

# Local Councillor Conduct Complaint Form

Please return to:  
The Monitoring Officer, Head of Legal and Democratic  
Services, Ashford Borough Council



## 1. Your Details

Please provide us with your name and contact details.

Title: .....  
First Name: .....  
Last Name: .....  
Address : .....  
.....  
..... Postcode: .....  
Daytime Telephone: .....  
Mobile Telephone: .....  
Evening Telephone: .....  
Email Address: .....

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

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

- the councillor you are complaining about
- the parish or town clerk (if applicable)

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. Complainant Details

Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Council employee
- Other (please specify)

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### **3. Making Your Complaint**

A complaint that there has been a breach of the Code of Conduct by a councillor of Ashford Borough Council or of any parish or town council within the Ashford area should be addressed to the Monitoring Officer, as detailed in section 7 of this form. Your complaint will be acknowledged on receipt and referred to the Assessment Panel, a sub-committee of the Standards Committee, unless it does not relate to the Code of Conduct. In this case you will be notified by the Monitoring Officer that the complaint is not within the remit of the Standards Committee. The Assessment Panel aims to take an assessment decision within an average of 20 working days of receipt of all the complaint information. This may be a decision not to take any further action or to refer the matter for local investigation or to refer the matter to the Standards Board for England or some other form of action. Initial assessment decisions are normally conducted in closed meetings to which the press and public do not have access and you will be notified of the decision in writing.

If the Assessment Panel decides that no action should be taken in respect of your complaint, you have a right to ask for a review of that decision. You may exercise this right by writing to the Monitoring Officer giving your reasons for requesting a review within 30 working days after you have received the initial assessment decision. A Review Panel, a separate sub-committee of the Standards Committee, will then carry out a review within a maximum period of three months of receiving your request. It will apply the same criteria used for initial assessment and has the same options available to it as the first Assessment Panel. Review Panels are also conducted in closed meetings and you will be notified of their decision in writing. Members of the Assessment Panel will not sit on the Review Panel.

If either Panel decides to refer your complaint for local investigation, the Monitoring Officer will inform you in writing of the decision and, if appropriate, advise you who will be responsible for conducting the investigation. Thereafter if the investigation finds that a breach of the Code of Conduct has taken place a hearing will be held before the Panel to decide if the investigator's finding is accepted and what action should be taken, if any. This hearing will normally be conducted in public unless there are public policy grounds for conducting the hearing in private.

In the event that the Assessment or Review Panel decides to refer your complaint to the Standards Board for England, the Standards Board has discretion as to whether it will accept a case or refer it back to the Standards Committee.

In cases where other action is recommended by the Assessment or Review Panel, training or conciliation may be appropriate alternatives to an investigation. In all cases, you will be informed of the decision in writing.

#### 4. Councillor Details

Please provide us with the name of the councillor you believe may have breached the Code of Conduct and the name of their authority. **Please complete a separate form for each councillor.**

Title	First Name	Last Name	Council or Authority Name

#### 5. Complaint Details

(A) Please explain in this section what the councillor has done that you believe breaches the Code of Conduct.

I claim that the Councillor has breached the following parts of the Code of Conduct, for the following reasons:-

Paragraph of the Code of Conduct (See final bullet point below)	Brief Description of the Breach of the Code (FULL DETAILS SHOULD BE PROVIDED ON THE NEXT PAGE)

**It is important that you provide all the information you wish to have taken into account by the Assessment Panel when it decides whether to take any action on your complaint.** For example:

- You should be specific, wherever possible, about exactly what you are alleging the councillor said or did. For instance, instead of simply asserting that the councillor insulted you, you should state what they actually said.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give as accurate an indication as possible.
- 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. Any strings of emails should have the relevant parts highlighted and you must refer to the relevant parts in the “Details of your Complaint”.





## 7. Additional Information

Complaints must be submitted in writing to:

The Monitoring Officer  
Head of Legal and Democratic Services  
Ashford Borough Council  
Civic Centre  
Tannery Lane  
Ashford  
Kent  
TN23 1PL

You may download this form but we would like you to send it to us in hard copy signed and dated by you at the end. However, in line with the requirements of the Disability Discrimination Act 2000, we can make reasonable adjustments to assist and support 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.

Signature: .....

Date: .....