



**STANDARDS COMMITTEE**  
**LOCAL ASSESSMENT SUB-COMMITTEE**  
(ALSO APPLICABLE TO REVIEW SUB-COMMITTEE)

**CRITERIA TO BE TAKEN INTO ACCOUNT WHEN CONSIDERING  
A COMPLAINANT'S REQUEST FOR CONFIDENTIALITY**

REQUESTS FOR CONFIDENTIALITY WILL ONLY BE GRANTED IN EXCEPTIONAL CIRCUMSTANCES where, for example:

- The complainant suffers from a serious health condition and there are genuine medical risks associated with their identity being disclosed.
- The complainant has reasonable grounds for believing that they may be victimised or harassed by the Member(s) the subject of the complaint (or by a person associated with them).
- The complainant is an officer who is genuinely afraid of losing their job or of other prejudice to their employment position if their identity is disclosed.
- The complainant is genuinely concerned that they will receive less favourable treatment from the Council in terms of any service provision or any tender/contract because of the seniority of the Member the subject of the complaint.

**NB** If it is decided to refuse a request for confidentiality, the complainant **MAY** be offered the opportunity to withdraw their complaint, rather than proceed with their identity being disclosed. However, this will depend on the circumstances of the particular case. In certain circumstances, the public interest in proceeding with an investigation may outweigh the complainant's wish to have their identity withheld.