



harrisondrury | solicitors

we make it possible

Complaints Management Procedure



Our Complaints Policy

We are committed to providing a high-quality legal service to all our clients. When something goes wrong we need you to tell us about it. This will help us to improve our standards.

Our Complaints Procedure

If you have a complaint please contact John Chesworth, our Executive Chairman, via complaints@harrison-drury.com If we need to change any of the responsibilities or the timescales set out below, we will let you know and explain why.

What Will Happen Next?

1. Within three days we will send you a letter acknowledging your complaint and asking you to confirm or explain any details. We will also let you know the name of the person who will be dealing with your complaint.
2. We will thoroughly and independently investigate your complaint by examining the relevant file.
3. We aim to respond in full within 28 days. However, if the complaint is of a more complex nature, we will require more time but we will let you know when you will receive a full response. Please note the Legal Ombudsman allows 8 weeks to investigate.
4. At this stage, if you are still not satisfied, please let us know. We will then arrange to review our decision. We would generally aim to do this within 10 days. The Executive Chairman will review the nominated complaint handler's decision.
5. We will let you know the result of the review within five working days. At this time we will write to you confirming our final position on your complaint and explaining our reasons.

Throughout the complaints process, and only if it is deemed appropriate, we may invite you to meet the complaint handler allocated to your case to discuss and hopefully resolve your complaint. Within three working days of any meeting we will write to you to confirm what took place and any suggestions that we have agreed with you.

we make it possible

6. If you remain dissatisfied at the end of our complaints process, you may then be able to take your complaint to the Legal Ombudsman, whose address is PO Box 6806, Wolverhampton, WV1 9WJ. Their telephone number is 0300 555 0333. Their e-mail address is enquiries@legalombudsman.org.uk Their website is at www.legalombudsman.org.uk.

The Legal Ombudsman is the statutory independent body to which you may refer your complaint, once we have concluded our professional obligation to try to resolve it. If the Legal Ombudsman is satisfied that the firm's proposals for resolving a complaint are reasonable, it may decline to investigate further. The time limit for you to make a complaint to the Legal Ombudsman is six months from our final response to the complaint. Normally, you will have to bring your complaint to the Legal Ombudsman within 6 months of receiving a final response from us about your complaint and 6 years from the date of the act or omission giving rise to the complaint or alternatively 3 years from the date you should reasonably have known there are grounds for complaint (if the act/omission took place before 6 October 2010 or was more than 6 years ago). However, we very much hope that this will not be necessary.

The classes of persons and organisations who are able to complain to the Legal Ombudsman can be found here: www.legalombudsman.org.uk/?faqs=who-can-use-our-service

If we are unable to resolve your complaint using our internal processes, alternative complaint bodies such as ProMediate (www.promediate.co.uk) exist which are competent to deal with complaints about legal services should both you and Harrison Drury and Co agree to use such services. As a firm we agree to use ProMediate.

7. We will record and report centrally all complaints received from clients.
8. We will identify the cause of any problems of which the client has complained offering appropriate redress and correcting any unsatisfactory procedures.



harrisondrury | solicitors

we make it possible

 @hdsolicitors

 Harrison Drury & Co

Email: enquiries@harrison-drury.com

Web: www.harrison-drury.com

Clitheroe office:

21 Church Street
Clitheroe
Lancashire
BB7 2DF
Tel: 01200 422 264
DX: DX15154 – Clitheroe

Garstang office:

Cherestanc Square
Garstang, Lancashire
PR3 1EF
Tel: 01995 607950
Fax: 01995 600897
DX: 63970 Garstang

Kendal office:

Bridge Mills
Stramongate
Kendal
LA9 4BD
Tel: 01539 628042
DX: 63401 Kendal

Lancaster office:

21 Castle Hill
Lancaster
Lancashire
LA1 1YN
Tel: 01524 548967
DX: 63502 Lancaster

Preston office:

1a Chapel Street
Winckley Square
Preston PR1 8BU
Tel: 01772 258321
Fax: 01772 258227
DX: 714573 Preston14

Harrison Drury & Co Ltd is a Limited Company registered in England and Wales under registration number 7028711 and its registered office is at 1a Chapel Street, Preston, PR1 8BU. "Harrison Drury & Co" and "Harrison Drury" are trading names of Harrison Drury & Co Ltd. Harrison Drury & Co Ltd is authorised and regulated by the Solicitors Regulation Authority of England and Wales with SRA number 534326.

Reference to a "director" or "partner" is a reference to an individual who holds the office of a director in Harrison Drury & Co Ltd for the purposes of the Companies Acts or otherwise to a relevant senior employee or consultant designated as a director or partner by the Company on account of their seniority and experience, but who is not a director for the purpose of the Companies Acts. A full list of directors and partners is open to inspection at our registered office.