



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Full Council

23 November 2023

Report of Councillor Sarah Trotter,
Vice-Chairman of the Standards
Committee

Amendment to Constitution – Procedure for Dealing with Complaints Against Councillors

Report Author

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Purpose of Report

To provide Full Council with notification of a recommendation by the Standards Committee to include the revised procedure for dealing with complaints against Councillors as part of the Constitution.

Recommendations

That Full Council approves the inclusion of the revised procedure for dealing with complaints against Councillors as part of the Constitution under Part 5 (Codes and Protocols).

Decision Information

Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High performing Council
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 There are no financial implications arising from this report.

Completed by: Richard Wyles, Section 151 Officer

Legal and Governance

1.2 There are no significant legal or governance implications associated with this report.

Completed by: Graham Watts, Assistant Director of Governance and Monitoring Officer

2. Background to the Report

2.1 The Standards Committee at its meeting held on 6 September 2023 agreed to adopt a revised procedure for dealing with complaints against Councillors. Having adopted the revised procedure, the Committee recommended that this be included as part of the Council's Constitution.

3. Key Considerations

3.1 One of the roles and functions of the Standards Committee is to 'approve procedures for the conduct of hearings into complaints against Members'.

3.2 The Standards Committee exercised this function at its meeting on 6 September 2023 and approved a revised procedure for dealing with complaints against Councillors, as attached at **Appendix A** to the report.

- 3.3 In approving this revised procedure, the Committee recommended to Full Council that this should form part of the Constitution to demonstrate greater openness and transparency as to how complaints are processed, considered and determined.
- 3.4 Full Council is asked to consider including and publishing the procedure as part of the Council's Constitution. It is recommended that this be placed under Part 5 (Codes and Protocols).
- 3.5 Full Council is not required to give consideration to the content of the procedure as this falls within the remit of the Standards Committee which adopted the procedure as appended on 6 September 2023.

4. Other Options Considered

- 4.1 Not to include this procedure as part of the Constitution.

5. Reasons for the Recommendations

- 5.1 The inclusion and publication of this procedure as part of the Council's Constitution provides greater notice, openness and transparency as to how complaints submitted against the conduct of Councillors are handled, assessed and determined.

6. Background Papers

- 6.1 [Guidance on Member Model Code of Conduct Complaints Handling | Local Government Association](#)

7. Appendices

- 7.1 Appendix A – procedure for dealing with complaints against Councillors.