

## CODE OF CONDUCT FOR COUNCILLORS COMPLAINT FORM

**NOTE: BEFORE COMPLETING THIS FORM IT IS IMPORTANT THAT YOU READ THE ACCOMPANYING DOCUMENT “COMPLAINTS ABOUT A COUNCILLOR”. THIS EXPLAINS HOW YOUR COMPLAINT WILL BE HANDLED.**

### 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>	

Your contact details are requested only so we can contact you to deal with your complaint. They will only be released to the persons involved in administering this matter.

However, we will send a copy of your complaint, showing your name but with your contact details removed, to the member you are complaining about. If you have serious concerns about your identity and complaint being revealed to the member concerned, please complete section 5 of this form.

In due course, depending on what if any action is taken, your name and details of your complaint (though not your contact details) may also be published more widely, including on the internet.

2. Please tell us which of the following best describes you

- Member of the public
- Elected or co-opted Councillor
- Member of Parliament
- Local authority Monitoring Officer
- Other Council employee
- Other (please state)

### **Making your complaint**

3. Who are you complaining about?

Your complaint can only be considered if it is about a named member(s) of the Council and concerns action which you consider to be a breach of the Councillor's Code of Conduct.

Please give the name of the Councillor(s) you consider has broken the Code of Conduct and the name of their Council

Title	First name	Last name	Council or authority name

4. What are you complaining about?

Please state below (or on a separate sheet) what the Councillor has done that you believe breaches the Code of Conduct. If you are complaining about more than one Councillor you should explain what each individual has done that you consider breaches the Code.

It is important that you provide all the information that you wish to have taken into account when the Monitoring Officer and Chief Executive consider your complaint (see accompanying document "Complaints about a Councillor").

For example:

- Please be specific, wherever possible, about exactly what you are alleging the Councillor said or did. Rather than saying that, for example, he or she bullied you, state exactly what they said.
- Please provide dates of alleged incidents where possible. If you cannot give exact dates it is important to give a general timeframe.
- Please state whether there were any witnesses to the alleged conduct, and provide their names and contact details if possible.
- You should also provide any relevant background information or documents.
- It would be helpful (though not essential) if you state in your complaint which particular requirement(s) of the Code of Conduct you consider the Councillor has broken.

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

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**5. Confidentiality.**

**Only complete this part of the form if you are requesting that your identity is not revealed to the Councillor you are complaining about.**

In the interests of fairness and natural justice, we believe that Councillors who are complained about have a right to know who has made the complaint, and to be provided with full details of it. We are unlikely to withhold this information from them unless you have a good reason for requesting it.

Also, depending on the nature of your complaint, it may not be possible to proceed with it unless the Councillor is made aware of your identity. If this is the case we will contact you and give you the option of either withdrawing your complaint, or proceeding on the basis that your identity will be revealed.

***If you wish us to withhold your name and/or details of your complaint from the Councillor you are complaining about, please state your reasons here:***

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## **6. Where to send your complaint**

Please send this form to:

The Monitoring Officer  
New Forest District Council  
Appletree Court  
Beaulieu Road  
LYNDHURST  
SO43 7PA

## **7. Additional Help**

Complaints must be made in writing (which includes by fax or electronically). However, in line with the requirements of Disability Discrimination law, we can make reasonable adjustments to help you if you have a disability that prevents you from complaining in writing.

If you would like a copy of this document in Braille, large print, on tape/CD, or a language other than English, please e-mail [equalities@nfdc.gov.uk](mailto:equalities@nfdc.gov.uk) or phone 023 8028 5000 and ask for the Equalities Officer.