COMPLAINT FORM:
CODE OF CONDUCT FOR COUNCILLORS

To The Chairman,
Standards Committee

A. Your details

1. Please provide us with your name and contact details.

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

This complaint form will be disclosed to Councillor(s) you are complaining against. If you have serious concerns about your name being released, please complete **Section C** of this Form.

2. Please tell us which of the following best describes you:

☐ A member of the public
☐ An elected or co-opted Member of the Council
☐ A Member of Parliament
☐ A council employee
☐ A contractor or agent of the Council

3. Equality Monitoring Form - please fill in the attached form.

B. Making your complaint

4. Please provide us with the name of the Councillor(s) you believe have breached the City Council's Code of Conduct:

Title	First name	Last name

5. Please explain in this section what the Councillor is alleged to have done that you believe breaches the Code of Conduct. If you are complaining about more than one Councillor you should clearly explain what each individual person has done, with dates / witnesses to substantiate the alleged breach.

If you have not already done so, please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form.

(Continue on separate sheet(s), as necessary)

C. Confidentiality

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

6. In the interests of fairness and in compliance with the rules of natural justice, we believe Councillors who are complained about have a right to know who has made the complaint and the substance of the allegation(s) made against him / her. We are, therefore, unlikely to withhold your personal details or the details of your complaint unless you have good reasons to believe that you have justifiable grounds. Accordingly the completed complaint form will normally be sent to the Councillor(s) complained about.

   Please note that requests for confidentiality or requests for suppression of the personal and complaint details will not automatically be granted. The Standards Committee will consider the request alongside the substance of your complaint and the Monitoring Officer will then contact you with the decision. If your request for confidentiality is not granted, we will usually allow you the opportunity, if you so wish, of withdrawing your complaint.

   However, it is important to understand that - in exceptional circumstances, where the matter complained about is very serious - we may proceed with an investigation (or other action) and may have no choice but to disclose your personal and complaint details, because of the allegation(s) made, even if you have expressly asked us not to.

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:
(Continue on separate sheet(s), as necessary)

D. Remedy sought

7. Please indicate the remedy or remedies you are looking for or hoping to achieve by submitting this complaint.

(Continue on separate sheet(s), as necessary)

E. Additional information

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 contact the Monitoring Officer as soon as possible.

F. Process from here

Your complaint will be presented to a meeting of the Standards Committee for consideration.

The Committee may resolve to:

(a) dismiss your complaint, with reasons; or

(b) ask you for additional information, with reasons; or

(c) refer your complaint to the Monitoring Officer for investigation.

You will be notified after the meeting and given information on any further stage(s) in the process at that time.

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Birmingham City Council
- Information for monitoring purposes only -

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

☐ British ☐ Albanian/Kosovan ☐ Romany
☐ Irish ☐ Bosnian

Any other White background please write here :

B Mixed

☐ White and Black - Caribbean ☐ Asian and Black
☐ White and Black – African ☐ White and Asian

Any other Mixed background please write here :

C Asian or Asian British

☐ Indian ☐ Kashmiri
☐ Pakistani ☐ Bangladeshi

Other Asian background please write here :

D Black or Black British

☐ Caribbean ☐ African

Any other Black background please write here :

E Chinese or other ethnic group

☐ Chinese ☐ Arab ☐ Afghan
☐ Vietnamese ☐ Kurdish

Any other please write here :