

## Appendix 1 – Councillor Complaints Form

Note: This form is for use in making a complaint that an elected District councillor or parish or town councillor or a non-elected voting co-opted member of a Council has breached their Council's Code of Conduct.

### 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:	

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:

- o the councillor(s) you are complaining about;
- o the parish or town clerk (if the complaint is about a town or parish councillor).

We will normally send them a copy of your complaint including your name (unless it has been agreed that your name will not be disclosed). If you have serious concerns about your name and a copy of your complaint being released please complete 'Section 5: Request for my identity to be kept confidential' at the end of this form.

2. Please indicate 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
- Leader
- Opposition Leader

- Member of Parliament
- Monitoring Officer
- Other council officer or authority employee
- Other (\_\_\_\_\_)

**Making your complaint**

The Council's arrangements for dealing with complaints are attached. Please read these before completing the rest of this form.

3. Please provide us with the name of the person(s) you believe have breached the Code of Conduct and the name of their authority:

Title	First name	Last name	Council or authority name

4. 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 when he/she considers your complaint.

For example:

- You should be specific wherever possible about exactly what you are alleging the councillor said or did. For example, if you are complaining that a 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 conduct you are complaining about and provide their names and contact details if possible
- You should provide any relevant background information

Please note that all documentation supplied will be scanned and saved within a database.

Please provide us with the details of your complaint:  
(Please use an additional A4 sheet of paper if necessary)

YOUR SIGNATURE.....DATE.....

**Only complete this next section if you are requesting that your identity be kept confidential and not disclosed to the councillor(s) you are complaining about**

5. 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 and that they have a right to see the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason.

Please note that requests for your identity to be kept confidential will not automatically be granted. The Monitoring Officer will consider the request alongside the substance of your complaint. We will then let you know the decision. If your request for your identity to be kept confidential is not granted, we will usually allow you the option to withdraw your complaint.

However, it is important that you understand that in certain exceptional circumstances, where the matter complained about is very serious, we are able to proceed with an investigation or other action 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 INFORMATION**

- Your complaint must concern conduct that occurred while the person(s) complained about were in office. Conduct of an individual before they were elected, co-opted or appointed to the authority, or after they have resigned or otherwise ceased to be a member, cannot be considered.
- The Code of Conduct came into effect on 11 July 2012. If your complaint concerns matters that occurred before that date you should contact us before making your complaint to check whether we can consider it.
- Your complaint must be about one or more named members of the following authorities –St Albans City and District Council, Harpenden Town Council, Colney Heath Parish

Council, Harpenden Rural Parish Council, London Colney Parish Council, Redbourn Parish Council, Sandridge Parish Council, St Stephen Parish Council, St Michael's Parish Council and Wheathampstead Parish Council.

- Your complaint must be that this person(s) has, or may have, breached the Code of Conduct. A copy of the Code of Conduct is available at <http://www.stalbans.gov.uk/council-and-democracy/your-council/code-of-conduct/>
- Your complaint must be in writing. If a disability prevents you from making your complaint in writing you may contact the Monitoring Officer for help.

Your complaint should be sent by post or email to:

Judith Adamson  
Monitoring Officer  
St Albans City & District Council  
Council Offices  
St Peter's Street  
St Albans  
Herts AL1 3JE

Email: [monitoringofficer@stalbans.gov.uk](mailto:monitoringofficer@stalbans.gov.uk)

Tel: 01727 819559