



COUNCILLOR COMPLAINT FORM

It is important that you provide all the information you wish to have taken into account.

You should be specific, wherever possible, about exactly what you are alleging the Councillor said or did.

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.

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
- ☐ An independent member of the standards committee
- ☐ Member of Parliament
- ☐ Local authority monitoring officer
- ☐ Other council officer or authority employee
- ☐ Other (please specify)

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About the Member

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

Complaint Details

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 including copies of documents including social media posts.*

Code Of Conduct - Please tick all that apply

(The following is a list of the councillor obligations contained within the BCP Council Code of Conduct. If you are complaining about a councillor of a town or parish council, please refer to the Code of Conduct for the relevant council as these obligations may differ.)

1 Respect

- ☐ 1.1 Treat other councillors and members of the public with respect.
- ☐ 1.2 Treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

2 Bullying, Harassment and Discrimination

- ☐ 2.1 Do not bully any person.
- ☐ 2.2 Do not harass any person.
- ☐ 2.3 Promote equalities and do not discriminate unlawfully against any person.

3 Impartiality of Officers of the Council

- ☐ 3.1 Do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

4 Confidentiality and Access to Information

- ☐ 4.1 Do not disclose information: (a) given to me in confidence by anyone (b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless (i) I have received the consent of a person authorised to give it; (ii) I am required by law to do so; (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or (iv) the disclosure is: 1. reasonable and in the public interest; and 2. made in good faith and in compliance with the reasonable requirements of the local authority; and 3. I have consulted the Monitoring Officer prior to its release.
- ☐ 4.2 Do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- ☐ 4.3 Do not prevent anyone from getting information that they are entitled to by law.

5 Disrepute

- ☐ 5.1 Do not bring my role or local authority into disrepute.

6 Use of Position as a Councillor

- ☐ 6.1 Do not use, or attempt to use, position of Councillor improperly to the advantage or disadvantage of myself or anyone else.

7 Use of Local Authority Resources and Facilities

- ☐ 7.1 Do not misuse council resources.
- ☐ 7.2 When using the resources of the local authority or authorising their use by others: (a) act in accordance with the local authority's requirements; and (b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

8 Complying with the Code of Conduct

- ☐ 8.1 Undertake Code of Conduct training provided by my local authority.
- ☐ 8.2 Cooperate with any Code of Conduct investigation and/or determination.
- ☐ 8.3 Do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- ☐ 8.4 Comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

9 Interests

- ☐ 9.1 Register and disclose my interests.

10 Gifts and Hospitality

- ☐ 10.1 Do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- ☐ 10.2 Register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- ☐ 10.3 Register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

Please provide us with 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

We do not publish details of complaints to the public but 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 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