



## POLICY FOR MINOR DISPUTES AGAINST COUNCILLORS

**Adopted at the Parish Council Meeting 15.6.20 Reviewed May 2024. Next review date May 2025**

**The Minor Disputes Procedure is intended to advise Councillors and to offer advice and help on any matter that may potentially cause either the Councillor or the Parish Council integrity into question.**

In the event that the Clerk, Chairman or a Councillor lodges a dispute against another Councillor, the following procedures will be followed:

- The Clerk or Chairman will refer the complaint to the Personnel Committee who will meet and decide if the dispute has any substance.
- If the Personnel Committee decide there is no issue the person raising the issue will be advised.
- If the Personnel Committee decides there is an opportunity for advice to be offered the Councillor in question will be e-mailed to invite him/her to the PC Office for an informal discussion with the Chair (Vice Chair in the event the dispute is with the Chair) and the Clerk. At this stage details of the complaint will be released to all parties.
- Only if the Councillor wishes to pursue the matter a further meeting will take place and the Councillor in question will be entitled to bring an independent representative (ie. non-Councillor) who may witness the further meeting but not take part in any discussions.
- In the event of a Councillor or Chair who is a member of the Personnel Committee he/she will be omitted from the procedure.
- The Clerks role is to facilitate the meeting and produce the Minutes (as courtesy a draft will be provided to those present). These Minutes are the formal record.
- A copy of the Minutes will be sent to the Councillor in question together with two copies of a letter, one to be signed and returned to the Clerk. A copy will be e-mailed to the Personnel Committee.
- If the dispute is upheld a copy of all relating correspondence to be recorded on the Councillors file plus any additional notes submitted to the Clerk.
- In the event that the Personnel Committee deem the event serious – it would be referred to the Monitoring Officer at Chelmsford City Council.
- This policy does not override or revise the Localism Act 2011 Standards regime.
- The Council can request a closing interview with the person whom the complaint was made about.