



## Councillor code of conduct complaint form

If you have any questions or difficulties filling in this form or you are in need of any support in completing it, because for example English is not your first language, or you have a disability that prevents you making your complaint in writing - please contact us on 01993 861000 and ask for the Monitoring Officer. You can also e-mail us at [enquiries@westoxon.gov.uk](mailto:enquiries@westoxon.gov.uk) – please state that the email is for the Monitoring Officer. Please write CLEARLY and in BLACK INK as an alternative to printing this form and writing the information, you can complete our online complaints form.

### Please note

- Complaints can only be accepted in writing
- An officer from the Council may contact you personally to go through the details of your complaint
- The Council is unlikely to be able to keep your identity or the information you have provided confidential. If you have serious concerns about disclosure of your name and the details of your complaint, please complete Section Five on confidential information
- Please read the document *Code of Conduct Complaints Handling* prior to completing this form.

### Section One - 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:*	

\* Please note that, wherever possible, we will contact you via email, if you have provided an email address

Please tick the appropriate box to tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of a Council (if applicable, please state which Council)
- Local authority monitoring officer
- Other council officer or authority employee
- Other (Please specify): \_\_\_\_\_

### Section Two: Who are you complaining about?

Please give the name of the councillor(s), or co-opted member(s) that you think may be in breach of the Code of Conduct AND tell us which Council they are members of.

Name of individuals (include both first and last names)

	First Name	Last Name	Name of Council
1			
2			
3			
4			

### Section Three: What are you complaining about?

Please provide us with as much information as you can about your complaint to help us decide what action to take. Include the date and details of the alleged misconduct, and any information that supports the allegation. It is important that you provide all the information you wish to have taken into account when a decision is made as to the action to be taken. If you are complaining about more than one member you should clearly explain what each individual member has done that you believe has breached the Code of Conduct.

We can only investigate complaints where it appears a councillor may have breached the Code of Conduct for Members (please see document *Code of Conduct Complaints Handling*). You can continue on a separate sheet if there is not enough space on this form.

You should provide any relevant background information

### Section Four:

Please specify which paragraphs of the code of conduct you consider have been breached:

**Section Five: Resolution of your complaint**

As explained in the document *Code of Conduct Complaints Handling*, in appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. For example, this may involve the member accepting that his/her conduct was unacceptable and offering an apology, or other remedial action by the authority, or some form of mediation. Where the member or the authority makes a reasonable offer of local resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

Please use the box below to tell us whether you feel that there may be a way to resolve your complaint without the need for a formal investigation and, if so, how.

**Section Six: Confidential information (this part only applies if you are asking for your identity to be kept confidential)**

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 that they have a right to be provided with a summary of the complaint. As explained in the document *Code of Conduct Complaints Handling* we will not withhold your identity or the details of your complaint unless there is very good reason.

Accordingly, please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. However, if you have made such a request you will be contacted and advised of the decision and, if your request is not granted, we will allow you the option of requesting the withdrawal of your complaint.

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

Please consider the complaint I have described above and the evidence attached. I understand and accept that the details will normally be disclosed to the member and any parties involved in the complaints procedure. It may also be shared with the police in the prevention or detection of crime.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Evidence (if this applies)**

Please attach to this form, copies of any correspondence, documents, or other evidence that you feel is relevant to your complaint. Please avoid sending us large amounts of background information that only relate indirectly to your complaint.

Please briefly describe the documents you will be enclosing:

1	
2	
3	

Tick this box if you would like us to return the evidence to you.

**Witnesses (if this applies)**

Please tell us the names and details of any witnesses:

	First Name	Last Name	Address/Phone Number
1			
2			
3			

Please send this form together with any attachments to:

The Monitoring Officer  
West Oxfordshire District Council  
Council Offices  
Woodgreen  
Witney  
Oxon  
OX28 1NB

Or by e-mail to [enquiries@westoxon.gov.uk](mailto:enquiries@westoxon.gov.uk) marked for the attention of the Monitoring Officer.