

COMPLAINT FORM

IN CONNECTION WITH THE BEHAVIOUR OF A COUNCILLOR AND THE CODE OF CONDUCT

Your details

1 Please provide us with your name and contact details:

Title:	
First Name:	
Last Name:	
Address:	
Daytime Telephone:	
Evening Telephone:	
Mobile Telephone:	
E-mail 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 Parish or Town Clerk (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 complete Section 7 of this form.

2 Please tell us which complainant type best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Independent Person
- Member of Parliament
- Local Authority Monitoring Officer
- Other Council officer or Authority employee

3 Equality monitoring questions

At NEDDC we take equality seriously and are committed to providing fair services to everyone. Please complete the monitoring form attached as an appendix to this complaint form (you do not have to fill in the form or answer any question you do not feel comfortable with).

4 **Making your Complaint**

Please remember that we can only consider complaints that are about individual Councillors (or members) when they are acting in their official capacity. We cannot consider complaints about the authority as a whole, authority employees or members when they are acting in a private capacity.

Only matters where you believe a member has breached the authority's Code of Conduct can be investigated. These are cases where the member has failed to uphold any of the following seven principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

5 Please provide us with the name of the member(s) you believe have breached the Code of Conduct and the name of their authority:

Title	First Name	Last Name	Council or Authority Name

- 6 Please explain in this section (or on separate sheets) what the member has done that you believe breaches the Code of Conduct. 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 he/she decides 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 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 explain how the circumstances relate to the Councillor acting in their official capacity, e.g. whether the matter occurred at a council meeting.
- 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.

- 7 In the interests of fairness and natural justice, we believe members who are complained about have a right to know who had 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 are likely to be subject to harassment or intimidation.

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.

However, it is important to understand that in certain exceptional circumstance 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

- 8** 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.

We can also help if English is not your first language.

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

Please send this form to:

The Monitoring Officer
North East Derbyshire District Council
District Council Offices
2013 Mill Lane
Wingerworth
Chesterfield
S42 6NG

Email address: sarah.sternberg@bolsover.gov.uk

 All personal information provided to North East Derbyshire District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given.

Unless you have requested confidentiality, in order to investigate your complaint your details may be shared with the councillor that you have complained about, any witnesses, the Council's Independent Persons and members of the Standards Committee. Details of your complaint made also be made public following any investigation.

Equal Opportunities Monitoring Form

At North East Derbyshire District Council we take equality seriously and are committed to providing fair services to everyone. The Council will not tolerate discrimination on the grounds of race, gender, disability, age, religion or sexual orientation!

You do not have to fill in this form or answer any question you do not feel comfortable with, however these statistics will help us to uphold our Equality Policy and monitor procedures.

DATA PROTECTION

We need your permission to use this information to enable us to make sure our services are delivered on an equal basis to all sections of the community. This may mean that we need to share this information with other departments within North East Derbyshire District Council.

Do you consent to information you provide being held by the Authority to be used for these purposes?

Yes No

Ethnic Background	
<p>WHITE</p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p>Please describe</p>	<p>BLACK or BLACK BRITISH</p> <p>Black African <input type="checkbox"/></p> <p>Black Caribbean <input type="checkbox"/></p> <p>Any other black background <input type="checkbox"/></p> <p>Please describe</p>
<p>GYPSY OR TRAVELLER</p> <p>Romany Gypsy <input type="checkbox"/></p> <p>Irish Traveller <input type="checkbox"/></p> <p>Any other Gypsy or Traveller background <input type="checkbox"/></p> <p>Please describe</p>	<p>ASIAN or ASIAN BRITISH</p> <p>Bangladeshi <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> <p>Please describe</p>
<p>DUAL HERITAGE</p> <p>White and Asian <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p>Please describe</p>	<p>CHINESE</p> <p>Chinese <input type="checkbox"/></p> <p>OTHER</p> <p>Any other ethnic background <input type="checkbox"/></p> <p>Please describe</p>

Gender

Male Female

Age

What is your age?

