

COUNCILLORS CODE OF CONDUCT



COMPLAINT FORM

Use this form to complain about the conduct of Members of South Holland District Council and Parish Councillors within South Holland.

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 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 5 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

4. 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 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.

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Equality Monitoring

7. For equality monitoring purposes only please tell us about yourself. (Answering these questions is optional)

Q1. Are you male or female ?

Q2. Which of the following age bands do you fall into?

16-24 25-34 35-44 45-54 55-64 65-74 Over 75

Q3. Do you consider that you have a disability? Yes No

Q4. To which of these ethnic groups do you consider you belong?

Asian or Asian British	<input type="checkbox"/>	Gypsy / Traveller community	<input type="checkbox"/>
Black or Black British	<input type="checkbox"/>	White British	<input type="checkbox"/>
Mixed race	<input type="checkbox"/>	White other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Other	<input type="checkbox"/>

Q5. What is your religion?

SIGNED:

DATED: