

## 1. Preston City Council's Standards Committee

Preston City Council's Standards Committee has the task of ensuring that the City Council members and parish council members in the district maintain high ethical standards and abide by their appropriate Code of Conduct for Members, to which they have signed up.

The Standards Committee is made up of:

- 4 Preston City Councillors
- 4 Independent Members
- 3 Parish Councillors

The Standards Committee has set up two sub-committees to deal with complaints made about councillors and members.

The Assessment Sub-Committee receives and initially assesses any complaint to determine whether to:-

- refer the complaint to the Monitoring Officer for Preston City Council for investigation or other action;
- refer the complaint to Standards for England; or
- take no action in relation to the complaint.

The Review Sub-Committee considers any appeal against a decision to take no action in relation to a complaint.

Both the Assessment Sub-Committee and Review Sub-Committee meet in private.

The Chair of the Standards Committee is one of the independent members, as is the Chair for the Assessment Sub-Committee and Review Sub-Committee.

## 2. Who you can complain about

You can complain about any of the members of Preston City Council and of the eight parish councils in the district. This includes any co-opted members or independent members.

The Standards Committee cannot consider complaints about the council or a parish council as a whole or to the conduct of their officers and employees.

## 3. What you can complain about

Every authority is required to adopt a Code of Conduct, which sets out rules governing the behaviour of an authority's members. To view Preston City Council's Code of Conduct please visit our website at [www.preston.gov.uk/council-and-democracy/councillors-and-meetings/making-a-complaint-against-a-councillor](http://www.preston.gov.uk/council-and-democracy/councillors-and-meetings/making-a-complaint-against-a-councillor) To view a parish council's Code of Conduct please contact the clerk of the relevant parish council directly.

You can complain about a member who you consider may have breached their council's Code of Conduct. Breach of the Code of Conduct may include any of the following types of behaviour:-

- Unlawfully discriminating against someone
- Failing to treat people with respect
- Bullying any person
- Intimidating any person involved in any investigation or proceedings about someone's misconduct
- Doing something to prevent those who work for the authority from being unbiased
- Revealing information that was given to them in confidence, or stopping someone getting information they are entitled to by law
- Damaging the reputation of their office or authority, where the conduct is linked to their public role and not in their private capacity
- Using their position improperly, to their own or someone else's advantage or disadvantage
- Misusing their authority's resources
- Allowing their authority's resources to be misused for the activities of a registered political party
- Failing to register financial or other interests
- Failing to reveal a personal interest at a meeting

If none of the above applies to your complaint, it is probably not something that the Standards Committee can deal with.

## 4. How to make a complaint

If you want to make a complaint you must submit a written complaint to the address specified below. There is a 'Standards Committee Complaints Form' which you can use for this purpose. To obtain a copy please contact Member Services on 01772 906112. If you have any documentation to support your complaint please ensure that it is attached to your completed form or letter.

Alternatively, you can make your complaint online at [www.preston.gov.uk/council-and-democracy/councillors-and-meetings/making-a-complaint-against-a-councillor](http://www.preston.gov.uk/council-and-democracy/councillors-and-meetings/making-a-complaint-against-a-councillor) (press the purple button at the bottom of the web page)

Chair of Standards Assessment Sub-Committee, c/o The Monitoring Officer, Preston City Council, Town Hall, Lancaster Road, Preston PR1 2RL

Please mark all correspondence "**Private and Confidential**".

If you have any questions or difficulties filling in the form, please contact the Monitoring Officer on 01772 906770 or email [a.harrison@preston.gov.uk](mailto:a.harrison@preston.gov.uk)