



## **MEMBERS' CODE OF CONDUCT COMPLAINT FORM**

### **Your details**

1. Please provide us with your name and contact details:

<b>Title</b>	
<b>First name</b>	
<b>Last Name</b>	
<b>Address</b>	
<b>Daytime telephone</b>	
<b>Evening telephone</b>	
<b>Mobile telephone</b>	
<b>E-mail address</b>	
<b>Date complaint submitted</b>	

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

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

- the Member(s) you are complaining about
- the Monitoring Officer of the Authority
- the parish or town clerk (if applicable)

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and a summary, or details of your complaint being released, please complete section 5 of this form.

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- An independent member of the Standards and Appeals Committee
- Member of Parliament
- Local Authority Monitoring Officer
- Other council officer or Authority employee
- Other (please state)

3. Equality Monitoring Form – please fill in the attached form.

## Making your complaint

4. Please provide us with the name of the Member(s) you believe have breached the Code of Conduct and the name of their Authority:

Title	First name	Last name	Council or Authority
Councillor			
Councillor			
Councillor			
Councillor			
Councillor			
Councillor			
Councillor			
Councillor			
Councillor			
Councillor			

5. Please explain in this section (or on separate sheets) what the Member has done that you believe breaches the Code of Conduct. If you are complaining about more than one Member you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

It is important that you provide all the information you wish to have taken into account by the Standards Committee when it decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the Member said or did. For instance, instead of writing that the Member insulted you, you should state what it was they said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide the specific details mentioned in the list above, such as dates, witness names, and background information.

**Only complete this next section if you are requesting that your identity is kept confidential**

6. In the interests of fairness and natural justice, we believe Members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless we considers there are exceptional circumstances you have good reason to believe that.

To allow us to give full consideration to a request for confidentiality we require you to provide us with an explanation of the reason why you think your details should be kept confidential. Any request for confidentiality should be made in the space below.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Standards Committee will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

However, it is important to understand that in certain exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Please provide us with the details of why you believe we should withhold your name and/or the details of your complaint:

## **Informal Resolution**

7. It is often possible to resolve complaints without recourse to formal investigation and hearing. In such cases it is important that appropriate action to seek to achieve resolution of the matter is undertaken without delay.

Please advise if you are NOT willing for attempts to be made to seek early informal resolution of your complaint. If you do not so indicate, we will endeavour to seek resolution of your complaint prior to it being submitted to the assessment sub-committee of the Standards and Appeals Committee. To assist us in doing this it would be helpful if you could describe what remedy you are seeking / what action you think would be appropriate to resolve your complaint.

## **Additional Help**

**8.** Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Equality Act 2010, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

Please note that frivolous, vexatious and politically motivated tit for tat complaints are likely to be rejected.

If you need any support in completing this form, please contact the Monitoring Officer as soon as possible (see paragraph 10 for details).

## **Returning this form**

9. When you have completed this form, please send it to:

The Standards and Appeals Committee  
C/o the Monitoring Officer  
Amber Valley Borough Council  
Town Hall  
Ripley  
Derbyshire DE5 3BT

10. The contact details for the Monitoring Officer are:

Chris Potter  
Monitoring Officer  
Amber Valley Borough Council  
Town Hall  
Ripley  
Derbyshire DE5 3BT

Telephone: 01773 841397  
Email: [chris.potter@ambervalley.gov.uk](mailto:chris.potter@ambervalley.gov.uk)

Signed:

Dated:

Updated: December 2015

# Equality information

Are you? (Please **X** one box only)

Male

Female

Please describe yourself: (Please **X** one box only)

## White

British

Irish

Any other white background (Please specify)

## Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background (Please specify)

## Black or Black British

Caribbean

African

Any other black background (Please specify)

## Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (Please specify)

## Other Ethnicity

Chinese

Any other Ethnic background (Please specify)





**Please describe yourself:** (Please **X** one box only)

- 16 to 17 years
- 18 to 24 years
- 25 to 34 years

- 35 to 44 years
- 45 to 54 years
- 55 to 59 years

- 60 to 64 years
- 65 to 74 years
- 75 years and over

**What is your Religion, even if you are not currently practising?** (Please **X** one box only)

- Christian (Including Church of England, Catholic, Protestant & all Christian denominations)
- Buddhist
- Hindu
- Jewish
- Any other Religion (Please specify)
- Muslim
- Sikh
- No Religion

**Do you consider yourself to be:** (Please **X** one box only)

- Heterosexual
- Bisexual
- Other (Please specify)
- Gay or lesbian
- Prefer not to say

**A disabled person is someone who has a physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out day to day activities. Do you consider yourself to have a disability?** (Please **X** all the boxes that apply)

- No
- Yes, affecting mobility
- Yes, affecting hearing
- Yes, affecting vision
- Yes, a learning disability
- Other (Please specify)