

COMPLAINT FORM

Complaint against a Member

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:	
Evening telephone: Mobile telephone:	

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

However, subject to what we tell you in paragraph 6, 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

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 tel	I us which complainant type best describes you:
		Member of the public
		An elected or co-opted member of an authority
		Member of Parliament
	$\overline{\Box}$	Local authority monitoring officer
		Other council officer or authority employee
		Other (

3. Equality monitoring questions

To ensure that publicity about the availability of the procedure for complaining about a Member is correctly targeted the Council wishes to ask you some questions about your background. These are contained on a separate sheet at the end of this form. Completion and return of that part of the form is entirely voluntary but it would assist the Council if you complete it as fully as possible.

Making your complaint

This form is intended for use only when a complaint is being made about the conduct of a Member and when you believe the Member has breached the provisions of the Member Code of Conduct. The process is not intended for use if you object to the political views of the Member or some aspect of the Council's policy.

Once a complaint has been received it will be acknowledged and then referred to the Monitoring Officer. The Monitoring Officer may ask you and the member for further information to inform a decision upon whether there might be a case for the Member to answer. Before taking action upon the complaint he will notify the Council's Independent Person to obtain that person's views upon the Monitoring Officer's proposed course of action.

If the Monitoring Officer decides to take no further action in regard to your complaint you will be notified about this and told the reason.

You will be kept informed by letter as your complaint progresses and given intended timescales for each step of the process. However if at any time you wish to have additional information please contact the Corporate Governance Team on telephone (01482) 613233

4.	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

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 Monitoring Officer when he/she 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.
- 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.

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

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 to believe that one of the following applies:

- The circumstances of the complaint are such that it would be unreasonable to reveal the identity of the complainant to the Member.
- The allegation is one of bullying and/or harassment and there is a significant risk that identification of the complainant and/or the nature of the allegation may result in further activity of a similar nature.
- The allegation against the Member is serious and of such a nature that an investigation may be hampered if full details of the complaint are provided.
- The allegation indicates the commission of a criminal offence that might have to be reported to the police.

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.

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

Additional Help

7. Complaints must be submitted in writing. This includes fax and electronic submissions.

To post this form please address it to:

Mr Ian Anderson Monitoring Officer Hull City Council The Guildhall Alfred Gelder Street Kingston upon Hull HU1 2AA

To send this form by 'fax please send it to: (01482) 614804
To send it by e-mail please send it to: nadine.wharam@hullcc.gov.uk

In line with the requirements of the Equality Act 2010 we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing in this event please telephone (01482) 613233.

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.

HULL CITY COUNCIL

EQUALITY MONITORING FORM

LOCAL ASSESSMENTS AND DETERMINATIONS

All sections are voluntary and all information gathered will only be used by ourselves for equalities monitoring. We will not pass your details onto anyone else.

If you wish you can detach this part of the form and send it by separate post to the Town Clerk, The Guildhall, Alfred Gelder Street, Hull HU1 2AA. (If you do not wish to be identified please do not insert your personal details below)

Personal details:		
Name:		
Address:		
Post Code:		
Contact number:		
Email:		
Please indicate your age group be 16-25 26-40 41-55 56-7 What is your Ethnic Group		
(a) White	Please tick	
British Irish Any other white background (please give details)		

(b) Mixed	Please tick	
White and Black Caribbean White and Black African White and Asian Any other Mixed background (please give details)		
c) Asian or Asian British	Please tick	
Indian Pakistani Bangladeshi Chinese Any other Asian background (please give details)		
d) Black or Black British	Please tick	
Caribbean African Any other Black background (please give details)		
e) Other Ethnic Group	Please tick	
Arab Gypsy/Romany/Irish Traveller Any other (please give details)		
Would you consider yourself dis	sabled?	
Yes/No		
Date:		