

COUNCIL WEB-SITE TEXT **COMPLAINTS ABOUT A COUNCILLOR'S CONDUCT**

All councillors are expected to behave with the utmost integrity and propriety. To this end they are required to give a written undertaking to abide by a code of conduct which sets out how they should behave when acting in their capacity as a member of the Council. The code of conduct is set out in Part 5 of the Council's Constitution.

Prior to 8th May 2008 all complaints about possible breaches of the code were dealt with by the Standards Board for England. However, from now on if you want to complain about the conduct of a Member of Slough Borough Council or a Member of one of our Parish Councils, you must submit your complaint to the Chair of the Standards (Assessment) Sub-Committee.

The Standards (Assessment) Sub-Committee 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. If you make a complaint to the Standards (Assessment) Sub-Committee it must be about why you think a Member has not followed the Code of Conduct.

A breach of the code may include:

- Bullying
- Disclosing confidential information
- Disreputable conduct
- Improper use of their position
- Misuse of Council facilities or resources
- Failure to declare a personal or prejudicial interest
- Accepting inappropriate gifts or hospitality or failing to declare gifts and hospitality

The Standards (Assessment) Sub-Committee can decide to refer your complaint for investigation or other action or decide that no further action should be taken in which event you will be given a reason for this decision.

All complaints referred for investigation or other action will be managed by the Council's Monitoring Officer, Steven Quayle, Borough Secretary and Solicitor. The results of investigations and any action against a councillor will be determined by the Standards (Local Determination) Sub-Committee whose membership like the Standards (Assessment) Sub-Committee comprises elected and independent Members.

How to complain

Complaints must be in writing using one of the following methods:

Post	Chair of the Standards (Assessment) Sub-Committee C/o Member Services Slough Borough Council
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APPENDIX B

	Town Hall Bath Road Slough SL1 3UQ
Email	Generic email address to be inserted.
Complete a complaint form on line	Link to be inserted

A form which you may use to submit your complaint and guidance notes on its completion and the assessment procedure may be downloaded from here (insert link). Alternatively a copy may be obtained by telephoning 01753 875019 or emailing (generic email address to be inserted).

If a disability prevents you from making a complaint in writing we can make reasonable arrangements to assist you. For assistance or further details about the complaint procedure telephone 01753 875019.