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**CODE OF CONDUCT FOR MEMBERS COMPLAINT FORM**

1. **Making your complaint**

Before beginning this form please read the guidance notes and the [Code of Conduct](https://www.lichfielddc.gov.uk/Council/Councillors/Downloads/Code-of-conduct-for-members.pdf) to ensure your complaint is covered.

Please send the complaint to: Monitoring Officer, Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffordshire, WS13 6YU or emailed to: monitoringofficer@lichfielddc.gov.uk

Anonymous complaints will not be investigated unless there is clear documentary evidence to support the complaint and it is sufficiently serious to warrant consideration.

Please provide us with the name of the member(s) you believe have breached the Code of Conduct for Councillors.

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| --- | --- | --- | --- |
|  Title | First Name | Last Name |  Council Name |
|  |  |  |  |
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Please explain in this section (or on separate sheet(s)) what the Member is alleged to have 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, with dates / witnesses to substantiate the alleged breach.

It is also important that you provide all the evidence you wish to have taken into account when a decision is taken whether to take any action on your complaint or not. 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 or did to insult you
* 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 or other relevant documentary evidence to support your allegation(s)

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| Please provide us with the details of your complaint.  |

**(Continue on separate sheet(s), as necessary)**

1. **Confidentiality of complainant and the complaint details**

**Your Details**

Please provide your name and contact details. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint.

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Address: |  |
| Contact Telephone No: |  |
| Email Address: |  |
| Signature: |  |
| Date of Complaint: |  |

The following people will see this form:

* Monitoring Officer
* An Independent Person appointed by the Council
* The Member(s) being complained about
* The Parish Clerk (if your complaint relates to a Parish Councillor acting in that capacity)
* Members of the Standards (Hearings and Assessment Sub-Committee)

If you have serious concerns about your contact details or details of your complaint being released, please complete Section C of this form and also discuss your reasons or concerns with the Council's Monitoring Officer.

Please tell us which complainant type best describes you:

□ A member of the public

□ An elected or co-opted Member of the Council

□ A Member of Parliament

□ A Monitoring Officer

□ Other Council employee, contractor or agent of the Council

□ Other – please state

**Only complete this next section if you are requesting that your identity or your**

**details are to be kept confidential**

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| Please provide us with details of why you believe we should withhold your name and/or the details of your complaint. |

**(Continue on separate sheet(s), as necessary)**

1. **Remedy sought**

The sanctions available to a Standards Committee are governed by law. In accordance with the Standards regime introduced by the Localism Act, 2011, these are:-

* censure the Respondent;
* request the Respondent to submit a written apology in a form specified by the Sub-Committee;
* request the Respondent to undertake such training as the Sub-Committee considers to be appropriate;
* request that the Respondent participates in such conciliation as the Sub- Committee considers appropriate;
* report to the relevant Council on the outcome of the hearing with an appropriate recommendation;
* advise the Leader of the Council and/or Leader of the Political Group to which the person belongs, of the outcome of the hearing in order that they can consider whether, and if so what appropriate disciplinary or other action should be taken;
* issue a press release setting out the outcome of the hearing;
* such other sanction as may be permitted under the law.

Please indicate the remedy or remedies you are looking for or hoping to achieve by this complaint.

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| **(Continue on separate sheet(s), as necessary)** |