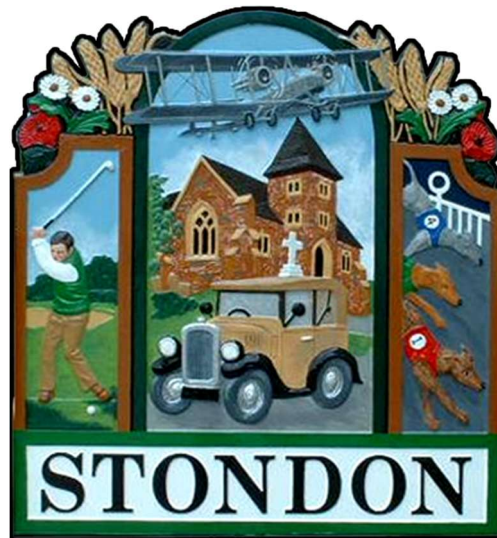




DEALING WITH HABITUAL OR VEXATIOUS COMPLAINANTS POLICY

As adopted at a meeting of Stondon Parish Council on 10th September 2025

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DOCUMENT CONTROL

Organisation	Stondon Parish Council
Title	SPC Dealing with Habitual or Vexatious Complainants
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Source	Parish Clerk
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DOCUMENT AMENDMENT HISTORY

Revision No.	Originator of change	Date of change	Change Description
v1.0	Clerk	10/09/25	Policy creation.

1. INTRODUCTION

- 1.1. Following the introduction of the Freedom of Information Act, the public and press have a right to make requests for information held or owned by Stondon Parish Council (SPC). Such requests will be processed using our Freedom of Information Policy and Complaints Procedure as appropriate.
- 1.2. Under the Freedom of Information Act 2000 Section 14(1) or as amended, public authorities do not have to comply with vexatious requests. SPC also has a legal duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees.
- 1.3. However, there may be occasions where the requests for information, complaints or grievances may be deemed vexatious or habitual (see definition below). These may involve, amongst others but not limited to, cases where there are:
 - 1.3.1. Habitual requests for information, habitual complaints or habitual grievances about different matters – received by letter, email or voicemail/messages;
 - 1.3.2. Requests, complaints or grievances that regularly focus on a trivial matter to an extent which is out of proportion to the matter's significance and continue to focus on such points;
 - 1.3.3. Grievances that are constantly reiterated which are without substance and have no foundation.
- 1.4. Where an individual makes persistent requests for information, complaints or grievances which adversely affects the SPC's ability to do their work and provide a service to others, SPC may need to address such behaviour by restricting, suspending or terminating contact by such individuals with Members of SPC (Councillors) and staff. SPC does not expect staff, or members of the Council, to tolerate unacceptable behaviour by individuals which causes or may cause undue stress.
- 1.5. SPC recognises that it is important to distinguish between individuals who make a number of complaints because they genuinely believe things have gone wrong, and individuals who are simply being difficult. We acknowledge that individuals will often be frustrated and aggrieved and it is therefore important to consider the merits of their case rather than their attitude.

2. DEFINITION OF A HABITUAL OR VEXATIOUS COMPLAINT

- 2.1. Complainants (and/or anyone acting on their behalf) may be deemed by the Clerk, being the Executive Officer of SPC, in liaison with the Chairman of SPC, to be habitual or vexatious where previous or current contact with them shows that they meet one or more of the following criteria:
 - 2.1.1. Persist in pursuing a complaint/grievance where SPC's Complaints or Freedom of Information Procedure has been fully and properly implemented and exhausted.

