



**CREATIVITY IN THE UK**

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**Complaints Policy**

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**Festival 2022 Ltd**  
March 2021

## DOCUMENT CONTROL

### Document Information

<b>Document Title:</b>	Complaints Policy
<b>Executive Owner:</b>	Caroline McGrory, OC Group Chief Legal Officer
<b>Approved By:</b>	Festival 2022 Ltd Board
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### Version History

Version	Date Released	Originator	Authorised	Comments
1.0	February 2021	John Darnbrook	n/a	Policy drafted
1.1	February 2021	-	EMT	Policy approved
1.2	March 2021	-	Festival Board	Approved

### Distribution List

Name	Organisation	Position
Dame Vikki Heywood CBE	Festival 2022 Ltd	Non-Executive Chair of Festival Board
Ian Reid	Festival 2022 Ltd / Organising Committee	Chief Executive Officer
David Grady	Festival 2022 Ltd / Organising Committee	Chief Financial Officer
Caroline McGrory	Festival 2022 Ltd / Organising Committee	Chief Legal Officer
Martin Green	Festival 2022 Ltd / Organising Committee	Chief Creative Officer
Phil Batty	Festival 2022 Ltd / Organising Committee	Executive Director
John Darnbrook	Festival 2022 Ltd	Head of Business Integration
Lucy Bailey	Festival 2022 Ltd	Senior Legal Counsel
Laurence Adams	Organising Committee	Head of Human Resources

### Disclaimer

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### OC Group / UNBOXED

Festival 2022 Ltd is a wholly owned subsidiary of the Birmingham Organising Committee for the 2022 Commonwealth Games Ltd (the “OC”) and is responsible for the delivery of UNBOXED (the “programme”). References to the OC Group refer to company group of both Festival 2022 Ltd and the OC.

## **1. Who we are**

Festival 2022 Limited is responsible for delivering the programme known as UNBOXED, a nationwide celebration of creativity and innovation.

Festival 2022 Ltd is a wholly owned subsidiary of the Birmingham Organising Committee for the 2022 Commonwealth Games Limited (Birmingham 2022), which is a non-departmental public body. UNBOXED is not a non-departmental public body itself but is funded by the UK Government including funding from the Devolved Administrations.

## **2. Policy Statement**

Festival 2022 Ltd recognises that there may be occasions when customers or stakeholders wish to make a complaint. Festival 2022 Ltd believe that any such complaints should be aired, heard and acted upon in an open, fair and timely manner.

This policy provides a clear, open and fair way for customers or stakeholders to make their complaint and sets out a process for how these complaints will be acknowledged, handled and quickly resolved.

## **3. About this policy**

The aim of this policy is to set out how you can complain if you are dissatisfied with the service that Festival 2022 Ltd has provided or if you feel that Festival 2022 Ltd or an employee from Festival 2022 Ltd has treated you unfairly.

## **4. Policy Implementation**

### **4.1 Guiding Principles**

- a) Festival 2022 Ltd is committed to responding to all complaints as quickly and as effectively as possible.
- b) We will keep all complaints confidential and will only involve external personnel or parties if necessary.
- c) If you make a complaint, we will treat you with respect and, in return, we ask that you treat our staff respectfully, whilst they are dealing with your complaint.
- d) Making a complaint will not affect the level of service you receive from us.

### **4.2 Complaints we can help with**

- a) If you feel we have provided poor customer service
- b) If you feel we have treated you unfairly or discriminated against you
- c) If you feel we have failed to properly follow one of our procedures or policies
- d) If you feel we have not handled a request for information in accordance with the terms of the Freedom of Information Act 2000

### **4.3 Complaints we might not be able to help with**

There may be circumstances where we will not be able to uphold your complaint, including:

- a) If you wish to make it anonymously - fully anonymous complaints are difficult to investigate and it will be impossible to respond to you. However, we will always consider anonymous complaints but you should know that this is likely to be on a more limited basis than would otherwise be possible;
- b) If you wish to disagree with one of our published policies - where we conclude after investigation that the policy in question complies with our legal obligations;
- c) If you wish to disagree with a decision that we conclude after investigation was reached properly and in accordance with our policies, procedures and legal obligations; and
- d) If your complaint relates to an action or policy from another UNBOXED partner\*

\*Please note, if you wish to make a complaint about an aspect of UNBOXED which is managed by one of the UNBOXED partners, then you will need to contact them directly and follow their complaints procedure.

### **4.4 How to make a complaint**

If, having read the information above, you decide that you do wish to make a complaint and that we are the correct organisation for you to complain to, the following sets out how you can make that complaint, how we will handle the complaint and how we will seek to resolve the issue:

- a) Complaints can be made in writing or verbally, depending on the nature of your complaint.
- b) We'll ask you to clearly set out the reasons for your dissatisfaction and we'll need you to provide copies of any background information you consider relevant.
- c) We'll ask you to outline any action you think we could take to resolve the matter.
- d) Complaints should be made within 90 days of the incident giving rise to your concern. We may, at our discretion, consider complaints raised after 90 days if there has been an understandable reason for the delay.
- e) If you make a complaint we will ask you to provide your name and contact details; we will only use this information for the purposes of handling your complaint and will not disclose it to anyone else.
- f) We may need to contact other parties (without disclosing your identity) in order to properly investigate your complaint. If you do not wish us to do so you must tell us although we reserve the right to refer serious matters to relevant enforcement authorities at any time.
- g) We aim to acknowledge your complaint within three working days and will provide you with contact details for the member of staff looking in to the matter.
- h) We will aim to provide a response as quickly as possible and, wherever possible, within 20 working days but if we need longer to consider your complaint we will explain why and tell you when you can expect to receive a response

If at any time you need advice about how to make your complaint and who you should be complaining to, please email [team@unboxed2022.uk](mailto:team@unboxed2022.uk) or write to:

Corporate Operations Co-ordinator  
Festival 2022 Ltd  
1 Brindley Place  
Birmingham, B1 2JB

## **General**

### **Stage one - informal complaint**

We aim to resolve complaints as quickly as possible and as close to the source of the problem, so initially you should complain to the Corporate Operations Co-ordinator and ask them to help you resolve your complaint.

