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**STANDARDS COMPLAINT FORM**

**Your details**

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

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| --- | --- |
| **Title:** |  |
| **First name:** |  |
| **Last name:** |  |
| **Address:** |  |
| **Daytime telephone:** |  |
| **Evening telephone:** |  |
| **Mobile telephone:** |  |
| **Email address:** |  |

Your address and contact details will not usually be released unless necessary or to deal with your complaint.

However, we will tell the following people that you have made this complaint

* the Member(s) you are complaining about
* the Monitoring Officer of the Authority
* the Chair of the Standards Committee
* the Parish or Town Clerk (if applicable)

We will tell them your name and give them details of your complaint. If you have serious concerns about your name 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. 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 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 sub-committee when it considers your complaint in order to make recommendations to the Monitoring Officer on what action to take. 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.
* You should provide any relevant background information.

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| 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**

**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 details of the complaint unless you have good reason.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer 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.

However, it is important to understand that in certain exceptional circumstances where the matter complained about is very serious, we can proceed with an investigation or other action and disclose your name even if you have expressly asked us not to.

Finally, even if the Monitoring Officer agrees to withhold your name or the details of your complaint, that information will be disclosed to the subject Member no later than the date of the decision on how the Council intends to deal with your complaint.

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

**Additional Help**

**6.** Complaints must be submitted in writing. This includes fax and electronic submissions. However, in line with the requirements of the Equalities Act 2012 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.

If you have a disability which prevents you from making your complaint in writing we will arrange for someone to meet with you to discuss your complaint and make notes which can be submitted on your behalf. We can also provide a signer to explain your complaint to us, if you need one. Our documents can me be made available in large print, Braille, or easy to read formats if your wish.

We can also help if English is not your first language by providing some documents in other languages, or by providing an interpreter if required.

Signed: ………………………………………………………………………………………….

Date: ……………………………………………………………………………………………

Please return the form to:-

**Harvey Patterson:**

**The Monitoring Officer**

**FAO: Chairman of the Standards Committee**

**Hertsmere Borough Council**

**Civic Offices**

**Elstree Way**

**Borehamwood**

**Herts WD6 1WA**

Alternatively, you can return the form by e-mail to:

[democratic.services@hertsmere.gov.uk](mailto:democratic.services@hertsmere.gov.uk)

Further information on making a complaint can be found at:

[**https://www.hertsmere.gov.uk/Your-Council/Councillors-MPs--MEPs/Councillors-conduct-and-standards-of-behaviour.aspx**](https://www.hertsmere.gov.uk/Your-Council/Councillors-MPs--MEPs/Councillors-conduct-and-standards-of-behaviour.aspx)