



MEMBER COMPLAINT FORM

This form should only be used for complaints which involve a breach of the Members Code of Conduct.

You can access the Members Code of Conduct by visiting the Council's website:

https://www.warrington.gov.uk/info/201114/publications_and_strategies/685/council_or_code_of_conduct

Please send the completed form together with any related documents to:

Standards Committee
West Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

Your Details

1. Please provide us with your name and contact details

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. Any anonymous complaints will be rejected when received by the Monitoring Officer.

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 Parish or Town Clerk (if applicable)

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.

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- An independent member of the Standards Committee
- Member of Parliament
- Local authority monitoring officer
- Other Council officer or authority employee
- Other ()

3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their authority. If your complaint relates to a Parish Councillor undertaking their duties as a Parish Councillor, please confirm the Parish Council of which they are a member:

Title	First Name	Surname	Parish Council (if applicable)

4. 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.

In your complaint it is important that you identify which aspect of the Code of Conduct it is that you feel a member has breached or not complied with. The Code of Conduct is available on Council's website - [Guidance on making a councillor code of conduct complaint | warrington.gov.uk](http://warrington.gov.uk/guidance-on-making-a-councillor-code-of-conduct-complaint)

- a) Respect
- b) Bullying, Harassment and discrimination
- c) Impartiality of Officers of the Council
- d) Confidentiality and access to information
- e) Disrepute

- f) Use of position
- g) Use of resources
- h) Complying with the Code of Conduct
- i) Interests
- j) Pre-determination and bias
- k) Gifts and Hospitality

Complaints not relating to a breach in the code as set out above won't be dealt with through this process.

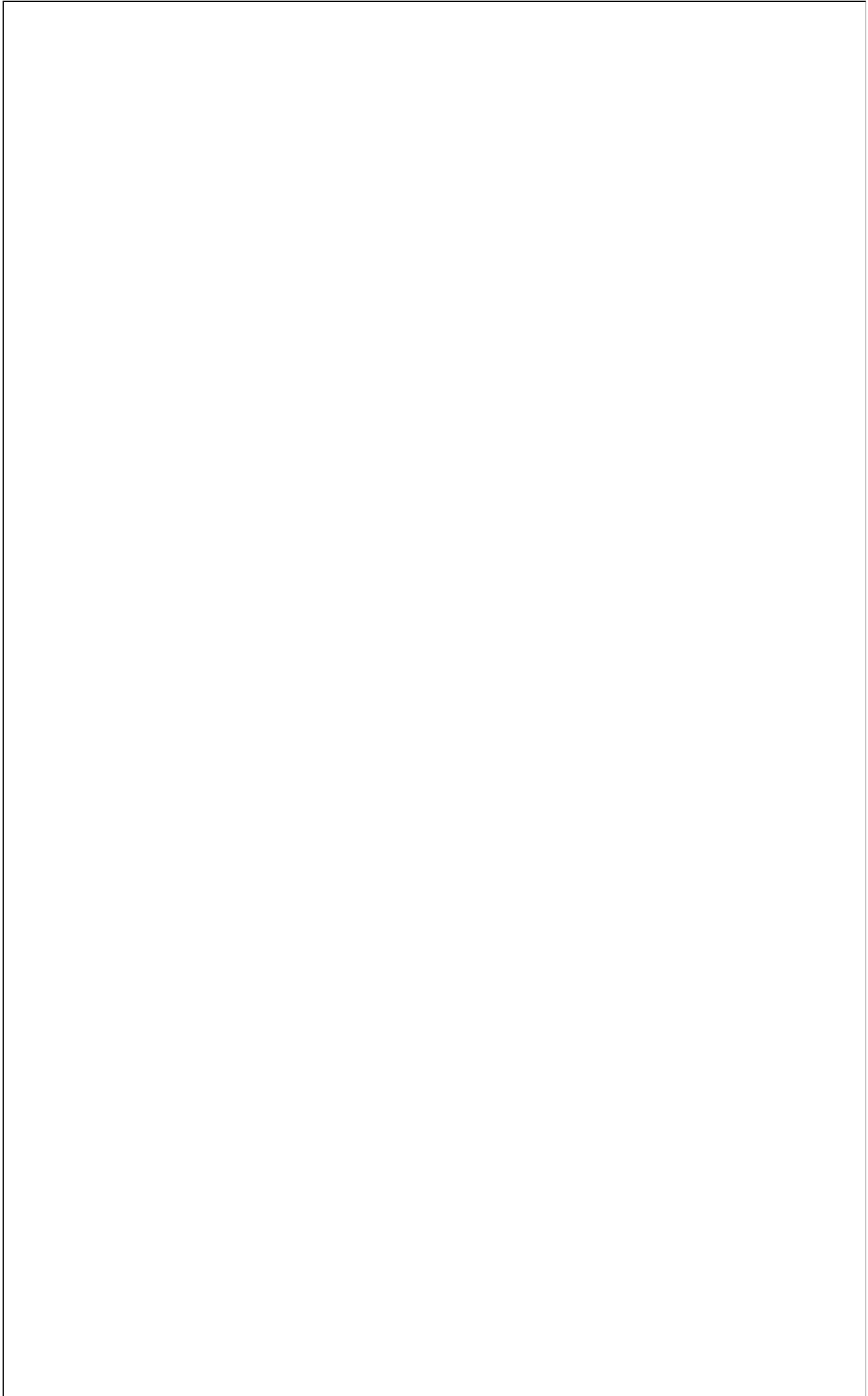
It is important that you provide all the information you wish to be taken into account by the Monitoring Officer when your complaint is initially investigated. For example:

- 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 were any witnesses to the alleged conduct and provide their names and contact details if possible;
- You should provide any relevant background information.

Please provide details of your complaint. Continue on a separate sheet if there is not enough space on this form and provide any supporting documents that you would like to be taken into account.

Please also tick which of the following principles it is that you feel the member in question has breached:

- a) Respect
- b) Bullying, Harassment and discrimination
- c) Impartiality of Officers of the Council
- d) Confidentiality and access to information
- e) Disrepute
- f) Use of position
- g) Use of resources
- h) Complying with the Code of Conduct
- i) Interests
- j) Pre-determination and bias
- k) Gifts and Hospitality



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

5. 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 the right to be provided with a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless there are exceptional circumstances, for example, you can demonstrate that you will suffer significant harm or distress.

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. You will then be contacted with the decision. If your request for confidentiality is not granted, you will be offered the option to withdraw 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 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.

Additional help

6. Complaints must be submitted in writing. This includes electronic submissions. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

Assistance can also be provided if English is not your first language.

If you need any support in completing this form, please contact us on 01925 442144 or email akellock@warrington.gov.uk