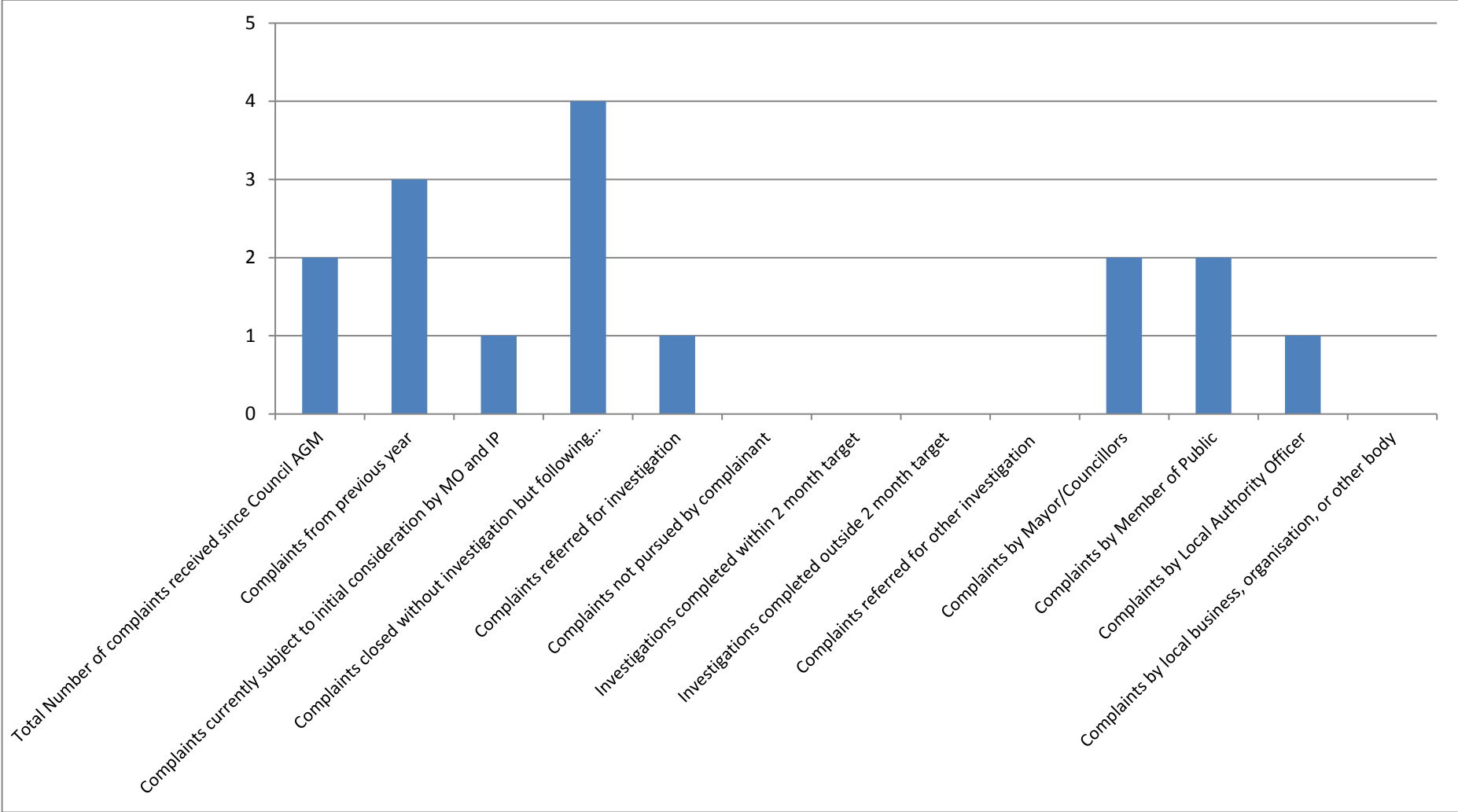


## APPENDIX 1

### Code of Conduct for Members - complaints and investigation monitoring information – municipal year 2024

Complaints since May 2024:	02
Complaints from previous year:	03
Complaints currently subject to initial consideration by MO and IP:	01
Complaints closed without investigation but following consultation with IP:	04
Complaints referred for investigation as potential breach of the Code:	01
Complaints not pursued by complainant:	00
Investigations completed within 2 month target:	00
Investigations completed outside 2 month target:	00
Complaints referred for other investigation (police, audit etc.)	00
<b><u>Complainants</u></b>	
Mayor/Councillors:	02
Member of Public:	02
Local Authority Officer	01
Local business, organisation, or other body:	00

