### Public Notice

**Members’ Code of Conduct – Complaints Process**

Members of Chichester District Council and the 59 parish councils in the District are required to comply with the Members’ Code of Conduct adopted by their council. The Code applies to all councillors and to co-opted members with voting rights.

What this means to you -

If you want to complain about the conduct of a member of Chichester District Council or a member of one of the parish or town councils in the District you should submit your complaint in writing to:

Mr Nicholas Bennett

Legal & Democratic Services Manager and Monitoring Officer

Chichester District Council

East Pallant House

1 East Pallant

Chichester

West Sussex

PO19 1TY

or by email to nbennett@chichester.gov.uk

A complaint form and an outline of the procedures and the criteria used for the assessment of the complaints can be obtained from the Council’s head office at East Pallant House 1 East Pallant Chichester, or from the Area Offices at The Grange Midhurst or Selsey Town Council or on the Council’s website at <http://www.chichester.gov.uk/article/24519/Councillors-code-of-conduct>.

An Assessment Sub-Committee may consider the complaint if it relates to the behaviour of a member. It will not deal with complaints about matters which are not covered by the Members’ Code of Conduct.

If you require initial advice about the process please write to me or telephone 01243 534657.

Nicholas Bennett

Legal & Democratic Services Manager and Monitoring Officer

Chichester District Council