



COUNCILLOR COMPLAINT FORM

Your details

Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	

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

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 6 of this form.

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 committee
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other ()

Making your complaint

The Standards Committee will review your complaint and will decide what should happen next. The meeting will be chaired by one of the independent members of the Standards Committee and will if possible take place within 20 days of receiving your complaint.

At its meeting the Standards Committee can decide to:

- Investigate your complaint
- Ask the Standards Board for England to investigate your complaint
- Require action to resolve the complaint, such as conflict resolution, mediation or training
- Take no further action

You will be informed in writing of the outcome of the Standards Committee meeting and of the Committee's reasons for its decision.

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 name

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 assessment sub-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.

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

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

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 you have good reason.

Please state your reason why your identity should be withheld

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The assessment sub-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 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 fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, 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. For help please contact the Head of Legal Services on: 01752 306116.

Please send completed form to

Mr Timothy Howes,
Assistant Director of Democracy & Governance and Monitoring Officer,
Civic Centre,
Plymouth,
PL1 2AA,

Equality and diversity monitoring

We need to be sure that our service is reaching all sections of the community, to check that no-one is receiving less of the service, or is less satisfied with it.

It is not compulsory to complete the following questions; however any information provided will be treated in confidence.

What is your Age?					
Under 16	16 - 18	18 - 50	50-65	65-75	75 or over

Gender – Are you ?			
Male	Female	Do you identify yourself as Transgender?	Prefer not to say

Are you a person with a disability?		
Yes	No	Prefer not to say
Please tell us about your disability?		

Ethnicity – Are you ?			
A White	British	C Asian or Asian British	Bangladeshi
	Gypsy/Traveller		Indian
	Irish		Pakistani
	Any other white background (please state)		Any other Asian Background (please state)
B Mixed	White and Black Caribbean	D Black or Black British	African
	White and Black African		Caribbean
	White and Asian		Any other Black background (please state)
	Any other mixed background (please state)		
E Chinese or other ethnic group	Chinese	Any other ethnic group (please state)	