Your completed form can be returned to:

Monitoring Officer

Allerdale Borough Council

Allerdale House

Workington

Cumbria

CA14 3YJ

Email: democratic.services@allerdale.gov.uk

**Allerdale Borough Council**

**Standards Complaint Form**

**YOUR DETAILS**

Please provide your full name and contact details:

|  |  |
| --- | --- |
| **Title:** |       |
| **First names:** |       |
| **Surname:** |       |
| **Address:** |       |
| **Telephone (Home):** |       |
| **Telephone (Mobile):** |       |
| **Email:** |       |
| **Date of complaint:** |       |

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

What type of complainant best describes you?

[ ]  **Member of the public**

[ ]  **Elected or co-opted member of an authority**

[ ]  **Independent member of the Standards Committee**

[ ]  **Member of Parliament**

[ ]  **Local authority Monitoring Officer**

[ ]  **Council officer or authority employee**

[ ]  **Other (**      **)**

The following will be notified about your complaint:

* Member(s) the complaint is made with respect to;
* The Council’s Monitoring Officer;
* The Chairman of the Standards Committee; and
* The Independent Person on the Standards Committee

The above will be provided with your name and a summary of the complaint. Full details of the complaint will be provided where necessary.

**YOUR COMPLAINT**

The Council’s Monitoring Officer will review every complaint received and, after consultation with the Chairman of the Standards Committee and the Independent Person on the Standards Committee, make a decision as to whether the complaint merits formal investigation. This decision will normally be taken within 10 working days of receipt of the complaint. Where the Monitoring Officer has made a decision, you will be informed of the decision and the reasons for the decision.

In certain cases the Monitoring Officer may refer complaints to the Standards Committee where it is felt inappropriate for him/her to make a decision.

Where the Monitoring Officer requires additional information in order to come to a decision, the information will be requested from you and information may be requested from the Member(s) against whom your complaint is directed.

Where the complaint relates to a Parish Councillor, the Monitoring Officer may inform the Parish Council of the complaint and seek the views of the Parish Clerk before deciding whether the complaint merits formal investigation.

Please provide the name(s) of the member(s) of Allerdale Borough Council or Parish Council you believe have breached the council’s Code of Conduct:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **First names** | **Surname** | **Member of** |
|       |       |       |       |
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Please explain why you feel the member has breached their council’s Code of Conduct. If you are complaining about more than one member you should clearly explain why you feel each individual has breached the Code of Conduct.

It is important that you provide all the information you wish to have taken into account. 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 was 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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| **Details of your complaint** (continue on a separate sheet if there is not enough space on this page and provide any supporting documents you would like to be taken into account) |
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**ONLY COMPLETE THIS 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 had made the complaint. We also believe they have a 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. 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.

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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** |
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**ADDITIONAL HELP**

Complaints must be submitted in writing. This includes fax and 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.

We can also help if English is not your first language.

If you need any support in completing this form, please let us know. Please telephone 01900 702502.

**EQUALITY MONITORING**

We are required to monitor ethnic or national origin to ensure that we do not inadvertently discriminate against members of a particular group. It would, therefore be helpful if you would complete the section below, although this is not compulsory.

The answers will be removed and kept entirely separate from your complaint and will be completely confidential. They will be used for statistical purposes only and individuals will not be identified.

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| --- |
| **What is your ethnic origin?** |
|       |

**Data Protection**: Allerdale Borough Council takes your privacy seriously and your data will be used to provide you with the services you request. It will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK data protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require. We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights then you can do so by contacting the Information Governance and Data Protection Officer, Allerdale House, Workington, Cumbria, CA14 3YJ (tel: 0303 123 1702 /email: foi@allerdale.gov.uk) or by using the Individuals’ Rights form on our website. For further information please see the Privacy Notice and individuals’ Rights section at www.allerdale.uk. If you are dissatisfied with the way we have processed your data you may contact the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)