

COMPLAINT FORM

This is the form to use if you wish to make a complaint that a Councillor has not complied with the Members' Code of Conduct. The form can be used for complaints about members of Harrogate Borough Council and members of any parish, town or city council in the District. A list of those councils, a copy of the Code and a statement of the Council's procedure for dealing with those complaints is available on request.

Please note that although not every complaint is referred for investigation, every complaint is given careful consideration. When you have completed the complaint form, it should be sent to:

The Monitoring Officer, Harrogate Borough Council, Crescent Gardens,
Harrogate, HG1 2SG.

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:	

Your address and contact details will not be released unless necessary to deal with your complaint. Please note that anonymous complaints will only be referred for investigation if they include documentary or photographic evidence, indicating that an exceptionally serious breach of the Code has taken place.

Your complaint will be considered by a panel of members of Harrogate Borough Council's Standards Committee, advised by the Borough Council's Monitoring Officer and his staff. In addition, the following people will be told that you have made this complaint:-

- The member(s) you are complaining about
- The parish or town clerk of the members' council (if applicable)

We will tell them your name and give them a summary of your complaint. We will give them full details of your complaint where necessary or appropriate to be able to deal with it. If you have serious concerns about your name and a summary, or details of your complaint being released, please complete section 6 of this form.

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

- Member of the public
- An elected or co-opted member of an authority
- An independent member of the standards committee
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Other ()

3. Making your complaint

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

4. Please explain in this section (or on separate sheets) what the 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.

It is important that you provide all the information you wish to have taken into account by the assessment panel when it decides 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. For instance, instead of writing that the member insulted you, you should state what it was they said.
- 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. These will not be contacted unless the Panel decides a full investigation is warranted.
- 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.

Only complete this next section if you are requesting that your identity is kept confidential. Please note that in most cases the Committee will expect that your identity should be disclosed to the person about whom you are complaining. It will only be in very exceptional cases that the Committee will be prepared to keep your identity confidential.

5. In the interests of fairness and natural justice, we believe members who are complained about have a right to know who has made the complaint. We also believe they have a right to be provided with a summary of the complaint. We will not withhold your identity or the details of your complaint unless you are able to satisfy the panel that there is good reason to do so.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The assessment sub-committee will consider the request alongside the substance of your complaint. We will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the option of withdrawing your complaint.

In very exceptional circumstances, the Standards Board may decide that the public interest requires an investigation into your complaint to proceed, even though you have asked that your complaint should be withdrawn.

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

6. Additional Help

Complaints must be submitted in writing. However, in line with the requirements of the Disability Discrimination Act 2005, we can 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 by contacting: Andy West on 01423 556003 or Lesley Worrall on 01423 556006