



HOUGHTON REGIS TOWN COUNCIL

CODE OF CONDUCT COMPLAINT HANDLING

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1.0 INTRODUCTION

Section 27 of the Localism Act 2011 ("the Act") requires Council's to adopt a Code of Conduct. Houghton Regis Town Council adopted its Code of Conduct on the 21st May 2012.

Houghton Regis Town Council has a statutory duty, under the Localism Act, to promote and maintain high standards of conduct by members and co-opted members of the Council ("Members").

The Code of Conduct sets out the standards that the Council expects Members to observe.

Whilst complaints about a councillor are personal information it is in the public interest to know that complaints are being dealt with and the outcome.

2.0 PROCESS FOR DEALING WITH NOTIFICATION OF COMPLAINTS

- 2.1 Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, report this to the council, via email at the earliest opportunity.

3.0 PROCESS FOR DEALING WITH OUTCOME OF COMPLAINTS

- 3.1 Upon notification by the Unitary Council that a Member has been found not to have breached the code, the Proper Officer shall notify Members via email and report the outcome at the next available full council (Councillors will not be identified).
- 3.2 Upon notification by the Unitary Council that a Member has been found to be in breach of the code, the Proper Officer shall, following redaction of any third party details or information that could identify third parties,
- i) Inform the Member (s) privately, prior to the matter being reported in a meeting
 - ii) Report the matter, in public session, at the next available full council
 - iii) Arrange for the decision notice to be published on the Town Councils website

4.0 REVIEW

- 4.1 A review of this policy shall be undertaken every four years by the Corporate Services Committee.