NOTES TO ACCOMPANY COMPLAINT FORM

The complaints regime
The Council’s Standards Committee is responsible for considering written complaints that an Elected or Co-opted Member of the District Council or of a Parish Council (within Tandridge) has breached the Code of Conduct for Members.

Particularly serious complaints may be referred by the Standards Committee to the Standards Board for England for investigation. Other complaints may be referred to the Council’s Monitoring Officer for investigation or other appropriate action (e.g. training/conciliation).

Submitting a complaint
If you wish to submit a written complaint about a possible breach of the Code of Conduct you should:
• speak to the Council’s Monitoring Officer for general advice (contact details below); and
• complete and return the accompanying form, by post, e-mail or fax **within 28 days of the alleged breach** or explain why the complaint is being submitted outside of this period of time) to:
  Chair of the Standards Committee
  c/o Clive Moore, Assistant Chief Executive (Legal) and Monitoring Officer
  Tandridge District Council, Council Offices, Station Road East, Oxted, Surrey RH8 0BT
  Tel: 01883 732740; Fax: 01883 732954; Email: monitoringofficer@tandridge.gov.uk

Additional information
Complaints must be submitted in writing.

Frivolous, vexatious and politically motivated tit-for-tat complaints are likely to be rejected.

In line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. We can also help if English is not your first language.

If you need any support in completing this form, please contact the Monitoring Officer (contact details above) as soon as possible.

What happens after you have submitted a complaint form
Once a valid complaint form has been received by the Monitoring Officer, it will be presented to a meeting of the Standards Assessment Sub-Committee. The meeting will be private and neither you nor the Member concerned will be allowed to attend.

The Sub-Committee may resolve to:
• dismiss your complaint, with reasons;
• ask you for additional information, with reasons;
• refer your complaint to the Monitoring Officer for investigation (or other action); or
• refer your complaint to the Standards Board for England if the complaint does not fall within the jurisdiction of the Standards Committee.

Powers to impose sanctions against Members who have been found to have breached the Code
A Monitoring Officer’s investigation may result in a formal hearing by a Panel of Standards Committee Members with powers to impose the following sanctions against the Member(s) concerned:
• censure;
• restriction of the Member’s access to the premises of the Authority or his / her use of the Authority’s resources for a period of up to six months, provided that those restrictions:
  - are reasonable and proportionate to the nature of the breach; and
  - do not unduly restrict the individual’s ability to perform the functions of a Member;
• suspension for a period not exceeding six months;
• a requirement that the Member
  - submits a written apology;
  - undertakes training;
  - participates in conciliation;
• partial suspension (for up to six months) until the Member has complied with a requirement to apologise; undertake training; or participate in conciliation.

More serious sanctions are only available to the Adjudication Panel for England.