



Complaints Form

Alleged Breaches of the Members' Code of
Conduct

Introduction

From May 2008, you can complain to the Council's Standards Committee that a Councillor has not observed the statutory Code of Conduct for Members.

When making a complaint relating to the Code of Conduct (which a sub-committee of the Standards Committee will consider) the complaint must state why you think a District Councillor or a Councillor of a Parish/Town Council has not followed the Code of Conduct.

The sub-committee can only deal with complaints about the behaviour of a member of the District Council or a member of one of the Parish or Town Council's within Blaby District. It will not deal with complaints about matters that are not covered by the Councillors' Code of Conduct such as standards of Council service.

If you wish to make a complaint about a Blaby District Council service please refer to the Council's own complaint form which is available online, on request or from the Council Offices. In the case of a complaint about a Parish/Town Council service please contact the Parish/Town Council Clerk.

For further details of the bodies covered and information on making your complaint please see the guidance note titled "Complaints regarding Alleged Breaches of the Member's Code of Conduct".

Before making a complaint it is advisable to contact the Monitoring Officer or the relevant Parish Clerk as they may be able to assist you in understanding what issues are covered by the Code or where matters may be dealt with more informally.

Please note Members is another name for Councillors and includes co-opted Members.

1. Who is your complaint about ?

Please tick one

District Councillor

Parish/Town Councillor

Name of the Authority i.e. Parish/Town Council

2. About you

Title:	
First Name	
Last Name	
Address	
Daytime Telephone	
Mobile Telephone	
Email Address	

3. Which best describes you?

Please tick one

	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

4. Name of the Member (s) your complaint relates to.

Title	First Name	Last Name	Authority Name

5 – Details of your complaint

For help on completing this section please see the guidance note page 4, continue on to a separate sheet if necessary.

6 – Confidentiality

Only complete this section if you are requesting that your identity or details of your complaint be kept confidential – for an explanation please see the guidance note page 5

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint

Section 7 – Additional Help

Complaints must be submitted in writing, this includes fax submissions. However, in line with the requirements of the Disability Discrimination Act 2000, the Council can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

The Council 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. You should initially contact the Council's Monitoring Officer (whose contact details are given overleaf) who will try to arrange appropriate assistance for you.

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Signed

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Dated

This form once completed should be sent in an envelope marked "Code Complaint - Confidential" along with any supporting documents, to:

The Council's Standards Committee

c/o The Monitoring Officer

Blaby District Council

Council Offices

Narborough

Leics

LE19 2EP

Telephone 0116 272 7586

Fax 0116 272 7596