

LOCAL CODE OF CONDUCT COMPLAINT FORM

Introduction

You can use this form if:

- You want to make a complaint about a Councillor, or a co-opted member of a Tamworth Borough Council (a co-opted member is someone who has been appointed to the Council rather than elected).
- The complaint is about the conduct of a councillor while they were in office. We cannot consider the conduct of an individual before or after they were in office.
- The councillor(s) has/have or may have breached the Code of Conduct. A copy of the Code of Conduct and Frequently Asked Questions are available on the [Council's website](#). You may also contact the Monitoring Officer, Nicola Hesketh, if you require further information.

Please do not use this form if you are unhappy with:

- A decision or action of the Council or one of its committees.
- A Council service.
- The Council's procedures.
- The actions of people employed by the Council.

If you wish to make a complaint about any of these please refer to the Council's [Comments, Compliments & Complaints policy](#) which is available online. If you require a copy of the policy in a different format, please contact Customer Services on 01827 709709 or by email at enquiries@tamworth.gov.uk.

Privacy Information

Any personal data that you provide to Tamworth Borough Council will be handled in line with the requirements of the UK-GDPR. You can find more information on how your personal information is processed by viewing our [Privacy Statement](#) online. If you require a copy of the privacy notice in a different format, please contact Customer Services on 01827 709709 or by email at enquiries@tamworth.gov.uk.

Additional Help

Complaints must be submitted in writing. This includes electronic submissions.

You must submit your complaint to: The Monitoring Officer

Post:

Marked Private & Confidential to: Monitoring Officer
Tamworth Borough Council
Marmion House
Lichfield Street
B79 7BZ

Email: members-complaints@tamworth.gov.uk

If you have any queries regarding the process, further information can be found on the website at: [Governance and Anti-Fraud | Tamworth Borough Council](#), or you can email the Monitoring Officer using the email address above.

If you need help in completing the form (in line with the requirements of the Equality Act 2010), please contact Democratic services on democratic-services@tamworth.gov.uk or by telephoning 01827 709254.

Your details

1. Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Contact Number/s:	
Email address:	

2. Please provide us with the name of the Member(s) you believe have breached the Code of Conduct and the name of their Council:

Title	First name	Last name	Council or authority name
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3. Please identify (marking with an X in the right-hand side column)) which paragraphs of the Code of Conduct you believe have been breached (as set out in the Tamworth Brough Council Members' Code of Conduct)

General Conduct & protecting your reputation & the reputation of the local Authority.	Mark with an X which paragraphs of the Code of Conduct you believe have been breached
Respect	
Bullying, harassment, and discrimination	
Impartiality of officers of the council	
Confidentiality and access to information	
Disrepute	
Use of Position	
Use of local authority resources and facilities	
Complying with the Code of Conduct	
Interests	
Gifts and hospitality	

Declarations of Interest

4. Please identify (marking with an X in the right-hand side column)) which paragraphs of the Code of Conduct you believe have been breached (as set out in the Tamworth Brough Council Members' Code of Conduct)

Declaration of Interest	Please indicate by reference to the list below and the <u>Code of Conduct</u> what breach you believe has been committed, by marking with an X in this column
Failure to declare a Disclosable Pecuniary Interest	
Participation at a meeting (speaking or voting) where Disclosable Pecuniary Interest exists	
Chairperson failing to disclose Disclosable Pecuniary Interest	

Chairperson participation in a meeting or decision where Disclosable Pecuniary Interest exists	
Failure to declare Other Registrable Interest (Unpaid directorship)	
Failure to declare Other Registrable Interest (Council appointment)	
Failure to declare Other Registrable Interest (Membership of public body)	
Failure to declare Other Registrable Interest (Membership of charitable body)	
Failure to declare Other Registrable Interest (Membership of a body which influences public opinion or policy)	
Failure to declare a Non-registrable Interest which directly relates to the Subject Member's financial interest or well-being or a financial interest or well-being of a relative or close associate of that Subject Member.	
Failure to declare a Non-registrable Interest which affects the Subject Member's financial interest or wellbeing.	
Failure to declare a Non-registrable Interest which affects the financial interest or well-being of a relative or close associate of that Subject Member.	
Failure to declare a Non-registrable Interest which affects the financial interest or well-being a body of which the Subject Member is an unpaid director.	
Failure to declare a Non-registrable Interest which affects the financial interest or well-being a body of which the Subject Member is a Council appointee.	
Failure to declare a Non-registrable Interest which affects the financial interest or well-being a public body of which the Subject Member is member.	
Failure to declare a Non-registrable Interest which affects the financial interest or well-being a charitable body of which the Subject Member.	
Failure to declare a Non-registrable Interest which affects the financial interest or well-being a body which influences public opinion or policy of which the Subject Member.	
Chairperson participation in a decision where an Other Registrable or Non-Registrable Interest exists	

5. Please explain in this section (or on separate sheets) what the councillor(s) has/have done that you believe breaches the Code of Conduct. If you are complaining about more than one councillor, you should clearly explain what each individual person has done that you believe breaches the Code of Conduct.

For example:

- You should be specific, wherever possible, about exactly what you are alleging the councillor said or did. For instance, instead of writing that the councillor 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.

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

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

6. In the interests of fairness and natural justice, the Council believes that Councillor(s) who are complained about have a right to know who has made the complaint against them and the nature of that complaint. The Council are unlikely to withhold your identity or the details of your complaint unless there are exceptional circumstances.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. 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 provide us with details of why you believe we should withhold your name and/or the details of your complaint:

7. Signature:

I understand that, by signing this form I:

- Give Tamworth Borough Council permission to provide my name, together with a copy of this complaint and any evidence supplied in support [subject to data protection rules] to the individual(s) against whom the complaint has been made.
- Acknowledge that:
 - the complaints process is confidential and that (with the exception of a professional advisor retained for those purposes who is also bound by a duty of confidentiality), the parties to the complaint must not pass on any information relating to the complaint to any third party without first obtaining the written permission of the Monitoring Officer.
 - any complainant who fails to comply with the confidentiality requirements risks being found to have contravened the process which may result in no further action being taken on their complaint.

Signed: _____

Date: _____