###### COMPLAINT FORM: CODE OF CONDUCT FOR MEMBERS

(Please read ‘Information for potential complainants’ and the Council’s “Arrangements under the Localism Act 2011” before completing this form)

1. Complaints must be submitted **in writing**. This includes either hard copy by post and electronic submissions by email.
2. In line with the requirements of the Equality Act 2010, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing. If that is the case, please contact the Monitoring Officer for assistance.
3. We can also help if English is not your first language or if you need any support in completing this form. Please let us know as soon as possible by contacting:

Monitoring Officer

London Borough of Croydon

Resources Directorate

Legal Services Division

Bernard Weatherill House

8 Mint Walk

CROYDON

CRO 1EA

via e mail at: ethics@croydon.gov.uk

1. Please note that the Council has adopted Assessment Criteria which will be applied to your complaint to determine whether further action is appropriate. These criteria are located on the Council’s website.

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1. **Your details**

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5. Please provide us with your name and contact details

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| --- | --- |
| **Title:** |       |
| **First name:** |       |
| **Last name:** |       |
| **Address:** |       |
| **Telephone number: (please provide a day time telephone number)** |       |
| **Email address:** |       |

Your address and contact details will not usually be released unless it is necessary 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 Members of the Ethics Committee
* Independent person/s asked to provide views to Member complained about/ Monitoring Officer/Ethics Committee or panel thereof

We will tell them your name and give them details of your complaint to enable them to deal with it.

1. 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)

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1. **Making your Complaint**

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The sanctions available to the Ethics Committee are governed by law and are set out in the arrangements which the Council has adopted to support the ethics regime.

Your complaint will be dealt with in accordance with the arrangements established by the Council and the Ethics Committee. These arrangements are available on our website [www.croydon.gov.uk](http://www.croydon.gov.uk) on the Ethics Committee pages.

1. Please provide us with 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 |
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1. Please explain in this section (or on separate sheets) what the Member or co-opted 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, with dates/witnesses to substantiate the alleged breach.

It is also 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:

* You should be specific, wherever possible, about exactly what you are alleging the Member said or did.
* Please refer to the Code of Conduct and set out which sections of the Code you consider the Member has failed to comply with
* 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.

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1. **Remedy Sought**

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1. Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint. In indicating the remedy you are seeking, you should have regard to the sanctions available to the Ethics Committee as set out in the arrangements adopted by the Council

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1. **Signature and Date**

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Signed Date

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1. **Equalities Data Monitoring**

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Please take a moment to complete the equalities data monitoring form below and submit it with your complaint form so that we have a better idea about those who do and do not use our services. We want to ensure that our services are accessible to, and useful to people from all sections of society in Croydon

<https://www.croydon.gov.uk/sites/default/files/articles/downloads/Equalities-monitoring-form-feb-2014.pdf>