



COMPLAINT FORM – relating to a breach of the Code of Conduct by a Crawley Borough Councillor or a Co-opted Member of the Council

For more information about the complaints process, please see the “Arrangements” the Council has adopted for dealing with Code of Conduct Complaints which is detailed in the Council’s Constitution

Section 1. Your Details

Please provide us with your name and contact details

First name:	
Last name:	
Address:	
Contact telephone:	
Mobile telephone:	
Email address:	
Signature:	
Date	

Section 2. Capacity in Which Making the Complaint

Please tell us in which capacity you are making the complaint by ticking the appropriate box below:

- Member of the public
- An elected or co-opted member of an authority
- Member of Parliament
- Other council officer or authority employee
- Other - Please state the capacity in which you are making the complaint

Section 3. Details of the Complaint

Please provide us with the name of the Councillor(s) and/or co-opted member(s) you believe have breached the Code of Conduct and when the alleged breach took place

	First name	Last name
Councillor		
Councillor		
Councillor		
Councillor		

Date the alleged breach / complaint took place	
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Section 4. The Complaint

Your complaint will be considered on the basis of the information you provide. It is therefore very important that you set your complaint out clearly and provide all the relevant information (including documents or other material) you want the Council's Monitoring Officer to consider.

Firstly please tick which of the following General Obligations, set out in the Code of Conduct for Councillors, your complaint relates to:

The Councillor /co-opted member:

- Failed to treat others with respect.
- Breached or caused the Council to breach any of the equality duties as set out in the Equality Act 2010.
- Bullied* or harassed* a person(s) (* as defined in the Code of Conduct for Councillors).
- Intimidated, or attempted to intimidate, any person(s).
- Compromised the impartiality of those who work for, or on behalf of, the Council.
- Disclosed confidential information.
- Behaved in a manner which could reasonably be regarded as bringing their office or authority into disrepute.
- Used, or attempted to use, their position as a Councillor improperly to confer on, or secure for themselves or any other person, an advantage or disadvantage.
- Used or authorised the use of Council resources in an improper manner or for political purposes (including party political purposes).
- Failed to have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- Failed, when reaching a decision, to take due regard of advice provided by the Chief Finance Officer or Monitoring Officer.
- Failed to provide reasons for a decision(s) in accordance with any statutory requirements.

Now please provide us with the details of your complaint and why you feel the Councillor / co-opted member breached the Code of Conduct as you identified on the previous page:

It is important that you provide all the information you wish to have taken into account when the Monitoring Officer decides whether or not to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the person said or did. For instance, instead of writing that the person insulted you, you should say what it was they said.
- You should provide 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 names and contact details. If possible, you should provide any relevant background information.
- If there has been a time lapse of more than 28 days since the alleged behaviour or conduct, explain why you delayed lodging your complaint.

Continue on a separate sheet(s) if there is not enough space on this form

Section 5. Request for Anonymity

(Only complete this Section if you are requesting that your identity is kept confidential)

Please provide details as to why you believe we should withhold your name and/or the details of your complaint (Note. Anonymous complaints will not normally be allowed and complainants should expect to be identified, unless there are exceptional circumstances relating to the protection of children or vulnerable adults, an obligation of confidence or the possibility of violence or intimidation):

Section 6. Resolution(s) Sought

Please indicate the resolution(s) you are hoping to achieve by submitting this complaint.

Section 7. Equalities Monitoring

If you are happy to, please complete the attached equalities monitoring questions. This information will be kept confidential and separate from your complaint form. The answers will not be disclosed. The details you provide will be used by Crawley Borough Council to collect statistics relating to equalities and complaints about Councillors and co-opted member conduct.

Where to send this form

Completed forms should be sent to the Council's Monitoring Officer either:

By post:

"Private & Confidential"
Siraj Choudhury
Head of Legal, Governance & HR (Monitoring Officer)
Crawley Borough Council
Town Hall
The Boulevard
Crawley
West Sussex
RH10 1UZ

By email:

Siraj.Choudhury@crawley.gov.uk

MONITORING INFORMATION

1. What is your gender:

- | | |
|--------------------------|---------------------|
| <input type="checkbox"/> | Male |
| <input type="checkbox"/> | Female |
| <input type="checkbox"/> | I prefer not to say |

I self-identify as.....

2. Which age group do you belong to?

- | | |
|--------------------------|----------|
| <input type="checkbox"/> | Under 21 |
| <input type="checkbox"/> | 21 – 40 |
| <input type="checkbox"/> | 41 – 60 |
| <input type="checkbox"/> | Over 60 |

3. Please choose one of the following options that most accurately describes your ethnic group or background:

A. WHITE

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | British |
| <input type="checkbox"/> | Irish |
| <input type="checkbox"/> | Gypsy or Irish Traveller |

Other White background (please describe).....

B. MIXED / MULTIPLE ETHNIC GROUPS

- | | |
|--------------------------|---------------------------|
| <input type="checkbox"/> | White and black Caribbean |
| <input type="checkbox"/> | White and black African |
| <input type="checkbox"/> | White and Asian |

Other Mixed or Multiple Ethnic background (please describe).....

C. ASIAN / ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Chinese

Other Asian or Asian British background (please describe).....

D. BLACK / BLACK BRITISH

African

Caribbean

Other Black or Black British background (please describe).....

E. OTHER

Other background (please describe).....

I prefer not to specify

4. Do you consider yourself to have a disability?

(For the purpose of this monitoring "disability" is defined as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities)

Yes

No