



# MEMBER CONDUCT: COMPLAINT FORM

## Your details

1. Please provide us with your name and contact details

<b>Mrs</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>Email address:</b>	

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 clerk (if applicable)

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 5 of this form.

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

☐

Member of the public and residents group

### **Making 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 authority:

Title	First name	Last name	Council or authority name
Mr	John	Wyatt	Melton Borough Council

4. Please explain in this section (or on separate sheets) what the member has done that you believe breaches the Code of Conduct. If you are complaining about more than one member you should complete a separate form for each Member. This is because the form will be shared with the Member it refers to.

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

- You should be specific 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 evidence to support your complaint wherever possible.
- 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.

**All details provided separately with this form**

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

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 and the detail of the complaint. We are unlikely to withhold your identity or the details of your complaint unless there is good reason to do so.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer/ Governance Committee 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:

**This complaint is made collectively by members of the Clawson in Action group and not one individual therefore I would request that the group is referenced as the complainant and not myself as an individual.**

### Additional Help

6. Complaints must be submitted on this complaints form. 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 as required.

We can also help if English is not your first language by providing translation services.

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

Should you have any queries or questions regarding the completion of this form please contact the Monitoring Officer on 01664 502502.

Signed .....

Print .....

Date .....16/01/18.....