

Making a Comment, Complaint or Compliment, Social Care Services

We Want to Know What You Think

Fact Sheet 17

(August 2015)

Complaints

If you are unhappy with your care and support, you have a right to complain. We aim for high standards but sometimes things do go wrong. Unless you tell us, however, we will not know that you are unhappy. If you contact us, we will be able to work with you to put things right as soon as possible. This fact sheet explains how, with your help and that of the staff working with you, we can sort out your complaint. Guidance from the Welsh Government tells us how we must sort out complaints.

Looking after your personal information

If you make a complaint, we will respect your right to confidentiality. Although we will need to share the information you give us with others who might be dealing with your complaint, we will only do this if necessary. We will not pass on any information unless we have to do so by law, and will only pass on as much as is necessary.

Who can make a complaint?

Any member of the public, including a child, who has received, or was entitled to receive a social care service provided by Carmarthenshire County Council or a service commissioned by the Council, may make a complaint.

You may make a complaint on behalf of someone else, where that person:

- Is a child
- Has requested you to act on their behalf
- Lacks capacity
- Has died



For information on Social Care Services log onto:
www.carmarthenshire.gov.uk/socialcare

However, we will need to decide if you have sufficient interest in the welfare of the individual to act in their best interest.

The complaint process

A complaint should usually be made within 12 months from the date that the concern arose.

There are two stages in the complaints process:

Stage 1 – Local Resolution

Stage 2 – Formal Investigation

Stage 1 – Local Resolution –The first step in sorting out a problem is to contact someone involved in providing the service or, if you prefer, our Complaints and Compliments Team. This is known as **local resolution**.

Don't be afraid to complain. We will take your complaint seriously and will welcome all your comments.

We will acknowledge receipt of your complaint within 2 working days. You may contact us in any way you choose, you don't have to write it down.

Can I ask someone to help me with my complaint?

You have the right to an advocate (someone who will help you state your point of view). If you are under 18 we will usually find you an advocate. If you are over 18 we will tell you where to find one.

How will we sort it out?

In an attempt to resolve matters, we will offer to discuss your complaint with you (either face to face or by telephone).

- We may agree to do what you ask
- We may have to apologise to you for having made mistakes
- We may have to explain things better

The person looking into your complaint might need to read your file and ask questions before deciding on what should be done.

How long will it take?

This discussion must take place within 10 working days of the date of acknowledgement. Following the discussion, we will write to you within 5 working days.

What can I do if I'm still not happy?

You may ask for your complaint to be investigated by someone who is not involved with the authority at all. This is known as **Stage 2** or **formal investigation**.

Stage 2 – Formal Investigation

If your complaint is serious or you are not satisfied with the way it has been resolved at **Stage 1** it can be progressed to **Stage 2**.

Within 5 working days of your request for your complaint to be formally investigated, we will write to you and make sure that we understand the details of your complaint and the outcome you would like to achieve. The date on which you have confirmed the detail of your complaint and the Independent Investigator has been commissioned is called the 'start date'.

The complaint will be investigated by an Independent Investigator (not an employee of Carmarthenshire County Council). If you are under 18 we will also ask someone who is completely independent of the Council, known as an Independent Person, to make sure your complaint has been handled well and fairly and that all parties have been heard.

The Independent Investigator will investigate the complaint:

- By talking to those involved and check the facts
- Try to find a way of solving the problem
- Write a report for the Council

We will then write to you to:

- State whether the complaint is upheld or not
- Explain what action will be taken, if any
- Apologise if appropriate.

A copy of the report will also be provided, unless there is a specific reason not to do so, which will be explained to you.

How long will this take?

We will respond to you within 25 working days (from the start date). If there is a delay we will explain why.

What if I'm not sure who to complain to?

Social services work closely with lots of other organisations. You may have a complaint about a service we have arranged for you with another care provider, such as a residential care home, a home care agency, or a day service.

Each organisation will have its own complaints process and, at Stage 1 we will usually send your complaint to them and make sure they deal with it. We will tell you exactly what we are doing. If you have already complained to the other organisation, and you are not happy with their reply, then we will deal with your complaint at Stage 2. If your complaint is about something we have provided jointly with another organisation, e.g. a package of care from both health and social care staff, we will look at your complaint together and usually send you one response.

Compliments

If you want to, you can let us know when you are pleased with what we have done. You can do this by telling the staff you have contact with or get in touch with the Complaints and Compliments Team.

Contact Details

Contact the Complaints and Compliments Team in one of the following ways.

- By phone on **01267 224488**
- By email **complaints@carmarthenshire.gov.uk**
- By completing our online complaints and compliments form available at: www.carmarthenshire.gov.uk/complaintsandcompliments
- By post (you do not need a stamp): Freepost RRZH-HXZC-AGLE, Complaints and Compliments Team, County Hall, Carmarthen SA31 1JP
- By fax on **01267 224636**

- By textphone on **01267 228659**
- By completing the form at the end of this factsheet
- By recording your representation on a tape, a video or a DVD and sending this to the Complaints and Compliments Team

Could I complain to anyone else if I'm still not satisfied?

You could ask the Public Services Ombudsman for Wales to look at your complaint.

Public Services Ombudsman for Wales

1 Fford yr Hen Gae

Pencoed

Bridgend

CF35 5LJ

Telephone: 0300 790 0203 (calls charged at local rate)

Fax: 01656 641199

Email: ask@ombudsman-wales.org.uk

Other useful contacts:

Children's Commissioner for Wales

Oystermouth House

Phoenix Way

Llansamlet

Swansea

SA7 9FS

Telephone: 01792 765600

Fax: 01792 765601

Email: post@childcomwales.org.uk

Website: www.childcomwales.org.uk

Older People's Commissioner for Wales

Cambrian Buildings

Mount Stuart Square

Butetown

Cardiff

CF10 5FL

Telephone: 08442 640670

Email: ask@olderpeoplewales.com

Website: www.olderpeoplewales.com

The **Care Council for Wales** regulates professional social care workers and has the power to look into allegations of misconduct.

Care Council for Wales

South Gate House

Wood Street

Cardiff

CF10 1EW

Telephone: 0300 30 33 444

(between 9am and 5pm Monday to Friday)

Email: info@ccwales.org.uk

Website: www.ccwales.org.uk

**If you would like this leaflet in fact sheet print,
Braille or on audio, please ☎ 01267 228703**



For information on Social Care Services log onto:
www.carmarthenshire.gov.uk/socialcare

Compliment/Complaint Form



My Name:

Address:

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Email:

Contact no:

Today's date:

My compliment or complaint:

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(Please continue on a separate sheet if you need to)

Please hand this form to a member of staff or send to:
Freepost RRZH-HXZC-AGLE, Complaints and Compliments Team, County Hall,
Carmarthen SA31 1JP (you do not need a stamp)

(Staff use only)

Date Received: _____ Location: _____

