



**Melton
Borough
Council**

Member Code of Conduct Complaint Form

Please use this form if you wish to make a Code of Conduct complaint against a Melton Borough Councillor or Parish Councillor¹ or co-opted member.

Please note

- Complaints can only be accepted in writing or by email
- Complaints can only be accepted in respect of a member's conduct at a time when they were acting in their capacity as a Councillor; the Council has no jurisdiction over the conduct of a Councillor who is not either acting in their capacity as a Councillor, conducting the business of the Council or representing the Council or its views.
- The Council is unlikely to be able to keep your identity or the information you have provided confidential if you make a complaint. If you have serious concerns about disclosure of your name and a summary of your complaint, please complete section 8 on confidential information.
- An officer from the Council may contact you personally to go through the details of your complaint.

Please send the completed form together with any attachments to:

The Monitoring Officer
Melton Borough Council
Parkside, Burton Street
Melton Mowbray
Leicestershire
LE13 1GH

Or by e-mail to: monitoringofficer@melton.gov.uk

If you would like assistance with completing the form please contact:

Democratic Services on democracy@melton.gov.uk or

If you would like to discuss your concerns informally before submitting a complaint please contact:

The Monitoring Officer on monitoringofficer@melton.gov.uk

¹ [Insert Parish Councils]

Section 1: Your details

Title:			
First name:			
Last name:			
Address:			
Daytime telephone:			
Mobile telephone:			
Email address:			
<p>Please consider the complaint and the evidence attached</p> <p>I understand and accept that my name will be disclosed to the Councillor and any parties involved in the complaints procedure or outside authorities required to monitor the Council's complaints procedure by law.</p> <p>My personal details provided on this form may also be shared with the police in the prevention or detection of crime.</p>			
Signed:		Date:	

As the complainant, please indicate the categories which best describe you:

<input type="checkbox"/>	Member of the public
<input type="checkbox"/>	Elected / Co-opted Member of a Council or Parish/Town Council (please specify):
<input type="checkbox"/>	Member of Parliament
<input type="checkbox"/>	Local Authority employee
<input type="checkbox"/>	Parish / Town Council employee (please specify):
<input type="checkbox"/>	Other (Please specify)

Section 2: Who are you complaining about?

Please give the name of the Councillor or Co-opted Member of Melton Borough Council or Parish/Town Council that you believe has breached the Code of Conduct:

Title	First name	Last name	Council or Parish Council

Section 3: If your complaint concerns a Member of Melton Borough Council, please indicate which sections of the Members' Code of Conduct have been breached?

Paragraph	Behaviour	Please Tick
1	Respect	<input type="checkbox"/>
2	Bullying, Harassment & Discrimination	<input type="checkbox"/>
3	Impartiality of Officers of the Council	<input type="checkbox"/>
4	Confidentiality & Access to Information	<input type="checkbox"/>
5	Disrepute	<input type="checkbox"/>
6	Use of Position	<input type="checkbox"/>
7	Use of Council Resources & Facilities	<input type="checkbox"/>
8	Making Decisions	<input type="checkbox"/>
9	Complying with the Code of Conduct	<input type="checkbox"/>
10	Interests	<input type="checkbox"/>
11	Gifts & Hospitality	<input type="checkbox"/>
12	Dispensations	<input type="checkbox"/>

Section 4: What are you complaining about?

Please provide us with as much information as you can about your complaint to help us decide whether or not it should be investigated. Include the date and details of the alleged misconduct, and any information that supports the allegation.

WHY are you complaining? – please explain your complaint, what happened, how you felt about it and why you think it was/is a breach of the code, unacceptable and/or inappropriate.	
WHAT did they do? - If it relates to language or behaviour, write down exactly what was said / done and what made it unacceptable to you	
WHEN did this take place? Be specific on the dates and times	
WHERE? - be specific where it all took place - give the address and also the details of the venue - was it in a meeting room/corridor/in the street/in the pub etc	
WITNESS - who else was there and heard what went on - you need to name the persons who can potentially be asked questions about the incident(s)	
OTHER – any other information you would like considered	
You can continue on a separate sheet if there is not enough space on this form.	

Section 5: Evidence (if this applies)

It is essential that you give evidence to support your complaint, otherwise the Monitoring Officer may not be able to decide if what you say should be investigated.

Please attach copies of any correspondence, documents, names and contact details of witnesses, and any other evidence that you feel is relevant to your complaint. Please avoid sending us large amounts of background information that only relate indirectly to your complaint.

Please list the documents you have enclosed:

1.	
2.	
3.	
4.	
5.	

Section 6: Previous complaint

To your knowledge has a Code of Conduct complaint about this issue previously been submitted?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

Section 7: Possible remedy

Whilst we are unable to acknowledge that your complaint is justified at this stage, it would help with the assessment of your complaint to know what your desired outcome might be. If you feel able to provide this information please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint.

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Section 8: Confidential information (only complete this section if you are requesting that your identity is kept anonymous)

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 that they have a right to be provided with a copy of that complaint.

Your identity will normally be disclosed to the councillor concerned unless you have good reason to request the withholding of this information. Such reasons, in exceptional circumstances, might involve one or more of the following:

Please tick the appropriate box if you consider there are grounds for keeping your complaint anonymous	
Clear risk of physical harm if identity is disclosed	<input type="checkbox"/>
Possible consequence to employment status	<input type="checkbox"/>
Reasonable fear of intimidation or victimisation	<input type="checkbox"/>
Medical condition	<input type="checkbox"/>
Please provide details of why you believe we should withhold your name and/or details of your complaint:	

The Monitoring Officer will consider the request for identity to be withheld 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.