



COUNCILLOR COMPLAINT FORM

Your details

1. Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Preferred Contact Number:	
Email address:	

2. Please tell us which complainant type best describes you: **One field must be selected**

- Member of the public
- An elected or co-opted member of an authority
- Employee of BCP Council

3. Please provide us with the name of the Councillor(s) you believe has breached the Council's Code of Conduct.

First name	Last name	Council Name

4. Please explain in this section (or on separate sheets) what the councillor has done that you believe breaches the relevant Code of Conduct. If you are complaining about more than one councillor you should clearly explain what each individual person has done that you believe breaches the Code of Conduct. Please include references to those parts of the relevant Code of Conduct that you believe the councillor(s) has breached.

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 councillor said or did. For instance, instead of writing that the councillor insulted you, you should state what it was they actually 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. If you are relying upon witnesses you must make sure*

that they have agreed to be named in your complaint and they should be asked to submit a statement to accompany your complaint. It is your responsibility to do this.

- *You must provide all relevant background information.*

***Please delete as appropriate**

3(1) Failing to treat others with respect: ***Yes/No**

3(2)(a) Causing the Council to breach equality laws: ***Yes/No**

3(2)(b) Bullying any person: ***Yes/No**

3(2)(c) Intimidating or attempting to intimidate: ***Yes/No**

3(2)(d) Compromising or attempting to compromise the impartiality of those who work for or on behalf of the Council: ***Yes/No**

4(a) Unlawfully disclosing confidential information or information believed to be of a confidential nature: ***Yes/No**

4(b) Preventing a person from getting information that the person is entitled to by law: ***Yes/No**

5 Bringing the office of Councillor or the Council into disrepute while acting in an official capacity: ***Yes/No**

6(a) Using or attempting to use the position as a Councillor improperly to confer on or secure an advantage or disadvantage for him or herself or anyone else: ***Yes/No**

6(b) Using or authorising the use of the Councils resources not in accordance with the Councils requirements: ***Yes/No**

6(b)(ii) Using or authorising the use of the Councils resources improperly for political purposes:

6(c) Failing to have regard to the Councils Code of Publicity: ***Yes/No**

7 Failing to have regard to the advice of the Monitoring Officer or Chief Finance Officer: ***Yes/No**

9 Failing to declare the existence and nature of a personal interest: ***Yes/No**

12 In respect of a prejudicial interest, failing to withdraw from the room or chamber; exercising executive functions; or seeking to improperly influence a decision: ***Yes/No**

13 Failing, within 28 days, to register any new or changes to a personal interest in the register of Members interests: ***Yes/No**

Please provide details of your complaint.

Continue on a separate sheet if there is not enough space on this form.

5. If applicable, what action would you like to see taken about your complaint?

6. 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 councillors who are complained about have a right to know who has made the complaint. If you do not wish us to share this information with the councillor concerned please explain why. The Monitoring Officer will consider your request and advise you as to her decision before your complaint is progressed further.

Additional Help

Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Equality Act 2010, 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 the Monitoring Officer know as soon as possible.

Signed
(signature not required if submitted electronically)

Date