



MEMBER CODE OF CONDUCT COMPLAINT FORM

YOUR DETAILS

1. 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
- the Parish or Town Clerk (if applicable)
- the Independent Person(s)

We will tell them your name and give them a copy of your complaint. If you have serious concerns about your name and 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
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other ()

YOUR COMPLAINT

3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their Council or Authority:

Title	First name	Last name	Council or authority name

4. Please explain in this part (or on separate sheets) what the member has done that you believe breaches the Code of Conduct and what section(s) of it. 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 be taken into account by the Monitoring Officer when he/she considers (in consultation with the Independent Person) what action to take 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 necessary.

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 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 details of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that:

- [You may be at risk of physical harm should your identity be disclosed; or
- You believe you may be victimised or harassed by the Member(s) against whom you are submitting a written complaint (or by a person associated with the same); or
- You work closely with the member and are concerned about the consequences to your employment]

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:

6. **Additional Help**

Complaints must be submitted in writing. This includes electronic submissions. However, in line with the requirements of the Equalities 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.

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

7. Return of form

Please return your completed form, together with any supporting documentation, to:

Sian Roxborough
Monitoring Officer
Forest of Dean District Council
Council Offices
High Street
Coleford
GL16 8HG

Email: sian.roxborough@fdean.gov.uk