Disability

The definition of Disability in the Disability Discrimination Act 1995 is: "A physical or mental impairment which has substantial and long term adverse affect on a person's ability to carry out normal day to day activities"

Do you consider yourself to be disabled? Yes No

Religion and Belief

Buddhist Christian No religion
 Jewish Muslim Any other religion
 Hindu Sikh Please describe

Sexuality

Heterosexual Gay Man Gay Woman/Lesbian
 Bisexual Other Prefer not to say

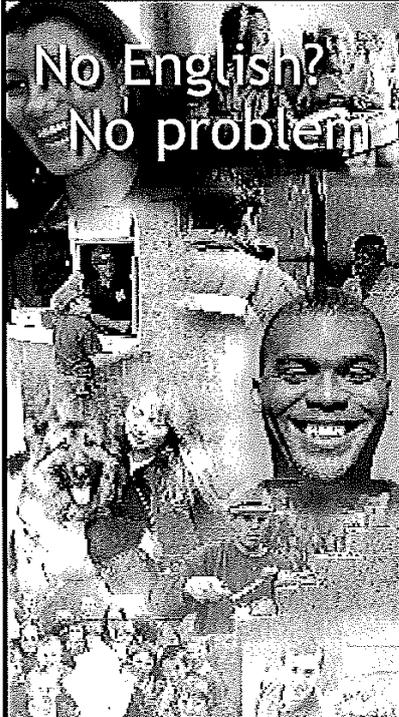
Gender Identity

Is your gender identity the same as the gender you were given at birth?

Yes No

If NO do you live and work full-time in the gender role opposite to that given at birth?

Yes No



**No English?
No problem!**

If you require this
publication in
large print, braille or on
audio tape please call us on
01246 231111

North East
Derbyshire
District Council

☎ 01246 231111 (ENGLISH)
We care. We want all of our customers to be able to access all of our services. To talk to someone in English, ring this number.

☎ 01430 457390 (CANTONESE) 廣東話
☎ 01430 457391 (MANDARIN) 國語
本市政府關心閣下，我們希望區內所有的市民都能夠使用我們所有的服務。請致電上列這一號碼，可用廣東話或國語和我們交談。

☎ 01430 457392 (ITALIAN)
Noi ci prendiamo cura di voi. Il nostro obiettivo è quello di dare a tutti i nostri clienti la possibilità di accedere ai nostri servizi. Per parlare in italiano, chiamate questo numero

☎ 01430 457394 (URDU) اُردو
ہم آپ کی سہولت کے لیے تمام زبانوں میں سروس فراہم کرتے ہیں۔ اگر آپ اردو میں بات چیت کرنا چاہتے ہیں تو اس نمبر پر ہمیں کال کریں۔

☎ 01430 457395 (POLISH)
Dbamy o naszych klientów. Pragniemy, by wszyscy mogli skorzystać z całości oferowanych przez nas usług. Aby porozmawiać w języku polskim, wybierz ten numer telefonu.

☎ 01430 457396 (PUNJABI)
ਅਸੀਂ ਦੇਖ-ਭਾਲ ਕਰਦੇ ਹਾਂ। ਅਸੀਂ ਚਾਹੁੰਦੇ ਹਾਂ ਕਿ ਸਾਡੇ ਸਾਰੇ ਗਾਹਕ ਸਾਡੀਆਂ ਸਾਰੀਆਂ ਸੇਵਾਵਾਂ ਤੱਕ ਪਹੁੰਚ ਕਰ ਸਕਣ। ਕਿਸੇ ਨਾਲ ਪੰਜਾਬੀ ਵਿਚ ਗੱਲਬਾਤ ਕਰਨ ਵਾਸਤੇ, ਇਸ ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ।

☎ 01430 457397 (OTHER LANGUAGES)

TALKBACK 

Thank you for your co-operation