



www.tmbc.gov.uk

# Code of Conduct- Complaint Form

## 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>	

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

- Member of the public
- An elected or co-opted member of an authority
- Member of Parliament
- Local authority Monitoring Officer
- Other council officer or authority employee
- Other (please give details) \_\_\_\_\_

3. Please provide us with the name of the councillor(s) you believe has breached the Code of Conduct and the name of their authority:

Title	First name	Last name	Council or authority name

4. Please explain in this section what the councillor has done that you believe breaches the Code of Conduct. If you are complaining about more than one councillor you should clearly explain what each individual person has done that you believe breaches the Code of Conduct. Please also state the specific part(s) of the Code that you believe have been breached.

It is important that you provide all the information you wish to have taken into account by the Monitoring Officer when he (acting in consultation with the Independent Person(s) and Chairman/ Vice-Chairman of the Joint Standards Committee) decides whether to take any action on your complaint. For example:

- You should be specific, wherever possible, about exactly what you are alleging the councillor said or did. For instance, instead of writing that the councillor has conducted himself in a manner which could reasonably be regarded as bringing his office or the Authority into disrepute you, you should state what it was they said or did which has made you reach this view.
- 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 background information which you consider to be relevant.

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

5. **Only complete this next section if you are requesting that your identity is kept confidential. Please see the notes in the accompanying leaflet "How to make a complaint".**

Please provide us with details of why you believe we should withhold your name and/or the details of your complaint:

**Time limit**

6. Complaints must be submitted within 3 months from the date of the alleged misconduct in question. The Monitoring Officer may only accept complaints outside of this period when he is satisfied that exceptional circumstances exist.

In determining whether exceptional circumstances exist, the Monitoring Officer will have regard to the seriousness of the alleged breach, the time when the alleged breach first came to the attention of the Complainant and the consequences of the delay for a fair disposal of the complaint.

If your complaint relates to alleged misconduct over 3 months old, please set out below why you consider that exceptional circumstances exist.

## Additional Help

7. Complaints must be submitted in writing. This includes electronic submissions. If you need any support in completing this form, please let us know as soon as possible.

This council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. See [www.tmbc.gov.uk/DPNotice](http://www.tmbc.gov.uk/DPNotice) for further information.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Return Address:      [monitoring.officer@tmbc.gov.uk](mailto:monitoring.officer@tmbc.gov.uk)

Or by post:            The Monitoring Officer  
Tonbridge and Malling Borough Council  
Gibson Building, Gibson Drive  
Kings Hill  
West Malling  
Kent ME19 4LZ