

Complaint Form: Code of Conduct for Councillors

(Please read the 'Information for Potential Complainants' before completing this Form).

To: The Monitoring Officer, Eden District Council

A. Your details

1. Please provide your name and contact details. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint.

Title:	
First name:	
Last name:	
Address:	
Contact telephone:	
Email address:	
Signature:	
Date of complaint:	

Your address and contact details will not usually be released unless this is necessary to deal with your complaint.

The following people will see this form:

- The Members of the Assessment Panel
- The Monitoring Officer of the District Council
- the Parish/Town Clerk (if applicable)

A copy of your complaint will be shared with the Councillor(s) about whom you are complaining. If you have serious concerns about your name and a summary or details of your complaint being released, please complete **Section C** of this Form and discuss your reasons or concerns with the Council's Monitoring Officer.

2. Please indicate whether you are:

- A member of the public
- An elected or co-opted Member of the Council
- A Member of Parliament
- A Monitoring Officer
- A Council employee, contractor or agent of the Council or
- Other (please state)

B. Making your complaint

The sanctions available to the Council are governed by law. For a brief summary of sanctions available, please see the information at the end of this Form.

3. Please state the name of the Councillor you believe has breached the Council's Code of Conduct: (or if it is a Town or Parish Councillor within the District the details of that Councillor and the Town or Parish Council).

Title	First name	Last name	Council

4. Please explain in this section (or on separate sheet(s)) what the Councillor is alleged to have done that you believe is in breach of the Code of Conduct. If you are complaining about more than one member you should clearly explain what each individual has done, with dates and witnesses to substantiate the alleged breach.

It is important that you provide all the evidence you wish to have taken into account when it is decided whether to take any action on your complaint. 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 he/she said or did to insult you.
- 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 or other relevant documentary evidence to support your allegation(s).
- If the allegation(s) being made occurred more than 28 days ago clearly explain why the complaint was not made at an earlier date during that period of time.

Please provide the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

(Continue on separate sheet(s), as necessary)

D. Additional information

8. Complaints must be submitted in writing, including by fax and electronic submissions. Frivolous, vexatious and politically motivated complaints are likely to be rejected.
9. In accordance with the Equality Act 2010, reasonable adjustments can be made to assist you if you have a disability that prevents you from making your complaint in writing. Assistance can be made available if English is not your first language.
10. If you need any support in completing this form, please contact the Monitoring Officer as soon as possible.

E. What happens next?

11. Once a valid complaint relating to an alleged breach of the Code of Conduct for Members has been received by the Monitoring Officer, it will be presented to a meeting of the Assessment Panel for initial consideration. You and the Councillor against whom the complaint has been made will not be allowed to attend a meeting of the Panel as the initial assessment will be made in private.
12. The Panel may resolve to:
 - (a) dismiss your complaint, with reasons;
 - (b) ask you for additional information, with reasons;
 - (c) refer your complaint to the Monitoring Officer for investigation (or other action).
13. You will be notified after the meeting and informed of the decision and what will happen.

Monitoring Officer
Eden District Council
Town Hall
Penrith
Cumbria CA11 7QF
July 2016