

**GOVERNANCE COMMITTEE**

**27 NOVEMBER 2013**

**REPORT OF MONITORING OFFICER**

**MEMBER CODE OF CONDUCT – COMPLAINTS PROCESS**

**1 PURPOSE OF REPORT**

- 1.1 To review and provide additional clarification and guidance to the Complaints Flowchart approved by Full Council in July 2012.

**2 RECOMMENDATIONS**

- 2.1 **That the guidance at Appendix A is approved and referred to Full Council.**

**3 KEY ISSUES**

- 3.1 Full Council in July 2012 approved the Member Code of Conduct (<http://ow.ly/oQjkn>) and a Complaints Flow Chart (Appendix B). This guidance is to be considered in conjunction with the Flow Chart and Code of Conduct. This guidance puts in place arrangements to assist the process and provides clarification on the process.
- 3.2 It is proposed two Sub-Committees of the Governance Committee be established to allow a complaint to be considered by different Members at each stage of the Process. Each Sub-Committee to be quorate with 3 Members.
- 3.3 The guidance clarifies the role of the Monitoring Officer with regard discretion to make recommendations and informally resolve complaints.

**4.0 POLICY AND CORPORATE IMPLICATIONS**

- 4.1 Strong Corporate Governance is important in order to ensure high standards of conduct are maintained.

**5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 There are no Financial implications arising directly from this report.

**6.0 LEGAL IMPLICATIONS/POWERS**

- 6.1 The Member Code of Conduct and Complaints Process comply with the requirements of the Localism Act 2011. Local Government Act 1972.

## 7.0 **COMMUNITY SAFETY**

7.1 There are no community safety issues directly arising from this report.

## 8.0 **EQUALITIES**

8.1 An Equalities Screening Assessment has been completed and is available on the Council's website.

## 9.0 **RISKS**

9.1 There are no direct risks related to this report.

## 10.0 **CLIMATE CHANGE**

10.1 There are no climate change issues directly arising from this report.

## 11.0 **CONSULTATION**

11.1 The Group Leaders were consulted prior to this report. The Independent Persons have been consulted.

## 12.0 **WARDS AFFECTED**

12.1 All Wards

Contact Officer      Angela Tebbutt  
Date:                      Sept 2013

Appendices :            A – Code of Conduct Complaints Process – Guidance Notes  
                                  B – Complaints Flowchart

Background Papers:

Reference :              X: Committees/Governance/2013/14