

# Exeter City Council

## Code of Conduct Complaint Form

Please use this form if you want to make a complaint that an Exeter City Council Councillor has breached the Code of Conduct.

Details about how your complaint will be considered, the stages of the assessment and potential outcomes if your complaint is upheld, can be found in the Council's documents called 'Dealing with Members Complaints'.

**Please send the completed complaint form to:**

**Email:** BKhafaji@exeter.gov.uk

**Post:** The Monitoring Officer

Exeter City Council

Paris Street

Exeter

EX1 1JN

### 1. Your details - please provide us with your name and contact details

<b>Full name and title</b>	
<b>Address:</b>	
<b>Daytime 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 the Council

Council officer

Other (please state) .....

### **3. Making your Complaint**

Please provide us with the full name(s) of the councillor(s) you believe have breached the Code of Conduct:

	<b>First name</b>	<b>Last name</b>
Councillor		

### **4. Details of your complaint**

Please explain in the box below why you consider that the Councillor has breached the adopted Code of Conduct. If you are complaining about more than one Councillor, you should clearly explain what each individual Councillor 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 when your complaint is considered.

For example:

- You should be specific about exactly what you are alleging the Councillor said or did. For example, as well as writing that the Councillor insulted you, you should state what it was s/he said;
- 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 attach any relevant background information and documents.

**Please provide us with the details of your complaint.**

Please continue on a separate sheet if there is not enough space on this form.

**5. Confidentiality**

**Only complete this section if you are asking that your identity is kept confidential. Please note that a request for confidentiality can only be granted in exceptional circumstances.**

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

**6. Additional help**

Complaints must be submitted in writing. This means you can send an email or a paper copy of your complaint (please see the details at the beginning of this form).

However, in line with the requirements of the Disability Discrimination Act 2000, we can be happy to 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.

**Signed:** .....

**Date:** .....