

Code of Conduct Complaints Form

Instructions for completing this form

This form should only be used for Code of Conduct complaints against:

- (1) members of Horsham District Council
or
- (2) members of parish councils or neighbourhood councils within Horsham District
or
- (3) co-opted members of Horsham District Council committees or parish or neighbourhood council committees within Horsham District.

These are all referred to as “Subject Member” in this form.

Please read the Code of Conduct Complaints Procedure before completing this form.

You can fill in the form and either e-mail it to standards@horsham.gov.uk or post it to the Horsham District Council’s Monitoring Officer at Parkside, Chart Way, Horsham, West Sussex, RH12 1RL. If you are filling in a printed version of this form please use black ink as it photocopies better.

Please concentrate details of your Complaint into the spaces provided on this form. Do not attach **any** additional material other than as specified in Section 6 of the form as this will not be considered. If additional material is required by the Monitoring Officer or the Standards Committee or Sub-Committee, they will request it.

A. Your details:

1. Please provide us with your contact details:

Title:	
First name:	
Last name:	
Address:	
Contact telephone:	
Email address:	
Signature or E-Signature:	
Date:	

Note: your name and the details of your Complaint may be made public in accordance with Data Protection legislation and/or the procedural arrangements for dealing with a Complaint (see section 2 of the Code of Conduct Complaints Procedure).

2. Please tell us which Complainant type best describes you:

- Member of the public
- Council member or co-opted member of a council committee (please specify the council or committee of which you are an elected or co-opted member: _____)
- Independent member of a standards committee
- Parish council or neighbourhood council clerk
- Member of Parliament
- Monitoring Officer
- Other council employee, contractor, or agent
- Other (please specify): _____

B. The details of your Complaint:

3. Please provide us with the name of the Subject Member you believe has breached the relevant council's Councillor Code of Conduct. A separate form should be completed in relation to each Subject Member unless the complaints can appropriately be dealt with together: for example, the complaints arise from the same facts.

Title	First name	Last name	Specify Council

4. Please identify the relevant Councillor Code of Conduct and which particular section(s)/paragraph(s) of the Councillor Code of Conduct you believe has/have been breached:

5. *Please explain why you believe the particular section(s)/paragraph(s) of the Councillor Code of Conduct has/have been breached and state the date of the alleged breach/es:*

(Please use separate sheet(s) as necessary but restrict to 2 pages of A4)

6. *On the next sheet please provide any relevant background information/ documentary evidence to support your allegation(s). Please cross-refer any information / documentary evidence provided to your specific allegations and your reasons why you believe there is a breach.*

The information should be clear and concise. If recordings of meetings are submitted as evidence, then a copy of the recording or a link to an official recording should be provided and the relevant timings of the recording should be detailed and cross- referenced to the specific allegations.

It is important that Complainants do not enclose documents and/or recordings without explaining how they relate to the allegations. It is not the responsibility of the Monitoring Officer to try to interpret what the Complaint is about.

(Continue on separate sheet(s), as necessary)

7. Please identify any witnesses to the alleged conduct and provide their contact details if possible:

8. The Complaint must be made no later than 28 days after the incident complained about. If the Complaint is made more than 28 days after the incident, please explain why the Complaint was or could not be made within the 28 day period. A Complaint received more than 28 days after the incident will not be processed or dealt with unless exceptional circumstances can be shown.

C. Fairness and Openness:

9. In the interests of fairness and openness and in compliance with the rules of natural justice, we believe that a Subject Member who has had a Complaint made against them has a right to know who has made the Complaint and the substance of the allegation made against them unless there are exceptional circumstances (see sections 2.6 and 2.10 of the Code of Conduct Complaints Procedure).

Do you consider that your name should not be disclosed to the Subject Member i.e. the person against whom you are complaining?

Yes No

If yes, please explain your reason/s:

D. Check form:

10. Have you:

- Completed all the sections on this form?
- Signed the form?
- Enclosed any relevant documents and recordings?

If this Complaints Form is incomplete and/or does not satisfy the requirement of the Code of Conduct Complaints Procedure it may be rejected.

E. What happens next:

11. When you have completed this Complaints Form please send it by email to:

standards@horsham.gov.uk

or by post to:

Monitoring Officer (Standards)
Horsham District Council
Parkside, Chart Way,
Horsham, West Sussex
RH12 1RL

If this Complaints Form has been satisfactorily completed, the Complaint will be considered in accordance with the Code of Conduct Complaints Procedure. You will be kept informed of progress of the Complaint and of the outcome.

F. Help:

12. The procedures for assessing complaints by way of allegations against a Subject Member and for subsequently handling such allegations are regulated by the Localism Act 2011 and any regulations made thereunder by the Secretary of State. Horsham District Council's arrangements for dealing with Code of Conduct complaints can be found here: [Code of Conduct Information](#)

13. Complaints must be submitted in writing using this form, preferably electronically or using the e-form, and are assessed on the basis of the information supplied by you. It is, therefore, important that the information is full and complete.

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

15. If you have any queries or questions regarding any Code of Conduct matters or you need help in completing this form or you want information on the progress of your Complaint, please contact the Monitoring Officer at standards@horsham.gov.uk

16. This document is available in alternative formats. Please contact standards@horsham.gov.uk or call 01403215482.