

COMPLAINT FORM FOR ALLEDGED BREACHES OF THE MEMBER CODE OF CONDUCT

Introduction

In accordance with the Localism Act 2011 the council is required to have Arrangements for dealing with Standards Allegations against breaches of the Members Code of Conduct by an elected member. Please note these Arrangements only apply when the person is acting as an elected member.

Note that elected member means councillor.

The Members Code of Conduct adopted by Southwark Council can be accessed via the following link - [Members Code of Conduct](#).

The council's Arrangements for dealing with Standards Allegations under the Localism Act 2011 can be accessed here - [Arrangements for dealing with standards allegations](#)

If you require a paper copy of either document please contact Norman Coombe or Tom Crisp using the details below.

Please fill in this form and return it to the monitoring officer whose address is given at the end of the form.

Your details

Please provide us with your name and contact details

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 council's independent person.

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 the section below requesting that your identity is kept confidential..

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 ()

Making your complaint

You can make your complaint by completing the details below.

Please provide us with the name of the member(s) you believe have breached the Code of Conduct.

Title	First Name	Last Name

Please explain in the box below (or on separate sheets) what the member has done that you believe breaches the Code of Conduct. It is important that you identify which part(s) of the Code you believe have been breached. 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 they decide 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 details 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.

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 for example you maybe subject to victimisation or harassment.

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. Please note the decision of the monitoring officer is final.

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

Complaints must be submitted in writing. This includes fax and electronic submissions. 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, please let us know as soon as possible.

What Happens Next?

1. We will acknowledge receipt of your complaint within 5 workings days of receipt.
2. The Monitoring Officer will assess your complaint and decide what further action to take.

The Council's Monitoring Officer is:

Doreen Forrester-Brown

Southwark Council

2nd Floor

PO Box 64529

London SE1P 5LX

Email: doreen.forrester-brown@southwark.gov.uk

Fax: 020 8043 4337

PLEASE MARK ALL CORRESPONDENCE SENT TO THE MONITORING OFFICER PRIVATE AND CONFIDENTIAL

If you have any questions about this form or the complaints process in general then please contact:

Norman Coombe, Head of Corporate Team – Legal Services via his e-mail norman.coombe@southwark.gov.uk or on 020 7525 7678; or

Allan Wells, Senior Lawyer (Governance) – Legal Services via his e-mail allan.wells@southwark.gov.uk or on 020 7525 2130