

## Members' Code of Conduct

### Response of Subject Member to Complaint

Ref No:

You have been provided with a copy of the complaint and any supporting documents submitted to the Monitoring Officer for your response.

You have also been provided with a copy of the Code of Conduct and the procedure for considering complaints.

#### 1. Your 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>  |  |

A copy of your response will be provided to the complainant for their comments. The Monitoring Officer and the Chair of Standards Committee will consider what further action is required having regard to the complaint, your response and any comments on your response from the complainant.

A copy of these documents has been provided to your Group Whip (District Councillors) or to the Clerk of the Town/Parish Council. It is a matter for you if you wish to seek their guidance before providing your response.

In addition, you may seek guidance from the Council's appointed Independent Person whose contact details are:

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2. Please set out below (and on separate sheets if necessary) your response to the allegation set out in the attached complaint form which alleges that you have failed to comply with the Code of Conduct.

In particular:

- You should indicate any facts which you dispute.
- You should confirm if there are any witnesses that can corroborate your response.
- You should provide any relevant documentary evidence (eg copies of e-mails or other correspondence) and any background information.

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3. Please indicate if you believe this complaint can be resolved informally. **YES/NO**

If yes, please indicate the type of informal resolution you propose (please tick one of the boxes below):

- a) A written explanation by you of the circumstances surrounding the conduct that is the subject of the complaint.
- b) A written/verbal apology to the complainant.
- c) Your agreement to attend training or mentoring regarding the requirements of the Code of Conduct.
- d) Your agreement to engage in a process of mediation or conciliation with the complainant.
- e) Other action

Details:

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4. Please provide any additional information you believe is relevant to this complaint:

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5. Please return your completed form WITHIN 28 DAYS to:

The Monitoring Officer  
Department of Legal and Democratic 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 ..... Dated .....