



Process for Breaches of the Code of Conduct

Ynysawdre Community Council

Cyngor Cymuned Ynysawdre

COMPLAINT PROCEDURE FOR BREACHES OF THE CODE OF CONDUCT

The overall aim of the Code of Conduct is to promote positive relationships and resolve issues **informally** wherever possible. However, repeated or serious breaches may result in further action.

The Council may take the following steps, depending on the nature and severity of the breach:

Stage 1: Informal Discussion

For minor or first-time breaches:

The individual will be spoken to informally by the Chair of the Council, Chair of the Allotment Committee and/or the Clerk.

The concern will be explained, and expectations for future behaviour will be clarified.

The matter will be recorded for reference, but no further action will be taken unless the behaviour continues.

Stage 2: Written Warning

For repeated breaches or more significant incidents:

A formal written warning will be issued.

The warning will outline:

The behaviour that breached the Code.

The expected standards of behaviour.

Any actions required to remedy the situation.

The warning will remain on record for a specified period of one year. Any additional incidents within the timeframe specified will result in immediate escalation to Stage 3 or Stage 4 depending on the severity of the incident.

Stage 3: Review by the Council

Where concerns persist or where there has been a serious breach:

The matter will be reviewed by the Council.

The individual will be given the opportunity to provide their account of events.

The Council may make recommendations aimed at resolving the issue and preventing further problems.

The review will be formally documented and remain on file for a period of one year.



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Stage 4: Termination of Tenancy

In cases involving:

Harassment, discrimination, bullying, intimidation or threatening/abusive behaviour.

Persistent breaches of the Code.

Serious breaches of the tenancy agreement or allotment rules.

Conduct that negatively impacts the safety or wellbeing of others.

Deliberate damage to property.

Conduct that creates a health and safety risk.

The allotment tenancy will be terminated with immediate effect. The tenant will receive a formal notice advising them of the termination of their tenancy and be given notice to clear the plot within a specified timeframe.

In such cases the Council reserves the right to bypass the informal stages due to behaviour being deemed serious enough to warrant immediate formal action.

Appeals

Any allotment holder subject to formal action may submit a written appeal to the Council within 14 days of receiving notification of the decision.

The council will acknowledge receipt of the appeal as soon as it is received.

The appeal will be considered fairly and impartially, and the outcome will be communicated in writing within 14 days of receipt.

Guiding Principles

When considering any alleged breach, the Chair, Clerk and the Chair of the Allotment Committee will:

Act fairly and impartially.

Consider all available evidence.

Treat individuals with dignity and respect.

Seek to resolve issues informally where possible.

Focus on behaviours and actions rather than personalities.