



DUNSTABLE TOWN COUNCIL

COMPLAINTS PROCEDURE

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 complaint in writing to the Town Clerk and be assured that it will be dealt with promptly after receipt.
2. If a complainant indicated that he would prefer not to put the complaint to the Town Clerk he 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 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 Councillor without first notifying the person complained of and giving him 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 own actions he shall forthwith refer the complaint to the Council.
4. The Town Clerk or Town Mayor shall bring any written complaint which cannot be settled to the next meeting of the appropriate Committee and the Town Clerk shall notify the complainant of the date on which the complaint will be considered. The complainant shall have the opportunity of addressing the committee.
5. The Committee 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 Committee meeting in public.
6. 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.

Adopted by the Council, 9th June 1986.