



## COMPLAINT FORM (ELECTED MEMBER – Breach of the Code of Conduct)

[Electronic Complaints Form Submission](#)

### YOUR DETAILS

1. Please provide us with your name and contact details

|                           |  |
|---------------------------|--|
| <b>Title:</b>             |  |
| <b>First Name:</b>        |  |
| <b>Last Name:</b>         |  |
| <b>Address:</b>           |  |
| <b>Daytime Telephone:</b> |  |
| <b>Evening Telephone:</b> |  |
| <b>Mobile Telephone:</b>  |  |
| <b>Email Address:</b>     |  |

Your address and contact details may be released 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 Monitoring Officer of the Authority
- The Parish or Town Clerk (if applicable)
- Any other person, where necessary, to investigate your complaint
- The Independent Person(s) appointed by the Authority

We will tell them your name and give them a copy of your complaint. If you have serious concerns about your name and details of your complaint being released, please complete section 5 of this form.

2. 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 of authority employee
- Other (please specify) .....

**MAKING YOUR COMPLAINT**

3. Please provide us with the name of the Member(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 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 persons who decide 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.

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

5. Please provide us with your desired outcome from your complaint. This can be by local resolution such as an apology, mediation and/or training; or the document “Arrangements for dealing with complaints about the Code of Conduct for Members” sets out sanctions available in the event of a Councillor being found in breach of the Code of Conduct.

**ONLY COMPLETE THIS NEXT SECTION IF YOU ARE REQUESTING THAT YOUR IDENTITY BE KEPT CONFIDENTIAL**

6. In the interest 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 details of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have a good reason to believe that: -

- You, or a close associate, may be at risk of physical harm, or may be victimised or harassed by the Member(s) against who you are submitting a written complaint, or by a person associated with the same; or
- Your complaint may cause you to receive less favourable treatment from the Council because of the position of the Member(s) against who you are complaining; or
- You work closely with the Member(s) and are concerned about the consequences to your employment.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Council's Monitoring Officer, in consultation with an Independent Person, 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.

However, 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.

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 Equalities 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 completing this form, please let us know as soon as possible.

8. Please sign and date the completed form and return it, together with any supporting documentation, to: -

Monitoring Officer  
Burnley Borough Council  
Floor 3  
Town Hall  
Manchester Road  
Burnley BB11 9SA

Email: - [cwaudby@burnley.gov.uk](mailto:cwaudby@burnley.gov.uk)

Signed.....

Date.....