The Corporate Operations Co-ordinator will ask you about why you are making the complaint and, if possible, they will take action to resolve your complaint immediately. If this is not possible, they will escalate your complaint and it will become a formal complaint instead.

If you do not wish to discuss your complaint with the Corporate Operations Co-ordinator for any reason, then please contact the Head of Business Integration who will acknowledge your complaint and ensure it is progressed appropriately.

### **Stage 2 - formal complaint**

If your complaint is escalated it will become a formal complaint and will be dealt with as set out below:

### **Next steps**

The Corporate Operations Co-ordinator or Head of Business Integration will look into your complaint. They will review the information that you provide and speak to the member of staff originally involved in the complaint and any other relevant witnesses, if necessary.

Once they have reviewed all of the information you will be contacted in writing to confirm the outcome of your complaint and, if relevant, detail any action we propose to take to resolve your complaint.

### **Appeal**

If your complaint is not resolved by the Corporate Operations Co-ordinator or the Head of Business Integration, you can appeal to the Executive Director verbally or in writing by emailing [Phil.Batty@birmingham2022.com](mailto:Phil.Batty@birmingham2022.com) or writing to Phil Batty, Festival 2022 Ltd, 1 Brindley Place, Birmingham, B1 2JB.

They will review the matter, involving the Company Secretary, if necessary. If for any reason your appeal cannot be appropriately reviewed by involving the Company Secretary, your appeal may be escalated to the Chief Executive Officer and Accounting Officer to consider. The person in charge of investigating your appeal will aim to acknowledge receipt within 3 working days and will provide you with their contact details.

They will review the information you have provided, speak to all members of staff involved and look at how your complaint has been handled by the organisation.

Following this review, they will write to you to inform you of the outcome of this review. Wherever possible, they will do this within 20 working days of your appeal being received. If, for any reason, they need longer to review your appeal, they will explain why and tell you when you can expect to receive a response. The outcome will be final and there will be no further right of appeal.

## **If you are still not satisfied**

The Parliamentary and Health Service Ombudsman (PHSO) can look into complaints if an individual believes that Festival 2022 Ltd (as a wholly owned subsidiary of Birmingham Organising Committee for the 2022 Commonwealth Games Limited (Birmingham 2022), which is a non-departmental public body) has not acted properly or fairly or has given poor service and not put things right.

The PHSO publishes extensive information about raising an issue with them on its website: [www.ombudsman.org.uk](http://www.ombudsman.org.uk). Generally speaking, you will not be able to ask the PHSO to look into your complaint without the support of your MP.

The PHSO will not be able to consider your complaint unless you have first been through the Festival 2022 Ltd complaints procedure set out herein and has no powers to review the merits of a decision made by us.

In some circumstances you may be able to ask for a judicial review whereby a judge examines your complaint to determine whether Festival 2022 Ltd have acted lawfully. You should seek legal advice if you are considering requesting judicial review of your complaint.

## **Complaints about a Freedom of Information request (FOI)**

Our publication scheme gives details of what information we make available to the public. If you want information that we do not include in our publication scheme, the Freedom of Information Act 2000 gives you the right to ask us for it.

Under the Act, we must provide you with the information you ask for unless it is not covered by the Act (that is, it is 'exempt'). If the information you want is exempt, we have to tell you why. If you do not agree with us, you should ask for an internal review under the Act and contact the Corporate Operations Co-ordinator or email [team@unboxed2022.uk](mailto:team@unboxed2022.uk).

## **Comments and suggestions**

We welcome comments and suggestions as these can help us improve our services. Please send any comments or suggestions to [team@unboxed2022.co.uk](mailto:team@unboxed2022.co.uk).

## **Accessibility**

If English is not your first language and you have difficulty understanding this document please speak to a member of staff by emailing [team@unboxed2022.co.uk](mailto:team@unboxed2022.co.uk). We will either get the document translated or tell you what it means, if necessary using a telephone interpreter.

## **Key contacts**

### **Corporate Operations Co-ordinator**

Festival 2022 Ltd  
6 Brindley Place, Birmingham, B1 2JB  
[team@unboxed2022.co.uk](mailto:team@unboxed2022.co.uk)

**Chief Executive Officer and Accounting Officer**

**Ian Reid**

Festival 2022 Ltd

1 Brindley Place, Birmingham, B1 2JB

[ian.reid@birmingham2022.com](mailto:ian.reid@birmingham2022.com)

**The Parliamentary and Health Service Ombudsman**

Millbank Tower

Millbank

London SW1P 4QP.

Complaints Helpline Phone: 0345 015 4033

[E-mail: phso.enquiries@ombudsman.org.uk](mailto:phso.enquiries@ombudsman.org.uk)