

Normandy Parish Council

Serving Our Community through working in Partnership

Vexatious Policy

POLICY FOR DEALING WITH ABUSIVER, PERSITANT OR VEXAIIOUS COMPLAINTS AND COMPLAINANTS

1. Introduction

- 1.1 This Policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious and ways of responding to these situations.
- 1.2 In this policy the term habitual means “done repeatedly or as a habit”. The term vexatious is recognised in law and means “denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant”. This policy intends to assist in identifying and managing persons who seek to be disruptive tom the Council through pursuing unreasonable course of conduct.
- 1.3 The term complaint in this policy includes request made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.
- 1.4 Habitual or vexatious complainants can be a problem for Council staff and members. The difficulty in handing such complainants is that they are time consuming send wasteful of resources in terms of Officers and Members time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.
- 1.5 Raising of legitimate queries or criticisms of a complainant’s procedure as it progresses for example if agreed time scales are not meet, should not in itself lead to someone being regarded as a vexatious or unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of the complaint and seeks to challenge it once, or more than once, should not necessarily cause him to or her to be labelled vexatious or unreasonably persistent.
- 1.6 The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair a reasonably.

2. Habitual or Vexatious Complainants

- 2.1 For the purpose of this policy the following definition of habitual or vexatious complainants will apply:
- 2.2 Prior to considering its implementation the Council will send a *summary* of this policy to the complainant to give them prior notification of its possible implementation.
- 2.3 Where the complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Complaints Committee will seek agreement to treat the complainant as a habitual or vexatious complainant for the appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complainants.
- 2.4 The Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. Guildford Borough Council must also be informed that a constituent has been designated as a habitual or vexatious complainant.
- 2.5 The status of the complainant must be kept under review. If a complainant subsequently demonstrates a more reasonable approach, then their status must be reviewed.

3. Definitions

- 3.1 Normandy Parish Council defines unreasonably persistent and vexatious complainants as those complainants who, because of the frequency or nature of their contacts with the Council, hinder the Council's consideration of their or other people's complaints. The description "unreasonably persistent" and "vexatious" may apply separately or jointly to a particular complainant.
- 3.2 Examples include the way in which, or frequency with which, complainants with staff or how complainants respond when informed of the Council's decision about the complaint.
- 3.3 Features of an unreasonable persistent and/vexatious complainant include the following list (the list is not exhaustive, nor does one single feature on its own necessarily imply that the person will be considered as being in that category)

Any unreasonably persistent and/or vexatious complainant may:

- Have insufficient or no grounds for their complaint and be making the complaint only to annoy (or for reasons that he or she does not admit or make obvious).
- Refuse to specify the grounds of a complaint despite offers of assistance.
- Refuse to co-operate with the complaints investigation process while still wishing their complaint be resolved.
- Refuse to accept that the issues are not within the remit of the complaints policy and procedure despite having been provided with information about the scopes of the policy and procedure.
- Refuse to accept that issues are not within the power of the Council to investigate, change or influence.
- Insist on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice e.g insisting that there must not be any written record of the complaint.
- Makes what appears to be groundless complaints about staff dealing with the complainants and seek to have them dismissed or replaced.
- Make an unreasonable number of complaints with the Council, by any means in relation to a specific complaint or complaints.
- Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant. eg this could be the complainant who insists on immediate responses to questions. Frequent and/or complex letters, faxes, telephone calls or emails.
- Harass or verbally abuse or otherwise seek to intimidate staff dealing with their complaint. In relation to the complaint by use of foul or inappropriate language or by the use of offensive and racist language.
- Raise subsidiary or new issues whilst the complaint is being addressed that were not part of the complaint at the start of the complaint process.
- Introduce trivial or irrelevant new information whilst the complaint is being investigated and expects this to be taken into account and commented upon.
- Change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed.
- Deny statements he or she made at an earlier stage in the complaint process.
- Electronically record meetings and conversations without the prior knowledge and consent of the other person(s) involved.
- Adopts an excessively "scattergun" approach, for instance a complaint complaints not only with the Council, but at the same time with, for example, a Member of Parliament, or other Councils, elected Councillors of this and other Councils, the Independent Auditor, the Standards Board, the Police or solicitors.
- Refuse to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome and/or denying that an adequate response has been given.

- Make the same complaint, perhaps with minor differences, after the complaints process has been concluded and insist that the minor differences make these “new” complaints which should be put through the full complaint’s procedure.
- Persistently approach the Council through different routes about the same issue.
- Persist in seeking an outcome which the Council has explained is unrealistic from legal or policy or other valid reasons.
- Refuse to accept documented evidence as factual.
- Complain about or challenge a issue based on an historic and/or irreversible decision or incident.
- Combine all or some of the above features.

4. Imposing Restrictions

- 4.1 Normandy Parish Council will ensure that the complaint is being, or has been investigated properly according to the adopted complaints procedure.
- 4.2 In the first instance the Clerk will consult with the Finance and Governance Committee prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the action that the Council may take if they do not comply.
- 4.3 If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Complaints Committee and inform the complainant in writing of what procedures have been put in place and for what period.
- 4.4 Any restriction that is imposed on the complainant’s contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time that the restriction will be in place. In most cases the restrictions will apply for between 3 and 6 months, but in exceptional cases this may be longer. In exceptional cases it could be in an annual basis.,
- 4.5 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:
- Banning the complainant from making contact by telephone except through a third party eg a solicitor, a Councillor or a friend acting on their behalf.
 - Banning the complainant from sending emails to individual and/or all Council Officers and insisting they only correspond by letter.
 - Requiring contact to be made with named member of staff only.
 - Restricting telephone calls to specified days and/or to times and/or duration.
 - Requiring any personal contact to take place in the presence of an appropriate witness.
 - Letting the complainant know that Normandy Parish Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint, in this case a designated member of staff will be identified who will read future correspondence,
- 4.6 When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant writing to explain:
- Why the decision has been made.
 - What action is being taken.
 - The duration of that action.
- 4.7 The Clerk will supply a copy of this policy to the complainant.

4.8 Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Finance and Governance Committee may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

4.9 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, eg the reporting of the matter to the Police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

5. **New complaints from complainants who are treated as abusive, vexatious or persistent**

5.1 New complaints from people who have come under this policy will be treated on their own merits.

5.2 The Clerk and the Finance and Governance Committee will decide whether any restrictions that have been applied before are still appropriate and necessary in relation to the new complaint. A blanket policy is not supported, nor is ignoring genuine service requests or complaints where they are founded.

5.3 The fact that a complainant is judged to be unreasonably persistent or vexatious and any restrictions imposed on Council's contact with him or her, will be recorded and notified to those who need to know within the Council.

6. **Review**

6.1 The status of a complainant judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, and the Finance and Governance Committee after three months unless another period is specified in which case the policy is to apply.

6.2 The complainant will be informed of the result of this review if the decision to apply this policy has been changed or extended.

7. **Record Keeping**

7.1 The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

- The name and address of each member of the public who is treated as abusive, vexatious or persistent.
- When the restriction comes into force and ends.
- What the restrictions are.
- When the person and Council were advised.

7.2 The Council will; be provided with an annual report giving information about members of the public who have been treated as vexatious/persistent as per this policy.