



APPENDIX 4

COMPLAINT ABOUT A MEMBER OR CO-OPTED MEMBER OF DACORUM BOROUGH COUNCIL

Important Note

This complaint form should only be used if you wish to make a complaint that a Member or Co-opted Member of Dacorum Borough Council has breached the Council's Code of Conduct for Members. If you wish to make a complaint that a Member or Co-opted Member of a Parish or Town Council has breached their Council's Code of Conduct for Members there is a separate form for that purpose.

1. Your Details

Please provide us with your name and contact details:

Title:	
First Name:	
Surname:	
Address:	
Daytime telephone	
Evening telephone	
Mobile telephone	
Email address	

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the Member(s) you are complaining about. 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, particularly if the complaint proceeds to an investigation. If you

have serious concerns about your name and a summary or details of your complaint being released to the Member you are complaining about, please complete section 4 of this form.

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 state*)

2. Equalities Monitoring

Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
Ethnicity	White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White Other (<i>please state</i>) <input type="text"/>
Asian British/Asian:	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Black British/Black:	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	
Mixed Race:	White/Asian	<input type="checkbox"/>	White/Black African	<input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>
	Other (<i>please state</i>)	<input type="text"/>			
	Chinese	<input type="checkbox"/>			
	Other Ethnic Group: (<i>please state</i>)	<input type="text"/>			

3. Making your complaint

Please provide us with the name of the Member(s) you believe have breached Dacorum Borough Council's Code of Conduct:

Title	First Name	Surname

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.

A copy of the Council's Code of Conduct can be downloaded from the Council's website or you can request the Council's Monitoring Officer to send you a copy. The Monitoring Officer's contact details can be found at the end of this form.

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer or the Standards Committee when they decide 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 evidence or 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.

4. Confidentiality

ONLY COMPLETE SECTION 4 IF YOU ARE REQUESTING THAT YOUR IDENTITY IS KEPT CONFIDENTIAL

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 disclosure at this stage would harm the prospects of your complaint being investigated properly.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer 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.

If your complaint is dealt with by the Standards Committee at a hearing after an investigation, you may be asked to attend as a witness.

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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5. Additional Help

You must submit your complaint in writing using this form and sign the declaration at section 6. This includes fax and electronic submissions. However, in line with the requirements of the Equality Act 2010, we can make

reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

We can also help if English is not your first language.

If you need any support in completing this form, please let us know as soon as possible.

6. Declaration

Please consider the complaint I have described above and the evidence or background information attached.

*I understand and accept that my name and a summary of my complaint will be disclosed to the Member(s) I am complaining about.

Signature:

Date:

*If you have serious concerns about your name being disclosed to the Member(s) you are complaining about please complete section 4 of this form.

7. Who to send this form to

When completed this form must be returned to:

Steven Baker
Monitoring Officer
Dacorum Borough Council
Civic Centre
Hemel Hempstead, Herts
HP1 2DQ

or emailed to:

steve.baker@dacorum.gov.uk

or faxed to:

01442 228746

If you require any further assistance in completing this form you can contact the above named by letter or email or by telephoning 01442 228229.