# Code of Conduct Complaints 2024/2025



Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
002/2023	13/06/2023	LA - Officer	Elected Member	Alleged complaint – Cllr's behaviour during a recent HR committee meeting was hostile and intimidating. The way the Cllr behaved fell below the standards expected of members when conducting themselves with officers.	<p>Target date: 27/06/2023</p> <p>16/06/2023 – Acknowledgment email sent to complainant.</p> <p>16/06/2023 - Email sent to Cllr to provide initial response.</p> <p>23/06/2023 – Cllr requesting further information from DMO.</p> <p>03/07/2023 – DMO provided information as requested by the Cllr.</p> <p>04/07/2023 – Initial response including supporting correspondence provided by Cllr.</p> <p>21/07/2023 – DMO consulted IP.</p> <p>26/07/2023 – Complainant notified the matter will proceed to a full investigation.</p> <p>14/08/2023 – Meeting with complainant.</p> <p>08/09/2023 - DMO has received 1 witness statement and a statement from the complainant. DMO Awaiting a further witness</p>	<b>26/07/2023 – Full Investigation</b>		<b>Closed</b>	

				<p>statement before arranging a meeting with the Cllr.</p> <p>22/09/2023 – Email sent to Cllr from DMO to arrange an interview. Cllr to confirm availability.</p> <p>29/09/2023 – – Email sent from DMO to Cllr with an invitation to meeting on 05/10/2023. Acknowledgment email received by Cllr.</p> <p>6/10/2023 - DMO emails Cllr with an update on investigation.</p> <p>6/10/2023 - Cllr emails DMO – requesting timescales of expected outcome as due to leave the organisation at the end of year</p> <p>9/10/2023 - DMO discussed with IP today to discuss complaint.</p> <p>10/10/2023- Cllr emailed DMO that they leave the council this week, appreciate if any final report/outcome from my complaint is sent to my personal email address, personal email provided.</p> <p>10/10/2023 - DMO emailed confirmation that draft report will be sent to personal email once drafted.</p> <p>Report written &amp; approved by MO- draft report sent to 17/11/23 with IP</p>				
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					<p>for approval – Once approved to be sent out to Cllr &amp; complainant</p> <p>20/11/2023 – IP approves draft report.</p> <p>20/11/2023 – draft report sent out to Cllr and complainant.</p> <p>20/11/2023 - Complainant responded to DMO</p> <p>2/2/2024 - DMO sent email to Cllr regarding the informal resolution proposal, requesting a response by 9<sup>th</sup> Feb 24</p> <p>16/2/24 - DMO sent IP full report with appendices</p> <p>21/02/24 - IP advised that the matter should go to a hearing, as the councillor had not responded to the offer of an informal resolution.</p> <p>21/02/24 - DMO sent copy of final version of the report with appendices to Cllr &amp; informed them that due to not having agreed to the proposed informal resolution by the date which Cllr gave (16 February 2024) the matter will proceed to a hearing</p> <p>21/02/24 - DMO requested arrangements for a hearing committee to be set up</p>				
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					<p>5/03/24 - Awaiting decision from MO</p> <p>25/03/2024 - Complainant updated</p> <p>20/04/2024 - Discussion to be held between DMO &amp; MO</p> <p>29/04/2024- Complainant has provided comments on report to be discussed with monitoring officer</p> <p>31/05/2024 – MO writes to both complainant and councillor advising that no further action is proposed and matter now closed</p> <p>7/06/2024 - Complainant has now referred to LGSCO</p>				
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Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
012/2023	04/03/2024	Member of Public	Elected Member	Failed to effectively support Tenants and residents living on an Estate about damp & mould issue inside many resident's homes	<p>05/03/2024 - logged complaint received</p> <p>05/3/2024 - DMO requested email to be sent to complainant for requested documents stated in the complaint</p> <p>5/03/2024 - Email sent to complainant for requested documents/emails.</p> <p>6/03/2024 - Email received from complainant with attached requested proof of documentation/emails.</p> <p>11/03/2024 – All documentation sent to Environmental department to address this complaint</p> <p>25/03/24 complainant says issue is lack of response from Cllr</p> <p>28/3/24 meeting between DMO and IP</p> <p>28/03/2023 - Email sent to Cllr requesting further information</p> <p>03/04/2023 - Email sent to complainant that DMO are</p>	05/03/2024	<b>Closed</b>		

