

Code of Conduct Complaint Form

Please use this form if you want to complain that a South Hams District Councillor (or a South Hams Town / Parish Councillor) has broken the Code of Conduct.



Please send the completed Complaint Form to:

Email: Monitoring.Officer@swdevon.gov.uk

Post: The Monitoring Officer,
South Hams District Council,
Follaton House,
Totnes
Devon, TQ9 5NE

1. Your details

Please provide us with your name and contact details

Your full name and title:	
Address:	
Daytime telephone:	
Mobile telephone:	
Email address:	

Please see **Guidance Notes 2, 3 and 4** about who will see your details, anonymous complaints and confidential complaints.

2. complainant type

Please tell us which complainant type best describes you (please tick):

- Member of the public
- An elected or co-opted member of the Council
- Council officer
- Other (please state below)

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3. Confidentiality

Only complete this section if you are asking that your identity is kept confidential. Please note that a request for confidentiality can only be granted in exceptional circumstances.

Please see Guidance 4

Details of why you believe we should withhold your name and/or withhold the details of your complaint:

4. Making your Complaint (*please see Guidance Note 5*)

(a) Details of the Councillor(s) that you wish to complain about:

Please provide us with the full name(s) of the Councillor(s) you believe have breached the Code of Conduct and the name of his/her Council:

	First name	Last name	Name of Council
Cllr			
Cllr			
Cllr			
Cllr			

(b) Details of the part(s) of the Code that you consider have been broken

Please tick all those that you think apply:

NB: The paragraph references below are to those set out in the South Hams Code of Conduct – you may need to amend these in line with the relevant Parish or Town Code of Conduct.

Reference in Code	Provisions of the Code of Conduct	Tick those that apply
4.1(a)	Failure to treat others with courtesy or respect	
4.1(b)	Failure to have regard to professional advice	
4.2 (a)	Improperly using position to confer advantage or disadvantage	
4.2 (b)	Causing the Council to breach the Equality Acts	
4.2 (c)	Bullying or intimidating any person	
4.2 (d)	Intimidating complainants or witnesses	
4.2 (e)	Compromising the impartiality of Council officers	
4.2 (f)	Improperly disclosing confidential information	

Reference in Code	Provisions of the Code of Conduct	Tick those that apply
4.2 (g)	Preventing others from accessing information they are entitled to by law	
4.2 (h)	Brought the office of Councillor or the Council into disrepute	
5 and 7	Failed to declare a personal interest (in the Register or at a meeting)	
5 and 6	Failed to declare a Disclosable Pecuniary Interest (in the Register or at a meeting)	
8	Failed to leave the meeting room where the Code requires the councillor to do so	

(c) Details of your Complaint

Having regard to the **Guidance Note 5** please provide full details and supporting evidence of your complaint i.e. please set out why you consider the councillor has broken the provisions of the Code that you have ticked in box 4 (a) above.

If you are complaining about more than one councillor, you should clearly explain what each individual councillor has done that you believe breaches the Code of Conduct.

Please continue on a separate sheet (or word document) if you need more space.

Details of your complaint:

Details of your complaint continued

5. Additional help

Complaints must be submitted in writing. This means you can email your complaint or send a paper copy of your complaint (please see the details at the beginning of this form).

However, in line with the requirements of the Disability Discrimination Act 2000, we are happy to 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 as soon as possible.

6. Confirmation

Please tick to say that you have read the following before completing and sending your Complaint Form to the Monitoring Officer:

Guidance Notes for completing the Complaint Form

Policy for Dealing with Standards Complaints

Signed:

Typed signatures are fine if sending by email

Date:

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