



Business Reply
Licence Number
RTHC-XXCK-AJGY



Consumer Relations Unit
Worcestershire County Council
County Hall
Spetchley Road
Worcester
WR5 2NP

Compliments
Comments
Complaints
Comments
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You can contact us in the following ways:

Adult Social Care Services

If you are still not satisfied you can contact:

Local Government and Social Care Ombudsman

PO Box 4771
Coventry
CV4 0EH

Telephone: 0300 061 0614

Useful Contacts

If you prefer you can contact your MP, local councillor or a solicitor may be able to help you.

Advocacy Service

01905 27525

Consumer Relations Officer Adult Social Care Services

01905 844096

Or email: Representations@worcestershire.gov.uk

Or write to:

Consumer Relations Officer

Worcestershire County Council
County Hall
Spetchley Road
Worcester WR5 2NP

We can provide this information in other formats and languages. Please contact us for more details.

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Find out more online:
www.worcestershire.gov.uk



Compliments
Comments
Complaints

Make your views known

We need you to tell us how you feel about the service you receive. We like to know when we are getting it right – and we can improve things if you tell us when we are getting it wrong. You can contact us by using the tear off page attached to this leaflet, emailing us via our web site, telephoning, faxing or visiting your local Advocacy Service. The Contact details are overleaf.

Comments and Compliments

Let us know when:

- You are pleased with a service or with a member of staff who has helped you.
- You want to comment about any part of our service or suggest ways we can do better.

This information will enable us to improve the way we do things.

Complaints

Sometimes things go wrong. When they do we need to know, so we can put them right.

You can complain

- About any part of the service we offer you which you are not happy with.
- If there is a service or assessment you think you need that we have not offered you.
- If any action, attitude or behaviour of a member of staff has affected you, or someone close to you.
- About any other matter reasonably connected with the exercise of the Council's social services function.
- About private care agencies if care is funded by WCC, and you have already complained to the care provider but are still dissatisfied.

What happens when we receive your complaint:

We will acknowledge your complaint within 3 working days. We will then contact you to discuss your complaint, what outcomes you want to achieve, the best method of dealing with it, and timescales.

There are a number of methods we can use to try and resolve your complaint, including holding a meeting to discuss your concerns and seek a solution, conciliation, or investigation.

If we have agreed a method of dealing with your complaint, but it becomes apparent that your complaint is more complex or serious, then we may suggest a better method to use. If it is found that there are some more serious aspects to the complaint, then we may suggest conducting an investigation instead to ensure that we deal with your concerns thoroughly, and try to achieve an appropriate resolution.

Once we have dealt with your complaint a response letter will be sent to you within the agreed timescales. If an investigation is carried out then you will also receive a copy of the report.

If after this you are dissatisfied with the Council's response to your complaint you can go to the Local Government Ombudsman.

Our Partner Organisations

If your complaint is partially against Social Care and partially against a partner organisation such as Health, then we will liaise with that organisation to successfully deal with your complaint. By signing the representations form, or sending in a letter to us you will be agreeing to the details of your complaint being shared with our partner organisations as appropriate. If you are not in agreement please indicate this on the representations form, or in your written submission.

Representations form

Name:.....

Address:.....

Post Code:.....

Telephone No.....

E-mail:.....

Service Users Name (If different):.....

Compliment.....

Comment.....

Complaint.....

Have you already spoken to us about this matter?

YES NO.....

If Yes, please tell us who you contacted:

When did you contact them?

Details:

Signed:.....

Dated:.....

I acknowledge that the Consumer Relations Unit and Worcestershire County Council will hold and process my information in accordance with the General Data Protection Regulations.

For more information, please see our privacy notices online:

www.worcestershire.gov.uk/info/20569/how_we_use_your_information/1909/consumer_relations_privacy_notice

