



COUNCILLORS' CODE OF CONDUCT COMPLAINT FORM

ONCE COMPLETED PLEASE RETURN TO:

Email: monitoring.officer@west-norfolk.gov.uk or **Address:** Monitoring Officer, Legal Services King's Court Chapel Street King's Lynn Norfolk PE30 1EX

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:	
Signature:	
Date:	

The impact of the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR) will be considered to ensure that any personal data is processed fairly and lawfully at every stage of the process. Reasonable expectations of privacy need to be balanced against the public interest.

Your name will usually be provided to the Councillor(s) you are complaining about and the Parish or Town Clerk (if applicable) will be made aware of the existence of a complaint.



If you need this document in large print, audio Braille, alternative format or in a different language, please contact Democratic Services on 01553 616632

The full submissions of your complaint will be provided to the Councillor(s) you are complaining about. If you have serious concerns about your name or the 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 of an Authority
- ☐ An independent Councillor of the Standards Committee
- ☐ Member of Parliament
- ☐ Local Authority Monitoring Officer
- ☐ Other Council Officer or Authority employee
- ☐ Other ()

3 Equality monitoring

Please complete and return the attached Ethnicity and Diversity Monitoring Form. Although this is not compulsory it would be helpful as we need to ensure that we do not inadvertently discriminate against anyone.

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 Council:

Title	First name	Last name	Council name

5 Please explain in this section (or on separate sheets) what the Councillor has done that you believe breaches the Code of Conduct, referring to any supporting information, where relevant. 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.

- 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 provide us with 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 the details of the complaint.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer 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.

Please note that in certain exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action, such as referring to another authority and disclose your name even if you have expressly asked us not to.

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

Additional Help

- 7 Complaints must be submitted in writing. This includes electronic submissions. However, in line with the requirements of the Equality 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 let us know as soon as possible.

Further information to help you complete this form can be found on the accompanying Guidance Note.



EQUAL OPPORTUNITIES MONITORING FORM

We want to find out if we are giving as good a service as we can to all residents and service users. To help us do this we ask you to give us some information about yourself below. This information will not affect the way in which your complaint is handled and is used for monitoring purposes.

Please respond to the questions 1 to 5 by ticking boxes as appropriate:

1. I am: Female ☐ Male ☐

2. I am aged: 16 to 25 ☐ 26 to 44 ☐ 45 or over ☐

3. My ethnic group is (please choose one section from A to E and then tick the appropriate box):

A. Asian or Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐
Any other Asian background ☐ if so, please specify.....

B. Black or Black British

Caribbean ☐ African ☐ Any other Black background ☐, please specify.....

C. Chinese or other Ethnic Group

Chinese ☐ Any other background ☐ if so, please specify.....

D. Mixed

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐
Any other Mixed background ☐ if so, please specify.....

E. White

White ☐ Irish ☐ Any other White background ☐ please specify.....

4. Do you consider yourself to have a disability in accordance with the definition of the Equality Act 2010? No ☐ Yes ☐

If so, please give brief details.....

Data Protection

The Borough Council of King's Lynn & West Norfolk will use the information you have provided on this form for Equal Opportunities monitoring purposes only. Completion and return of this form indicates your consent to the Council processing your sensitive data where necessary. You have the right to apply for a copy of the information we hold about you.