



Stapleford Abbots Parish Council

MINOR DISPUTES AGAINST COUNCILLORS POLICY

Version: 1.3

June 2023

A Scope

This policy applies to the Stapleford Abbots Parish Council. Where the term ‘staff’ is used, this includes any staff (paid and voluntary) working for the Council. This policy is aimed at all Councillors and staff working for Stapleford Abbots Parish Council.

B Confidential Notice & Intellectual Property

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C Document Details

Policy	<i>Minor Disputes against Councillors Policy</i>
Policy Statement	<i>This document sets out a Minor Disputes against Councillors Policy for use by Stapleford Abbots PC</i>
Version Number	<i>1.3</i>
Version Date	<i>05/2023</i>
Review Date	<i>01/04/2024</i>
Author	<i>J Jackson</i>
Responsible Owner	<i>Stapleford Abbots Parish Council</i>
Approving Body	<i>Stapleford Abbots Parish Council</i>

D Revision History

Version	Revision Date	Details of Changes	Author
1.1	01/06/2021	First version	J Jackson
1.2	01/06/2022	Current version	J Jackson
1.3	01/06/2023	Current version	J Jackson

E Freedom of Information

If requested, this document may be made available to the public and persons outside the Council as part of Stapleford Abbots Parish Council's commitment to transparency and compliance with the Freedom of Information Act.

F Accessibility

This document can be made available in other styles, formats, sizes, languages and media in order to enable anyone who is interested in its content to have the opportunity to read and understand it. Any such requests should be made to the Clerk.

G Dissemination

This policy will be disseminated to all staff. All staff will have to read this policy at publication and every time there is an update or change to the policy. The Stapleford Abbots Parish Councillors will have the overall responsibility for implementing the policy.

H Review

This policy will be reviewed every year or when new evidence, policy or guidelines come to light necessitating an update / change. The policy review and update will be the responsibility of the Stapleford Abbots Parish Council.

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

In the event that the Clerk or a Councillor lodges a dispute against another Councillor, the following procedures will be followed.

- The Clerk will refer the complaint to the Chair (or Vice Chair if the dispute is with the Chair) who will decide if the dispute has any substance.
- If it is decided there is no issue the person raising the issue will be advised.
- If the Chair decides there is an opportunity for advice to be offered the Councillor in question will be e-mailed to invite him/her to the PC Office for an informal discussion with the Chair (Vice Chair in the event the dispute is with the Chair) and the Clerk.
- Only if the Councillor wishes to pursue the matter will a further meeting take place and the Councillor in question will be entitled to bring an independent representative (ie . non-Councillors) who may witness the further meeting but not take part in any discussions.
- The Clerk's 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.
- 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 that the Chair or Vice Chair deem the event serious – it will be referred to the Monitoring Officer at Epping Forest District Council.
- This policy does not override or revise the Localism Act 2011 Standards regime.