- 2.1.2. Persistently change the substance of a complaint/grievance or continually raise new issues or seek to prolong contact by continually raising further concerns or questions upon receipt of a response whilst the complaint/grievance is being addressed.
- 2.1.3. Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
- 2.1.4. Repeatedly fail to identify clearly the precise issues which they wish to raise despite reasonable efforts of SPC to address their concerns, and/or where the concerns identified are not within the remit of SPC.
- 2.1.5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what a trivial matter is can be subjective and careful judgement will be used in applying this criteria.
- 2.1.6. Have threatened or used physical violence towards staff, or members of the Council, at any time - this will, in itself, cause personal contact with the individual and/or their representatives to be discontinued and the complaint will, thereafter, only be continued through written communication received by post. All such incidences will be documented. SPC has determined that any individual who threatens or uses actual physical violence towards staff, or members of the Council, will be regarded as a vexatious complainant and will receive written confirmation that this is the case and will inform the vexatious complainant of the action that will be taken.
- 2.1.7. Have, in the course of addressing a registered complaint or grievance, had an excessive number of contacts with SPC - placing unreasonable demands on staff or members. For the purposes of determining an excessive number, the contact may be in person, by telephone, letter, e-mail, voice messages or fax. Discretion will be used in determining the precise number of excessive contacts applicable under this section, using judgement based on the specific circumstances of each individual case.
- 2.1.8. Have harassed or been personally abusive or verbally aggressive on more than one occasion towards staff or, or members of the Council, dealing with the complaint/grievance. Staff and members of the Council, recognise, however, that individuals may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. However, all instances of harassment, abusive or verbally aggressive behaviour will be documented.
- 2.1.9. Have harassed or been personally abusive or verbally aggressive on more than one occasion towards staff, or members of the Council, whether this has been on a face-to-face contact or at public meetings.
- 2.1.10. Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved and/or have impersonated any member of staff, or members of the Council, with the objective of soliciting information for whatever purpose.

- 2.1.11. Have made unreasonable requests or demands and failed to accept that these may be unreasonable.
- 2.1.12. Have sought to coerce, intimidate or threaten staff, or members of the Council, or other people involved, whether by use of language, tone of voice or behaviour, including body language.

3. ACTIONS

- 3.1. Where complaints have been identified as habitual or vexatious in accordance with the criteria set out above the Clerk, being the Executive Officer of SPC, in liaison with the Chairman of SPC, will determine what action to take. The Clerk will implement such action and will notify the individual, that their complaint/grievance is considered as vexatious and the action that will be taken. For completeness, this notification will be copied to all Councillors and may be copied to anyone else already involved. A record will be kept, for future reference, of the reasons why a complaint has been classified as habitual or vexatious.
- 3.2. The Clerk shall, under the direction of the Chair of SPC, deal with habitual or vexatious complaints in one or more of the following ways:
 - 3.2.1. By letter, setting out a code of commitment and responsibilities for the parties involved if SPC is to continue processing the complaint/grievance. If these terms are contravened, consideration will then be given to implementing other action as indicated below.
 - 3.2.2. By declining contact with the individual, either in person, by telephone, by fax, by letter, by e-mail or any combination of these, provided that one form of contact is maintained which will be by conventional post (letter).
 - 3.2.3. By notifying the individual, in writing that SPC has responded to the points raised and has tried to resolve the complaint/grievance but that there is nothing more to add and continuing contact on the matter will serve no useful purpose. The individual will also be notified that the correspondence is at an end, advising the individual that they are being treated as a persistent or vexatious complainant and as such SPC does not intend to engage in further correspondence dealing with the complaint.
 - 3.2.4. By informing the individual that SPC reserves the right to seek legal advice on unreasonable or vexatious complaints/grievances and behaviour.
 - 3.2.5. By temporarily suspending or permanently suspending all contact with the individual, in connection with the issues relating to the complaint or grievance being considered habitual and/or vexatious.

4. RESTRICTING CONTACT

- 4.1. Any restrictions will be appropriate and proportionate to the nature of the individual's contacts with SPC at that time. The following are examples of the types of restrictions which may be used:

