

COUNCIL MEETING 22 OCTOBER 2015

EXTRACT FROM THE MINUTES OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 24 SEPTEMBER 2015

25 REVIEW OF STANDARDS ARRANGEMENTS FOR DEALING WITH CODE OF CONDUCT COMPLAINTS

At its meeting on 17 July 2014 the Council approved procedures to be followed when considering a complaint that an elected member of the Council, or of a town or parish council within its area, had failed to comply with the Council's Member Code of Conduct. Following twelve months of operation a review of the process had been carried out which showed there had been a significant increase in the speed with which complaints had been considered; the backlog of cases which existed in the previous year had been cleared and current complaints were being dealt with more efficiently and effectively.

The report set out proposals to further improve the efficiency of the process and add clarification where it was needed, the aim of which was to help people who make complaints and to encourage openness and transparency.

The report considered the two main documents used in the standards process, these being "How to make a complaint", which had not been part of the decision made in 2014, and "Overview for considering complaints that members have breached the code of conduct" which had been adopted at that time.

RESOLVED

1. That the proposed revised arrangements for dealing with complaints about members who are alleged to have breached their Council's code of conduct for members be approved..
2. That the plain English version of the guidance "How to make a complaint" at Appendix 3 of this report replace the current version of that guidance on the council website.
3. That the amended complaint form set out at Appendix 2 of the report be adopted.
4. That the amended overview document and the amended hearing procedure, set out at Appendices 4 and 5 respectively, be adopted.

Informative note: Appendix 1 is deliberately omitted as this was a working paper submitted to Audit and Governance Committee only for information purposes.