

## Complaints in Respect of an Alleged Breach of the Code of Conduct

### COMPLAINT FORM

#### Your details

1. Please provide us with your name and contact details

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Daytime telephone:</b>	
<b>Evening telephone:</b>	
<b>Mobile telephone:</b>	
<b>Email address:</b>	

**We will supply, in confidence, a copy of your complaint form to the following people:**

- the member(s) you are complaining about
- the monitoring officer of the authority
- the local ward member(s)
- the independent person
- the parish or town clerk (if applicable)

**We will tell them your name and the date we received your complaint.**

**Please note at this time the information you provide to us will not be made available in the public domain. All information at this stage will be treated in the strictest confidence by us and should also be treated in confidence by yourself.**

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 subcommittee
- 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

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.

**WLDCs Code currently covers the following: -**

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of

their official duties.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

**In addition, West Lindsey District Council's Code also includes local provisions relating to:**

- 1. Respect, Bullying, Harassment**
- 2. Confidential information**
- 3. Use of resources**

The full wording of the Code can be found at [Complain about a councillor | West Lindsey District Council](#)

All District Councillors and any Parish Councillor who has signed up to this Code are covered by these provisions.

It is a criminal offence to –

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting

- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting.

It is important that you provide all the information you wish to have taken into account regarding 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.

## 5. Additional Voluntary Information

Whilst not acknowledging that your complaint is justified and without prejudice, it would help in dealing with your complaint to know what your desired outcome of this complaint might be. If you feel able to provide this information please do so in the box below:

### **Additional Help**

6. Complaints must be submitted in writing. This includes fax and electronic submissions. If you have a disability that prevents you from making your complaint in writing, arrangements can be made to assist you. Please contact the Monitoring Officer.

If you require a copy of this complaints form in large print, Braille, Audio or your Native Language please contact the Monitoring Officer using the details below.

If you need any support in completing this form, please let us know as soon as possible.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

[Privacy Notice](#)

### **Please submit your complaint to:**

Monitoring Officer  
West Lindsey District Council  
Guildhall, Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA  
Email: [MonitoringOfficer@west-lindsey.gov.uk](mailto:MonitoringOfficer@west-lindsey.gov.uk)

Version 5