- 4.1.1. Placing time limits on telephone conversations and personal contacts;
- 4.1.2. Restricting the number of communications that will be taken (for example, one telephone call or email on one specified morning/afternoon of any week);
- 4.1.3. Limiting the vexatious complainant to one medium of contact (telephone, letter, e-mail, etc.);
- 4.1.4. Requiring the vexatious complainant to communicate only with a named contact only;
- 4.1.5. If a complaint is currently going through SPC's complaints procedure, ask the individual to enter into a written agreement about their future conduct if the complaint is to be progressed.
- 4.1.6. Requiring any personal contacts to take place in the presence of a witness;
- 4.1.7. Closing the investigation into a complaint;
- 4.1.8. Refusing to register and process further complaints, providing the vexatious complainant with acknowledgements only of further letters, faxes, or e-mails received after a particular point;
- 4.1.9. Banning a vexatious complainant from some or all of SPC's premises;
- 4.1.10. Involving the police in cases where it is believed the vexatious complainant has committed a criminal offence (for example, harassment, assault on staff or members of the Council, criminal damage), where assault is threatened, or where the vexatious complainant refuses repeated requests to leave council premises.
- 4.2. Where this policy is applied, the vexatious complainant will be told in writing why a decision has been made to restrict future contact, the restricted contact arrangements, the length of time that these restrictions will be in place and what they can do to have the decision reviewed.
- 4.3. There should never be a blanket ban for an unspecified period of time.
- 4.4. SPC will try to maintain one form of contact, which will be by way of an agreed method (letter or email). In extreme situations, we will tell the vexatious complainant in writing that their name is on a 'no personal contact' list contained in SPC's Awareness Register. This means that they must restrict contact with our named contact to either written communication received by letter/e-mail or through a nominated third-party advocate known and declared to be acting on their behalf. Such information will be held by SPC in accordance with the Data Protection Act 2018.
- 4.5. In deciding which restrictions are appropriate, careful consideration will be given to balancing the rights of the individual with the need to ensure other residents and Council employees do not suffer any disadvantage or undue stress and the resources of SPC are used as effectively as possible. When it is deemed that it is appropriate to include a vexatious complainant on the Awareness Register, the form attached at Appendix 1 will be completed.
- 4.6. All information held on the Awareness Register will be reviewed every twelve months as part of the evaluation and review process for the effectiveness of this policy.
- 4.7. There is no right to appeal a decision so members of the public should observe common dignity, courtesy, respect and consideration to those to whom the complaint or grievances

are addressed before engaging in a habitual or vexatious complaint/grievance. The basic principle of treating others as you would expect them to treat you applies.

5. THREATENING AND ABUSIVE COMPLAINANTS AND HARRASSMENT

- 5.1. SPC believes that harassment and bullying behaviour is totally unacceptable. SPC will work to prevent any form of harassment or bullying from happening in the first instance and where it has already occurred, will work to prevent it from happening again.
- 5.2. Harassment is a term that is generally used to define unwelcome and unwarranted behaviour, bullying or actions that may affect the dignity of an individual or group of individuals. Harassment may include, but not be limited to, the following activities:
 - 5.2.1. Actions characterised as offensive, intimidating, malicious, insulting or humiliating that attempt to undermine or injure an individual or group of individuals.
 - 5.2.2. Actions characterised as discrimination/victimisation in any act of inappropriate differential treatment, intentional or otherwise, direct or indirect, which is based on an individual's identity
- 5.3. If staff or members of the Council are subjected to any threatening or abusive complaints, SPC's Step Away Policy is immediately implemented in order to protect staff or members of the Council.

6. STEP AWAY POLICY

- 6.1. Where there is abusive or aggressive behaviour which has potentially damaging or hurtful effects, either physically or emotionally, on the staff and members, which includes - but is not limited to - verbal abuse (including name-calling), bullying, shouting or swearing or threatening behaviour, the staff and members will step away from the situation.
- 6.2. This can mean terminating a conversation, whether it is face-to-face or by telephone or walking away from the person behaving in a threatening or abusive manner in order to de-escalate the situation.
- 6.3. In the event the behaviours continue, the Council staff member/s or Council member must prioritise their safety and the safety of others by moving to an area where they (and others) are able to safely contact the police.

APPENDICES 1 – RESTRICTED CONTACT AWARENESS REGISTER

This form is to be completed by the Clerk. All entries on the Register will be reviewed after 12 months, and the entry will be deleted if it is no longer necessary to retain the information for legal or operational reasons. Any Information contained on this form will be held by SPC in accordance with the Data Protection Act 2018.

Details of vexatious complainant to be placed on register	
Surname:	First Name:
Also known as:	Contact details:

Details of application: Describe the reason why you consider the vexatious complainant should be added to the register. Include information on: • The length of time you/colleagues have been in contact with the complainant • The amount of correspondence exchanged • The nature of the complaint(s) • The steps that have already been taken to resolve the situation Attach copies of any relevant documentation
Name and contact details of officer(s) dealing with vexatious complainant:
Nature of contact restriction(s):

Signed:	Date:	
Chairman of SPC:	Date:	
Awareness Register reference number:	Date entered onto Awareness Register:	By: