

HILLDALE PARISH COUNCIL

Complaints Notification procedures

- If the council is to be informed of a notification it will normally be done by sending out an information item for members, rather than including the notification on the agenda of a council meeting.
- The nominated employee (the clerk) and a council committee will deal with and be informed of such notifications when they are received.
- The nominated employee and the committee shall, if required to discuss the notification at a council meeting:
 - draft the summonses and agendas so the identity and subject matter of the complaint are not disclosed
 - ensure that any background papers are not made public
 - ensure that the public and press are excluded from meetings where appropriate
 - ensure that the minutes of meetings are written so as to preserve confidentiality
 - make appropriate arrangements, where the complainant is an employee, between the employee and the subject member.
- The clerk or a member of the nominated committee will deal with providing further evidence or information needed by the standards committee about a complaint.

Reviewed September 2016