**Comments, Compliments and Complaints Policy**

**2020-21**

**Scope**

Cheshire West and Chester Council’s Skills & Employment team is committed to delivering the highest possible quality and level of service to people living, working or training in the county.

This means providing services that aim to meet the needs of local people, and improving these services based on feedback from learners, stakeholders and providers.

An essential part of this process is providing opportunities for people to share their views on our services, and for us to demonstrate that these views are listened to and, wherever possible, translated into service improvement.

The Council has a central Comments and Complaints Policy, but this document outlines our first line response for our service users.

## We welcome your feedback

We always want to hear when things go well, but on occasions, we may get things wrong. If we do, we want to hear from you so that we can work together to put the matter right. Our aim is to prevent the problem happening again.

If you do wish to make a complaint, CW&C has both informal and formal processes to deal with these. If you are on an Adult Education course or accessing one of our employment support programmes, your tutor/mentor will have explained the different ways that you can provide feedback. In the first instance, we hope that we can sort out any problems at source but if you feel you want to make your complaint formal, you can use the council’s formal complaints procedures.

You can find out more about the formal complaints procedures by contacting the Council:

**Cheshire West & Chester Council -** [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

## How do I make contact to complain, make a suggestion or provide a compliment?

The first step is to tell your tutor. Don’t wait until the end of the course to complete the Learner/Customer Evaluation form, particularly if you are unhappy with an aspect of your course/service provided. What you have to say is important and we want to hear it at the earliest possible opportunity.

If you would prefer not to speak to your tutor/mentor or would like to make a comment or complaint about your tutor/mentor or Learning Centre Manager or other aspect of your programme, you may wish to speak to someone confidentially

Confidential comments can be made directly to the Skills and Employment Manager:

**Cheshire West & Chester Council Skills & Employment Manager**

**Skills and Employment**

**Floor 1**

**Goldsmith House, Hamilton Place,**

**Chester, CH1 1SE**

**Email:** clare.latham@cheshirewestandchester.gov.uk **Telephone: 0151 356 6767 or 07775 672269**

**Or you can go through the Council’s formal comments, complaints and compliments procedure via the council website:**

**www.cheshirewestandchester.gov.uk/residents/contact-us/contact-us**

**Ofsted**

For learners and staff involved in the Adult Education programme, complaints can be made to Ofsted. Email enquiries@ofsted.gov.uk or call us on **0300 123 1231**