

COMPLAINT FORM

For complaints about members of North West Leicestershire District Council and Parish Councils in the North West Leicestershire area

You can use this form if:

* You want to make a complaint about a District Councillor, a Parish Councillor or a co‐opted member of a Parish Council (a co‐opted member is someone who has been appointed to the Council rather than elected).
* The complaint is about the conduct of a member while they were in office. We cannot consider the conduct of an individual before or after they were in office.
* The member has or may have breached the Code of Conduct. A copy of the Code of Conduct and Frequently Asked Questions are available on the [Council’s website.](https://www.nwleics.gov.uk/files/documents/members_code_of_conduct/Members%20Code%20of%20Conduct.pdf) You may also contact the Monitoring Officer, Kate Hiller, if you require further information.

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

Please do not use this form if you are unhappy with:

* A decision or action of the Council or one of its committees.
* A Council service.
* The Council’s procedures.
* The actions of people employed by the Council.

If you wish to make a complaint about any of these please refer to the Council’s complaint form which is available on line or on request from the Council’s offices.

**MEMBER CONDUCT REVIEW FORM**

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| Name of Member |  |
| Name of relevant Authority |  |
| Date of Incident |  |
| Brief Description of Events (including any informal resolution or discussion with the Member) |  |
| Relevant Section(s) of the Code |  |
| Supporting Documents |  |
| Names of witnesses (if appropriate) |  |

|  |  |
| --- | --- |
| Complainant’s Name/Position |  |
| Complainant’s Contact Details |  |

Please note that while the Monitoring Officer has a duty to review all complaints received, anonymous complaints which cannot be substantiated might not be passed for review.

If, as a complainant, you wish to have your details kept confidential, please detail the reasons as to why you feel this is appropriate in the box below.

This request will be adhered where possible in so far as it is not detrimental to the matter at hand. The Monitoring Officer will review your request and offer the opportunity for you to revoke your complaint should your request not be accepted. However, in circumstances where it is in the public interest to continue with the complaint the Monitoring Officer may make the decision to continue if possible to do so.

*Please return this form to the Monitoring Officer, North West Leicestershire District Council, PO Box 11051, Coalville, Leicestershire, LE67 0FW or* *kate.hiller@nwleicestershire.gov.uk*