

Spire Barristers Complaints Procedure

1. Our aim is to give you a good service at all times. However if you have a complaint you are invited to let us know as soon as possible. It is not necessary to involve solicitors in order to make your complaint but you are free do to so should you wish.
2. Please note that Chambers will only consider complaints that are raised within 3 years of the act or omission complained of.

COMPLAINTS MADE BY TELEPHONE

3. You may wish to make a complaint in writing and, if so, please follow the procedure in paragraph 5 below. However, if you would rather speak on the telephone about your complaint then please telephone the Senior Clerk, Leigh Royall. If the complaint is about the Senior Clerk telephone either of the joint Heads of Chambers. The person you contact will make a note of the details of your complaint and what you would like done about it. He will discuss your concerns with you and aim to resolve them. If the matter is resolved he will record the outcome, check that you are satisfied with the outcome and record that you are satisfied. You may also wish to record the outcome of the telephone discussion in writing.
4. If your complaint is not resolved on the telephone you will be invited to write to us about it within the next 14 days so it can be investigated formally.

COMPLAINTS MADE IN WRITING

5. Please give the following details:
 - Your name and address;
 - Which member(s) of Chambers you are complaining about;
 - The details of the complaint; and
 - What you would like done about it.

Please address your letter to the Senior Clerk at Spire Barristers. We will, where possible, acknowledge receipt of your complaint within two days and provide you with details of how your complaint will be dealt with.

6. Our Chambers has a panel headed by Jacqueline Thomas KC and made up of experienced members of Chambers and a senior member of staff, which considers any written complaint. Within 14 days of your letter being received the head of the panel or his deputy in his absence will appoint a member of the panel to investigate it. If your complaint is against the head of the panel, the next most senior member of the panel will investigate it. In any case, the person appointed will be someone other than the person you are complaining about.

7. The person appointed to investigate will write to you as soon as possible to let you know he has been appointed and that he will reply to your complaint within 14 working days. If he finds later that he is not going to be able to reply within 14 days he will set a new date for his reply and inform you. His reply will be set out:

- The nature and scope of his investigation;
- His conclusion on each complaint and the basis for his conclusion; and
- If he finds that you are justified in your complaint, his proposals for resolving the complaint.

When the matter is resolved he will record the outcome, check that you are satisfied with the outcome and record that you are satisfied.

CONFIDENTIALITY

8. 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 the head of chambers, members of our management committee and to anyone involved in the complaint and its investigation. Such people will include the barrister member of staff who you have complained about, the head or relevant senior member of the panel and the person who investigates the complaint. The Bar Standards Board is entitled to inspect the documents and seek information about the complaint when discharging its auditing and monitoring functions.

OUR POLICY

9. As part of our commitment to client care we make a written record of any complaint and retain all documents and correspondence generated by the complaint for a period of six years. Our management committee inspects an anonymised record regularly with a view to improving services.

COMPLAINTS TO THE LEGAL OMBUDSMAN

10. If you are unhappy with the outcome of our investigation you may take up your complaint with the Legal Ombudsman, the independent complaints body for complaints about lawyers, at the conclusion of our consideration of your complaint. The Ombudsman is not able to consider your complaint until it has first been investigated by Chambers.

Should your complaint not be resolved to your satisfaction or has not been dealt with within 8 weeks then clients have a further avenue of complaint via the [Legal Ombudsman](#).

You can write to the Legal Ombudsman at:

Legal Ombudsman
PO Box 6806,
Wolverhampton.
WV1 9WJ.
Telephone number: 0300 555 0333.
Email: enquiries@legalombudsman.org.uk.

More information about the Legal Ombudsman is available on their website: <http://www.legalombudsman.org.uk>

You must complain to the Legal Ombudsman either within six years of your barrister's actions/failure to act, or no later than three years after you should reasonably have known there were grounds to complain. You must also complain to the Legal Ombudsman within six months of receiving your barrister's final response to your complaint.

All decisions from the Legal Ombudsman's office can be viewed [here](#).

11. If at any point you require any explanation or further explanation regarding the details of your case, please do not hesitate to contact us.

N.B The contents of this page were last reviewed on 20th July 2023