

# BRENT COMMUNITY TRANSPORT

East Lane Business Park  
Office 301, 10 Courtenay House  
Courtenay Road  
North Wembley  
HA9 7ND  
T: 0203 114 7022  
F: 0203 137 0751  
www.brentct.org.uk

Pg. 1/2

## Complaints Procedure

We aim to provide a service to our customers to the highest standards at all times. However, we must accept that due to a number of reasons there may be times when the service we provide to you may fall short of your expectations and that you would like to bring this to our attention, or make suggestions on how we can improve the services we provide.

Your complaints and suggestions are important to us as this allows us to review any shortfall in our service.

### How to complain

We want to make it as easy as possible to make a complaint or suggestion and this can be done in a number of ways by;

1. Completing the complaints form on our website.
2. Emailing us on enquiries@brentct.org.uk
3. Writing to us at our registered address.
4. Contacting us on 020 3114 7022 and ask to speak to Bookings & Administration Manager.

What is the Complaints Procedure?

We have a three stage procedure, which is outlined below.

### Stage One

The people who can best deal with your complaint are those who directly provide the service and you should therefore address your complaint initially to Bookings & Administration Manager who will investigate the circumstances of your complaint and respond to you in writing within 10 working days from the receipt of your complaint. If your complaint is complex, it may take longer to fully investigate and we will keep you informed as the investigation progresses.

### Stage Two

If you unhappy with the outcome of Stage One, you can, giving the reasons for your dissatisfaction, refer the matter to "Chief Executive Officer" who will, to ensure impartiality, carry out a full review of your complaint as if it had just been received and will



Registered as a Company in England & Wales No: 1509231. Registered Charity No: 280698  
Registered Office: Studio 41-42 Building 56 South, Magnet Road, Wembley, HA9 7RG  
Tel: 020 3114 7022 Fax: 020 3137 0751 W: www.brentct.org.uk



001887

respond within 10 working days of the implementation of Stage Two.

### **Stage Three**

If you still remain dissatisfied with the findings at Stage Two you can, again, giving the reasons for your dissatisfaction, refer the matter to the Chair of Brent Community Transport, who will appoint a member of the board of directors to investigate your complaint. The appointed director may wish to interview you before reporting his/her findings to the Chair. The chair of the Management Committee will write to you giving his/her final decision within 15 days of the implementation of Stage Three.



Registered as a Company in England & Wales No: 1509231. Registered Charity No: 280698  
Registered Office: Studio 41-42 Building 56 South, Magnet Road, Wembley, HA9 7RG  
Tel: 020 3114 7022 Fax: 020 3137 0751 W: [www.brentct.org.uk](http://www.brentct.org.uk)



001887