

Members' Code of Conduct

Use this form if you wish to raise a **complaint ~~concern~~** relating to a **Councillor or voting co-opted member ~~Member~~** failing to comply with the **Members' Code of Conduct**

All such **complaints ~~concerns~~**¹ 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 **for Town and Parish Councils** 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.

Title:	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile Contact telephone:	
Email address:	

We will tell the Member concerned that you have submitted this form. If you have serious concerns about your **name and full details of your complaint** being released in this way, please complete section 7 of this form. **Your address and contact details will not usually be released unless necessary or to deal with your complaint.**

¹ The Council is not responsible for considering **complaints ~~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: _____)

Details of your ~~concerns~~ complaint

3. 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

~~3. 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.~~

- 4 Please explain in this section (or on separate sheets) **what the member has alleged to have done** that you believe amounts to a failure to comply with 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 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. **For example, instead of writing the member insulted you, you should state what it was they said or did to insult you.**
- 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.
- **If the alleged conduct or behaviour occurred over 28 days ago, clearly explain why the complaint was not made during that period of time.**

Please provide us with information relevant to your **complaint concerns**. Continue on a separate sheet if there is not enough space on this form.

Cntd/.....

Remedy sought/ informal resolution

4. Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint. What type of resolution would satisfy you? For example, an explanation from the ~~member~~ ~~Councillor~~ concerned, or taking part in a process of mediation.

Confidentiality

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

5. In the interests of fairness and in compliance with the rules of natural justice, we believe members who are complained about have a right to know who has made the complaint and the substance of the allegation(s) made against him/her. We are, therefore, unlikely to withhold your personal details or the details of your complaint unless you have good reasons to believe that you have justifiable grounds. Accordingly, the completed complaint form will normally be sent to the member(s) complained about.

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 **usually** be given the opportunity to decide not to proceed with your **complaint. concerns.**

However, it is important to understand that in exceptional circumstances where the matter complained about is very serious, we may proceed with an investigation or other action and may have no choice but to disclose your name and complaint details even if you have expressly asked us not to.

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

Cntd/.....

Additional Information

6. 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 contact the Monitoring Officer as soon as possible.

Please return your completed form to:

The Monitoring Officer
Legal and Democratic Services
Department of Corporate Resources
City of Bradford Metropolitan District Council
Room 311, 3rd Floor
City Hall
BRADFORD
BD1 1HY

Email:

Signed:.....

Date:.....