

COMPLAINT FORM

Code of Conduct – Council, Town & Parish Councillors and Co-opted Member(s).

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:	

Please indicate if you would prefer us to use your email address instead of your postal address for correspondence purposes _____

2. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted Member(s) of an Authority or a Town and Parish Council
- Local Authority Monitoring Officer
- Other Council Officer or employee of the Council
- Other - please specify _____

3. 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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4. Please identify which paragraphs of the Code of Conduct you believe have been breached:

1 Selflessness		6 Honesty sub paragraph b	
2 Integrity		7 Respect for others sub paragraph a	
3 Objectivity		7 Respect for others sub paragraph b	
4 Accountability		7 Respect for others sub paragraph c	
5 Openness sub paragraph a		7 Respect for others sub paragraph d	
5 Openness sub paragraph b		8 Leadership	
6 Honesty sub paragraph a		9 Gifts and Hospitality	

5. Please explain in this section (or on separate sheets) what the Member(s) has/have done that you believe breaches the Code of Conduct. If you are complaining about more than one Member you should explain clearly what each individual person has done which you believe breaches the Code of Conduct.

Please provide us with details of your complaint. Continue on a separate sheet if there is not enough space on this form.

6. Only complete this section if you are requesting that your identity is kept confidential

In the interests of fairness and natural justice, the Council believes that Member(s) who are complained about have a right to know who has made the complaint. ~~The Council also believes they have a right to be provided with a copy of the complaint.~~ We are unlikely to withhold your identity or the details of your complaint unless you have good reason. **Please refer to page 2 of the 'How to make a complaint' guide.**

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

7. Signature:

I understand that by signing this form I am giving Cheshire East Borough Council permission to pass a copy of this complaint and any evidence supplied in support, to the individual ('the Subject Member') against whom the complaint has been made.

Signed: _____ **Date:** _____

8. Additional Help

Complaints must be submitted in writing. You may post, fax or email your signed, completed form to the Monitoring Officer. However, 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~~ **this way**.

We can also help if English is not your first language.

**If you need any support in completing this form, please contact
XXXXXXXXXXXXXXXXXXXX**