
COMPLAINTS PROCEDURE

In addition to proactively gathering and analysing client feedback, Chambers also operates the following complaints procedure. A complaint is defined as an expression of dissatisfaction, orally or in writing, made to a member of Chambers or a member of staff. The relative seriousness of a complaint can be difficult to assess, however we assume that all complaints are potentially serious and therefore all complaints should be recorded and analysed.

Any concerns about members of Chambers or clerks should be raised in the first instance with Liz Dux

If you feel that the concern or matter you have raised has not been dealt with to your satisfaction, then you may wish to make a formal complaint. We set out the steps to do so in our formal complaints procedure below. We reserve the right not to deal with any complaint made later than twelve months from the date of the conduct about which complaint is made.

Making a formal complaint

Please address your formal letter of complaint to:

Liz Dux
Littleton Chambers
3 King's Bench Walk North
Temple, London
EC4Y 7HR

And provide the following details:

- Your name and address;
- Which member(s) of Chambers (or staff) you are complaining about ;
- The detail of the complaint; and
- How you would like it resolved.

Within 21 days of your letter being received Liz Dux will investigate the complaint. If your complaint is against Liz Dux it will be investigated by a member of Chambers appointed to do so by the Chambers Management Committee. In any case, the persons investigating the complaint will be someone other than the person you are complaining about.

The person handling the investigation will write to you as soon as possible to let you know that they have been appointed and that they will reply to your complaint within 21 days. If they find later that they are not going to be able to reply within 21 days they will set a new date for their reply and inform you. Their reply will set out:

- The nature and scope of their investigation;
- The conclusion on each complaint and the basis for their conclusion;
- If they find that you are justified in your complaint;
- Their proposals for resolving the complaint.

A written record of the formal complaint and all other related papers, replies, etc. will be kept on file for a period of six years.

All conversations and documents relating to the complaint will be treated as confidential and will be disclosed only to the extent that is necessary. Disclosure will be to Liz Dux (or other appointed person, where the complaint is against Liz Dux) and will include anyone else we consider necessary to involve in the complaint and its investigation. Such people will include the barrister member or staff member about whom you have complained. If such a complaint is made, we will assume that you are authorising those investigating the complaint to view all the papers or other correspondence relevant to the matter.

We hope that you will use our procedure and that this will resolve any outstanding issues. However, if you are unhappy with the outcome, you do have the right to take up your complaint with the Legal Ombudsman. They have the responsibility for dealing with all service complaints against legal professionals and normally can only consider complaints once the Chambers' complaints procedure has been exhausted. Please note that the Legal Ombudsman will ordinarily only investigate complaints that are raised either within six years of the act/omission about which you are complaining or within three years of the date on which you should reasonably have known that there was cause for complaint. In either case, the date of the act/omission or the date on which you should reasonably have known that there was cause for complaint must have been after 5 October 2010.

You can contact the Legal Ombudsman as follows:

Legal Ombudsman

PO Box 6806

Wolverhampton

WV1 9WJ

enquiries@legalombudsman.org.uk

Tel: 0300 555 0333

The Bar Standards Board investigates complaints of professional misconduct.

Complaints of this nature should be directed to them at:

Complaints Department

Bar Standards Board

289 – 293 High Holborn

London WC1V 7HZ

contactus@barstandardsboard.org.uk

Tel: 020 7611 1444