



Adopted:  
Reviewed:  
Next Review:

## Minor Disputes Policy

The Minor Disputes Procedure is intended to advise Councillors and to offer advice and help on any matter that may potentially cause either the Councillor or the Town Council integrity into question.

In the event that the Clerk, Chairman, or a Councillor lodges a dispute against another Councillor, the following procedure will be followed:

- The Clerk or Chairman will refer the complaint to the Personnel Committee who will meet and decide if the dispute has any substance.
- If the Personnel Committee decide there is no issue the person raising the issue will be advised.
- If the Personnel Committee decides there is an opportunity for advice to be offered the Councillor in question will be e-mailed to invite him/her to the Town Council office for an informal discussion with the Mayor (Vice Mayor in the event the dispute is with the Mayor) and the Clerk
- Only if the councillor wishes to pursue the matter a further meeting will take place and the Councillor in question will be entitled to bring an independent representative (i.e., non Councillor) who may witness the further meeting but not take part in any discussions.
- The Clerks role is to facilitate the meeting and produce the Minutes (as courtesy a draft will be provided to those present). These minutes are the formal record.
- A copy of the minutes will be sent to the Councillor in question together with two copies of a letter, one to be signed and returned to the Clerk. A copy will be e-mailed to the Personnel Committee.
- If the dispute is upheld a copy of all relating correspondence to be recorded on the Councillors file plus any additional notes submitted to the Clerk.
- In the event the Personnel Committee deem the event serious – it would be referred to the Monitoring Office at Colchester Borough Council.
- This policy does not override or revise the Localism Act 2011 Standards regime