Complaints Against Clergy and Resolution Procedure

Responsibility for hearing complaints

The Bishop of Oxford has pastoral responsibility for the diocese of Oxford. He shares that responsibility with three other bishops: the Bishop of Buckingham, the Bishop of Dorchester and the Bishop of Reading. Each bishop exercises pastoral care for an area of the diocese. The Bishop of Oxford cares for the deaneries of Oxford and Cowley; the Bishop of Buckingham is the Area bishop caring for, broadly speaking, all of Buckinghamshire and Milton Keynes; the Bishop of Dorchester is the Area bishop caring for, broadly speaking, all of Oxfordshire, except the deaneries of Oxford and Cowley; and the Bishop of Reading is the Area bishop caring for, broadly speaking, all of Berkshire.

Within each area, the bishop’s pastoral responsibility for all who live in our communities is shared with clergy in parishes and local churches so that all parishioners and those who are celebrating life events (such as births and marriages) and those who are sick or grieving can learn of, experience and share in God’s love for all people.

Content of complaints

Unfortunately, there are times when, in this context, someone might feel that they have not been treated in an appropriate way, or that a clergyperson has done something which they should not have done, or has not done something which they should have done. The procedure set out below explains how you can raise your concerns or complaints with the clergyperson’s Area Bishop so that a resolution can be found.

This procedure is not about formal allegations of misconduct under the Clergy Discipline Measure, which involves allegations relating to a serious safeguarding failure, a serious contravention of ecclesiastical law, serious neglect or inefficiency in the performance of the duties of office or serious conduct unbecoming or inappropriate to the office or work of a clerk in Holy Orders. Complaints based upon grievances, disagreements, and/or minor acts or omissions should be raised under this procedure rather than as formal allegations under the CDM.

Aim of this procedure

This procedure is an opportunity for complaints relating to clergy to be raised in writing and then to be independently and fairly assessed. It also provides an opportunity for clergy to respond to those complaints. However, there might be other ways of hearing and addressing those concerns in the first instance. If possible and appropriate, concerns should be raised informally with the clergyperson involved, and the clergyperson should be open to those conversations. If the complaint relates to allegations of bullying or harassment, a diocesan Authorised Listener can be contacted to hear those concerns in the first instance.

Where that is not appropriate, however, this procedure can be used. The bishops have agreed to adopt this procedure in accordance with the Code of Practice issued under the Clergy Discipline Measure affecting all clergy, as a constructive way of enabling complaints to be heard and responded to in the hope of a resolution between those involved. It is recognised that this procedure might be difficult for both the person raising the complaint and the clergyperson concerned and might well affect other people too. It is right that all involved should feel that complaints are handled fairly, transparently and as quickly as practicable, and that appropriate support is provided wherever possible.
Confidentiality

Where concerns have been entrusted to this procedure it is important that all involved appreciate the need for matters to be held confidentially between the parties. It is important that everyone involved can expect that level of privacy and confidentiality. This is to ensure that matters are dealt with fairly and the process is not prejudiced. That means that no person should attempt to discredit something any person has said by other means, and should refrain from making statements, orally, in social media or in any other way to third parties. All written complaints and answers should be confidential to the persons involved in this procedure and should not be shared more widely.

This procedure is in four stages:
- Stage 1 – Making a complaint
- Stage 2 – The Area bishop’s acknowledgement and clergyperson’s answer
- Stage 3 – Referral to an assessor
- Stage 4 - Resolution

Stage 1 – Making a complaint

1. A complaint should be sent to the relevant Area bishop. Contact details are set out below.

1.1 The complaint must be in writing and contain the following information:

- The specific details of the complaint, including what occurred and when it occurred; or what was not done and when it should have been done, as the case may be. This should be set out in a non-combative manner; and

- Details of what the person making the complaint is seeking by way of resolution. This might be an apology from the clergyperson concerned, a meeting with the Area bishop, or some other form of resolution; and

- State that the complaint is being raised in accordance with this complaint procedure.

1.2 The information submitted should be no more than the equivalent of four sides of A4 paper. If the matter proceeds to Stage 4 there will be an opportunity to share more information with an assessor at that point.

1.3 The complaint must be signed (no anonymous complaints can be considered under this procedure) and contain a statement of truth in the following form: “I believe the facts as stated in this complaint are true”.

1.4 A complaint must not be frivolous or vexatious (i.e. intended only to harass, annoy or frustrate the member of clergy) and must not include any deliberately false or misleading information.

1.5 Everything submitted to the Area bishop will then be shared with the clergyperson concerned.
Stage 2 – The Area bishop’s acknowledgment and clergyperson’s answer

2. The Area bishop will normally acknowledge receipt within 7 days (and may respond firstly to confirm that you wish to use this complaints procedure; to ask you to include some of the information referred to above which might not have been included; or to conclude that the complaint is vexatious or frivolous under paragraph 1.4 above). The bishop will then supply a copy of the written complaint to the clergyperson concerned asking for their written response, within 7 days if possible. Reasonable requests for additional time will be considered.

