

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 usually 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) you are complaining about
- The Monitoring Officer of the Authority
- The Parish or Town Clerk (if applicable)

We will tell them your name and give them details of your complaint. If you have serious concerns about your name and 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
 An independent member of the standards committee Member of Parliament
 Local authority monitoring officer Other council officer or authority employee
 Other

Making your complaint

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

Title	First Name	Last Name	Council or authority name

4 Please explain in this section 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 and Independent Person when considering 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 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 next page if necessary.

Continued from previous page.

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

5 In the interest 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 details of the complaint. We are unlikely to withhold your identity or the details of the complaint unless you have given good reason to believe that it is necessary.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The 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.

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:

Once you have completed the form, please email it back to us.

Please ensure that you have clearly identified the breaches of the code that you are alleging against the member.

Additional Help

6 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 language.

If you need any support in completing this form, please let us know as soon as possible.



All personal information provided to North East Derbyshire District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given.

*We speak your
language*

Polish
*Mówimy Twoim
językiem*

French
*Nous parlons votre
langue*

Spanish
Hablamos su idioma

Slovak
*Rozprávame Vaším
jazykom*

Chinese
我们会说你的语言

North East
Derbyshire
District Council



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