



30 June 2008

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## Code of conduct and complaints against councillors

### Local Code of Conduct and Complaints against Councillors

From 8th May 2008 the responsibility for considering initial complaints that a Councillor (Member) may have breached the Code of Conduct moved from the Standards Board for England to the standards committees of local authorities.

### How to make a complaint

If you wish to complain about the conduct of a Member of the Sevenoaks District Council or a Member of one of the town or parish councils within the District, you may write a letter/email to the District Council's Monitoring Officer or complete a Member Code of Conduct Complaints Form ( Wordpad Document 106KB file details) (Member Code of Conduct Complaints Form ( PDF File 82KB file details)). It may be useful to complete the Member Code of Conduct Complaints Form as these may be processed faster. Please send your complaint to:

[members.conduct@sevenoaks.gov.uk](mailto:members.conduct@sevenoaks.gov.uk)

or

The Monitoring Officer  
c/o The Standards Committee Assessment Panel  
Sevenoaks District Council  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG

### What is a complaint?

It is the responsibility of the Assessment Panel to review initial allegations of Member misconduct. The Assessment Panel can only deal with complaints about the behaviour of a Member. It will not deal with complaints about things that are not covered by the Members' Code of Conduct (Appendix Q of the Council's Constitution). If you make a complaint to the Assessment Panel it must be about why you think a Member has not followed the Code of Conduct. If you wish to make a complaint about something else not related to Member conduct, please contact the Council's Complaints Co-ordinator using the Complaints Procedure.

### The procedure for investigating complaints

The procedure for investigating allegations of Member misconduct is outlined in the District Council's Constitution (particularly appendices S, T, U and V). The District Council's Standards Committee has also set out Local Assessment Guidance ( PDF File 43KB file details) which will be taken into consideration when reviewing allegations of misconduct.

If you have any questions about the Code of Conduct or submitting a complaint, please contact the District Council's Monitoring Officer, **1** Christine Nuttall at [members.conduct@sevenoaks.gov.uk](mailto:members.conduct@sevenoaks.gov.uk) or 01732 227180

