

**Councillor Complaint Form**

You must use this form if you wish to make a complaint about a Councillor (also known as a Member) or co-opted/appointed Member of Cannock Chase Council or of one of the following parish/town councils within the district:

* Brereton & Ravenhill Parish Council
* Bridgtown Parish Council
* Brindley Heath Parish Council
* Cannock Wood Parish Council
* Heath Hayes & Wimblebury Parish Council
* Hednesford Town Council
* Norton Canes Parish Council
* Rugeley Town Council

Complaints can only be made where you feel the Member or co-opted/appointed Member concerned has failed to comply with the relevant council’s Code of Conduct.

Should you have any queries on submitting your complaint, please contact the Council’s Monitoring Officer as follows:

Mr Ian Curran

Monitoring Officer

c/o Stafford Borough Council

Civic Centre

Riverside

Stafford

ST16 3AQ

Tel: (01785) 619220

Email: [icurran@staffordbc.gov.uk](mailto:icurran@staffordbc.gov.uk)

Cannock Chase Council will only use your data for the purposes of dealing with your complaint. Further details on the member complaints process can be found at: [www.cannockchasedc.gov.uk/council/about-us/councillors/complaint-about-councillor](file:///\\ccdcfp1.ccdc.internal\share$\DemocraticServices\Share\Complaints%20about%20Councillors\www.cannockchasedc.gov.uk\council\about-us\councillors\complaint-about-councillor).

You can find out more about how we handle personal data at: [www.cannockchasedc.gov.uk/council/about-us/data-protection/data-protection-privacy-notices](http://www.cannockchasedc.gov.uk/council/about-us/data-protection/data-protection-privacy-notices).

**Section 1 – Your Details**

Please provide us with your name and contact details. Anonymous complaints will only be considered if there is independent evidence to substantiate the complaint.

|  |  |
| --- | --- |
| **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 Monitoring Officer of Cannock Chase Council
* The clerk of the relevant parish/town council (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 refer to section 3 of this form.

Please indicate from the following options which complainant type you are:

Member of the Public

An elected / co-opted / appointed member of an authority

An independent member of the Standards Committee

Member of Parliament

Local authority monitoring officer

Other council officer or authority employee

Other (      )

**Section 2 – About Your Complaint**

Please provide us with the name(s) of the Member(s) you believe have breached the Code of Conduct and the council for which they are a member of:

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| --- | --- | --- | --- |
| **Title** | **First Name** | **Last Name** | **Council Name** |
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Please explain below what you consider the Member has done to breach the Code of Conduct (attach extra sheets if necessary). 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.

A copy of the current Members’ Code of Conduct can be found at [www.cannockchasedc.gov.uk/council/about-us/constitution-council](https://www.cannockchasedc.gov.uk/council/about-us/constitution-council) (part 5, section 34 of the Constitution).

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer when they come to 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 concerned said or did. For instance, instead of writing that the member insulted you, please state what it is 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 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.

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| **Section(s) of the Code of Conduct which they are alleged to have breached (e.g. 3.2(b))** |  |

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| **Details of your complaint:** |

|  |  |
| --- | --- |
| **Name(s) and contact details of any witnesses (if applicable)** |  |

**Section 3 – Confidentiality Request**

**Please only complete this section if you are requesting that your identity be 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:

* You may be victimised or harassed by the Member(s) against whom you are submitting a complaint (or by a person associated with them); or
* You may receive less favourable treatment from the Council because of the seniority of the Member against whom you are submitting a complaint in terms of any existing Council service provision or any tender/contract that you may have or are about to submit to the Council.

Please note that requests for confidentiality or suppression of complaints 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 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 do so.

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

**Section 4 – Submitting Your Complaint**

Prior to submitting your form, please ensure that all relevant sections have been completed and any extra sheets used are enclosed.

Your complaint **must** be submitted in writing (this includes electronic submissions). However, 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.

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

Please return your completed form to:

Mr Ian Curran

Monitoring Officer

c/o Stafford Borough Council

Civic Centre

Riverside

Stafford

ST16 3AQ

Email: [icurran@staffordbc.gov.uk](mailto:icurran@staffordbc.gov.uk)