

MEMBERS' CODE OF CONDUCT - COMPLAINT FORM

Please use this form if you wish to make a complaint about the conduct of a Member of Middlesbrough Council or a Member of one of the parish councils in the borough.

Under the arrangements for dealing with Standards complaints the Monitoring Officer can only consider complaints if they relate to a Member's behaviour whilst they are acting, or giving the impression that they are acting, in their official capacity. Complaints which appear to be against a Member acting in their private capacity or do not fall within the Members' Code of Conduct and will be rejected.

'Member' means an Elected Councillor as well as an appointed or co-opted Member or a Parish Councillor. The Code does not apply to Council employees.

Complaints against the Council or Council staff as a whole are outside of these procedures and should be progressed through the Councils 'Corporate Complaints' procedures.

1. YOUR DETAILS

Title	
First name	
Last Name	
Address	
Postcode	
Home or mobile telephone	
Email address	
Preferred method of contact	by post <input type="checkbox"/> by email <input type="checkbox"/>

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we may 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 Clerk (if applicable)
- The Independent Person
- An appointed Investigating Officer

We will tell them your name and give them a summary of your complaint. If the complaint results in a hearing it is likely that your name and the content of your complaint will enter the public arena unless your complaint concerns issues of such sensitivity that this is not appropriate. If you have serious concerns about your name and details of your complaint being released, please complete section 3 of this form.

2. YOUR COMPLAINT

Who are you complaining about?

Please provide us with the name of the Member(s) you believe have failed to comply with the Code of Conduct and the name of their Council or authority.

Title	First name	Last name	Middlesbrough Council or Parish Council name

Details of your complaint

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer when he/she decides whether to take any action on your complaint. For example:

- Be specific, wherever possible, about exactly what you are alleging the Member said or did and explain how you think they have breached the Members' Code of Conduct
- Provide the dates of the alleged incidents. If you cannot provide exact dates give a general timeframe
- Please attach copies of any documents, names and details of any witnesses and any other evidence you feel is relevant to your complaint
- Explain how you think they have breached the Members' Code of Conduct

Please continue on a separate sheet if necessary.

In the first instance the Monitoring Officer may decide that your complaint is best resolved informally.

What type of action would satisfy you? For example, an apology from the Councillor concerned.

3. CONFIDENTIALITY

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

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 a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you can provide a good reason why we should. For example; if there is a fear of retribution.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. 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 indicate fully and giving reasons, in the space provided below, if you feel that your identity should be kept confidential in this case.

Data Protection

The information you provide on this form will be held by Middlesbrough Council and used by us to process your complaint as above. In accordance with the Council's Record Retention Policy, the information you provide on this form will be held for a minimum of 2 years and then destroyed in a secure manner.

Should the complaint progress to an investigation full details will be shared with Investigating Officer who has been allocated to this complaint so that they may contact you directly. Details of the complaint may also be submitted to a Standards Committee to help determine whether an Elected Member has breached the Members' Code of Conduct. **Please return your completed form to: Complaints Team, Finance Governance and Support, Middlesbrough Council, PO Box 506, Civic Centre, Middlesbrough TS1 9GA or email: complaints@middlesbrough.gov.uk**