

## Newcastle upon Tyne City Council

# COMPLAINT FORM – Alleged Breach of Members’ Code of Conduct

### 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 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:

- the member(s) you are complaining about
- the Parish Clerk (if your complaint is against a parish councillor)
- any other person whom we consider it necessary to inform to properly investigate your complaint.

We will tell them your name and give them details 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 or authority employee

### **Making your complaint**

Your complaint will be considered, usually within 10 working days, by the Council's Monitoring Officer. The Monitoring Officer will decide whether your complaint requires investigation. The Monitoring Officer will consult the Council's Independent Persons where appropriate and may refer particular complaints to the Standards Committee. You will be advised of the Monitoring Officer's decision.

In appropriate cases, the Monitoring Officer may seek to resolve your complaint informally, without the need for a formal investigation.

If your complaint is investigated and the investigation finds evidence of breach of the Code of Conduct, the result will usually be reported to a meeting of the Council's Standards Committee which will then decide if there has been a breach of the Members' Code of Conduct and, if so, what action to take.

3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of the authority of which they are a member (ie either the City Council or the name of the parish council if you are complaining about them in their capacity as a parish councillor):

Title	First name	Last name	Council or authority name

4. Please explain in this section (or on separate sheets) what the member has done which 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 which 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 decides whether your complaint requires investigation. 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 explain 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.

NOTE: Failure to provide sufficient information may result in a delay in dealing with your complaint or lead to no further action being taken in respect of your complaint.

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 or details of your complaint 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. We also believe they have a right to be provided with details of the complaint.

We will not withhold your identity, or the details of your complaint, unless you have exceptional reasons why we should do so.

If you think you have such reasons and want us to consider withholding your identity and/or any details of your complaint, either altogether or for some period of time, you must cross out the statement in the box below giving your consent to such disclosure. You must also attach to this form a separate sheet which fully explains what information you want withheld and your reasons for your request to withhold it.

I understand and agree that my name and details of this complaint will be disclosed to the persons mentioned in paragraph 1 above.

If you do request confidentiality and this 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 may still proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

## **Additional Help**

**6.** Complaints must be submitted in writing. This includes fax submissions. However, in line with the requirements of the Disability Discrimination 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 in completing this form, please let us know as soon as possible. You should initially contact the Council's Monitoring Officer (whose contact details are given below) who will try to arrange appropriate assistance for you.

.....  
**Signed**

.....  
**Dated**

**This form once completed should be sent, along with any supporting documents, to:**

**Mr John Softly,  
Monitoring Officer,  
Newcastle upon Tyne City Council,  
Civic Centre,  
Newcastle upon Tyne,  
NE99 2BN,  
Fax No 0191 2777127.**

**Telephone contact can be made on 0191 2777047 and by e mail  
[john.softly@newcastle.gov.uk](mailto:john.softly@newcastle.gov.uk)**