**MEMBERS’ CODE OF CONDUCT**

**COMPLAINT FORM**

**Please use this form if you wish to make a Code of Conduct complaint against Oxfordshire County Councillors or co-opted members.**

**If you have any questions or difficulties filling in this form or if for any reason you are in need of support in completing this form, please contact the Council via email:** [**standards.monitoringofficer@oxfordshire.gov.uk**](mailto:standards.monitoringofficer@oxfordshire.gov.uk)

**Please note**

* Complaints can only be accepted in writing;
* An officer from the Council may contact you personally to go through the details of your complaint;
* The Council is unlikely to be able to keep your identity or the information you have provided confidential. If you have serious concerns about disclosure of your name and a summary of your complaint, please complete Section 4 on the confidential information;
* Please read the guidance document “Arrangements for Dealing with Complaints Against Members” prior to completing this form.

**Section 1: Your details**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **House Number/Name** |  |
| **Road/Street** |  |
| **Town/City** |  |
| **Postcode** |  |
| **Telephone/Mobile Number** |  |
| **Email Address** |  |

Please double click on (or tick) the box which complaint type best describes you:

Member of the public

Elected/co-opted member of the Council

Local Authority Monitoring Officer

Local Authority officer/employee

Other (please specify)

|  |
| --- |
|  |

**Section 2: Your complaint**

**Who are you complaining about?**

Please give the name(s) of the County Councillor or Co-opted Member(s) of Oxfordshire County Council that you consider has broken the Code of Conduct.

Name of individual(s) (include both first and last names)

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4** |  |
| **5.** |  |

**Section 3: What are you complaining about?**

Please provide us with as much information as you can about your complaint to help us decide what action to take. Include the date and details of the alleged misconduct, and any information that supports the allegation.

Please identify in the table below which parts of the code of conduct you consider have been breached, with reasons why. Without this the Monitoring Officer is unable to assess your complaint.

If you are complaining about more than one Member you should clearly explain what each individual Member has done that you believe has breached the Code of Conduct identifying which parts of the Code, you consider have been breached by each.

We can only investigate complaints that a Member has broken the Members’ Code of Conduct (please see the guidance document “Arrangements for Dealing with Complaints Against Members” referred to above).

You can continue on a separate sheet if there is not enough space on this form.

|  |  |
| --- | --- |
| **Paragraph** | **Behaviour** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Details of complaint** |
|  |

**Evidence (if this applies)**

Please attach to this form copies of any correspondence, documents, names and details of witnesses, and any other evidence that you feel is relevant to your complaint. Please avoid sending us large amounts of background information that only relates indirectly to your complaint.

**Please briefly describe the documents you will be enclosing:**

|  |  |
| --- | --- |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |

**Check this box if you would like us to return the evidence to you.**

**Witnesses (if this applies)**

**Please tell us the names and details of any witnesses:**

|  | **First Name** | **Last Name** | **Address/Phone Number** |
| --- | --- | --- | --- |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |

**Section Four: Resolution of your complaint**

As explained in the document “Arrangements for Dealing with Complaints Against Members”, in appropriate cases the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. For example, this may involve the member accepting that their conduct was unacceptable and offering an apology, or other remedial action by the authority, or some form of mediation. Where the member or the authority makes a reasonable offer of local resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation.

|  |
| --- |
| **Please use this box to tell us whether you feel that there may be a way to resolve your complaint without the need for a formal investigation and, if so, how:** |

**Section 5: Confidential Information (this part only applies if you are asking for your identity to be 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 that they have the right to be provided with a summary of the complaint. We are unlikely therefore to withhold your identity or the details of your complaint unless there is good reason. For example, where the disclosure of personal details may result in the evidence being compromised or destroyed by the Subject Councillor or if there is a real possibility of intimidation of the complainant or witnesses by the Subject Councillor.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The assessment of your request will be undertaken by the Panel who will carry out the initial assessment of your complaint. We will then contact you with the decision. If your request is not granted, we will allow you the option of withdrawing your complaint. It is important to understand that in certain circumstances where the matter complained of is very serious, we can proceed with an investigation or other action and disclose your name even if you have asked us not to.

**Please provide details below of why you believe we should withhold your name and details of your complaint:**

|  |
| --- |
|  |

**Please consider the complaint I have described above, and the evidence attached. I understand and accept that the details will normally be disclosed to the Member and any parties involved in the complaints procedure or outside authorities required to monitor the Council’s complaints procedure by law. It may also be shared with the Police in the prevention or detection of crime.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send this form together with any attachments to:**

**The Monitoring Officer**

**Oxfordshire County Council**

**County Hall**

**New Road**

**Oxford**

**OX1 1ND**

**Or by email to:** [**standards.monitoringofficer@oxfordshire.gov.uk**](mailto:standards.monitoringofficer@oxfordshire.gov.uk)