



COMPLAINTS PROCEDURE GOVERNING ANY BREACH OF CODE OF CONDUCT

Northstowe Town Council



MAY 20, 2021
NORTHSTOWE TOWN COUNCIL
VERSION 1.0

Note that complaints pertaining to Disclosable Pecuniary Interests shall be referred to the Police. The complainant shall be notified of this action and the Town 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 Northstowe Town Council should be made in writing to the Town Clerk by email townclerk@northstowetowncouncil.gov.uk
2. Upon receipt of a written complaint the Clerk will advise the Mayor (or Deputy Mayor if the Mayor 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 circumstances¹, be given seven working days to offer a written response to the Mayor (or Deputy Mayor if the Mayor is the subject of complaint).
4. The Mayor (or Deputy Mayor if the Mayor 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 have the right to refer the matter to the South Cambridgeshire District Council Monitoring Officer.

Document History

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¹ Normal circumstances exclude absence through holiday or illness