



When completed please return to:
The Monitoring Officer
Colchester Borough Council
Rowan House , 33 Sheepen Road
Colchester CO3 3WG

MEMBER CODE OF CONDUCT

COMPLAINT FORM

1. Please provide us with your name and contact details

| | |
|---------------------------|--|
| Title: | |
| First name: | |
| Last name: | |
| Address: | |
| Daytime telephone: | |
| Evening telephone: | |
| Mobile telephone: | |
| Email address: | |
| Date: | |

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

However, we will tell the following people that you have made this complaint:

- the councillor(s) you are complaining about
- 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 6 of this form.

2. Please tell us which complainant type best describes you:

- member of the public
- an elected or co-opted councillor
- member of Parliament
- council employee

3. Equality monitoring questions (Please tick as appropriate)

a). Gender:

- Female Male

b). I would describe my ethnic group as:

- | | | |
|--|---|---|
| <input type="checkbox"/> White – British | <input type="checkbox"/> Other Mixed background | <input type="checkbox"/> Black or Black British – African |
| <input type="checkbox"/> White – Irish | <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Other Black background |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Chinese or other ethnic background – Chinese |
| <input type="checkbox"/> Mixed – White and Black Caribbean | <input type="checkbox"/> Asian or Asian British-Bangladeshi | <input type="checkbox"/> Other ethnic background |
| <input type="checkbox"/> Mixed – White and Black African | <input type="checkbox"/> Other Asian background | <input type="checkbox"/> Information refused |
| <input type="checkbox"/> Mixed – White and Asian | <input type="checkbox"/> Black or Black British - Caribbean | |

[Ethnic Origin (Census 2001 Ethnicity Categories)]

c) Equalities Act 2010

A person is covered by the Act if they have a physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on their ability to carry out normal day to day activities. People who have had such a disability in the past are also covered.

Do you consider yourself to have a disability? Yes No

If yes, please describe your disability

Making your complaint

4. Please provide us with the name of the councillor(s) you believe have breached the Code of Conduct and the name of their Authority:

| Title | First Name | Last Name | Council or Authority Name |
|-------|------------|-----------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

5. Please explain in this section (or on separate sheets) what the councillor has done that you believe breaches the Code of Conduct. If you are complaining about more than one councillor 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/or the Governance 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 councillor said or did. For instance, instead of writing that the councillor 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 ensure that you read the Council's assessment criteria for dealing with complaints before you submit your complaint.

Please provide 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 councillors 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.

To allow us to give full consideration to a request for confidentiality we require you to provide us with an explanation of the reason why you think your details should be kept confidential. Any request for confidentiality must be sent to the Council with the complaint form.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer and/or Governance Committee 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 the details of why you believe we should withhold your name and/or the details of your complaint:

7. Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Equalities 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 first language.

If you need any support in completing this form, please contact the Monitoring Officer on 01206 282213 or by email at andrew.weavers@colchester.gov.uk