

COMPLAINT FORM – COUNCILLORS

Your details

1. Please provide us with your name and contact details

Title	
First name	
Last name	
Address	
Daytime phone	
Evening phone	
Mobile	
e-mail address	

We will not disclose your contact details to anyone unless it is necessary to do so in order to deal with your complaint.

However, we will tell the following people that you have made a complaint:

- The councillor you have complained about;
- The Monitoring Officer
- Members of the Governance Service
- Members of the Council's Standards Committee
- The Independent Persons

2. Please tick the box that best describes you:

Member of the public	
Elected or co-opted member of a Council	
Member of Parliament	
Monitoring Officer	
Other council employee	
Other (please specify)	

3. Please give us the name of the member you believe may have breached their council's code of conduct, and the name of the council they belong to.

First name	Last name	Council

4. Every local council has its own code of conduct. In all cases, the code of conduct ONLY applies when the member is acting on the official business of their council, and does not apply to their private lives.

Members of a council only have to comply with the code of conduct relevant to the council of which they are a member. Please contact the clerk of the relevant council and obtain a copy of that council's code of conduct. If, having read it, you think that the councillor has breached their local Code, please enclose a copy of the relevant code with your complaint, and explain how you think the member has broken that code.

It is important that you provide us with all the information you want us to take into account when deciding whether to proceed with your complaint. For example, please make sure you tell us:

- Exactly what you are alleging the councillor said or did. For instance, instead of saying that the councillor failed to act in the public interest in the conduct of their duties, please state exactly what they said or did to lead you to that conclusion.

- You should give the date of the alleged incident(s) wherever possible. Where you cannot do that you must at least provide a general timeframe. Other than in exceptional circumstances we cannot consider complaints about events that took place more than 20 working days before the date on which you submit your complaint.
 - You should let us know whether there were any witnesses to the alleged incident(s) and provide their names and contact details if possible.
 - You should provide any relevant background information.
5. Please write down the details of your complaint here. Continue on a separate sheet if there is not enough space on this form.

Only complete this section if you are asking us to keep your identity confidential

6. In the interests of fairness and natural justice, we believe that councillors who are complained about have a right to know who made the complaint. We will provide them with a copy of this complaint form. We are unlikely to withhold your identity or details of your complaint unless we have good reason to believe that releasing that information would result in:
- a. You or your witnesses being unlawfully bullied or intimidated or;
 - b. The destruction of information or evidence that would seriously hamper an investigation of the complaint.

We will not automatically agree to a request to keep your identity or the substance of your complaint confidential. Your request and your reasons for asking for confidentiality will be considered by the Monitoring Officer and the Independent Person. If they decide that your identity and information about your complaint must be released to the councillor you are complaining about, we will let you know. Normally we would then allow you to withdraw your complaint if you wish to do so.

Please provide us with details of why we should withhold your identity from the councillor about whom you are complaining: