

## **COMPLAINT FORM – COUNCILLORS CODE OF CONDUCT**

You can use this form to complain about Councillors and Co-opted members of City of Bradford Metropolitan District Council or any of the Parish and Town Councils in the Bradford area. However, please note that the Standards Committee can only consider complaints about the behaviour of individual Councillors or Members, not about the Council as a whole or its staff.

### **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:	

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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 monitoring officer of the authority
- The parish or town clerk (if applicable)

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and a summary, or 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
- Other

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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 authority:

Title	First name	Last name	Council or authority name

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4. Please indicate which sections of the Code of Conduct you believe that the member(s) have breached:

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- Failing to treat people with respect
- Conducting themselves in a manner which could reasonably be regarded as bringing his or her office or authority into disrepute
- Using their position as a member improperly to confer on or secure for him or her self or any other person, an advantage or disadvantage
- Doing something which may seriously prejudice their authority's ability to comply with any of its statutory duty under the equality law
- Bullying any person
- Intimidating or attempting to intimidate someone who is or is likely to be a complainant or witness in relation to an investigation
- Doing anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the authority
- Disclosing information given to them in confidence by anyone, or information acquired which he or she believes is of a confidential nature, except where:
  - They have the consent of a person authorised to give it; or
  - For professional advice, providing the advisor agrees to maintain the confidentiality; or

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- Where disclosure is reasonable and in the public interest, and this disclosure is made in good faith and in accordance with the Council's reasonable requirements

Preventing another person from gaining access to information to which that person is entitled to by law

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When using the authority's resources, or authorising their use by others:

- Not acting in accordance with the authority's requirements; or
- Allowing such resources to be used for political purposes; or
- Not having regard to the Local Authority Code of Publicity.

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Failing to register their financial or other interests within 28 days of their election or appointment

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Failing to update their register of interests within 28 days of a change to their circumstances

Failing to register any gifts or hospitality (and the source), that they have received in their role as a Member worth over £25

Failing to declare a personal interest at a meeting

Failing to declare a prejudicial interest at a meeting (an interest so significant that it is likely to affect their judgement)

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Taking part in the discussion or making a decision where they have a prejudicial interest

Improperly influencing a decision about a matter that they have a prejudicial interest in

5. 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.

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It is important that you provide all the information you wish to have taken into account by the assessment sub-committee when it decides 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.

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

6. 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 have good reason to believe that:

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- You have reasonable grounds for believing that you will be at risk of physical harm if your identity is disclosed
- You are an officer who works closely with the members and have concerns as to the consequences to your employment if your identity is disclosed
- You suffer from a serious health condition and there are medical risks associated with your identity being disclosed.

**Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The assessment sub-committee 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.

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### Additional Help

7. Complaints must be submitted in writing. This includes fax and electronic 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. If you need any support in completing this form, please let us know as soon as possible on 01274 432496.

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We can also help if English is not your first language. If you need the content of this form to be translated into one of the community languages or you require it on tape, Braille or large print again please contact us.

Signed: .....

Dated: .....

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