

REPORTING OF COMPLAINTS

Liverpool City Region Local Enterprise Partnership (LCR LEP) is committed to creating a work environment with the highest possible standards of openness, probity and accountability. In view of this commitment we encourage employees and others with serious concerns about any aspect of LCR LEP's work to come forward and voice those concerns without fear of reprisal. For employees and those working closely with LCR LEP, please follow the [whistleblowing policy](#) on our website. For third parties and members of the public, please follow the confidential complaints procedure outlined below.

However, if a member of the public or third party believes that their complaint fits the description below; they can elect to report their concerns through the [whistleblowing policy](#) procedure.

Whistleblowing

Where an individual who has concerns about a danger, risk, contravention of rules or illegality provides useful information to address this. In doing so they are acting in the wider public interest, usually because it threatens others or impacts on public funds. By contrast, a grievance or private complaint is a dispute about the individual's own position and has no or very limited public interest.

Confidentiality

If a member of the public or a third party wants to make a confidential complaint or raise a concern, it will be treated in confidence and every effort will be made to protect the person's identity if they wish to remain anonymous. LCR LEP will investigate all complaints or allegations.

Anonymous allegations

LCR LEP takes all complaints and concerns raised by members of the public and third parties seriously. We will investigate anonymous allegations. However we remind complainants that when people put their names to an allegation the ability to investigate and therefore reach firm conclusions is strengthened. Concerns expressed anonymously will be considered at the discretion of LCR LEP. When exercising this discretion the factors to be taken into account would include:

- the seriousness of the issue raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

The Ministry of Housing, Communities and Local Government may request information arising from this process if they have concerns regarding a LEP or have been approached with similar complaints. The expectation is that this information will be provided on an anonymous basis. However it may be necessary to provide personal details to progress a complaint.

Where details are gathered, LCR LEP will put in place appropriate data protection arrangements in line with the [Data Protection Act 1998](#).

What should I do if I want to make a complaint to the LCR LEP?

Stage one:

Write to us at the contact details listed below explaining with 'Complaint' stated clearly as the subject of your contact and then detailing the basis of your complaint. We can usually resolve mistakes and misunderstandings quickly and informally at this stage. We will acknowledge receipt of your complaint within 5 working days. We will then investigate your complaint and aim to respond within 10 working days. If we are unable to respond within this timeframe, we will contact you to inform you of a date by which you can expect a response, explaining the reason for any delay.

Stage two:

If you are not satisfied with the response provided at stage one, you can escalate your complaint in writing, (by email or letter) to the Managing Director of LCR LEP.

You should include details of which parts of the response at stage one you are not happy with. The Managing Director will investigate your complaint and aim to respond to you within 15 working days. If the investigation takes longer than this, we will contact you to inform you of a date by which you can expect a response, explaining the reason for any delay.

Stage three:

If you are still unhappy following our final response you can then put your complaint to the Local Enterprise Partnership Board. At this stage our response and outcome will be final.

Confidential Complaints Procedure

LCR LEP is aware that the organisation's ordinary complaints procedure may not be suitable if someone wants the complaint to remain confidential. If you would like to make a confidential complaint please write or email to either:

Mark Basnett, Managing Director
Liverpool City Region LEP
No. 1 Mann Island
L3 1BP
mark.basnett@liverpoollep.org

Tony Wade, Finance Director
Liverpool City Region LEP
No. 1 Mann Island
L3 1BP
tony.wade@liverpoollep.org

State that you want the complaint to remain confidential.

Action taken by the LEP

The designated complaints officer will raise your concern and investigate the complaint. You can expect the officer to:

- Contact you within 10 clear working days to acknowledge the complaint and discuss the appropriate course of action.
- Write to you within 28 clear working days with findings of the investigation. If the investigation has not concluded within 28 clear working days, the officer will write to you to give reasons for the delay in resolving the complaint.
- Take the necessary steps to rectify the issue.

If you are unhappy with the outcome of the complaint or the complaint involves those responsible for the confidential complaints procedure:

- You can escalate your concerns through other organisations mentioned in the normal complaints procedure e.g. LCR LEP's Accountable Body which is Liverpool City Region Combined Authority, No.1 Mann Island, Liverpool, L3 1BP for the attention of Frank Rogers, Head of Paid Service or John Fogarty, S73 Officer. Liverpool City Region Combined Authority will have its own confidentiality procedures.
- If you are either unable to raise the matter with LCR LEP or you are dissatisfied with the action taken you can report it direct to the Cities and Local Growth Unit in the Ministry of Housing, Communities and Local Government and the Department for Business, Energy and Industrial Strategy, at the following email address: LEPPolicy@communities.gsi.gov.uk or by writing to: LEP Policy Deputy Director, Cities and Local Growth Unit, Fry Block, 2 Marsham Street, London, SW1P 4DF. You should clearly mark your email or letter as "Official - complaints".