

Chair & Members of Clowne Parish Council Complaints Committee

Sir,

Summons to Meeting of the Clowne Parish Council Complaints Committee

In accordance with Schedule 12 of the Local Government Act 1972 and Council Standing Orders I hereby give notice that a meeting of Clowne Parish Council's **Complaints Committee** is to be held in the **Council Chamber at Bolsover District Council's offices** on **Friday 10th September 2021** starting at **6pm**.

All Members of the Committee are summoned to attend the meeting for the purpose of considering and resolving the business to be transacted.

Bolsover District Council offices are located on High Street, Clowne S43 4JY.

An **agenda** showing the order of business is attached herewith together with any associated papers.

Public Attendance at the Meeting

Any member of the public is allowed to attend the open part of the meeting.

Seats will be allocated on a first come first served basis.

Copies of the agenda will be available on the Council website from Tuesday 7th September 2021.

The Chair (on formal resolution of the Council) will ask all members of the public to leave the meeting at the appropriate time when confidential Items (if there are any) are to be discussed.

Members of the public may not take part in the formal business of the Parish Council except under special circumstances as agreed by a formal resolution of the Council.

Code of Conduct

Members of the public and councillors are reminded that they shall behave in such a way that a reasonable person would regard as respectful and not use bullying or intimidatory language or actions.

Councillors must not disclose information which is confidential or where disclosure is prohibited by law.

Declaration of Pecuniary or Other Interests

Councillors are reminded about their duty under the Localism Act 2011 to ensure that all unregistered pecuniary or other interests are properly declared at the meeting prior to that item of business being considered.

Councillors must leave the meeting whilst the specific item is being discussed.

In certain circumstances Councillors may be granted a dispensation which enables them to take part in an item of Council business where this would otherwise be prohibited.

Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act states that dispensations may allow a Councillor:

(a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or (b) to participate in any vote, or further vote, taken on the matter at the meeting(s).

Apologies for Absence

Apologies for absence must be submitted to the Clerk prior to the meeting together with the reason(s) for the absence.

Yours Sincerely,

Steven Singleton
Clerk to the Council

Clowne Parish Council

Agenda



Meeting	Complaints Committee
Date of Meeting	Friday 10 th September 2021
Council Meeting Start Time	6.00pm
Meeting Venue	Council Chamber Bolsover District Council High Street Clowne S43 4JY

Agenda Item	Order of Business	Decision Required	Supporting Papers
	Part 1 Non-Confidential Business		
1)	Apologies for Absence	Yes	No
2)	Confirmation that Attendance Register has been signed	Yes	No
3)	Notification of Unregistered Declarations of Pecuniary Interest	Yes	No
4)	Notification of Consideration of a Dispensation	Yes	No
5)	To Consider the Report of the Investigating Officer in relation to Complaint Reference 11/04/21- CPC-SS	Yes	Yes Appendix 1 Confidential Report (not for disclosure) <i>To follow</i>
6)	To Consider the Report of the Investigating Officer in relation to Complaint Reference 08/04/21- CPC-JJ and additional Complaint 26/07/21-CPC-SS	Yes	Yes Appendix 2 Confidential Report (not for Disclosure) <i>To follow</i>

Complaints Committee	
Purpose	The committee is responsible for reviewing the way in which the Council deals with complaints and for reviewing complaints that have not been able to be resolved at stage 1 by the Clerk to the Council.
Membership	3 elected Members of Clowne Parish Council
Voting Rights	None
Quorum	2
Frequency of Meetings	As Required
Terms of Reference	
P1	To keep under review the Council's Complaints Procedure and make recommendations to Council on any changes that are considered necessary to ensure compliance with legislation, procedural effectiveness and other statutory obligations.
P2	To consider stage 2 level complaints that have not been satisfactorily resolved by the Clerk as a stage 1 complaint and undertake or recommend to Council appropriate action to resolve the matter as required.
P3	To ensure that confidentiality of both the complainant and the subject of any complaint is respected.
P4	To undertake all necessary investigations required to be able to properly respond to stage 2 complaints.
P5	To refer any unresolved stage 2 complaints to the Council for formal consideration (classed as stage 3 complaints).