



STRATFORD-ON-AVON DISTRICT COUNCIL

COMPLAINT OF COUNCILLOR MISCONDUCT

If you have any questions or difficulties filling in this form or you are in need of any support in completing it, because for example English is not your first language, or you have a disability that prevents you making your complaint in writing - please contact us on 01789 260400 and ask for the Monitoring Officer.

You can also e-mail us at monitoring.officer@stratford-dc.gov.uk – please state that the email is for the Monitoring Officer.

Please write CLEARLY and in BLACK INK

As an alternative to printing this form and writing the information, you can complete our online complaints form or email us at the above address to request an MS Word version of this form.

Please note

1. Complaints can only be accepted in writing
2. An officer from the Council may contact you personally to go through the details of your complaint
3. 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 the details of your complaint, please complete Section Four on confidential information.

Section One - Your details

Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Daytime telephone:	
Evening telephone:	
Mobile telephone:	
Email address: *	

* Please note that, wherever possible, we will contact you via email, if you have provided an email address

Please tick the appropriate box to tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of a Council
(if applicable, please state which Council)
- Local authority monitoring officer
- Other council officer or authority employee
- Other (Please specify): _____

Section Two: Who and what are you complaining about?

If you are complaining about more than one person, please complete a separate form for each.

i. Who are you complaining about?

Full Name	
Name of Council	

ii. Please tick the relevant box(es) to show which part(s) of the Code you feel has/have been broken?

<input type="checkbox"/> Do not treat others with disrespect.
<input type="checkbox"/> Do not use your position as a member of the Council for personal financial gain.
<input type="checkbox"/> Do not use your position as a member of the Council improperly to confer an advantage or disadvantage on yourself or any other person.
<input type="checkbox"/> Do not place yourself under any financial obligation to any person or organisation who might attempt to influence you.
<input type="checkbox"/> Do not misuse Council resources.
<input type="checkbox"/> Do not disclose confidential information.
<input type="checkbox"/> Do not bring Stratford-on-Avon District Council or the role of councillor into disrepute.
<input type="checkbox"/> Registering and declaring pecuniary and non-pecuniary interests

iii. What is the misconduct you are complaining about?

iv. On what date did this happen and where?

v. Was the councillor acting in their capacity as a councillor when the alleged misconduct happened?

vi. Evidence

Please attach to this form, copies of any correspondence, documents, or other evidence that you feel is relevant to your complaint. However, we do not need extensive background information; limit yourself to what is really relevant.

Please briefly describe the documents you are enclosing:

1.	
2.	
3.	

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

vii. Witnesses (if any)

Please tell us the names and details of any witnesses:

	First Name	Last Name	Address/Phone Number
1.			
2.			
3.			

Section Three: Settling of your complaint.

One option is an informal settlement of your complaint without the need for a formal investigation. Please use the box below to tell us whether you feel this might be possible in this case and, if so, could you suggest how?

Section Four: 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 Councillors who are complained about have a right to know who has made the complaint. We also believe that they have a right to be provided with a summary of the complaint.

We are very unlikely to withhold your identity or the details of your complaint unless we have good reason to believe that if your identity is disclosed:

1. You have reasonable grounds to believe you will be at risk of physical harm or;
2. You are an officer working closely with the Member in question and you fear the employment consequences or,
3. It would create medical risks associated with a serious health condition.

Requests to keep your name and address confidential will not automatically be granted. However, if you have made such a request you will be contacted and advised of the decision and, if your request is not granted, we will allow you the option of requesting the withdrawal of your complaint.

Please provide details below of why you believe we should withhold your name and/or the 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 Councillor and any parties involved in the complaints procedure. It may also be shared with the police in the prevention or detection of crime.

Declaration

I confirm that the information given on this form is correct to the best of my knowledge.

Signature: _____ Date: _____

Please send this form together with any attachments to:

Monitoring Officer
Stratford-on-Avon District Council
Elizabeth House
Church Street
Stratford upon Avon
CV37 6HX

Or by e-mail to monitoring.officer@stratford-dc.gov.uk

HOW YOUR INFORMATION IS USED. Stratford-on-Avon District Council will use the information that you provide for the administration of its complaints system (including sharing information with the subject councillor and Independent Persons). We may also share your information with other parties to whom your comments relate. We do this in the exercise of our official duty.

Your personal data will be held in accordance with our Retention and Destruction Policy which is available on our website. To discuss your right to request access to, rectification, restriction, portability or erasure of your personal data, or to object to the way that we process your personal data, please visit www.stratford.gov.uk/privacy or contact our Data Protection Officer by post at our Elizabeth House office, by email at data.protection@stratford-dc.gov.uk or by telephone on the mainline number 01789 267 575