

BADGWORTH PARISH COUNCIL

Anonymous Complaints

The following procedure has been adopted for dealing with anonymous complaints.

This procedure does not cover complaints about the Council's administration or its procedures. Such complaints are dealt with under the Complaints Policy.

This procedure does not cover complaints about the conduct of a Member of the Parish Council. Such complaints should be made through the district council.

All anonymous complaints should be referred to the clerk in the first instance. The following procedure will be followed:

An anonymous complainant reports an issue:

- I. The matter should be referred to the Clerk
- II. The Clerk will arrange that the matter is verified by a Councillor.

Where anonymous complaints cannot be verified from a public vantage point, no further action will be taken.

- III. Once the matter is verified, the Clerk will consult with the Chairman or an appropriate Councillor to determine the best course of action. Such actions may include: reporting the matter to the appropriate authority; or adding the matter to an agenda for consideration by Council or a Committee.

Where any complaint is considered vexatious or vindictive by the Clerk in consultation with the Chairman or an appropriate Councillor no further action will be taken.

Adopted by Council: *****