



# **Sutton Parish Council**

## **Complaints Procedure governing any breach of the Code of Conduct**

Adopted by Full Council  
19<sup>th</sup> August 2025  
Next Review Aug 2028

## **Sutton Parish Council**

### **Complaints Procedure governing any breach of the Code of Conduct adopted on 19<sup>th</sup> August 2025.**

*Note that complaints pertaining to Disclosable Pecuniary Interests shall be referred to the Police. The complainant shall be notified of this action and the Clerk shall also notify the Monitoring Officer of the complaint and the referral.*

#### **Standing Orders 14a States:**

Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

#### **General complaints regarding potential breach of the Code of Conduct:**

1. All complaints regarding the conduct of a Councillor or Co-opted Member of Sutton Parish Council should be made in writing to the Parish Clerk at The Glebe, 4 High Street, Sutton, Ely, Cambs. CB6 2RB or email [clerk@sutton-cambs-pc.gov.uk](mailto:clerk@sutton-cambs-pc.gov.uk)
2. Upon receipt of a written complaint the Clerk will advise the Chairman of the Council (or Vice-Chair if the Chairman is the subject of complaint) and the Councillor(s) against whom the complaint(s) is made.
3. The complainant will be advised that the Councillor(s) against whom the complaint(s) is made will, under normal circumstances (normal circumstances excludes absences through holidays or illness), be given 7 working days to offer a written response to the Chairman of the Council (or Vice-Chair if the Chairman is the subject of complaint).
4. The Chairman of the Council (or Vice-Chair if the Chairman is the subject of complaint) will copy the written response to the complainant within three working days of receipt.

5. If the complainant is not satisfied with the response they will have the right to refer the matter to the District Council Monitoring Officer.

Document History		
Status	Date	Version
Clerk to draft policy	February 2021	1.0
Draft to Full Council	26 <sup>th</sup> March 2013	
Council Approved	26th March 2013	1.0
Review by Clerk	August 2025	2.0
Draft To Full Council Min Ref: 087/25(b)	19 <sup>th</sup> August 2025	
Council Approved	19 <sup>th</sup> August 2025	
Next Review by Clerk	August 2028	