

Members Code of Conduct Complaint Form

If you have any questions or difficulties filling in this form or you are in need of any support in completing this form, if for example English is not your first language, or you have a disability that prevents you making your complaint in writing please contact the Monitoring Officer. The Council's contact information is contained at the end of this form.

Please note

- a) Please read **“How to make a complaint”** leaflet prior to completing this form.
- b) Complaints can only be accepted in writing.
- c) An officer from the Council may contact you personally to go through the details of your complaint.
- d) The Council is unlikely to be able to keep your identity or the information you have provided confidential. If you have serious concerns about disclosure of your name and details, please complete Section 3.

SECTION 1:	YOUR CONTACT DETAILS
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Please clearly set out your details

Title:	
Full Name :	
Address including postcode:	
Telephone:	
Mobile:	
E-mail address:	
Preferred method of contact:	<input type="checkbox"/> by post <input type="checkbox"/> by email

Please tick the box which best describes who you are:

- Member of Public
- Councillor of the Council
- Other Local Authority Officer/Employee
- Other (Please specify)

SECTION 2:	YOUR COMPLAINT
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1. Who are you complaining about?

Please give the name of the Councillor(s) you believe has breached the Code of Conduct.

Title	First Name	Last Name

2. 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. If you are complaining about more than one member, you should clearly explain what each individual member has done that makes your believe that they have breached the Code of Conduct.

We can only investigate complaints that a member has broken the Code of Conduct for Members (please see leaflet “**How to make a complaint**” referred to above).

Details of compliant

Please set out why you believe the Councillor you are complaining about has breached the Code of Conduct.

You can continue on a separate sheet if there is not enough space on this form.

Evidence

Please attach to this form, copies of any correspondence, documents, names and 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 you complaint. Please keep copies of everything you send in to us.

Please briefly describe the documents you will be enclosing:

1.
2.
3.

SECTION 3:	CONFIDENTIAL COMPLAINTS
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Only complete this part if you are requesting that your identity is kept confidential. For further information please refer to “How to make a complaint” leaflet.

If you are requesting your details to be kept confidential please provide details of why you believe we should withhold your name/details below:

Please answer:

I confirm that if I have requested confidentiality, but if my request is not granted, I am happy for complaint not to proceed.

- Yes - I agree with the above statement
- No - I would like my complaint to proceed and my complaint not to be confidential to the councillor I have complained about.

Please note that if you do not tick this box and confidentiality is not granted, your complaint will not be proceeded with unless it is considered to be of a serious nature.

SECTION 4:	DECLARATION
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I confirm that I would like the Monitoring Officer to consider the complaint I have described above with the evidence I have attached.

I understand and accept that the details will normally be disclosed to the Councillor that I have complained of and any parties involved in the complaints procedure or outside authorities required to monitor the Council's complaints procedure by law.

I confirm that Epsom & Ewell Borough Council may share this information where necessary with other organisations, including (but not limited to) where it is appropriate to protect public funds and/or prevent fraud in line with the National Fraud Initiative guidelines.

Signature: _____

Name Printed: _____ Date: _____

Please send this form together with any attachments to:-

Confidential
The Monitoring Officer, Legal Services
Epsom & Ewell Borough Council
Town Hall The Parade Epsom KT18 5BY

Or by e-mail to monitoringofficer@epsom-ewell.gov.uk