Complaints Procedure

June 2015

1. The GLA is committed to being open and responsive to complaints from the public regarding its policies, procedures, and potentially the conduct of its staff. The GLA will aim to respond to complaints within set timescales, and also monitor its response times, as well as the nature of complaints, in order to identify opportunities for performance improvement, or training issues.
2. This procedure will be published on the GLA website complaints page: <http://www.gla.gov.uk/Who-We-Are/Complaints/>. It is the aim of the GLA to respond to all formal complaints within the following timescales (working days):

	Informal/formal complaint – maximum period to reply from the date of receipt
Full response (no initial response required)	5
Initial response (acknowledgement where further investigations are required)	5
Full response	15

3. If an investigation (for example into a complex matter involving officer conduct) is needed it is possible that the enquiry may take longer than 15 days to complete. This may arise where interviews with a range of staff and individuals of other organisations, and the complainant are required. In such circumstances an interim letter should be sent. It will confirm that the original deadline of 15 working days will not be met and provide an indication of when a reply or further communication may be issued. Where this is required it should be sent as soon as the situation is identified, and before 15 working days have elapsed.
4. Complaints may be about individuals or the GLA. They may be received at any level within the GLA and in any format. They may be verbal, written, formal or informal. All written complaints will be regarded initially as formal complaints. Trivial complaints can often be dealt with on the spot, but even where complaints are defused by an apology or an explanation, there is often a lesson to be learned for the organisation. All complaints should therefore be logged and reviewed regularly (quarterly) by the GLA's Senior Leadership team (SLT).
5. If staff receive a telephone call that indicates a serious complaint is being made, the caller should be asked if they wish to make a formal complaint. If so he/she should be advised to put their complaint in writing preferably by email to complaints@gla.gsi.gov.uk.
6. If a complainant does not wish to put their complaint in writing, but insist nevertheless that they wish to make a formal complaint, they should be asked to supply details of the complaint over the telephone and the details should be noted. Additionally, the complainant must be asked to supply his/her address and telephone details, and be advised that complaints will not normally be pursued

without this information. The information should then be passed to the Director of Strategy to determine the course of action required.

What Constitutes a Complaint?

7. Any expression of dissatisfaction or suggestion for improvement should be regarded as a complaint. It is important that the GLA has visibility of all complaints. Whilst many complaints may be resolved during the initial telephone call they must nevertheless be formally recorded on the database.

Recording of Complaints

8. Brief details of all complaints (even when they have been resolved) should be logged on the Complaints database.
9. The complaints form (see Appendix 1) should be completed for all calls that indicate a complaint may be made. This ensures that all complaints are logged. The form should be used to consistently record brief details of the complaint. The form should then be emailed to the Complaints inbox within 24 hours of the call and logged by the Strategy team. Even if the complainant asks to be anonymous the complaint should be reviewed and a decision reached on whether the complaint has grounds that require a remedy in terms of procedures or officer conduct. In simple cases, and particularly where misconduct is not alleged, complaints will normally be forwarded to Heads of Departments, and officers referred to in the complaint to seek initial comments. The respective Head of Department and officer should forward any initial comments to the Complaints inbox within 48 hours of the complaint being received in order that an initial or full response can be co-ordinated and sent to the complainant within 5 working days. Complaints received by the Chief Executive should also be forwarded to the Complaints inbox for initial investigation by the Director of Strategy.
10. The Director of Strategy will carry out an assessment of each formal complaint, to determine whether a detailed investigation is warranted. He, or his deputy will:
 - Liaise closely with line managers as necessary
 - In the case of complaints against individuals, ensure that procedures outlined at paragraphs 11 to 16 are followed
 - In the event of a reply not being possible within the timescales set, advise the complainant in writing that their complaint is under investigation, and that the GLA aims to respond within a specified number of days.
 - Keep a full record of all correspondence relating to formal complaints

Complaints against GLA Officers

11. All complaints are treated equally seriously. However, complaints concerning the conduct of GLA staff receive careful consideration as proven misconduct can lead to disciplinary action, and because allegations of misconduct have been made in certain circumstances in order to undermine GLA decisions in licensing and criminal procedures.
12. All complaints against GLA employees must be fully recorded, investigated and responded to. The Director of Strategy will either undertake the investigation personally or in consultation with the appropriate Head of Department (or Director) will appoint an individual to conduct an investigation of all complaints against GLA employees.
13. Those appointed to investigate complaints must be a higher-grade employee than the person who is the subject of the complaint. Wherever practical they should not be the direct line manager of the individual concerned. The investigation must be restricted to the matters covered by the complaint.
14. The person complained about should be provided with details – or a copy of – the complaint and be invited, initially, to respond in writing – normally within 5 working days - to the manager conducting the investigation. It may be necessary to follow up with an informal interview if further clarification is required. The person complained about may be accompanied/assisted by a colleague or Trade Union representative, whenever appropriate, should they desire.
15. The manager appointed to investigate the complaint will report their findings and make recommendations to the Director of Strategy for appropriate action. They should say whether, in their view, the complaint was justified and, if so, what action they recommend should be taken against the person complained about.
16. Before a response is issued to the complainant any officer that is the subject of a complaint will:
 - Be told the outcome and whether any disciplinary action is to be initiated against them, in accordance with the GLA's disciplinary procedures
 - Be provided with a copy of the reply to be sent to the complainant
 - Be advised that if they are not satisfied with the outcome of a complaint investigation against them will have recourse to the GLA grievance procedure.

At the conclusion of the complaint investigation

17. The Director of Strategy will review the complaint investigation in order to provide a full response, setting out whether the GLA considers the complaint to be upheld, or not, and reply to the complainant. The letter to the complainant will explain the decision reached and advise the complainant that if they are not satisfied with the outcome they may write to the Chief Executive within 10 working days of the date on the letter.

Time Limits

18. Complaints must be submitted within six months of the date of the incident(s) in question, or the conclusion of a legal process, to be investigated by the GLA.
19. In instances where more than six months have passed since the incident prompting the complaint, a detailed explanation for the delay must be submitted in writing. However, the GLA reserves the right to determine if an 'out of time' complaint will be considered.

Complaints Form – for complaints made by telephone

The instructions/details below should be followed/completed for all complaints received whether they are formal or informal, written or verbal or it is an expression of dissatisfaction or a suggestion for improvement.

Name of complainant:	
Job Title:	
Company Name:	
Address:	
Contact No:	
Details of complaint:	
Details of your response:	
Formal complaint	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form completed by:	

Formal Complaints:

1. If the caller indicates that they are making a serious complaint, ask the caller if they wish to go through the formal complaints procedure.
2. Advise the caller that they should put the complaint in writing to the Director of Strategy and send to complaints@gla.gsi.gov.uk (for record purposes, you will still need to complete the form above).
3. If the complainant does not wish to put the complaint in writing but insists that they still want to make a formal complaint, you must complete the form above in as much detail as possible.
4. Advise the complainant that they must supply their address and telephone details as complaints will not normally be pursued without this information.
5. The complainant should be advised that under normal circumstances a full response will be sent to them within 15 working days from receipt of the complaint.

Note: All completed forms should be emailed to the Complaints inbox within 24 hours of receipt of the complaint.