

TO:

The Monitoring Officer  
South Gloucestershire Council  
Chief Executive & Corporate Resources Department  
Legal Services  
PO Box 1953  
Bristol  
BS37 0DB

BY Email: [Legalsupport@southglos.gov.uk](mailto:Legalsupport@southglos.gov.uk)

## COMPLAINT FORM - CODE OF CONDUCT FOR MEMBERS

### Your details

1. Please provide us with your name and contact details

|                           |  |
|---------------------------|--|
| <b>Title:</b>             |  |
| <b>First name:</b>        |  |
| <b>Last name:</b>         |  |
| <b>Address:</b>           |  |
| <b>Daytime telephone:</b> |  |
| <b>Evening telephone:</b> |  |
| <b>Mobile telephone:</b>  |  |
| <b>Email address:</b>     |  |

Your name will be released to the Member about whom you have complained, but your address and contact details will not usually be released unless necessary or to deal with your complaint.

Details of your complaint will be given to the Member(s) complained about. If you have serious concerns about your name and a summary, or details of your complaint being released, please complete section 5 of this form.

If the complaint is referred to the Standards Sub-Committee it will ordinarily meet in public, unless the information is exempt information as defined by the Local Government Act 1972 Schedule 12 A as amended. Details of your complaint including your identity may therefore be placed in the public domain at least 5 clear days before the meeting of a Standards Sub-Committee.

**Please Note** we will only consider (save for exceptional circumstances) complaints made within 3 months of the alleged breach of the Code of Conduct.

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 (please provide details)

### 3. Equalities Monitoring

Attached to this Complaint Form is the Council's standard equalities monitoring form. It would assist us if you could complete and return this form with the completed Complaints Form.

### 4 Making your complaint

In the event that a breach of the Code of Conduct is established following an investigation, the Standards Sub-Committee is able to apply certain sanctions, proportionate to the breach. Details of the sanctions available to the Standards Committee are set out in the document entitled "Sanctions".

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 |
|-------|------------|-----------|---------------------------|
|       |            |           |                           |
|       |            |           |                           |
|       |            |           |                           |
|       |            |           |                           |

Please explain in this section (or on separate sheets) 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 Standards Sub-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 or other documentary evidence to support your complaint.
- If there has been a delay in you making the complaint, you should fully explain the reasons for the delay.

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

**Continue on a separate sheet as necessary**

## **5 CONFIDENTIALITY OF COMPLAINANT AND COMPLAINT DETAILS**

**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 members who are complained about have a right to know who has made the complaint and the substance of the allegations made against them. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that:

- You believe you may be victimised or harassed by the Member(s) against whom you are making a complaint (or by a person(s) associated with them).
- May receive less favourable treatment from the Council because of the position of the Member(s) you are complaining about, in terms of any existing Council service provision or any tender / contract that you may have or are about to submit to the Council.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. We will consider your request alongside the substance of your complaint. The Monitoring Officer will then contact you with the decision. If your request for confidentiality is not granted, you will be able to withdraw 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.

We will only consider anonymous complaints in very exceptional circumstances and where we are satisfied natural justice is maintained.

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

**Continue on a separate sheet as necessary**

## **6 Remedies Sought**

Please indicate the remedy or remedies you consider are appropriate or are hoping to achieve. Please refer to the document entitled "Sanctions":-

Remedy Sought:

**Continue on a separate sheet as necessary**

## **7. Additional Information**

- A guidance note is available to assist you in making your complaint.
- If your complaint is considered to be a multiple / vexatious or an unreasonably persistent complaint or politically motivated, it is likely to be rejected.
- Complaints must be submitted in writing. This includes electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, 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 us know as soon as possible.

## **8 Process from here**

Once a valid complaint has been received it will be assessed in accordance the approved "Arrangements For Dealing With Member Code of Conduct Complaints"

You will be notified after each stage and given information on any further stage(s) in the process at that time.

Signed .....

Dated.....