



# COUNCILLORS' CODE OF CONDUCT COMPLAINT FORM

**ONCE COMPLETED PLEASE RETURN TO:** The Monitoring Officer, Democratic Services, Breckland Council, Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE

## 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>Email address:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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

However if your complaint is referred for assessment, we will tell the following people that you have made this complaint:

- the Councillor(s) you are complaining about
- the Parish or Town Clerk (if applicable)



If you need this document in large print, audio Braille, alternative format or in a different language, please contact Democratic Services on 01362 656295

We will tell them your name and give them details of your complaint. We will give them the 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 whether you are making this complaint as:

- A Member of the public  
 An elected or co-opted Member of an Authority  
 Other Council Officer or Authority employee  
 Other, please state ( )

### **Making your complaint**

**3** Please provide us with the name of the Councillor(s) you believe have breached the Code of Conduct and the name of their Council:

Title	First name	Last name	Council name

**4** Please explain in this section (or on separate sheets) what the Councillor has done that you believe breaches the Code of Conduct and the relevant paragraph(s) of the Code. If you are complaining about more than one Councillor 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 Monitoring Officer when she decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible; about exactly what you are alleging the Councillor said or did. For instance, instead of writing that the Councillor 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. (e.g. minutes of meetings)

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

DRAFT

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

- 5 In the interests of fairness and natural justice, we believe Councillors 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 copy the complaint.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer 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 details of why you believe we should withhold your name and/or the details of your complaint:

**Additional Help**

Complaints must be submitted in writing. This includes electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2005, 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.

If you need any support in completing this form, please let us know as soon as possible.

Further information to help you complete this form can be found on the accompanying guidance notes.