



COMPLAINT AGAINST AN ELECTED MEMBER FORM

For more information regarding the process please view the [Council's Code of Conduct complaints procedure](#)

Your details

1. Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Telephone number:	
Email address:	
Date:	

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

If you have serious concerns about your name, or details of your complaint being released, please complete section 4 of this form.

Please tell us which complainant type best describes you:

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

After a decision has been made regarding your complaint, you will be told about the decision in writing.

Making your complaint against an elected member

2. If making a complaint against an elected member it should be about the behaviour of that member and why you think they have broken any part of the authority's Code of Conduct.

A copy of the relevant Code of Conduct is available from the council the member you want to complain about is a member of.

Once received, details of the complaint will be provided to the councillor for an initial response. The council's Monitoring Officer or one of his deputies will consider your complaint and decide whether or not there should be an investigation, informal resolution or no further action.

An acknowledgment of your complaint will be sent and you will be kept informed of progress.

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

4. Please explain in this section 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 when a decision is made and what form of informal resolution you may find acceptable. 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.
- An explanation by the subject member of the circumstances surrounding the complaint

- An apology from the subject member.
- Agreement from the subject member to attend relevant training or to take part in a mentoring process.
- Offering to engage in a process of mediation or conciliation between the subject member and the complainant.
- Correcting an entry in a register.
- Any other action capable of resolving the complaint.

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 a summary of the complaint. We are unlikely to withhold your identity or the details of your complaint unless you have good reason.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. Your request will be considered 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.

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 should be submitted in writing by filling in this form within 10 working days of the alleged breach of the Member's Code of Conduct. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

If you need any support in completing this form or have good reason for submitting it later than 10 working days after the alleged breach, please let us know as soon as possible.

Once completed please return the form to:

The Monitoring Officer, c/o Mrs Marie Bartlett, Democratic Services, Isle of Wight Council, County Hall, Newport, Isle of Wight, PO30 1UD

or electronically to: marie.bartlett@iow.gov.uk