

<i>COMMITTEE</i>	STANDARDS COMMITTEE
<i>DATE</i>	15 OCTOBER 2002
<i>TITLE OF REPORT</i>	COMPLAINTS PROCEDURE
<i>RESPONSIBLE OFFICER</i>	Mark Bowen, assistant director, legal and contract services

1 SUMMARY

- 1.1 Following adoption of the code of conduct, complaints can be made by any person about an alleged breach of the code by a member of a local authority. The Standards Board has produced a guidance note on making of complaints and produced a specimen form of complaint. A copy is attached at appendix 1. It is proposed that the committee endorses the use of the Standards Board complaint form for use by both members of the public and members and officers of the authority.
- 1.2 It is also proposed that it is requested that all complainants send a copy of their complaint to the monitoring officer.

2 DECISION ISSUES

- 2.1 The Standards Committee under its terms of reference is responsible for promoting and maintaining high standards of conduct by councillors and monitoring the operation of the members' code of conduct.

3 RECOMMENDATIONS

- 3.1 To recommend the use of the form produced by the Standard Board for England for use by complainants in lodging their complaint.
- 3.2 To recommend that where a complaint is made by a member or officer of the authority a copy is forwarded to the monitoring officer.

4 LEGAL AND FINANCIAL IMPLICATIONS

- 4.1 The legal implications are set out in the body of the report. There are no financial implications arising from this report.

Background papers:

None