**Local Procedure 1**

**Complaints Procedure - Code of Practice**

**Before the Meeting**

1. The complainant should be asked to put the complaint about the council's procedure or administration in writing to the Parish Clerk.

2. If the complainant does not wish to put the complaint to the Parish Clerk, they may be advised to put it to the Chair of the Council.

3. The Parish Clerk shall acknowledge the receipt of the complaint and advise the complainant when the Council will consider the matter.

4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.

5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

**At the Meeting**

6. The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.

7. Chair to introduce everyone.

8. Chair to explain procedure.

9. Complainant (or representative) to outline grounds for complainant.

10. Members to ask any questions of the complainant.

11. If relevant, the Parish Clerk to explain the Council's position.

12. Members to ask any questions of the Parish Clerk

13. Parish Clerk and complainant to be offered opportunity of last word (in this order)

14. The Parish Clerk and the complainant be asked to leave the room while Members decide whether or not the grounds of the complaint have been made. (If a point of clarification is necessary, both parties be invited back)

15. Parish Clerk and complainant return to hear decision, or to be advised when decision will be made.

**After the Meeting**

16. Decision confirmed in writing within seven working days together with details of any action to be taken.

Adopted 15th May 2025. Minute Number: 187/25 c) xx

Review Date May 2026.