

24 November 2023

Mr S Mawson
Chief Executive
Kirklees Metropolitan Borough Council
PO Box B24
Huddersfield
HD1 1UG

Your ref: KL1969
Our ref: 23 008 644

(Please quote our reference when contacting us and, if using email, please put the number in the email subject line)

If telephoning please contact: 0330 403 4773
email address: A.Davison@coinweb.lgo.org.uk

Dear Mr Mawson

Complaint by Mr M Brown of 61 Cringles, Cliff Hollins Lane, Oakenshaw, Bradford, BD12 7ER

Further to our letter of 13 November, I am investigating the complaint, details of which we have already provided.

I have set out my current views in the attached draft decision. I am inviting comments on the complaint and my draft decision from the Council and from anyone who is alleged or appears to have taken or authorised the action complained of. I am also sending a copy of my draft decision to the complainant(s) for their comments.

Please let me have the Council's comments on the complaint and the enclosed draft decision by **8 December 2023**. When replying, please point out any errors of fact and confirm the draft decision correctly sets out the Council's position (or explain what is wrong).

Please ensure officers involved with the complaint, and the planning applications it concerns, have an opportunity to comment on the complaint and draft decision before I reach a final decision. Please show them the draft decision and invite their comments. I

will require evidence that you have done this. Any comments received may be sent with your own response, but we would expect them to be in their original form (for example the original letter or a copy email).

Current employees should respond through the Council however ex-employees and contractors can, if they prefer send comments directly to me, in which case I would normally expect them to also send you a copy, or to explain why they do not wish to.

Please remind anyone who is consulted that the law says that investigations must be conducted in private, and the complaint and information about it must not be disclosed to anyone.

I will take the comments of both sides into account before making a final decision.

Publishing our decision

We publish our final decision statements on our website. We use false names so they do not reveal details that could identify people involved. However, we sometimes use the job titles of senior council officers. If you are concerned that publishing our decision will identify people involved, please let me know as soon as possible. But please note that words in *italics* in the statement are to aid consideration of the draft decision. No such words in *italics* will appear in any final decision we issue.

Data protection

In the interests of fairness, we may send the complainant an unredacted copy of your comments and any evidence that we rely on in reaching a decision. We will not share any information about a third party or which is confidential for another reason. If you are sending information which should not be disclosed:

- please clearly identify it and say why it should not be shared;
- send it separately from the information which can be shared;
- send a redacted and non-redacted version;
- please bear in mind that names and contact details of your own staff and those employed by other organisations are third party information;
- if any of your documents contain details of individuals with whom the complainant has had no previous contact and which are not publicly available, please provide two copies: one that has this personal information redacted and a non-redacted version.

Confidentiality

The law says we must investigate in private. Please remind anyone consulted not to discuss our draft findings with the press, or publish any of our communications in the public domain, including social media. Thank you for your cooperation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Annette Davison', with a stylized, flowing script.

Annette Davison
Investigator

Enc: Draft decision statement dated 24 November 2023