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MEMBER COMPLAINT FORM

**Your details**

1. **Please provide us with your name and contact details**

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| --- | --- |
| **Title:** |       |
| **First name:** |       |
| **Last name:** |       |
| **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 following people that you have made this complaint:

* the member(s) you are complaining about
* the Monitoring Officer of the authority
* the Independent Person who assists the authority in determining complaints against members

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. If you have serious concerns about your name and a summary, or details of your complaint being released, please complete **section 6** of this form.

1. **Please tell us which complainant type best describes you:**

[ ]  A member of the public

[ ]  An elected or co-opted member of an authority

[ ]  A Member of Parliament

[ ]  A Local authority monitoring officer

[ ]  Other council officer or authority employee

[ ]  Other (      )

**Making your complaint**

A copy of the Procedure for making complaints against a Councillor for breach of the Code of Conduct may be obtained from Democratic Services. Please contact democratic.services@lbbd.gov.uk

Alternatively, if you have access to the internet, please follow this link:

<https://www.lbbd.gov.uk/council/councillors-and-committees/councillors/complaints-about-councillors/how-to-complain-about-a-councillor/>

1. **Please provide us with the name of the member(s) you believe has(ve) breached the Code of Conduct:**

|  |  |  |
| --- | --- | --- |
| Title | First name | Last name |
|       |       |       |
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|       |       |       |
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1. **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 Barking and Dagenham Code of Conduct.**

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer or the Sub-Committee when it decides 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 background information.

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| Please provide us with the specific details of your complaint. For example please put in dates and places and as far as you can the facts and attach any documents in support. Continue on a separate sheet if there is not enough space on this form |
|  |
| I confirm that the details of my complaint are trueSigned……………………………………… Dated…………………………. |

1. **Only complete this next section 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 an individual’s identity or the details of a complaint unless the Monitoring Officer believes that there are reasonable grounds for believing that the complainant or any other person (e.g. a witness):

* is either vulnerable or at risk of threat, harm or reprisal;
* may suffer intimidation or be victimised or harassed; works closely with the subject Member and is afraid of the consequences, eg fear of losing their job;
* suffers from a serious health condition and there are medical risks associated with their identity being disclosed (medical evidence will need to be provided to substantiate this);

**OR** where early disclosure of the complaint:

* may lead to evidence being compromised or destroyed; or
* may impede or prejudice the investigation; or
* would not be in the public interest.

Details in support of your request to withhold your identity will be required for consideration by the Monitoring Officer. 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.

Please note that 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.

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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: |
|  |
| Signed…………………………………. Dated…………………………. |

1. **Additional Help**

Complaints must be submitted in writing. 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 by contacting Democratic Services democratic.services@lbbd.gov.uk .

Please return the completed form marked **"Private & Confidential"** to:

**The Monitoring Officer**

**Barking Town Hall**

**Town Hall Square 1 Clockhouse Avenue**

**Barking IG11 7LU**