3. Independent pastoral support will also be offered to the person raising the complaint and to the clergyperson concerned, recognising that raising and receiving complaints in this context can be daunting and demanding.

4. Where appropriate, the Area bishop will take relevant advice, including from the diocesan registrar and diocesan safeguarding adviser. If safeguarding and/or criminal matters are raised referral to the appropriate statutory agencies must take place, and, if so or the matter otherwise potentially involves allegations of serious misconduct, the matter might instead be raised under the Clergy Discipline Measure.

5.1 The clergyperson’s response must be in writing and include the following information:

- The clergyperson’s answer to the complaint, setting out what did or did not happen. This should be written in a non-combative manner; and

- How the clergyperson believes that the complaint can be resolved.

5.2 The answer must be signed by the clergyperson and contain a statement of truth in the following form: “I believe the facts as stated in this answer are true”.

5.3 The answer must not make frivolous or vexatious counter complaints and must not include any deliberately false or misleading information.

6.1 The Area bishop will then send a copy of the clergyperson’s response to the person who has raised the complaint and ask that person to confirm within 14 days if the response has provided a resolution to the complaint or whether they wish for the matter to be referred to an assessor under Stage 3 of this procedure. Reasonable requests for additional time will be considered.

6.2 If no reply is received within 14 days, the Area bishop will write to both parties to inform them that no further reply has been received and that no further steps will be taken under this procedure. In accordance with the House of Bishops Policy on Clergy Personnel Files, a record of the complaint, response and Area bishop’s file note are to be held on the clergyperson’s file.

6.3 Following resolution or no further action at this stage, the Area bishop will meet with the clergyperson for a review of the complaint.

Stage 3 – Referral to an assessor

7.1 If resolution has not been found through the clergyperson’s response, then following on from paragraph 6.1, the Area bishop will within 7 days identify an assessor who does not know the parties and will send the written complaint and answer to that assessor.

7.2 The bishops will maintain a panel of lay and ordained assessors who are selected on account of their established skills and experience in dealing with matters of conflict and/or grievance. Assessors will be drawn from a wide range of backgrounds. The assessor acts independently of the bishop, the person making the complaint and the clergyperson concerned.
7.3 The assessor will arrange to meet separately with the person making the complaint and the clergyperson concerned. During the meeting each may be accompanied by a supporter should they wish, although they should not be legally represented. The assessor will be able to seek points of clarification. The assessor may also wish to try and enable each of the parties to see and understand the other person's perspective on the issues in dispute.

7.4 The assessor will come to a view as to whether:

- The complaint is, on the balance of probabilities, substantiated or not; or
- The complaint should be dismissed as being frivolous, vexatious, malicious or of no substance; or
- The complaint is capable of resolution and the manner in which any resolution should take place. This might include a face to face meeting between the parties concerned, a meeting with the bishop, or a facilitated conciliation or mediation; or
- The clergyperson concerned should be given a written warning or advice or be asked to undertake specific training.

7.5 Within 28 days of the referral from the Area bishop the assessor will aim to produce a written report to the Area bishop containing the relevant findings and recommendations. Where further time is needed a clear timeframe will be provided to the parties.

**Stage 4 – Resolution**

8.1 The Area bishop will consider the report and form a view as to the most appropriate course of action to take, normally within 7 days of receiving the assessor’s report. The Area bishop is free to depart from the assessor’s recommendation, where she or he considers there is a good reason.

8.2 The Area bishop should write to both parties with a copy of the assessor’s report setting out how the complaint is to be resolved, or that it is not upheld. The Area bishop should set out the reasons for the decision in a clear manner to enable both parties to understand how it was reached. Where advice or a warning is given to the clergyperson concerned, this should be recorded in writing and placed on the clergy file in accordance with the House of Bishops Policy on Clergy Personnel Files. The Area bishop may refer the matter back to the assessor for the implementation of the recommendations e.g. a meeting between the parties.

8.3 At the conclusion of the complaint process, the Area bishop will meet with the clergyperson for a review of the complaint.

8.4 If the Area bishop is of the view that the substance is more properly an allegation of misconduct under the Clergy Discipline Measure the person making the complaint should be invited to complete a Form 1a or refer the matter to an archdeacon to bring an allegation of misconduct under the CDM.
Contact details:

The Bishop of Oxford : The Rt Revd Dr Steven Croft
Email address: bishopoxon@oxford.anglican.org
Church House Oxford, Langford Locks, Kidlington, Oxfordshire OX5 1GF

The Bishop of Buckingham : The Rt Revd Dr Alan Wilson
Email address: bishopbucks@oxford.anglican.org
Sheridan, Grimms Hill, Great Missenden, Buckinghamshire HP16 9BD

The Bishop of Dorchester : The Rt Revd Gavin Collins
Email address: BishopDorchester@oxford.anglican.org
Church House Oxford, Langford Locks, Kidlington, Oxfordshire OX5 1GF

The Bishop of Reading : The Rt Revd Olivia Graham
Email address: bishopreading@oxford.anglican.org
Bishop’s House, Tidmarsh Lane, Reading, Berkshire RG8 8HA