



MEMBER CONDUCT COMPLAINT FORM

Please refer to our "Information for Complainants" document for more information before completing this form. This is available on our website or from the Council's Monitoring Officer.

Your details

1. Please tell us your name and contact details:

Title:	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	

We will usually tell the following people that you have made this complaint:

- the Member(s) you are complaining about;
- the Council's Monitoring Officer; and
- the parish or town clerk (if your complaint is about a parish or town council Member).

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

If you have serious concerns about your name or details of your complaint being released, please complete Section 5 of this form. **Anonymous complaints will not be considered.**

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

- Member of the public
- Elected or co-opted Member of an authority
- Independent Member of the Standards Committee
- Member of Parliament
- Local authority Monitoring Officer
- Other council officer or authority employee
- Other (please state: _____)

Your complaint

3. Please provide us with the name of the Member(s) you believe have breached their Code of Conduct and the name of their authority (please use a separate sheet for additional Members):

Title	First name	Last name	Council or authority name

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

It is important that you provide all the information you wish the Council to take into account when it decides whether to take any action on your complaint. 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 they said to 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 were any witnesses to the alleged conduct and provide their names and contact details if possible.
- You should provide any relevant background information.

Please give details of your complaint. Please also refer to any documents which you are submitting in support 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

5. 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. We also believe they have a right to be provided with details of the complaint. We are unlikely to withhold your identity or the details of your complaint unless there is a very good reason to do so. We will only withhold your identity or the details of your complaint if we think that it is in the public interest to do so.

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

Additional Help

6. 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.

When you have completed this form, please send it to The Chairman of the Standards Committee c/o the Monitoring Officer, East Staffordshire Borough Council, Town Hall, Burton upon Trent, Staffordshire DE14 2EB or fax: 01283 508388 or email: monitoring.officer@eaststaffsbc.gov.uk.

Continuation Sheet

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Equal opportunities and Diversity Monitoring Form

We oppose discrimination whether on grounds of sex, marital status, age, ethnic origin or disability. So that we may monitor this with regard to complaints against Members, it would be helpful if you would answer the following questions by ticking the appropriate boxes below. **This form will be detached before your complaint is considered and your complaint will be considered whether or not this form is completed.**

Please note that the purpose of this form is to prevent discrimination. Nobody will be discriminated against by filling in or not filling in this form.

Complaint Date:

Name:

Sex: Male Female

Marital status Married Single

Age: <18 18-40 40-60 65+

Disability: Do you continue yourself to be disabled? Yes No

Ethnic origin: How would you describe your ethnic origin?

- | | | |
|---|---|---|
| <input type="checkbox"/> White – British | <input type="checkbox"/> White – Irish | <input type="checkbox"/> White – Other |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Asian or Asian British – Pakistani |
| <input type="checkbox"/> Asian or Asian British – Other | | |
| <input type="checkbox"/> Black of Black British – African | <input type="checkbox"/> Black of Black British – Caribbean | <input type="checkbox"/> Black of Black British – Other |
| <input type="checkbox"/> Any Chinese background | | |
| <input type="checkbox"/> Mixed – White & Asian | <input type="checkbox"/> Mixed – White & Black African | <input type="checkbox"/> Mixed – White & Black Caribbean |
| <input type="checkbox"/> Mixed – Other | | |
| <input type="checkbox"/> Any other ethnic background | Please state: | |