

**Teignbridge District Council
Governance Committee
Thursday 2nd October 2025
Part i**

Arrangements under the Code of Conduct Complaints Procedure

Purpose of Report

To approve the Arrangements under the Code of Conduct Complaints Procedure to accompany the Code of Conduct complaints process.

Recommendation(s)

The Committee RESOLVES to:

- (1) Approve the Arrangements under the Code of Conduct Complaints Procedure (Appendix 1).

Financial Implications

No direct financial implications arise from this report.

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Legal Implications

The Localism Act 2011 requires the Council to adopt a Code of Conduct which the Council complies with. Arrangements for the operation of the Code of Conduct are the responsibility of the Council.

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Risk Assessment

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Environmental/ Climate Change Implications

No direct environmental or climate change implications arise from this report.

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Abbie Cook – Legal Assistant (and Authorised Officer)

Executive Member

Councillor John Parrott – Executive Member for Finance and Corporate.

Appendices

Appendix 1 – Arrangements under the Code of Conduct Complaints Procedure.

1. Introduction/Background

The Council approved its Code of Conduct on [28th November 2023](#) (see minute 69).

Officers reported to the then [Standards Committee on 2nd July 2025](#) on the operation of the current complaints process and that Officers would bring a supplementary document to outline the criteria for complaints.

2. Arrangements under the Code of Conduct Complaints Procedure

The Committee is asked to approve the Procedure document, giving more guidance to Members, the Public, the Monitoring Officer, Authorised Officers and Independent Persons on the operation of the Code of Conduct Complaints Procedure.

The LGA guidance on Member Model Code of Conduct Complaints Handling highlights the need for transparency about the conduct of councillors and the mechanisms for dealing with alleged breaches. It recommends the use of a two-stage test in assessing complaints; 1 - the jurisdictional test and 2 - a local criteria assessment, to ensure that both the complainant and subject member know and understand how a decision has been reached in relation to a code of conduct complaint and that each complaint is reviewed fairly and against the same criteria.

Alongside the LGA Guidance, we have looked at the arrangements of neighbouring authorities and the criteria they use in assessing complaints.

As such, these arrangements have been drafted setting out how to make a Code of Conduct Complaint and how the Council will deal with a Complaint alleging a breach of the Code of Conduct. They are designed to be proportionate, timely and fair to both sides whilst seeking to provide pragmatic local solutions to local problems wherever possible and to avoid costly and time-consuming formal investigations. All steps within the Complaints Process are underpinned by the public interest.

3. Implications, Risk Management and Climate Change Impact

Covered on page 1 of the Report.

4. Alternative Options

The Committee could decide not to approve the document, in which the current arrangements would continue without an additional guidance document.

5. Conclusion

The Committee is asked to approve the Procedure document, giving more guidance to Members, the Public, the Monitoring Officer, Authorised Officers and Independent Persons on the operation of the Code of Conduct Complaints Procedure.