



# **COMPLAINT FORM: CODE OF CONDUCT FOR MEMBERS**

(Please read the 'INFORMATION FOR POTENTIAL COMPLAINANTS' before completing this Form).

## **To The Monitoring Officer**

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### **A. Your details**

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1. Please provide us with your name and contact details. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint and a clear public interest in investigating.

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Contact telephone:</b>	
<b>Email address:</b>	
<b>Signature:</b>	
<b>Date of complaint:</b>	

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

The following people will see this form:

- The Member(s) you are complaining about
- The Monitoring Officer of the Authority
- Members of the Assessment Panel of the Council's Adjudication and Review Committee

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 C of this form.

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

- A member of the public
- An elected or co-opted Member of the Council
- A Member of Parliament
- A Monitoring Officer
- Other council employee, contractor or agent of the Council
- Other ( )

3. Equality Monitoring Form - please fill in the attached form. This is for statistical purposes only and will not be seen by Councillors.

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**B. Making your complaint**

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The sanctions available in respect of a breach of the Code of Conduct are governed by law

Please provide us with the name of the member(s) you believe have breached the Council's Code of Conduct:

Title	First name	Last name

4. Please explain in this section (or on separate sheet(s)) what the Member is alleged to have 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, with dates / witnesses to substantiate the alleged breach.

It is also important that you provide all the evidence you wish to have taken into account by the Monitoring Officer when it decides whether to take any action on your complaint or not. 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 or did to insult you.
- 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 or other relevant documentary evidence to support your allegation(s).

Please provide us with the details of your complaint

**(Continue on separate sheet(s), as necessary)**

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### **C. Confidentiality of complainant and the complaint details**

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

5. In the interests of fairness and in compliance with the rules of natural justice, we believe members who are complained about have a right to know who has made the complaint and the substance of the allegation(s) made against him/ her. We are, therefore, unlikely to withhold your personal details or the details of your complaint unless you have good reasons to believe that:
- You may be at risk of physical harm should your identity be disclosed
  - You work closely with the Member and are concerned about the consequences to your employment
  - You have a serious health condition and there are medical risks associated with your identity being disclosed.

Evidence may be required in respect of the above and consideration will need to be given by the Monitoring Officer as to whether it is possible to investigate the

complaint without making your identity known. If your request for confidentiality is not granted, we will usually allow you the opportunity, if you so wish, of withdrawing your complaint.

However, it is important to understand that - in exceptional circumstances, where the matter complained about is very serious - we may proceed with an investigation (or other action) and may have no choice but to disclose your personal and complaint details, because of the allegation(s) made, 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:

**(Continue on separate sheet(s), as necessary)**

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**D. Remedy sought**

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7. Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint.

**(Continue on separate sheet(s), as necessary)**

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**E. Additional information**

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8. Complaints must be submitted in writing. This includes fax and electronic submissions.

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 contact the Monitoring Officer as soon as possible.

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**F. Process from here**

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9. Once a valid complaint relating to an alleged breach of the Code of Conduct for Members has been received by the Monitoring Officer. If the Monitoring considers an investigation to be appropriate it will be presented to a meeting of the Adjudication and Review Assessment Panel for consideration/determination. This meeting will be private and you and the Member complained about will not be allowed to attend. You will be notified after the meeting of the outcome and the further stages in the process.

The Sub-Committee may resolve to:

- (a) dismiss your complaint, with reasons;
- (b) ask you for additional information, with reasons;
- (c) refer your complaint to the Monitoring Officer for investigation (or other action);

10. You will be notified after the meeting and given information on any further stage(s) in the process at that time.

The Monitoring Officer can be reached in writing and his address is Town Hall, Main Road, Romford, RM1 3BD or by e-mail to [grahm.white@oneSource.co.uk](mailto:grahm.white@oneSource.co.uk)

Telephone No. 01708 432442

December 2014



## EQUALITY MONITORING QUESTIONS

**I would describe myself as:** (please tick as appropriate)

**White:**

- British  
 Irish  
 Any other white background

Please specify background

**Mixed:**

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background

Please Specify

**Asian or Asian British**

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian

Please specify

**Black or Black British:**

- Caribbean  
 African  
 Any other black background

Please specify

**Chinese or other ethnic group:**

- Chinese  
 Any other ethnic background

Please specify

**Age Group**

- 16 - 20                       36 - 45                       60 and over  
 21 - 25                       46 - 55  
 26 - 35                       56 - 59

**Disability/Special Needs:**

- Do you consider you have a disability?     Yes                       No

**Faith / Religion**

- Sikh                       Buddhist                       Any other  
 Christian                       Muslim                      Please specify  
 Hindu                       Jewish

**Gender**

- Male                       Trans Man                       Female                       Trans Woman

**Sexual orientation**

- Lesbian                       Bisexual                       Any other  
 Heterosexual woman                       Gay man                      Please specify  
 Heterosexual man                       Decline to answer