

Cumbria County Council

Complaints Form: Elected and Co-opted Members of the Council

This form is to be completed if you wish to make a complaint about a councillor's behaviour.

This complaints form is only to be completed if you believe a County Councillor or a voting co-opted member ("Members") has breached the Members' Code of Conduct. If you are complaining about a Member, you must submit your complaint on this form.

If you have another complaint, for example about a decision of Cumbria County Council, that complaint should be made under the appropriate [Complaints Scheme](#).

If you need help to complete this form, please email the Monitoring Officer at the address below or telephone 07919 298368.

Please save a copy of the completed form and email it to:

Monitoring.Officer@cumbria.gov.uk

Or send it by post to:

The Monitoring Officer
Cumbria County Council
Cumbria House
Botchergate
Carlisle
Cumbria
CA1 1RD

Your details:

1. Please provide us with your name and contact details:

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

Evening telephone:	
Mobile telephone:	
Email address:	

In the interests of fairness and natural justice, the Monitoring Officer informs the Member(s) who are the subject of a complaint as to who has made the complaint.

On very rare occasions, it may be appropriate to maintain the anonymity of a complainant. The decision to grant anonymity to the complainant will be made by the Monitoring Officer and be at his/her absolute discretion. If the Monitoring Officer decides not to refuse anonymity he/she will inform you before proceeding further with the complaint.

If you wish to have your details kept anonymous, please check the box below and provide the reasons you feel your anonymity should be maintained.

An example of a reason that the Monitoring Officer might agree to anonymity is:

- Where the complainant has reasonable grounds for believing that they will be at risk of physical harm if their identity is disclosed.

2. Would you like your details to be kept confidential?

Please explain your reasons why you would like your details to be kept confidential. Please continue on a separate sheet if necessary.

3. Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted 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 _____

COMPLAINÉE DETAILS:

4. Please provide us with details of the Members(s) you believe has breached the Code of Conduct:

Title	Forename	Surname

5. Please identify which specific paragraph(s) of the [Code of Conduct](#) you believe has been breached:

COMPLAINT DETAILS

6. Please provide us with details of what the Member(s) has done that you believe breaches the Code of Conduct.

It is important that you provide as much information as you can about the alleged conduct as this will help the Monitoring Officer decide whether or not to take any action on your complaint. For example:

- You should provide the date(s), time(s) and location of the alleged incident(s) wherever possible.
- You should be specific about what the Member(s) has said or done that you believe is a breach of the Code of Conduct.
- If there were any witnesses to the alleged incident you should provide their names and details if possible.
- You should provide any background information that you feel is relevant.
- If there is any evidence of the conduct (e.g. correspondence) you should attach a copy to the complaint form. However please do not send original documents as the Monitoring Officer cannot guarantee the safe keeping of these documents.

If you are complaining about more than one Member, please be specific as to what each Member has done that you believe breaches the Code of Conduct.

Please avoid making accusations that you cannot provide evidence for about what the Member has done that you believe breaches the Code of Conduct.

Also, you do not need to provide the Monitoring Officer with large amounts of background information. This will make it more difficult for the Monitoring Officer to assess the complaint accurately.

Please continue on a separate sheet if necessary.