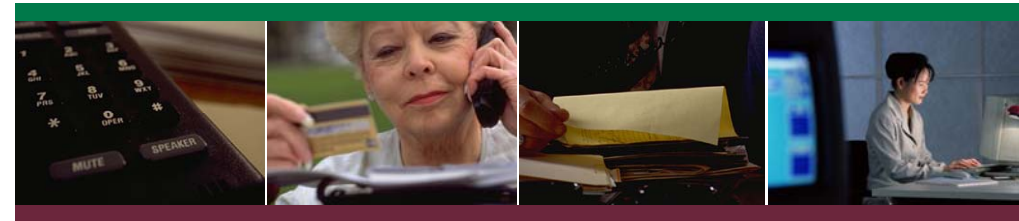


Complaint about the conduct of a Councillor

Chair of the Assessment Sub-Committee
The Standards Committee
c/o The Monitoring Officer
Babergh District Council
Corks Lane
Hadleigh
IPSWICH
IP7 6SJ

Telephone: 01473 825716



This document can be made available
on audio tape, in Braille, large print or
another language upon request by
telephoning 01473 826622



Complaint Form

This form is for use where you believe that a member of Babergh District Council or one of our parish or town councils has breached the Code of Conduct. The Code sets out the Standards of Conduct required of all members.

Your details

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 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 page 6 of this form.

Complaint Form

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

If your request for confidentiality is not granted, do you still wish to continue with your complaint?

Please tick

Yes

No

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, 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.

Further information on the Code of Conduct or making a complaint is available by contacting the Monitoring Officer at Babergh District Council on 01473 825716.

Signed: _____ **Date:** _____

Print Name: _____

Complaint Form

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. We also believe they have a right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason to believe that:

- ◆ You would be at risk of physical harm; or
- ◆ Your position as an officer working closely with the member would be prejudiced; or
- ◆ You would be at medical risk due to your serious health condition; or
- ◆ There are other significant reasons which you have fully explained below

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Assessment Sub-Committee will consider the request alongside the substance of your complaint. We will then contact you with the decision.

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.

Complaint Form

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 indicate if you are:

- Able bodied
- *Disabled, but not in receipt of disability benefit
- *Disabled and in receipt of disability benefit

*Please give a brief description of your disability:-

Please indicate your ethnic origin by ticking the appropriate box:

BLACK/ASIAN GROUPS

WHITE

- | | |
|--|---|
| <input type="checkbox"/> Black-Caribbean | <input type="checkbox"/> White |
| <input type="checkbox"/> Black-African | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Pakistani | |
| <input type="checkbox"/> Bangladeshi | |
| <input type="checkbox"/> Chinese | |

Making your complaint:

Your complaint will be assessed by a Sub-Committee of the Babergh District Council Standards' Committee. The Sub-Committee is chaired by an independent member of the Standards Committee (i.e. a member of the public). The Sub-Committee may decide:

- ◆ That your complaint should be investigated by the Council's Monitoring Officer
- ◆ That no action be taken
- ◆ That other action e.g. mediation, would be appropriate

You will be sent written notification of the Sub-Committee's decision, normally within five working days of its decision.

Complaint Form

Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their Council:

Title	First name	Last name	Council 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 assessment 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.

Complaint Form

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