

**MINUTES of MEETING of COMMUNITY COUNCIL CONDUCT REVIEW PANEL held BY MICROSOFT TEAMS on MONDAY, 29 NOVEMBER 2021**

**Present:** Councillor Kieron Green (Chair)  
Councillor Mary-Jean Devon Community Councillor Norman Muir  
Community Councillor Islay MacEachern

**Attending:** Shona Barton, Committee Manager (Independent Adviser)  
Fiona McCallum, Committee Services Officer (Minutes)

**1. APPOINTMENT OF CHAIR**

The Committee Manager welcomed everyone to the meeting and invited the Panel to nominate a Chair for the proceedings. It was unanimously agreed to appoint Councillor Kieron Green as Chair of this Conduct Review Panel.

**2. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor David Kinniburgh.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. COMPLAINT AGAINST KILMUN COMMUNITY COUNCIL MEMBER**

Having assumed the role of Chair, Councillor Kieron Green outlined the procedure and advised that the first task was to establish whether members of the Panel had sufficient information before them to discuss and determine the subject of the complaint. The Panel agreed that they had sufficient information to determine the complaint referral before them.

It was noted that following a meeting of Kilmun Community Council on 17 August 2021, the Council received 5 letters of complaint concerning the behaviour of a single Community Councillor. Three of the complaints were sent by members of the public, with two submitted by members of Kilmun Community Council

The Panel considered the information provided by both the complainants and the individual Community Councillor.

**Decision**

Having considered the information before them and having taken advice from the Independent Adviser, the Community Council Conduct Review Panel agreed that the subject of the complaint had failed to comply with and abide by the terms of the Code of Conduct for Community Council Members under the principle of Respect which states that "You must respect fellow members of your Community Council and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person, regardless of their position, you have dealings with in your capacity as a Community Councillor".

The Panel agreed to impose sanction 13.5.3 as outlined in the Scheme of Establishment for Community Councils - to suspend the member from the Community Council for a period of 3 months from the date of the decision letter sent.

The Panel also agreed to recommend that the subject of the complaint be requested to provide a note of apology to the Convener of Kilmun Community Council.

The Independent Advisor noted the decision to those in attendance and confirmed that the decision would be communicated in writing to the parties concerned within 7 days.

(Reference: Report by Committee Manager dated 29 November 2021, submitted)