

**COMPLAINT FORM FOR COUNCILLORS' CODE OF CONDUCT**

**Your Details**

1. Please provide us with 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>E-Mail Address:</b>	

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

However, we will inform the following people that you have made this complaint:

- The Councillor you are complaining about;
- The Monitoring Officer of the authority;
- The Parish or Town Clerk.

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, a summary or details of your complaint being released, please complete section 6 of this form.

2. Please tell us which complainant type 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 ( )

**3. Making Your Complaint**

The Council’s Governance & Audit Committee is responsible for overseeing the ethical framework. As part of its work, all initial complaints about the conduct of Borough Councillors are to be made to the Council’s Monitoring Officer.

Your complaint will be subject to an initial filter. For full details please refer to the process for dealing with complaints.

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

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>	<b>Council or Authority Name</b>

**5. Please explain in this section (or on separate sheets) what the Councillor has done that you believe breaches the Code of Conduct. If you are complaining about more than one Councillor, you should clearly explain what each individual Councillor has done that you believe breaches the Code of Conduct. You do not have to be specific on the technicalities of the Code, the Governance & Audit Committee will determine if your complaint reveals a breach of the Code of Conduct.**

It is important that you provide all the information you wish to have taken into account by the Monitoring Team when they decide whether to take action on your complaint. For example:

- You should be specific, wherever possible, about what exactly 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 dates of 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; and
- 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.**

6. In the interests of fairness and natural justice, we believe Councillors who are complained about have the right to know who has made the complaint. We also believe that 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 a good reason to believe that:

- You may have been victimised or harassed by the Councillor(s) against whom you are submitting a written complaint (or a person associated with the same);

or

- You may receive less favourable treatment from the Council because of the seniority of the Councillor against whom you are submitting a written complaint in terms of any existing Council service provision or any tender/contract that you may have or are about to submit to the Council.

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 the details of why you believe we should withhold your name and/or details of your complaint.

### **Additional Help**

7. Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discriminations 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.

Please let us know as soon as possible if you need any support in completing this form.

All complaints and assistance required should be directed to the Council's  
Monitoring Officer:

Monitoring Officer  
East Hampshire District Council  
Penns Place  
Petersfield  
Hampshire  
GU31 4EX

Telephone: 01730 234092