

SURREY COUNTY COUNCIL

CODE OF CONDUCT FOR COUNCILLORS COMPLAINT FORM

This form is for making a formal complaint that a Surrey County Councillor has broken the **Code of Conduct for Members ('the Code')**.

Before completing this form please note the following:

- the **Code** only applies to Councillors of Surrey County Council when they are acting as a councillor – other complaints cannot be investigated.
- we can only consider a complaint about a breach of the **Code**. The Code is [part 6 – Codes and Protocols](#) of the Surrey County Council Constitution. This means
 - We cannot consider complaints which are just about other parts of the constitution.
 - We cannot consider complaints which are just about the 'principles' in the appendix to the Code.
- not all complaints are investigated, even if they allege a breach of the code. For example, we do not investigate minor complaints or ones which are more accurately described as a complaint about the council rather than the conduct of a Councillor.
- District / Borough and Parish Councils have their own code, so if the member is acting as a district councillor or is not a county councillor send details of your complaint to the district council's monitoring officer.
- If you are not sure whether or not to complain then you are welcome to complain anyway or please email the address below for advice.

Please read the [Code](#) and the [Council's Arrangements for dealing with Member Conduct](#) for dealing with alleged breaches of the Code before filling in this form and fill in all the details, as an incomplete form may not be accepted or may be returned to you. If you do not have a copy you can get them from the Council's website ([Surrey County Council \(surreycc.gov.uk\)](#)) or from the address below.

Once completed the form can be returned to:

Email: monitoringofficer@surreycc.gov.uk

1. YOUR DETAILS

Title:	
First Name:	
Last name:	
Address:	
Daytime telephone:	

Mobile telephone:	
Email address:	

Please indicate which category best describes you:

- An elected or co-opted member of an authority
- Member of Parliament
- Local authority monitoring officer
- Other council officer or authority employee
- Member of the public
- Other (please state) _____

2. WHO YOUR COMPLAINT IS ABOUT

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

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**. It is important that you identify which part(s) of the Code you believe have been breached and how it is that you think that their behaviour breaches the **Code**. Please note, we can only investigate complaints alleging a breach of the **Code of Conduct**. If your complaint relates to something else then please contact the monitoring officer for advice.

If you are complaining about more than one member you must explain what each individual person has done.

It is important that you provide all the information you think the Monitoring Officer should consider when they are deciding whether to take any action on your complaint. For example:

- You should be specific 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 they said and when they said it.
- 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.
- Any relevant documents should be sent with the complaint.

Please state which paragraph(s) of the **Code** you think have been breached (the Code of Conduct is set out in Part 6 – Codes and Protocol Member Code of Conduct County Council constitution).

Please provide us with the details of your complaint. Continue on a separate sheet if there is not enough space on this form. If you have supporting evidence (eg emails or other documents) please submit the evidence with the form.

3. REQUEST TO KEEP IDENTITY CONFIDENTIAL

(Only complete this section if you are asking us not to tell people that you have made a complaint)

In the interests of fairness, we normally tell Members who are subject the complaint, the name of the person who has made the complaint. Most complainants are happy with this.

In exceptional cases we may consider withholding your name. We are unlikely to agree to withhold your identity or the details of your complaint unless you have good reason to believe that for example you may be 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 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

If you require additional help, in line with the requirements of the Equality Act 2010, we will make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint.

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

Using your information

We will use the information you give us to deal with your complaint and to promote high standards of conduct within Surrey County Council. Information you give us may be passed where necessary to the Member concerned, any investigator, the Audit and Governance Committee, any independent person we use to advise us about standards issue and any witnesses

Please 'sign' this box to confirm that you wish to make a complaint about the Councillor(s) named on this form, that you understand how we will use your information
Signed: (you can sign by typing your name here or by printing)

Date:

What Happens Next?

1. We will acknowledge receipt of your complaint, normally within 5 working days of receipt.
2. The Monitoring Officer will assess your complaint and decide whether a formal investigation should take place.

PLEASE MARK ALL CORRESPONDENCE 'PRIVATE AND CONFIDENTIAL'

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