



COUNCILLOR CONDUCT - COMPLAINT FORM

This form is for use where you believe that a Babergh or Mid Suffolk councillor (or one of our parish councillors) has breached any general obligations under the Local Code of Conduct adopted by the Council/Parish Council.

This form should not be used for a complaint that a councillor has failed to register or declare a pecuniary interest. These complaints may be notified to the Monitoring Officer, but are dealt with by the Police under the Localism Act 2011.

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:	
WHICH COUNCIL ARE YOU COMPLAINING ABOUT:	
DO YOU WISH TO HAVE YOUR COMPLAINT DEALT WITH ANONYMOUSLY ? (See section 6)	(TICK IF YES)
IF ANONYMITY IS NOT GRANTED, DO YOU STILL WISH TO PROCEED ? (See section 6)	(TICK IF YES)

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

However, normally we will provide a full copy of your complaint to:

- the councillor you are complaining about
- the Monitoring Officer of the authority
- the Parish or Town Clerk (if applicable)

If you have serious concerns about your details or any part of your complaint being released, please complete section 6 of this form.

The councillor concerned will be asked to provide his/her response to the complaint before it is considered.

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

MAKING YOUR COMPLAINT

Your complaint will be dealt with by the Council's Monitoring Officer who will consult with an 'independent person' appointed by the Council before determining how the complaint should be handled.

The Monitoring Officer could decide:

- no action be taken on the complaint
- the complaint be dealt with by local resolution eg. an apology from the councillor, training, mediation or other action
- to refer the complaint to the political group leader for action
- to undertake an investigation

An investigation will only be undertaken in more serious cases or where other forms of action have been unsuccessful. A Committee appointed by the Council will determine those complaints which have been investigated and where an 'independent person' recommends a finding of breach of the Local Code of Conduct. The Committee may censure a councillor found to have breached the Code or recommend training or other action. The Committee does not have power to suspend a councillor.

3. Please provide us with the name of the councillor(s) you believe have breached the Local Code of Conduct and the name of their authority:

TITLE	FIRST NAME	LAST NAME	COUNCIL OR AUTHORITY NAME

4. Please explain in this section (or on separate sheets) what the councillor has done that you believe breached the Local Code of Conduct. If you are complaining about more than one councillor you should clearly explain what each individual person has done that you believe breaches the Local Code of Conduct.

It is important that you provide all the information you wish to have taken into account. For example:

- you should be specific, wherever possible, about exactly what 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 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.

5. Please specify what outcome you are expecting from your complaint:

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 a right to know who has made the complaint. We also believe they have a right to have a copy of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that:
- (1) you have reasonable grounds for believing that you will be at risk of physical harm if your identity is disclosed;
 - (2) you are an officer who works closely with the councillor concerned and have reasonable grounds for being afraid of suffering a disadvantage to your employment or of losing your job if your identity is disclosed;
 - (3) you suffer from a serious health condition and there are medical risks associated with your identity being disclosed (in such circumstances, you may be requested to provide medical evidence of your condition).

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 in consultation with an 'independent person' appointed by the Council. 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

7. 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.

Signature:

Date:

Please note that if this form is submitted by e-mail you will be contacted at a later stage and requested to confirm submission of the complaint.

EQUALITY MONITORING QUESTIONS:

Your gender	Male	Female
Your age	Under 18 25-34 45-54 65+	18-24 35-44 55-64 Rather not say

Your working status	Employed Unemployed Student	Self-employed Retired Rather not say
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Do you consider yourself to be disabled?

Yes	No
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Which of these groups to you belong to?

White British Black British Black African Pakistani Indian Other	White Other Black-Caribbean Black-Other Bangladeshi Chinese Rather not say
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Why do we ask for information about you?

We want to make sure everyone can make a complaint and that we treat them equally and fairly. To help us check we are doing this, we would like you to tell us your sex, age, ethnic origin and whether you have a disability. The information you give us will not affect the way we deal with your complaint. We only use it to check our performance and make sure that we are treating everyone fairly.