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:	

We will tell the following people that you have made this complaint:

- member(s) you are complaining about
- monitoring officer of the authority
- parish or town clerk (if applicable)

We will tell them your name and give them a summary of your complaint. We will give them full details of your 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
☐   An independent member of the standards committee
☐   Member of Parliament
☐   Local authority monitoring officer
☐   Other council officer or authority employee
☐   Other (   )

3. Equality monitoring

The *Race Relations Act 2000* requires us to monitor ethnic or national origin to ensure that we do not inadvertently discriminate against members of a particular group. It would, therefore, be helpful if you would complete the ethnic monitoring section of the form, although this is not compulsory.

The answers will be removed and kept entirely separate from your complaint and will be completely confidential. They will be used for statistical purposes only, in which individuals will not be identified.

Your ethnic origin

Asian or Asian British   Chinese   W h i t e

Black or Black British   M i x e d   O t h e r

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 Council:

Title	First name	Last name	Council name

5. Please explain in this section (or on separate sheets) what the member has one 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 Standards Committee when it 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 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 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.

    Please note therefore that requests for confidentiality or requests for suppression of complaint details are unlikely to be granted.

Additional Help

7. You can make your complaint in the following ways;

    - In writing to the Monitoring Officer/Deputy Monitoring Officer, North Norfolk District Council, Council Offices, Holt Road, Cromer.
    - Email eastlaw@north-norfolk.gov.uk

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us.

Further information to help you complete this form can be found on the accompanying guidance notes.