



**CHELTENHAM**  
BOROUGH COUNCIL

## **CODE OF CONDUCT COMPLAINT FORM**

This form is only to be used when making a complaint against a Member(s) of Cheltenham Borough Council (including co-opted members) or a Member(s) of a Parish Council within Cheltenham Borough Council's area that an alleged breach of the Code of Conduct has occurred.

### **1. Your details**

**(a)** Please provide 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 address and contact details will not usually be released unless necessary or to deal with your complaint.

However, the following people will be told that you have made this complaint:

- the Member(s) you are complaining about
- the Monitoring Officer of Cheltenham Borough Council and following the initial assessment:
- the Parish Clerk (if applicable)

They will be told your name and given a summary of your complaint. Full details of your complaint will be given 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 3 of this form.

**(b)** Please describe 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 \_\_\_\_\_

## 2. Making your complaint

The attached leaflet explains how to make your complaint and the process that will be followed in considering your complaint. Please read it carefully and ensure that you understand the process fully before completing and submitting your complaint for consideration.

Please provide 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, giving a reference to a specific section of the code where possible. 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 in the initial assessment of your complaint in deciding whether to take any further 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 e.g.copies of correspondence, documents, names and details of witnesses. Please avoid sending in large amounts of background information that only relate indirectly to your complaint.

Please provide details of your complaint and what the Member(s) has / have done that you believe breaches the Code of Conduct. Continue on a separate sheet if there is not enough space on this form.

### **3. Confidentiality**

**Only complete this next section if you are requesting that your identity is kept confidential**

In the interests of fairness and natural justice, the Standards Committee believe that Members who are complained about have a right to know who has made the complaint. The Committee also believe they have a right to be provided with a summary of the complaint. Your identity or the details of your complaint is unlikely to be withheld unless you have good reason to believe that, should we reveal it, you will be subject to some form of reprisal or intimidation from the Councillor complained of or some other person.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer in consultation with the Independent Person will consider the request alongside the substance of your complaint. You will then be contacted to be advised of their decision. If your request for confidentiality is not granted, you will normally be allowed 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, the Standards Committee can proceed with an investigation or other action and disclose your name even if you have expressly asked for these details to remain confidential.

Please provide details of why you believe your name and/or the details of your complaint should be kept confidential:

#### **4. Additional Help**

Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, reasonable adjustments can be made to assist you if you have a disability that prevents you from making your complaint in writing.

Help can also be given if English is not your first language.

#### **5. Contact Details**

If you need any support in completing this form, please contact one of the following:-

Monitoring Officer  
Claire Hughes  
Email: [claire.hughes@cheltenham.gov.uk](mailto:claire.hughes@cheltenham.gov.uk)

Signed ..... Date .....