

Councillor Conduct Complaint Form



This form is to be completed in full if you wish to make a complaint that a Member or voting Co-opted Member of the Royal Borough of Kensington and Chelsea has failed to comply with the Code of Conduct adopted by the Council with effect from 1 July 2012.

1. Please provide us with your name and contact details

Title:	
First name:	
Last name:	
Address:	
Daytime tel:	
Evening tel:	
Mobile tel:	
Email address:	

2. Please tick the box which best describes you:

- Member of the public
- An elected or co-opted member of an authority
- Member of Parliament
- Local authority officer
- Other (please specify)

3. Please provide us with the name of the Councillor(s) and/or voting Co-Opted Member(s) you believe have breached the Code of Conduct:

Title	First name	Last name

4. Please explain in this section (or on separate sheets) what the Councillor has done that you believe breaches the Code of Conduct. If you are complaining about more than one Councillor you should explain clearly what each individual 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 she decides (having first sought the advice of the Council's 'Independent Person'), whether to take any action on your complaint. For example:*

- *Be specific, wherever possible about exactly what you are alleging the member said or did. For instance, if you are complaining about something said you should state what words were used.*
- *Specify which part(s) of the Code of Conduct you consider have not been complied with.*
- *You should provide the dates of alleged incidents wherever possible. If you do not know exact dates, it is important to give a general timeframe.*
- *Confirm whether there were any witnesses to the alleged conduct and provide their names and contact details if possible.*
- *Provide relevant background for, or any documents that support, your allegation.*

[The Monitoring Officer at the Royal Borough of Kensington and Chelsea is the Chief Solicitor and she has a statutory responsibility to ensure that the Council acts in a lawful manner, and that it does not do anything which might cause maladministration, or injustice to any individual.]*

Please set out in this box the details of your complaint. If you use separate continuation sheets please state how many additional pages are attached . . .

If you are enclosing any documents to support your claim, please list them here.

Is there anybody who can help us with information about this matter? If so, please give their name(s) and contact details.

5 Confidentiality

Your complaint will be handled by the Council's Monitoring Officer* in accordance with the 'Arrangements for dealing with complaints alleging a breach of the Members' Code of Conduct'.

The Monitoring Officer will normally pass a copy of your complaint to the Councillor complained about so that he or she can comment. It is also in the interests of fairness and natural justice that a Councillor complained about should have the right to know who has made the complaint and what it is.

In very exceptional circumstances, the Monitoring Officer may agree to withhold your name and address. She would only do this if she has a good reason to believe that to give your name or address to the Councillor would be contrary to the public interest or would prejudice any investigation.

If you believe that there is justification for withholding your name and address, please set out the reasons here.

If your request for confidentiality is not granted, you will usually have the option of withdrawing your complaint.

However, it is important to understand that in exceptional circumstances where the matter complained about is very serious, the Monitoring Officer may decide to proceed with an investigation or other action and disclose your name even if you have expressly asked her not to.

6. Additional Help

Complaints must be submitted in writing. This includes submissions by email. However, we can make reasonable adjustments to assist you if you have a disability that prevents you from making your complaint in writing.

Please let us know if this is the case (see contact details below or ask to speak to the Monitoring Officer by calling the Legal Services Department on 020 7361 2180)

Please sign and date this form

Signature:

Print full name:

Date:

Please send the completed form to:

*The Monitoring Officer
Kensington Town Hall
Hornton Street
London W8 7NX
or email: monitoring.officer@rbkc.gov.uk*