

# **STANDARDS COMMITTEE**

## **Members' Code of Conduct**

### **COMPLAINT FORM**

#### 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 **normally** 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) about whom you are complaining
- the monitoring officer of the authority

We will tell them your name and give them a summary of your complaint. We will give them full details of the 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 6 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

Local authority monitoring officer

Other council officer or authority employee

Other ( )

3. Equality monitoring questions.

Please tell us:-

Your age \_\_\_\_\_ Your gender \_\_\_\_\_ Your ethnicity \_\_\_\_\_

### **Making your complaint**

4. 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

5. 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 by the Monitoring Officer or Deputy Monitoring Officer when he/she 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 it was they said.
- You should provide dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important you 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.  
Although witness statements can also be submitted at this time, any such witnesses will not be contacted by the Council unless/until the Monitoring Officer or Deputy Monitoring Officer has decided that your complaint should be investigated.

- You should provide any further 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**

6. 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 a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that disclosure of such information would be likely to prejudice the proper conduct of the matter.

Please note that requests for confidentiality or requests for withholding of complaint details will not automatically be granted. The Monitoring Officer or Deputy Monitoring Officer 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.

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Signed	Dated
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### **Additional Help**

7. Complaints must be submitted in writing which includes fax and electronic submissions. 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.

A copy of the Council's arrangements for dealing with complaints, including a copy of the Code of Conduct, accompany this form. If you require any further information or need any assistance in completing the form, please let us know as soon as possible.

**Please tell us if you need this form in a different format, for example, Large Print or Braille**

***When completed please return this form to:-***

***Catherine A. Parkinson,  
Interim Assistant Director Legal & Democratic Services  
Resources Directorate  
Rotherham Metropolitan Borough Council  
Riverside, Rotherham, S60 1AE***

***Telephone No: 01709 255768;  
E-mail: [Catherine.parkinson@rotherham.gov.uk](mailto:Catherine.parkinson@rotherham.gov.uk)***