



HUNTINGDON TOWN COUNCIL

Town Hall
Market Hill
Huntingdon
PE29 3PJ

A CODE OF PRACTICE FOR DEALING WITH COMPLAINTS AGAINST THE COUNCIL (This code is based on nationally recommended guidelines)

1. If a complaint about procedures or administration is notified orally to a Councillor or the Town Clerk and it is not possible to satisfy the complainant fully forthwith, the complainant shall be asked to put his/her complaint in writing to the Town Clerk and be assured that it will be dealt with promptly after receipt.
2. If a complainant indicates that he/she would prefer not to put the complaint to the Town Clerk he/she shall be advised to put it to the Town Mayor.
3. On receipt of a written complaint the Town Clerk or Town Mayor, as the case may be, shall (except where the complaint is about his/her own actions) try to settle the complaint directly with the complainant but shall not do so in respect of a complaint about the behaviour of the Town Clerk or a Councillor without first notifying the person complained of and giving him/her an opportunity to comment on the manner in which it is intended to attempt to settle the complaint. Where the Town Clerk or Town Mayor receives a written complaint about his/her own actions he/she shall forthwith refer the complaint to the appropriate Committee or the Council.
4. The Town Clerk or Town Mayor shall report either to the next meeting of the appropriate Committee or the Council any written complaint disposed of by direct action with the complainant.
5. The Town Clerk or Town Mayor shall bring any written complaint which cannot be settled to the next meeting of either the appropriate Committee or the Council and the Town Clerk shall notify the complainant of the date on which the complaint will be considered.
6. The appropriate Committee or the Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public *BUT* any decision on a complaint shall be announced at the appropriate Committee or the Council meeting in public.
7. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.