



RAMSDEN CRAYS PARISH COUNCIL

Policy for Minor Disputes Against Councillors

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

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

- The Clerk or Chairman will refer the Complaint to the Personnel Committee – to be made up of 3 councillors (including the Chairman of the Council) who will meet and decide if the dispute has any substance.
- If the Personnel Committee decide there is no issue then 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 Chairman (Vice Chairman in the event the dispute is with the Chairman) and the Clerk.
- Only if the Councillor/Clerk wishes to pursue the matter, a further meeting will take place and the Councillor in question will be entitled to bring an independent representative (i.e. non-Councillor) who may witness the further meeting but not take part in any discussions.
- In the event of a Councillor or Chairman who is a member of the Personnel Committee he/she will be omitted from the procedure.
- The Clerk's 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 Basildon Borough Council.
- This policy does not override or revise the Localism Act Standards regime.

Adopted by Council: Ramsden Crays Parish Council 21.05.18
Review Date: April 2025