

**COMPLAINT FORM:  
CODE OF CONDUCT FOR MEMBERS**

(Please read the 'INFORMATION FOR POTENTIAL COMPLAINTS' before completing this Form).

**To Mr Ian Marshall  
Monitoring Officer – Wychavon District Council**

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**A. Your details**

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1. Please provide us with your name and contact details. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint.

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Contact telephone:</b>	
<b>Email address:</b>	
<b>Signature:</b>	
<b>Date of complaint:</b>	

The following people may be given details of your complaint:

- Members of the Members Conduct Committee
- Relevant Officers of Wychavon District Council
- the Parish or Town Clerk (if applicable)

The Member(s) you are complaining about will normally be told of your complaint. If you have serious concerns about your personal details or information relating to your complaint being released, please see section C of this form.

2. Please tell us which of the following best describes your background in making this complaint:

- A member of the public
- An elected or co-opted Member of a Council
- A Member of the UK Parliament or European Parliament
- A Monitoring Officer (or Deputy Monitoring Officer)
- Other Council employee, contractor or agent of the Council
- Other ( )

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**B. Making you complaint**

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3. 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

4. Please explain in this section (or on separate sheets(s) attached) what the Member is alleged to have 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.

Please note the following:

- You should be specific, wherever possible, about exactly what you are alleging the Member said or did.
- 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.

**(Continue on separate sheet(s), as necessary)**

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### **C. Confidentiality of complainant and the complaint details**

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

**5.** 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 and the substance of the allegation(s) made against them. We are, therefore unlikely to withhold your personal details or the details of your complaint unless there are exceptional reasons for doing so. For example:-

- you have reasonable grounds for believing that you may be victimised or harassed by the Member(s) against whom you are submitting a complaint (or by a person associated with the same); or
- you have a genuine concern on valid grounds that you may receive less favourable treatment from the Council, because of the seniority of the Member against whom you are submitting a complaint, in terms of any existing Council service provision or any tender / contract that you may have with or are about to submit to the Council.

Please note that requests for confidentiality or requests for suppression of the personal and complaint details will not automatically be granted. The Monitoring Officer will consider the request alongside the substance of your complaint and will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the opportunity, if you so wish, of withdrawing your complaint.

However, it is important to understand that – in exceptional circumstances, where the matter complained about is very serious – we may proceed with an investigation (or other action) and may have no choice but to disclose your personal and complaint details 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:

**(Continue on separate sheet(s), as necessary)**