



# Ryedale District Council

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**REPORT TO:** Standards Committee

**DATE:** 19 June 2008

**REPORTING OFFICER:** Council Solicitor & Monitoring Officer  
Anthony Winship

**SUBJECT:** **Written Allegations of Misconduct –  
Complaints Procedure**

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## 1.0 PURPOSE OF REPORT

1.1 To consider and approve:-

- (i) A complaints form;
- (ii) Guidance information for potential complainants.

## 2.0 RECOMMENDATIONS

2.1 Members of the Committee are asked to approve:-

- (i) The complainant form;
- (ii) The guidance information for potential complainants;
- (iii) Authorise the Council Solicitor to publish the complaints form and the guidance notes.

## 3.0 MAIN ISSUES

3.1 Members are advised that Regulation 10 of the Standards Committee (England) Regulations 2008 requires the Standards Committee to:-

- (i) Publish details of the address to which written allegations should be sent; and
- (ii) Publish details of the procedure for making written allegations.

Against this background the following documents are attached for consideration and approval by Members having regard to the Standards Board guidance on Local Assessment:-

- (i) Complaints form;
- (ii) Guidance information for potential complainants

It is proposed to make the above documents available at the reception at Ryedale House and the Council's website.

**Background Papers:**

"Local Assessment of Complaints" published by the Standards Board for England on 2 May 2008 and subsequently revised on 16 May 2008.

**OFFICER CONTACT:**

Please contact Anthony Winship, Council Solicitor, if you require any further information on the contents of this Report. The Officer can be contacted at Ryedale House, Telephone 01653 600666 ext.267 or e-mail: [anthony.winship@ryedale.gov.uk](mailto:anthony.winship@ryedale.gov.uk)