

**WILLINGHAM PARISH COUNCIL**  
**COMPLAINTS PROCEDURE GOVERNING ANY BREACH OF THE CODE**  
**OF CONDUCT**  
**Adopted on 3<sup>rd</sup> February 2016**

Note that complaints pertaining to Disclosable Pecuniary Interests shall be referred to the Monitoring Officer at South Cambridgeshire District council and the Police (if applicable)

**General complaints regarding potential breach of the Code of Conduct:**

1. Any and all complaints regarding the conduct of a Councillor or Co-opted Member of Willingham Parish Council should be made in writing to the Parish Clerk at The Parish Office, Ploughman Hall, West Fen Road, Willingham, Cambs, CB24 5LP or email: [email@willinghampc.org.uk](mailto:email@willinghampc.org.uk)
2. Upon receipt of a written complaint the Clerk will advise the Chairman of the Council (or Vice-Chair if the Chairman is the subject of complaint) and the Councillor(s) against whom the complaint(s) is made.
3. The complainant will be advised that the Councillor(s) against whom the complaint(s) is made will, under normal circumstances\*, be given 7 working days to offer a written response to the Chairman of the Council (or Vice-Chair if the Chairman is the subject of complaint).
4. The Chairman of the Council (or Vice-Chair if the Chairman is the subject of complaint) will copy the written response to the complainant within three working days of receipt.
5. If the complainant is not satisfied with the response then the Council will form a standards committee with 14 days of date notified, comprising of 3 members of the Council, one of whom should be either the Chairman or Vice Chairman. Judgement will be passed to both parties (normally within 14 working days of the judgement being made).
6. If either party is not satisfied with the response they will have the right to refer the matter to the District Council Monitoring Officer.

\*normal circumstances excludes absences through holidays or illness