

**Title of meeting:** Governance and Audit and Standards Committee

**Date of meeting:** 30 June 2017

**Subject:** Proposed amendments to the Complaint Form submitted in relation to the Councillor Code of Conduct

**Report by:** City Solicitor

**Wards affected:** N/A

**Key decision:** No

**Full Council decision:** Yes

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### **1. Purpose of report**

To ask members to consider a proposed revision to the content of the Complaint Form submitted in relation to Councillor Code of Conduct complaints.

### **2. Recommendations**

**That the Committee**

- 1. Considers the proposed amendments to the Complaint Form attached as Appendix 1 to this report**
- 2. Recommends to Council that the revised Complaint Form is adopted**

### **3. Background**

- 3.1 The Arrangements for Assessment, Investigation and Determination of Complaints which were brought in following the Localism Act of 2011 were revised by the Council in October 2016.
- 3.2 The proposed amendments to the Complaint Form are intended to make the procedure more straightforward for complainants and also to clarify the nature of the complaint.

### **4. Reasons for recommendations**

- 4.1. Under the present arrangements, the complainant is asked to detail the circumstances of their allegation in section 4 of the complaint form . The current form does not list what is in the Code of Conduct so often it is unclear which part of the Code of Conduct the complainant believes has been breached.

4.2. The proposed revised Complaint Form (attached as Appendix 1) now lists the obligations under the Code and the complainant is asked to select which obligation it is believed has been breached. This will ensure that it is the complainant who selects which part of the Code has been breached rather than it being left to the City Solicitor to deduce.

**5. Equality impact assessment**

This report does not require an Equality Impact Assessment as it does not propose any new or changed services, policies or strategies.

**6. Legal implications**

The legal implications are embodied within this report.

**7. Director of Finance's comments**

There are no financial implications arising from the recommendations contained within this report.

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Signed by:

**Appendices:**

Appendix 1 - Complaint Form

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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Signed by: