

Complaints Against Members

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:	

Your address and contact details will not usually be released. However, we may need to do this in order to deal with your complaint. We may also need to share your name, address, phone number and email address with e.g. Group Leaders, external Independent Persons and Standards Hearing Panel Members. Do you give your consent to this? *(Please tick a box below)*

Yes No

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

- The Member you are complaining about*
 - the Monitoring Officer/Complaints Panel
 - 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 enable them 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
- An elected or co-opted member of an authority
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other ()

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

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 clearly explain what each individual person has done that you believe breaches the 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 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 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.

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

5. You may make a request for your identify to be withheld. This request will be considered by the Monitoring Officer / Complaints Panel at the Complaint Initial Assessment stage. The interests of fairness and natural justice is paramount and in principle Members who are complained about have the right to know who has made the complaint. Further, they have the right to be provided with a summary of the complaint. In these circumstances we are unlikely to withhold the details of your complaint unless you have a good reason for example:
 1. You have reasonable grounds for believing that you would be at risk of physical harm.
 2. You are an officer who fears for the consequences for your employment.
 3. You would suffer medical risks.

Please note that requests for confidentiality or requests for suppression of complaints details will not automatically be granted. The request will be considered alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will allow you the option of withdrawing your complaint.

However, it is important to understand that in certain exceptional circumstances, e.g. where a criminal offence has been committed, it may be necessary to disclose your details 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.

You must submit your complaint to:

The Monitoring Officer
Preston City Council
Town Hall
Lancaster Road
Preston
PR1 2RL