



**BEDFORD BOROUGH COUNCIL**  
**COMPLAINT ABOUT BREACH OF THE**  
**CODE OF CONDUCT FOR MEMBERS**

**YOUR DETAILS**

1. Please provide us with your name and contact details

<b>Title:</b>	
<b>First name:</b>	
<b>Last name:</b>	
<b>Address:</b>	
<b>Daytime telephone:</b>	
<b>Evening telephone:</b>	
<b>Mobile telephone:</b>	
<b>Email address:</b>	

Please note: 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 your complaint is about a Parish or a Town Councillor)

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 5 of this form.

2. Please tell us, by ticking the relevant box, which of the following 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

### **MAKING YOUR COMPLAINT**

3. 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	Name of Council

4. Please explain in the space provided below (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 Assessment Panel when it 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.
- 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 provide any relevant background information and documents that support your complaint. If you want us to return any of these documents after we have dealt with your complaint please tell us.

Please use this box to provide us with the details of your complaint. Continue on a separate sheet if there is not enough space.

**ONLY COMPLETE THIS NEXT SECTION IF YOU ARE REQUESTING  
THAT YOUR IDENTITY IS KEPT CONFIDENTIAL**

5. In the interests of fairness and natural justice, we believe members who are complained about have a right to know who has 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 will be at risk of physical harm if your identity is disclosed
- you suffer from a serious health condition and there are medical risks associated with your identity being disclosed (please note that in such circumstances the Committee is likely to request medical evidence of your condition)
- you are an employee who works closely with the member(s) your complaint is about and are concerned about the consequences for your employment if your identity is disclosed.

Please note that requests for confidentiality or requests for suppression of complaint details will not automatically be granted. The Monitoring Officer and the Independent Person will consider the request alongside the substance of your complaint. We will then contact you with the Monitoring Officer's decision. If the Monitoring Officer refers your complaint to an Assessment Panel, that Panel will decide whether your request for confidentiality should be granted. 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 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**

6. 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 by telephoning the Council's Monitoring Officer on 01234 276527 or emailing [standards@bedford.gov.uk](mailto:standards@bedford.gov.uk)

Please sign your completed form in the space provided below and also give the date on which you completed it.

Signature\_\_\_\_\_Date\_\_\_\_\_

Your completed form and any background information/documents you wish to submit in support of your complaint should be sent to:

The Monitoring Officer  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP