



EVOLVE Advice

Compliments and Complaints

Policy and Procedure

1 Our Aim

EVOLVE Advice is committed to providing a quality service and working in an open and accountable way that builds trust and respect. One of the ways in which we can continue to improve our service is by listening and responding to the views of our clients and stakeholders, and by responding positively to complaints, and by putting mistakes right.

Therefore, we aim to ensure that:

- making a compliment or complaint is as easy as possible;
- we welcome compliments, feedback and suggestions;
- we treat a complaint as a clear expression of dissatisfaction with our service which calls for an immediate response;
- we deal with it promptly, politely and, when appropriate, confidentially;
- we respond in the right way - for example, with an explanation, or an apology where we have got things wrong, or information on any action taken etc.;
- we learn from complaints, use them to improve our service, and review annually our complaints policy and procedures.

We recognise that many concerns will be raised informally and dealt with quickly.

Our aims are to:

- resolve informal concerns quickly;
- keep matters low-key;
- enable mediation between the complainant and the individual to whom the complaint has been referred.

This policy ensures that we welcome compliments and provide guidelines for dealing with complaints about our services, training and staff.



2. Definitions

A compliment is an expression of satisfaction about the standard of service we provide.

A complaint is defined as any expression of dissatisfaction, however, it is expressed. This would include complaints expressed face to face, via a phone call, in writing, via email or any other method. All staff should have sufficient knowledge to be able to identify an “expression of dissatisfaction” even when the word “complain” or “complaint” is not used.

3. Purpose

We are always glad to hear from people who are satisfied with the services we offer. All compliments are recorded, acknowledged, and a copy is sent to the relevant member of staff by way of feedback.

4. Complaints

The formal complaints procedure is intended to ensure that all complaints are handled fairly, consistently and wherever possible resolved to the complainant's satisfaction.

5. Responsibilities

EVOLVE Advice's responsibility will be to:

- acknowledge the formal complaint in writing;
- respond within a stated period of time;
- deal reasonably and sensitively with the complaint; and
- take action where appropriate.

A complainant's responsibility is to:

- bring their complaint, in writing, to EVOLVE Advice's attention normally within 8 days of the issue arising;
- raise concerns promptly and directly with a member of staff in EVOLVE Advice;
- explain the problem as clearly and as fully as possible, including any action taken to date;



- allow EVOLVE Advice a reasonable time to deal with the matter, and
- recognise that some circumstances may be beyond EVOLVE Advice's control.

6. Confidentiality:

Except in exceptional circumstances, every attempt will be made to ensure that both the complainant and EVOLVE Advice maintain confidentiality. However the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality (with each complaint judged on its own facts). Should this be the case, the situation will be explained to the complainant.

7. Complaints Procedure:

Written records must be made by EVOLVE Advice at each stage of the procedure.

Stage 1 – Contact support@evolveadvice.co.uk

In the first instance, staff member(s) must establish the seriousness of the complaint. An informal approach is appropriate when it can be achieved. But if concerns cannot be satisfactorily resolved informally, then the formal complaints procedure should be followed.

Stage 2 – Contact – Advice@evolveadvice.co.uk

If the complaint cannot be resolved informally, the complainant should be advised that a formal complaint may be made, and the following procedure should be explained to them. It may sometimes be appropriate for a different member of staff, to make this explanation.

- a) A formal complaint can be made in writing. If in writing the attached form may be used.
- b) In all cases, the complaint must be passed on to Operations Manager. In the event of a complaint about the Operations Manager the complaint should be passed to the Senior Adviser, and if the complaint is about the Managing Director this must be passed on to The Board of Directors.
- c) The Operations Manager or Senior Adviser, depending on the nature of the complaint, must acknowledge the complaint in writing within one week of receiving it.
- d) One of the above will investigate the complaint. Any conclusions reached should be discussed with the staff member involved.



- e) The person making the complaint will receive a response based on the investigation within four weeks of the complaint being received. If this is not possible then a letter must be sent explaining why.

Stage 3 – Contact via Advice@evolveadvice.co.uk

- a) If the complainant is not satisfied with the above decision then the Board of Directors will be notified.
- b) The Board will examine the complaint and may wish to carry out further interviews, examine files/notes. They will respond within four weeks in writing. Their decision will be final.



EVOLVE Advice COMPLAINTS FORM

You may use this form to make a suggestion or to make a complaint about EVOLVE Advice.

We would like you to return this form as soon as possible to
support@evolveadvice.co.uk

Your Name

Address

.....

Telephone

Date of incident

Approximate time of incident

Suggestion / Complaint

What action would you like to be taken?



What times are convenient for you to have an appointment to discuss this?