



How to complain about the behaviour of a Councillor

COMPLAINT FORM – relating to a breach of the Code of Conduct by a Crawley Borough Councillor or a Co-opted Member of the Council

(Please see Note 1 on accompanying Notes)

Please read the accompanying Notes carefully before completing this form

for more information about the complaints process, the decisions the assessment Sub-Committee can reach and the criteria they use to make these decisions please see The Procedure for Dealing with Complaints – Local Assessment

Your details

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

Title:	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address:	
Date of Complaint:	Signature:

Section 2. Please tell us in which capacity you are making the complaint by ticking the appropriate box below :

- 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 - Please state the capacity in which you are making the complaint

Details of the complaint

Section 3. Please provide us with the name of the member(s) you believe have breached the Code of Conduct:

Title	First name	Last name

Section 4. Please provide us with the details of your complaint (Please see Note 2 on accompanying Notes)

Meetings of the Assessment Sub-Committee are 'closed' which means that you will not be able to attend. It is, therefore, very important that you set your complaint out clearly and provide all the information (including documents or other material) that you want the Sub- Committee to consider.

It is important that you provide all the information you wish to have taken into account by the Assessment Sub-committee when it decides whether or not to take any action on your complaint.

For example:

- You should be specific wherever possible, about exactly what you are alleging the person said or did. For instance, instead of writing that the person insulted you, you should say what it was they said.
- You should provide 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 names and contact details. If possible you should provide any relevant background information.
- If there has been a time lapse of more than 28 days since the alleged behaviour or conduct, explain why you delayed lodging your complaint.

Continue on a separate sheet(s) if there is not enough space on this form

Section 5. Only complete this Section if you are requesting that your identity is kept confidential (Please see Note 3 on accompanying Notes)

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:

Section 6

Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint.

Where to send this form

This form when complete can be sent;

By post to Arthur Earl
Chair of the Standards Committee,
c/o Ann Maria Brown,
Head of Legal and Democratic Services and
Monitoring Officer,
Crawley Borough Council,
Town Hall, The Boulevard,
Crawley, West Sussex
RH10 1UZ

By e mail to Ann-Maria.Brown@crawley.gov.uk

By fax to 01293 438605

Equalities Monitoring

7. If you are happy to please complete the equalities monitoring questions on the next page. This will be kept confidential and separate from your complaint form. The answers will not be disclosed to the Assessment Sub-Committee or the Member(s) you are complaining about and will be detached from this form before it is submitted. The details you provide will be used by Crawley Borough Council to collect statistics relating to equalities and complaints about Councillors and co-opted member conduct. They may also form part of the statistics supplied to the Standards for England concerning the operation of the complaints process.

MONITORING INFORMATION

1. My sex is: Male Female

2. What is your ethnic group?

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background.

A White

British

Irish

Any other White background please write in

.....

B Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background please write in

.....

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background please write in

.....

D Black or Black British

Black Caribbean

Black African

Any other Black background please write in

.....

E Chinese or other ethnic group

Chinese

Any other Ethnic group please write in

.....

3. Do you consider yourself to have a disability?

(For the purpose of this monitoring "disability" is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities).

YES

NO

4. What is the age group to which you belong?

Under 21 21 - 40 41 - 60 Over 60

Please tell us how you found out to complain about the behaviour of a Councillor:

Crawley Borough Council Web Site

Standards for England Website

Crawley Borough Council Contact Centre

Other place please specify