

## How to complain about the behaviour of a councillor

# COMPLAINT FORM – relating to a breach of the Code of Conduct by a councillor or a co-opted member of the Council

Please read the accompanying [guidance notes](#) carefully before completing this form.

For more information about the complaints process, please see Part 3 of the Council's [Constitution](#).

### **Section 1: Please provide us with your contact details\_**

Title:	
First name:	
Last name:	
Address:	
Telephone:	
Email address:	
Date of complaint:	
Signature:	

### **Section 2: Please tell us in which capacity you are making this complaint**

- 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: Please provide us with the name of the councillor(s) and/or co-opted member(s) you believe have breached the Code of Conduct**

First name(s)	Last name(s)

**Section 4: Please provide us with the details of your complaint**

Your complaint will be considered on the basis of the information that you provide. It is therefore very important that you set your complaint out clearly and provide all the information (including documents or other material) that 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.

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

Only complete this section if you are requesting that your identity is kept confidential.  
(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: Please indicate the resolution(s) you are hoping to achieve by submitting this complaint**

**Where to send this form**

This form can be sent via email to:

[Siraj.Choudhury@ Crawley.gov.uk](mailto:Siraj.Choudhury@ Crawley.gov.uk)

Or via post (marked '*private and confidential*') to:

Siraj Choudhury  
Head of Governance, People & Performance and Monitoring Officer  
Crawley Borough Council  
Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

## Equalities Monitoring

If you are happy to, please complete the following 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.

### What is your registered sex?

Male  Female  Prefer not to say

### What is your ethnicity?

(Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong).

#### Asian or Asian British

Indian  Pakistani  Bangladeshi  Chinese

Any other Asian background, please write in: .....

#### Black, African, Caribbean or Black British

African  Caribbean

Any other Black, African or Caribbean background, please write in: .....

#### Mixed or Multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian

Any other Mixed or Multiple ethnic background, please write in: .....

#### White

English  Welsh  Scottish  Northern Irish  Irish  British  Gypsy or Irish Traveller

Any other White background, please write in: .....

#### Other ethnic group

Arab  Any other ethnic group, please write in: .....

Prefer not to say

### Do you consider yourself to have a disability or health condition?

(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  Prefer not to say

### What is your age?

Under 21  21-40  41-60  Over 60  Prefer not to say

### Please tell us how you found out how to make this complaint:

Crawley Borough Council Web Site

Crawley Borough Council Contact Centre

Other (please specify)  .....