

## Sutton Parish Council

### **Complaints Procedure governing any breach of the Code of Conduct adopted on 26<sup>th</sup> March 2013.**

*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.*

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

1. Any and 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 [mail@suttonpc.org.uk](mailto:mail@suttonpc.org.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\*, 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.

\*normal circumstances excludes absences through holidays or illness