

MEMBERS' CODE OF CONDUCT COMPLAINT FORM

This form should only be used for complaints which involve a breach of the Code of Conduct for Members who are acting in their official capacity as Members. Access the Council's Code of Conduct for Members by clicking on this link: [Part 4 of The Constitution \(redbridge.gov.uk\)](http://redbridge.gov.uk). Please read the **Guidance Note** before completing this form. Please send this completed form with any documents to the Monitoring Officer at Pervinder.Sandhu@redbridge.gov.uk

1. Your details:

State your name and contact details below

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

First Name	
Last Name	
Address	
Contact number	
Email address	

Note: We may tell the following people that you have made this complaint:

- The Member(s) you are complaining about
- The Monitoring Officer of the Authority and/or his/her representative
- The Standards Committee or relevant such Committee

Your name and a summary of your complaint may be divulged to the aforesaid. We may 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, or a summary, or details of your complaint being released, please complete Section 5 of this form fully.

2. Please indicate below what best describes you as the complainant:

- 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
- Other (please state)

3. Please provide the name of the Member(s) you believe has breached the Code of Conduct

Title	First Name	Last Name

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- 4. Explain below what the Member has done that has caused you to believe a breach of the Code of Conduct has occurred. 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 considered by the Monitoring Officer who will 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 the Member insulted you, you should state what it was they said or did.
- You should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates, it is important to give a general time frame and as much information 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.
- If possible please refer specifically to the provision in the Code of Conduct that you think the Member has breached.

Please provide us with the details of your complaint in the space below. Continue on a separate sheet if there is not enough space on this form and provide any supporting documents you would like us to take into account.

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

5. In the interests of fairness and natural justice, we believe that 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 there are exceptional circumstances; for example, that you can demonstrate that you will suffer significant harm or distress as a result of disclosure.

Please note that requests for confidentiality or requests for withholding 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 exceptional circumstances where the matter complained about is very serious, we may 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 details of your complaint. Please also state exactly what you consent to being shared :

6. Additional Help

Complaints must be submitted in writing; this includes 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. We can also help if English is not your first language.

If you need any support in completing this form, please let us know by calling the Resources Support Office on 0208 708 2118.

7. Equality Monitoring Questions

Gender: Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here

Age: 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64
65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish British

Gypsy or Irish Traveller Prefer not to say Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here

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What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please state here: