



Standards Committee Complaints against Councillors

This form should only be used if you wish to make a complaint that a member of Malvern Hills District Council or a member of a Parish or Town Council has breached the local code of conduct for Councillors

COMPLAINT FORM

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 normally be released unless necessary or to deal with your complaint. 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 employee
- Other (please specify)

Making your complaint

Your complaint will be considered by the Assessment sub-committee which may decide to:

- refer the complaint to the monitoring officer for investigation;
- refer the complaint to the Standards board for England for investigation;
- refer the complaint for some other action; or
- take no action

In reaching its decision, the sub-committee will have regard to the Standards Committee's published assessment criteria, a copy of which is available on the Council's website at www.malvern hills.gov.uk or from the monitoring officer. The sub-committee will normally try to make a decision within 20 working days of receiving your complaint and you will be notified of their decision in writing.

If the Assessment sub-committee decides to take no action, you will be entitled to ask for this decision to be reviewed by a different sub-committee.

Further details of the complaints process are available on the Council's website as above or from the monitoring officer whose address is at the end of this form.

3. Please give the name of the member(s) you believe have breached the Code of Conduct and the name of their authority

Title	First name	Last name	Council or authority name

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.

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 to take any action on your complaint. 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 a member insulted you, please 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

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 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:

- you suffer from a serious health condition and there are genuine medical risks associated with their identity being disclosed.
- you have good reason to believe that you may be victimised or harassed by the Member(s) the subject of the complaint (or by a person associated with them).
- You are an employee of the authority and are genuinely afraid of losing your job or of other prejudice to your employment position if your identity is disclosed.
- You are genuinely concerned that you will receive less favourable treatment from the Council in terms of any service provision or any tender/contract because of the seniority of the Member the subject of the complaint.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The assessment sub-committee 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.

Please state why you would like your identity and/or the details of your complaint to be kept confidential

Please send your completed form to:

**Chairman of the Assessment sub-committee, C/O The Monitoring Officer,
Malvern Hills District Council, Council House, Avenue Road, Malvern, WR14 3AF**