					<p>awaiting Cllr response to complaint.</p> <p>23/04/2023 - Reminder email sent to Cllr for response to complaint</p> <p>07/05/2024 - Contacted Cllr via Teams with a request to the complaint. Cllr confirmed will look at the complaint and respond after work.</p> <p>08/05/2024 - Response to complaint received from Cllr</p> <p>10/05/2024 - email sent to Cllr requesting email chain they refer to in their response email.</p> <p>16/05/2024 – Cllr sends email chain</p> <p>31/05/2024 – DMO requests meeting with IP</p> <p>03/06/2024 - DMO discussion with IP</p> <p>7/06/2024 - Decision letter - has now been closed.</p>				
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Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
013/2023	14/04/2023	Member of public	Elected Member	contacted the member on several occasions on local issues of excessive speeding and dangerous driving	<p>15/04/2024 - Email sent to Cllr with request to respond to complaint received</p> <p>23/04/2024 - Email sent to Cllr with request to respond to complaint received.</p> <p>08/05/24 - Email &amp; teams message sent to Cllr with regards to a request to respond to complaint.</p> <p>15/05/2024 - Email &amp; Teams message sent to Cllr with request to respond to complaint received.</p> <p>20/05/2024 - Email &amp; Teams message sent to Cllr with request to respond to complaint received.</p> <p>23/05/2024 - DMO spoke to Cllr and reminded them of complaint and requested an urgent response. This was followed up by another email request sent 23/05/24</p> <p>05/06/2024 - 5<sup>th</sup> email sent to Cllr with regards to obtaining a response to the complaint</p> <p>14/06/2024 &amp; 18/06/2024 - MO set up two meetings with Cllr to discuss searching inbox for email</p>	14/03/2023		Open	

					<p>from the complainant in this matter- Cllr did not attend.</p> <p>18/06/2024 - Email sent to Complainant informing them that MO is chasing Cllr for response</p> <p>24/06/2024 – Response from Cllr received. SMSO arranging a meeting between MO &amp; IP to discuss matter.</p> <p>04/07/2024- MO emailed Cllr requested copy of email that Cllr had sent Complainant.</p> <p>Chaser emails sent to Cllr on 15 July, 5 August.</p> <p>09/08/2024 – Email sent to Deputy Mayor to assist with response. DM advised Cllr currently has been on leave and will chase up upon Cllr's return.</p> <p>14/08/2024 – Cllr forwarded email sent out to complainant. MO to review and discuss matter with IP.</p>				
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Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
001/2024	03/05/2024	Cllr	Elected Cllr	conducted an interview that was published & stated inappropriate & defamatory comments	<p>08/05/24 - Email sent to Cllr for comments.</p> <p>12/05/2024 - Email response received from Cllr in regard to complaint</p> <p>31/05/2024 DMO requests meeting with IP</p> <p>06/06/2024- DMO &amp; IP meeting today</p> <p>07/06/2024 – MO writes to both complainant and councillor advising that no further action proposed and matter now closed</p>	08/05/2024		<b>Closed</b>	

Reference number	Date received by Monitoring Officer	Complainant	Elected/Co-opted Member(s)	Nature of Complaint and potential breach(es) of the Code of Conduct	Date and outcome of consultation with IP	Date investigation commenced and investigation status	Hearing and out-come	Current status	Follow up
002/2024	17/05/2024	Elected Member	Elected Member	Untrue allegations against the council and administration during previous term in office made	<p>07/06/2024 - Email sent to Cllr for comments</p> <p>15/06/2024 - Second email sent to Cllr for comments</p> <p>19/06/2024 - Email received from Cllr in response to complaint stating seeking advice and will revert back with response soon</p> <p>21/06/2024 – Initial response received from Cllr and forwarded to MO to review.</p> <p>27/06/2024 - MO &amp; IP had a discussion</p> <p>08/08/2024 – Outcome letter sent to complainant and Cllr.</p>	20/05/2024		<b>Closed</b>	