

## Members' Code of Conduct

**Use this form if you wish to raise a concern relating to a Member failing to comply with the Code of Conduct**

All such concerns<sup>1</sup> are dealt with in accordance with the "Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct within the area of City of Bradford Metropolitan District Council".

Please note the terms of each local code of conduct may differ. To view a copy of a Parish or Town Council's Code of Conduct, you will need to contact the relevant Parish or Town Council Clerk. Their contact details are available from the Parish and Town Council page on our website.

### 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>	

We will tell the Member concerned that you have submitted this form. If you have serious concerns about your details being released in this way, please complete section 7 of this form.

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<sup>1</sup> The Council is not responsible for considering concerns relating to non-registration or declaration of disclosable pecuniary interests.

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other (please specify: \_\_\_\_\_ )

### Informal resolution

3. What type of resolution would satisfy you? For example, an explanation from the Councillor concerned, or taking part in a process of mediation.

### Details of your concerns

4. Please provide us with the name of the member(s) you believe may have failed to comply with the Code of Conduct and the name of their authority:

Title	First name	Last name	Council or authority name

5. Please indicate which sections of the Code of Conduct you believe that the member(s) may have failed to comply with:
- Failing to comply with the following principles:
    - Selflessness
    - Honesty and Integrity
    - Objectivity
    - Accountability
    - Openness
    - Leadership
  
  - Failing to notify the Monitoring Officer (within 28 days) of any gifts or hospitality with an estimated value of at least £50 which they have received in their role as a Councillor.

6. Please explain in this section (or on separate sheets) **what the member has done** that you believe amounts to a failure to comply with the Code of Conduct. If you are concerned about more than one member you should clearly explain what each individual person has done that you believe amounts to a failure to comply with the Code of Conduct.

You must provide the following information in your complaint, wherever possible:

- You should be specific about exactly what you are alleging the member said or did.
- You should provide the dates of the alleged incidents. 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 documentary evidence (e.g. copies of emails or other correspondence) and any background information.

Please provide us with information relevant to your concerns. 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 is kept confidential**

7. Please note that requests for confidentiality or requests for suppression of any details you provide will not automatically be granted. The Monitoring Officer will consider the request, and if your request is not granted you will be given the opportunity to decide not to proceed with your concerns.

Please explain why you believe we should withhold your name and/or the details you have provided:

**Please return your completed form to:**

The Monitoring Officer  
Legal Services  
City of Bradford Metropolitan District Council  
Room 311, 3<sup>rd</sup> Floor  
City Hall  
BRADFORD  
BD1 1HY

Email: [suzan.hemingway@bradford.gov.uk](mailto:suzan.hemingway@bradford.gov.uk)

Signed:.....

Date:.....