



## MEMBER CODE OF CONDUCT COMPLAINT FORM

### 1. Your details

Please provide us with your name and contact details

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Contact telephone:</b>	
<b>Email address:</b>	

Your address and contact details will not be released generally unless necessary or to deal with your complaint but you will be notified prior to any release of this information.

Your name and a summary of the complaint will be shared with the Member.

If you are concerned that in releasing your personal details, you may be subject to detrimental treatment, you must advise the Monitoring Officer who will consider the circumstances of your concerns and determine if it is appropriate not to provide your name, although some detail of the complaint must be shared in order for the Member to understand the complaint made. Please complete section 3 of this form.

**Please tell us which complainant type best describes you:**

- ☐ Member of the public
- ☐ An elected or co-opted member of an authority
- ☐ Member of Parliament
- ☐ Local authority monitoring officer
- ☐ Other council officer or authority employee
- ☐ Other (please specify

## 2. Making your complaint

Please provide us with the following:

- (i) Name of the member(s) you believe have breached the Code of Conduct or any associated Protocols
- (ii) Name of their Council for whom they were acting

By way of example several Members are double or triple hatted – this means they may belong to several Councils at the same time, such as the District (Boston), a Parish (e.g. Fosdyke) and the County (Lincolnshire).

First name	Last name	Council Name

Please explain in this section (or on separate sheets) what the member has done that you believe breaches the Code of Conduct.

[Link to the Code of Conduct in the Constitution](#)

If you are complaining about more than one member you should clearly explain what each individual 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 when a decision is made on whether to take any action on your complaint.

For example:

- Be specific about why you think the Member was acting in an official capacity – the Code of Conduct applies only when a Member is acting in an official capacity and the Code of Conduct sets out clearly when this is likely to be.
- 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 places and dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- You should say 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.**

**3. Only complete this next 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 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 we consider there are exceptional circumstances or in revealing the identity, this could undermine the investigation of any complaint.

To allow us to give full consideration to a request for confidentiality we require you to provide us with an explanation of the reason why you think your details should be kept confidential. Any request for confidentiality should be made in the space below.

Please note that requests for confidentiality or requests for suppression of complaint details will not be granted automatically. 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.

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

#### 4. Informal Resolution

It is often possible to resolve complaints without recourse to formal investigation and hearing. In such cases it is important that appropriate action to seek to achieve resolution of the matter is undertaken without delay.

To assist us in doing this it would be helpful if you could describe;

- what outcome you are seeking
- what action you think would be appropriate to resolve your complaint

**Please provide us with details of what remedy you are seeking / what action you think might provide a satisfactory resolution to your complaint.**

## **2. Additional Help**

Complaints must be submitted in writing. This includes fax and electronic submissions. However, we will do our best 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 contact Alison Sparks, Deputy Monitoring Officer via [monitoring.officer@boston.gov.uk](mailto:monitoring.officer@boston.gov.uk).

**Signed:** ..... **Dated:** .....

Completed forms should be submitted to:

The Monitoring Officer  
Boston Borough Council  
Municipal Buildings  
West Street  
Boston  
Lincs. PE21 8QR

Or [email the feedback team](#)