

# South Ribble Borough Council

## Complaints Form

**This form is to be completed if you wish to make a complaint about a Councillor's behaviour.**

This complaints form is only to be used if you feel a South Ribble Borough Councillor or a Parish Councillor from a Parish Council within the South Ribble area has breached the Member's Code of Conduct. If you have another complaint, for example regarding a decision made by South Ribble Borough Council that complaint should be made under our complaints scheme

<https://www.southribble.gov.uk/content/service-complaints>.

Please send completed forms to:

[dwhelan@southribble.gov.uk](mailto:dwhelan@southribble.gov.uk)

The Monitoring Officer  
South Ribble Borough Council  
Civic Centre, West Paddock  
Leyland PR25 1DH

### **Your Details:**

#### **1. Please provide us with your name and contact details:**

Title:	
First Name:	
Surname:	
Address:	
Contact number:	
Email address:	

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In the interests of fairness and natural justice, the Council will normally inform the Councillor (s) who are the subject of the complaint that a complaint has been made together with the name of the complainant. On rare occasions it may be appropriate keep the details of the individual making the complaint confidential. The decision whether to keep the complaint anonymous will be made by the Monitoring Officer at his/her absolute discretion.

If you wish to have your details kept confidential and to remain anonymous, please complete the box below and provide the reason for this request.

An example of a reason why the Monitoring Officer might agree to do so is:

- Where the complainant has reasonable grounds to believe that they will be at risk of physical harm if their identity is disclosed.

## 2. Would you like your details to be kept confidential?

Yes .....

No.....

If yes, please explain the reasons why you would like your details to be kept confidential. Continue on a separate sheet if necessary.

## 3. Please tell us which best describes you:

Member of the public

An elected or co opted member of any authority

An independent member of the standards committee

Member of Parliament

Council Employee

Other (please state)

**4. Please provide us with the details of the Councillors you believe have breached the Code of Conduct:**

Title	First Name	Surname	Council

**5. Please identify which specific paragraphs of the Code of Conduct (insert hyperlink) you believe have been breached:**

## 6. COMPLAINT DETAILS

**Please provide us with details of what the Councillor has done that you believe has breached the Code of Conduct.**

It is important to provide as much information as possible about the alleged conduct as this will help the Monitoring Officer decide whether or not to take any action on your complaint. For example:

- Provide the date, time and location of the incident
- Be specific about what was said or done
- Give names and details of any witnesses
- Provide any relevant background information
- Provide any evidence of conduct eg correspondence (NB please do not send original documents as we cannot guarantee safekeeping)

If you are complaining about more than one Councillor please be specific about what each has done.

Please do not provide large amounts of background information as this will make it more difficult to assess the complaint accurately.

You should continue on a separate sheet if necessary.

